# AGENDA
# JEFFERSON COUNTY COMMISSION
## FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2017
## THURSDAY, OCTOBER 26, 2017
## 9:30 A.M.

County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- October 5, 2017 - Regular Meeting
- October 13, 2017 - Canvass for the Road Bond Referendum Special Election
- October 18, 2017 - Certification of Results for the Road Bond Referendum Special Election

**APPROVAL OF PURCHASE ORDERS**

- October 26, 2017

**APPROVAL OF ACCOUNTS PAYABLE**

- October 12, 2017
- October 19, 2017
- October 26, 2017

**APPROVAL OF MANUAL CHECKS**

- October 12, 2017
- October 19, 2017
- October 26, 2017

**APPROVAL OF PAYROLL**

- October 5, 2017
- October 11, 2017 - Poll Worker Payroll

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

| | | |
|---|---|---|
| 1. | 9:45 a.m. | Jacqueline Shadle, County Clerk<br>- Approval of Grant Application and Resolution for Digitization and Restoration of Deed Books - Discussion/Action |
| 2. | 10:00 a.m. | Pete Dougherty, Sheriff represented by Deborah Lowe, Jefferson County Sheriff's Office<br>- Approval of Grant Application and Resolution - Discussion/Action |
| 3. | 10:15 a.m. | Nikki Painter, Chief Deputy Clerk, Elections<br>- Reimbursement Certification for the Special Road Bond Election - Discussion/Action |
| 4. | 10:30 a.m. | Annette Gavin and Eric Lewis, President, Jefferson County Development Authority Board of Directors<br>- Approval of Employment for the Newly Hired Director of the Jefferson County Development Authority - Discussion/Action |
| 5. | 10:45 a.m. | **BREAK** |
| 6. | 11:00 a.m. | Lynn Fields, Probate<br>- Quarterly Review - Discussion/Action |
| 7. | 11:15 a.m. | Interviews and Appointments to the Jefferson County Historic Landmarks Commission - two unexpired terms ending March 30, 2018 and March 30, 2019 - Discussion/Action |
| 8. | 11:30 a.m. | Continued Discussion on the Confederate Plaque at the Jefferson County Courthouse - Discussion/Action |
| 9. | 12:00 p.m. | Nathan Cochran, Assistant Prosecuting Attorney<br>- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues - Discussion/Action - Possible Executive Session<br>- Update on EEOC Claim #533-2017-00706 - Discussion/Action - Possible Executive Session<br>- Discussion of request for reimbursement of legal fees for William H. Strider, Jefferson County Public Service District Board member - Discussion/Action |

## NEW BUSINESS

10. Request to use the Jefferson County Commission meeting room on Wednesday, November 1, 2017 for a public solar information session - Discussion/Action

11. Approval of Contract Agreement, Resolution, and grant documents - Victims of Crime Act (VOCA) - Discussion/Action

## FINANCIAL DIRECTOR REPORTS

- Approval of FY17 Financial Statements - Discussion/Action
- Review of Budget-to-Actual as of September 30, 2017 - Discussion/Action
- Continuation of Ambulance Fee Analysis - Discussion/Action

## COUNTY ADMINISTRATOR REPORTS

## COUNTY COMMISSION REPORTS

12. **ADJOURN**

## DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Jefferson County Historic Landmarks Commission Quarterly Report
- Jefferson County Homeland Security and Emergency Management Quarterly Report
- Jefferson County Office of Engineering Quarterly Report
- Jefferson County Office of GIS and Addressing Quarterly Report
- Jefferson County Office of Planning and Zoning Quarterly Report

## CORRESPONDENCE/INFORMATION

Correspondence received from the West Virginia Department of Transportation regarding the Highway Safety Grant proposal has been approved for $205,660.

Correspondence received from Shirley Watkins regarding the ambulance fee.

Correspondence received from West Virginia Division of Culture and History regarding the Wild Goose Farm (2935 Shepherd Grade Road, Shepherdstown, WV) will be considered by the West Virginia Archives and History Commission for nomination to the National Register of Historic Places.

Correspondence received from Comcast regarding channel changes.

WV Lottery Weekly Settlement for Charles Town - week ending September 30, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending October 7, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending October 14, 2017.

*At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.*

# Minutes

# Jefferson County Commission

# Thursday, October 5, 2017

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A meeting of the Jefferson County Commission was held on Thursday, October 5, 2017 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Josh Compton, Caleb Hudson, Patricia Noland, Peter Onoszko and Jane Tabb. Also present were Jacki Shadle, County Clerk, Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, October 5, 2017 meeting is available through the Jefferson County Commission Office.)

## PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

## APPROVAL OF MINUTES

**Motion by Mr. Onoszko to approve the September 21, 2017 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.**

## APPROVAL OF PURCHASE ORDERS

**Motion by Ms. Noland to approve the Purchase Orders for October 5, 2017 in the amount of $16,058.00 to include Purchase Order Nos. 52822 and 52667. Motion seconded and unanimously approved.**

## APPROVAL OF PAYROLL

**Motion by Ms. Tabb to approve the Payroll for September 21, 2017 in the amount of $248,496.74. Motion seconded and unanimously approved.**

## APPROVAL OF ACCOUNTS PAYABLE

| CHCKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|---|---|---|---|---|---|---|
| 079005 | PAYROLL | SCOTT DEMORY | | 0 | 1837.26 | 1837.26 |
| 079006 | PAYROLL | KATHRYN KING | | $ - | $ 2,250.00 | $ 2,250.00 |
| 079007 | PAYROLL | WV DEPUTY SHRF RETIREMEN | | $ - | $ 12,231.26 | $ 12,231.26 |
| 079007 | PAYROLL | WV DEPUTY SHRF RETIREMEN | | $ - | $ 17,267.70 | $ 17,267.70 |
| 079008 | PAYROLL | WV PUB EMP RETIRE SYS | | $ - | $ 5,410.39 | $ 5,410.39 |
| 079008 | PAYROLL | WV PUB EMP RETIRE SYS | | $ - | $ 9,919.12 | $ 9,919.12 |
| 079008 | PAYROLL | WV PUB EMP RETIRE SYS | | $ - | $ 55,564.36 | $ 55,564.36 |
| 079008 | PAYROLL | WV PUB EMP RETIRE SYS | | $ - | $ 22,731.03 | $ 22,731.03 |
| 079008 | PAYROLL | WV PUB EMP RETIRE SYS | | $ - | $ 33.20 | $ 33.20 |
| 079008 | PAYROLL | WV PUB EMP RETIRE SYS | | $ - | $ 81.15 | $ 81.15 |
| | | | | | | |
| **TOTAL** | | | | | **$ 127,325.47** | **$ 127,325.47** |

**Motion by Ms. Tabb to approve the Accounts Payable for September 28, 2017 in the amount of $127,325.47. Motion seconded and unanimously approved.**

| CHCKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|---|---|---|---|---|---|---|
| 079011 | 712 | AT&T/GA | | $ - | $ 197.62 | $ 197.62 |
| 079012 | ALLOC | AHA/ART&HUMANITIES ALLNC | | $ - | $ 1,370.35 | $ 1,370.35 |
| 079013 | 440 | ARLENE AND JAE ANDERSON | | $ - | $ 150.00 | $ 150.00 |
| 079014 | ALLOC | BOLIVAR/HARPERS FERRY | | $ - | $ 20,625.00 | $ 20,625.00 |
| 079015 | 440 | DOUGLAS AND MARIE BURGES | | $ - | $ 62.10 | $ 62.10 |
| 079016 | P/R DED | BOOTH AND MCCARTHY | | $ - | $ 237.67 | $ 237.67 |
| 079017 | P/R DED | BUREAU F/CHILD SUPPORT | | $ - | $ 49.85 | $ 49.85 |
| 079018 | 412 | JADA BENNETT | | $ - | $ 486.32 | $ 486.32 |
| 079019 | P/R DED | BUREAU F/CHILD SPPRT ENF | | $ - | $ 212.31 | $ 212.31 |
| 079020 | P/R DED | BUREAU OF CHILD SUPPORT | | $ - | $ 461.54 | $ 461.54 |
| 079021 | P/R DED | BUREAU OF CHILD SUPPORT | | $ - | $ 119.54 | $ 119.54 |

| | | | | | | |
|---|---|---|---|---|---|---|
| 079022 | 405 | RAYMOND E. BOYCE | | $ - | $ 53.50 | $ 53.50 |
| 079023 | 413 | CASTO & HARRIS INC | 52491 | $ 5,375.25 | $ - | $ 5,375.25 |
| 079024 | 425 | CITY OF CHARLES TOWN | | $ - | $ 40.00 | $ 40.00 |
| 079024 | 425 | CITY OF CHARLES TOWN | | $ - | $ 80.00 | $ 80.00 |
| 079025 | 425 | OLD CHARLES TOWN LIBRARY | | $ - | $ 1,500.00 | $ 1,500.00 |
| 079025 | ALLOC | OLD CHARLES TOWN LIBRARY | | $ - | $ 20,625.00 | $ 20,625.00 |
| 079026 | 428 | CONDUENT GOV SYSTEMS LLC | 52340 | $ 12,354.61 | $ - | $ 12,354.61 |
| 079027 | P/R DED | DELTA DENTAL OF WV | | $ - | $ 6,430.91 | $ 6,430.91 |
| 079028 | ALLOC | EASTERN PANHANDLE TRANSI | | $ - | $ 5,000.00 | $ 5,000.00 |
| 079029 | 440 | ROGER GOODWIN | | $ - | $ 31.81 | $ 31.81 |
| 079030 | 412 | GREATAMERICA FINANCL SVC | | $ - | $ 736.31 | $ 736.31 |
| 079031 | 425 | G & TRIPLE T. LLC | | $ - | $ 215.00 | $ 215.00 |
| 079031 | 425 | G & TRIPLE T. LLC | | $ - | $ 269.00 | $ 269.00 |
| 079032 | P/R DED | THE HARTFORD | | $ - | $ 2,368.55 | $ 2,368.55 |
| 079032 | P/R DED | THE HARTFORD | | $ - | $ 4,234.72 | $ 4,234.72 |
| 079033 | ALLOC | JEFF CO DEVELOPMENT AUTH | | $ - | $ 26,500.00 | $ 26,500.00 |
| 079034 | ALLOC | JEFFERSON CO EMERGENCY | | $ - | $ 488,558.50 | $ 488,558.50 |
| 079035 | 403 | JEFFERSON CENTER | | $ - | $ 100.00 | $ 100.00 |
| 079036 | ALLOC | JEFFERSON COUNTY HISTORI | | $ - | $ 2,029.14 | $ 2,029.14 |
| 079037 | 425 | JEFFERSON COUNTY SOLID | | $ - | $ 277.31 | $ 277.31 |
| 079038 | 405 | BOYS & GIRLS CLUB | | $ - | $ 25.00 | $ 25.00 |
| 079039 | 440 | JEFFERSON RENTAL | | $ - | $ 1,805.91 | $ 1,805.91 |
| 079039 | 440 | JEFFERSON RENTAL | | $ - | $ 1,744.12 | $ 1,744.12 |
| 079040 | ALLOC | JEFFERSON DAY REPORT CNT | | $ - | $ 37,502.50 | $ 37,502.50 |
| 079041 | P/R DED | JEFFERSON SECURITY BANK | | $ - | $ 5,995.00 | $ 5,995.00 |
| 079042 | 403 | MATTHEW BENDER & CO | | $ - | $ 288.31 | $ 288.31 |
| 079043 | P/R DED | MAZZITTI & SULLIVAN EAP | | $ - | $ 936.00 | $ 936.00 |
| 079044 | P/R DED | JONELLE MAY | | $ - | $ 1,618.92 | $ 1,618.92 |
| 079045 | P/R DED | HIGHMARK WV | | $ - | $ 186,095.79 | $ 186,095.79 |
| 079046 | P/R DED | HELEN M. MORRIS, TRUSTEE | | $ - | $ 543.86 | $ 543.86 |
| 079047 | P/R DED | MILLENIUM INSURANCE GROU | | $ - | $ 750.00 | $ 750.00 |
| 079048 | P/R DED | NATIONWIDE RETIREMENT | | $ - | $ 849.00 | $ 849.00 |
| 079049 | 404 | KAREN NICK | | $ - | $ 25.12 | $ 25.12 |
| 079050 | P/R DED | NATIONAL VISION ADMIN. | | $ - | $ 1,774.28 | $ 1,774.28 |

| | | | | | | |
|---|---|---|---|---|---|---|
| 079051 | P/R DED | PATRICIA A. NOLAND | | $ - | $ 240.82 | $ 240.82 |
| 079052 | ALLOC | JEFF CO PARKS & | | $ - | $ 60,945.00 | $ 60,945.00 |
| 079053 | ALLOC | JEFF CO PARKS & | | $ - | $ 30,859.17 | $ 30,859.17 |
| 079054 | 403 | RECORD MANAGEMENT SOLUTN | | $ - | $ 30.00 | $ 30.00 |
| 079055 | P/R DED | RETIREE HLTH BENEFIT TRS | | $ - | $ 6,126.00 | $ 6,126.00 |
| 079056 | P/R DED | RICE TIRES CO | | $ - | $ 372.88 | $ 372.88 |
| 079057 | ALLOC | SHEPHERDSTOWN PUB LIBRAR | | $ - | $ 20,625.00 | $ 20,625.00 |
| 079058 | 704 | WV REGIONAL JAIL & | | $ - | $ 133,604.25 | $ 133,604.25 |
| 079059 | ALLOC | SOUTH JEFFERSON PUBLIC | | $ - | $ 20,625.00 | $ 20,625.00 |
| 079060 | P/R DED | SHERIFF OF JEFFERSON CO | | $ - | $ 10,990.86 | $ 10,990.86 |
| 079060 | P/R DED | SHERIFF OF JEFFERSON CO | | $ - | $ 46,994.84 | $ 46,994.84 |
| 079060 | P/R DED | SHERIFF OF JEFFERSON CO | | $ - | $ 44,050.49 | $ 44,050.49 |
| 079061 | P/R DED | SHERIFF OF JEFFERSON CO | | $ - | $ 113.25 | $ 113.25 |
| 079062 | P/R DED | SHERIFF OF JEFFERSON CO | | $ - | $ 315.00 | $ 315.00 |
| 079062 | P/R DED | SHERIFF OF JEFFERSON CO | | $ - | $ 3,090.00 | $ 3,090.00 |
| 079063 | ALLOC | JEFFERSON CO CONVENTION | | $ - | $ 34,258.66 | $ 34,258.66 |
| 079064 | ALLOC | WVU WEST VIRGINIA UNIV | | $ - | $ 3,700.00 | $ 3,700.00 |
| 079065 | 700 | WILLIAM WALTERS | | $ - | $ 8.25 | $ 8.25 |
| 079066 | P/R DED | LISA WALTERS | | $ - | $ 905.99 | $ 905.99 |
| 079067 | 412 | EMILY WELLS | | $ - | $ 275.01 | $ 275.01 |
| 079068 | 401 | XEROX CORPORATION | | $ - | $ 186.32 | $ 186.32 |
| 079068 | 402 | XEROX CORPORATION | | $ - | $ 106.53 | $ 106.53 |
| 079068 | 402 | XEROX CORPORATION | | $ - | $ 367.42 | $ 367.42 |
| 079068 | 402 | XEROX CORPORATION | | $ - | $ 380.32 | $ 380.32 |
| 079068 | 402 | XEROX CORPORATION | | $ - | $ 302.49 | $ 302.49 |
| 079068 | 403 | XEROX CORPORATION | | $ - | $ 227.22 | $ 227.22 |
| 079068 | 404 | XEROX CORPORATION | | $ - | $ 71.10 | $ 71.10 |
| 079068 | 405 | XEROX CORPORATION | | $ - | $ 380.80 | $ 380.80 |
| 079068 | 406 | XEROX CORPORATION | | $ - | $ 71.10 | $ 71.10 |
| 079068 | 425 | XEROX CORPORATION | | $ - | $ 106.53 | $ 106.53 |
| 079068 | 440 | XEROX CORPORATION | | $ - | $ 203.87 | $ 203.87 |
| 079068 | 440 | XEROX CORPORATION | | $ - | $ 126.42 | $ 126.42 |
| 079068 | 700 | XEROX CORPORATION | | $ - | $ 337.22 | $ 337.22 |
| 079068 | 712 | XEROX CORPORATION | | $ - | $ 367.62 | $ 367.62 |
| 079068 | 716 | XEROX CORPORATION | | $ - | $ 120.57 | $ 120.57 |
| | | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| TOTAL | | | | | | $ 1,262,191.72 |
| TOTAL | | | | $ 17,729.86 | $ 1,244,461.86 | $ 1,262,191.72 |

**Motion by Mr. Compton to approve the Accounts Payable for October 5, 2017 in the amount of $1,262,191.72. Motion seconded and unanimously approved.**

## MANUAL CHECKS

| | | | |
|---|---|---|---|
| **COAL SEVERANCE** | | | |
| **OO2** | | | |
| Date | Check # | VENDOR | Amount |
| 10/06/17 | **448** | **RONALD PEARSE ED.D** | $ 150.00 |
| | | | |
| | | | |
| **HOME DETETION** | | | |
| **OO8** | | | |
| Date | Check # | VENDOR | Amount |
| 10/06/17 | **580** | **3M ELECTRONIC MONITORING** | $ 2,085.00 |
| 10/06/17 | **581** | **UNITED BANKCARD CENTER** | $ 55.25 |
| | | | |
| | | | |
| **ASSESSOR VALUATION** | | | |
| **O56** | | | |
| Date | Check # | VENDOR | Amount |
| 10/06/17 | **647** | **MONROE SYSTEMS FOR BUS.** | $ 134.00 |
| 10/06/17 | **648** | **UNITED BANK** | $ 431.21 |
| 10/06/17 | **649** | **ESRI** | $ 3,939.72 |
| 10/06/17 | **650** | **BERKELEY PRINTING & DESIGN** | $ 366.12 |
| | | | |
| | | | |
| **SHERIFF CAPITOL O/L** | | | |
| **246** | | | |
| Date | Check # | VENDOR | Amount |
| 10/06/17 | **1649** | **SPIRIT OF JEFFERSON** | $ 50.14 |
| | | | |
| | | | |

| IMPACT FEES | | | |
|---|---|---|---|
| 249 | | | |
| Date | Check # | VENDOR | Amount |
| 10/06/17 | 1108 | SHERIFF JEFFERSON CO -SCHOOL | $ 151,141.35 |
| 10/06/17 | 1109 | SHERIFF JEFFERSON CO - LAW | $ 2,577.36 |
| 10/06/17 | 1110 | SHERIFF JEFFERSON CO - PARKS | $ 11,392.77 |
| 10/06/17 | 1111 | SHERIFF JEFFERSON CO - FIRE/EMS | $ 1,248.68 |
| | | | |
| 10/6/2017 | 114 | EUGENE ABELOW | $ 5,700.00 |
| TOTAL | | | $ 179,271.60 |

**Motion by Ms. Noland to approve the Manual Checks for October 7, 2017 in the amount of $179,271.60. Motion seconded and unanimously approved.**

## PUBLIC COMMENT:

Linda Ballard, member of the Marshall Holley Mason American Legion Auxiliary Unit 102 – read the Commission a follow-up letter regarding the removal of the Confederate plaque on the front of the Courthouse.

David Tabb, resident – voiced his frustration concerning multiple issues, including his various court cases against the Jefferson County Commission.

Paul Rosa, resident – spoke in support of Stacie Rohn from the Boys & Girls Club and made comments regarding the Board of Health appointee and the Courthouse plaque issue.

Eleanor Finn, member of the League of Women Voters – informed the Commission and the audience about upcoming civic education forums hosted by the League of Women Voters.

## PRESENTATIONS

1. Angela Banks, Assessor – requested the approval of the following Exonerations:

| NAME | TYPE | DISTRICT | TICKET # | AMOUNT |
|---|---|---|---|---|
| Peter Stephens | PP | CTD | 304391 | $44.64 |

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 304391 as presented. Motion seconded and unanimously approved.**

2. Peter Dougherty, Sheriff

   - Approval of Vehicle Donations – requested the approval of the transfer of a 2009 Ford Explorer (01421) to Friendship Fire Company

     - **Motion by Mr. Compton to approve the transfer of the 2009 Ford Explorer (01421) from the Sheriff's Office to Friendship Fire Company. Motion seconded and unanimously approved.**

   - New Hires

     - **Motion by Ms. Tabb to approve the hire of Christian Hockman and Robin Mahoney for the position of Deputy, effective October 29, 2017. Motion seconded and unanimously approved.**

   - Bailiffs

     - **Motion by Ms. Noland to approve the hire of David Sayampanathan and Kathryn Demory as Bailiffs/Trip Guards. Motion seconded and unanimously approved.**

   - Grants

     - **Motion by Ms. Noland to approve the grant application for the purchase of radios. Motion seconded and unanimously approved.**

     - **Motion by Mr. Onoszko to approve the grant application for the purchase of night vision goggles and mobile license plate readers. Motion seconded and unanimously approved.**

   - Transfer

     - **Motion by Ms. Tabb to approve the transfer of $30,000 from Law Enforcement Salaries to Materials and Supplies. Motion seconded and unanimously approved.**

3. Stacie Rohn and Lisa Craiger, Boys and Girls Club of the Eastern Panhandle – provided the Commission and the audience with a update and stated they'll be celebrating their twentieth year in December of this year.

4. Emily Wells, WVU Extension Service – requested approval to reclassify an employee from a 35 hour work week to a 40 hour work week.

- **Motion by Mr. Compton to approve the reclassification of April Blaker, Administrative Assistant for the WVU Extension Service, from a 35 hour work week to a 40 hour work week. Motion seconded and unanimously approved.**

5. John Reisenweber, Jefferson County Development Authority

   - Request for Permission to Use Coal Severance Funds for Electrical Upgrades to Burr Business Park

     - **Motion by Ms. Noland to approve the JCDA request to spend up to $7,500 of its coalbed/methane severance funds to perform electrical upgrades in Burr Park. Motion seconded and unanimously approved.**

   - Request for Executive Session to discuss consideration of an economic development proposal.

     - **Motion by Mr. Onoszko to enter into Executive Session to discuss a potential economic development proposal. Motion seconded and unanimously approved.**

     - **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**

6. The Commission recessed for break at 10:45 am.
   The Commission reconvened at 11:00 am.

7. Interviews and Appointments to the Jefferson County Board of Health – one five-year term ending June 30, 2022.

   - **Motion by Ms. Tabb to appoint Damien Hinck to the Jefferson County Board of Health for one five-year term ending June 30, 2022. Motion seconded and unanimously approved.**

8. Alexandra Beaulieu, Zoning Administrator for the Office of Planning and Zoning – Requested a refund of $100.00 for the overpayment of a Conditional Use Permit for Dollar General Corporation.
   - **Motion by Ms. Tabb to provide a $100.00 refund to the Dollar General Corporation due to the overpayment of a Conditional Use Permit Fee. Motion seconded and unanimously approved.**

9. **Roger Goodwin, Chief County Engineer**

- Requested a Complete Construction Bond Release for Whale of a Wash/HDW, LLC. – Whale of a Wash Laundromat Addition (File #S16-05) – Letter of Credit No. 10001947-4401 with United Bank, Martinsburg, WV

  - **Motion by Ms. Noland to authorize a complete release of the remaining $37,652.00 from the construction bond for Whale of a Wash/HDW, LLC – Whale of a Wash Addition (File #S16-05). Motion seconded and unanimously approved.**

- Approval to hire an Appraiser to provide a restricted appraisal report of the Jefferson County Crossing Apartment Complex – Phase 2, located in Ranson, for purposes of determining qualification for the Impact Fees Affordable Housing Discount

  - **Motion by Ms. Noland to accept the quote from Professional Appraisal Corporation, in the amount of $2,500.00, to complete a restricted appraisal report of the Jefferson Crossing Apartment Complex for purposes of determining qualification for the Affordable Housing Discount under the Impact Fees Procedures Ordinance, contingent upon reimbursement of the cost by the developer. Motion seconded and unanimously approved.**

10. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution Appeal of the PSC decision, acquisition of PSD assets, and related issues – Possible Executive Session

- Consideration of Agreement with the City of Charles Town to Acquire the Assets of Jefferson County Public Service District

- Discussion of EEOC Complaint Charge No. 533-2016-00519 – Possible Executive Session.

  - **Motion by Mr. Compton to enter into Executive Session to receive legal advice regarding contractual and personnel matters. Motion seconded and unanimously approved.**

  - **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

  - **Motion by Mr. Onoszko to approve the purchase agreement with the City of Charles Town regarding the Jefferosn County Public Service District asset acquisition pending approval of the agreement by the City of Ranson. Motion seconded and passes on a vote of 3-2 with Ms. Noland and Ms. Tabb opposing.**

- **Motion by Ms. Noland to authorize the President of the Commission to sign the response to EEOC Complaint Charge No. 533-2016-00519. Motion seconded and unanimously approved.**

- Report on status of City of Charles Town v. Mary Esta Burton Hilleary Trust, et al. (Civil Action #17-P-83)

11. Acknowledgement of the Assessor's Certificate of Compliance

- **Motion by Ms. Noland to acknowledge and approve the Assessor's Certificate of Compliance as presented. Motion seconded and unanimously approved.**

12. Court House Commemorative Plaque Committee

- **Motion by Mr. Onoszko to rescind the decision taken on September 7, 2017 to create a commemorative Courthouse plaque committee. Motion seconded and passes on a vote of 3-2 with Ms. Noland and Ms. Tabb opposing.**

**FINANCIAL DIRECTOR REPORTS**

- Review of RFP for Centralized/Integrated Governmental Financial Management System

  - **Motion by Mr. Onoszko approve the request for proposals for a centralized/integrated governmental financial management system as presented by Ms. Gordon. Motion seconded and unanimously approved.**

- Ambulance Fee Analysis

**COUNTY ADMINISTRATOR REPORTS**

- Canvass for the Special Election – Ms. Grove stated the Canvass for the October 7, 2017 Road Bond Referendum would be held at 9:30 am on Friday, October 13, 2017.

- WVACO Fall Board Meeting & Gift – Ms. Grove stated the WVACO would be holding their fall board meeting at the Clarion Inn in Shepherdstown on October 14, 15, and 16 and asked the Commission for authorization to spend up to $500 to include an item (sample bags from Mountaineer Popcorn) in the attendees' gift bags. The Commission provided their consent.

- Legislative Summit – Ms. Grove provided the Commission with the availability of local legislature for the upcoming legislative summit in November. It was the

consensus of the Commission to attempt to schedule the Summit for 1:30 pm on Thursday, November 30.

- Ambulance Fee – Ms. Grove stated 68.8% of the ambulance fee had been collected to date, and the $5.00 late charge was now in effect.

13. There being no further business, motion by Mr. Compton to adjourn at 2:04 pm. Motion was seconded and unanimously approved.

PETER ONOSZKO, PRESIDENT

Respectfully Submitted
Jessica D. Carroll
Administrative Assistant

SPECIAL SESSION:

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the Jefferson County Commission, continued and held at the Jefferson County Courthouse, located at 100 E. Washington Street located in Charles Town, WV, 25141 on Friday, October 13, 2017 beginning at 9:30 a.m.

PRESENT:

Peter Onoszko, President
Jane Tabb, Vice President
Caleb Hudson Commissioner
Patricia Noland, Commissioner
Jacki Shadle, County Clerk

STAFF:

Nikki Painter, Chief Deputy Elections Officer
Stephanie Grove, County Administrator
Jenny Hughes, Deputy Clerk, Elections
Jessica Carroll, Recording Clerk

The County Commission of Jefferson County, sitting as a Board of Canvassers, met this 13th day of October, 2017 at 9:30 am for the purpose of canvassing ballots cast in the October 7, 2017 Special Election for the Road Bond Referendum.

Commissioner Tabb Pledge of Allegiance.

The Board proceeded with the Canvass by reviewing each precinct, checking to make sure the counts were accurate. The Board also reviewed the provisional and absentee ballots from each precinct to determine if the ballot in question could or could not be accepted to be counted.

Ms. Painter also stated the bond amount for a recount must be set prior to the start of the canvass.

- **Motion by Ms. Tabb to set the bond amount at $300.00 in the event of a recount. Motion seconded and unanimously approved.**

| *Provisional & Absentee Ballots* | | | | | | |
|---|---|---|---|---|---|---|
| *October 7, 2017 - Special Road Bond Election* | | | | | | |
| | | | | | | |
| ***Precinct*** | ***Name*** | ***Reason*** | ***Motion/Second*** | ***Accept*** | ***Reject*** | ***Vote*** |
| ***3*** | *Daniel Jenkins* | *Canceled for Not Voting* | *Tabb/Hudson* | *X* | | *Carries* |
| | *Rosa Failos-Morgan* | *Not Registered* | *Onoszko/Hudson* | *X* | | *Carries* |
| | *Patrick Kratovil* | *Absentee - Recevied in Time* | *Tabb/Hudson* | *X* | | *Carries* |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Precinct** | **Name** | **Reason** | **Motion/Second** | **Accept** | **Reject** | **Vote** |
| 12 | Janice Blackford | Poll Worker | Tabb/Hudson | X | | Carries |
| | Megan Terris | Poll Worker | Tabb/Hudson | X | | Carries |
| | | | | | | |
| **Precinct** | **Name** | **Reason** | **Motion/Second** | **Accept** | **Reject** | **Vote** |
| 13 | Melodie Williams | Poll Worker | Tabb/Hudson | X | | Carries |
| | | | | | | |
| **Precinct** | **Name** | **Reason** | **Motion/Second** | **Accept** | **Reject** | **Vote** |
| 16 | Lois Coyne | Updated Address- Voting in New Precinct | Noland/Hudson | X | | Carries |
| | Donald Coyne | Updated Address- Voting in New Precinct | Noland/Hudson | X | | Carries |
| | | | | | | |
| **Precinct** | **Name** | **Reason** | **Motion/Second** | **Accept** | **Reject** | **Vote** |
| 19 | Mark Henson | Registration OK | Noland/Hudson | X | | Carries |
| | | | | | | |
| **Precinct** | **Name** | **Reason** | **Motion/Second** | **Accept** | **Reject** | **Vote** |
| 20 | Eulalia Mooney | Voted in Wrong Precinct | Noland/Hudson | | X | Carries |
| | | | | | | |
| **Precinct** | **Name** | **Reason** | **Motion/Second** | **Accept** | **Reject** | **Vote** |
| 21A | Linda Gallop | Poll Worker | Noland/Hudson | X | | Carries |
| | Nancy Schaffer | Poll Worker | Noland/Hudson | X | | Carries |
| | Lorien Cascio | Poll Worker | Noland/Hudson | X | | Carries |
| | | | | | | |
| **Precinct** | **Name** | **Reason** | **Motion/Second** | **Accept** | **Reject** | **Vote** |
| 21B | Joseph Gallop | Poll Worker | Noland/Hudson | X | | Carries |
| | Patricia Blevins | Poll Worker | Noland/Hudson | X | | Carries |
| | Ryan Cascio | Poll Worker | Noland/Hudson | X | | Carries |
| | Jackie Jo Weil | Registration OK | Noland/Hudson | X | | Carries |
| | Celissa Gayle Stephens | Not Registered | Noland/Hudson | | X | Carries |
| | | | | | | |
| **Precinct** | **Name** | **Reason** | **Motion/Second** | **Accept** | **Reject** | **Vote** |
| 22 | Elizabeth Stagner | Poll Worker | Noland/Onoszko | X | | Carries |
| | | | | | | |
| **Precinct** | **Name** | **Reason** | **Motion/Second** | **Accept** | **Reject** | **Vote** |
| 28 | Juliane Ford | Poll Worker | Noland/Hudson | X | | Carries |
| | | | | | | |

| Precinct | Name | Reason | Motion/Second | Accept | Reject | Vote |
|---|---|---|---|---|---|---|
| 29 | Giordana Baker | Poll Worker | Noland/Onoszko | X | | Carries |
| | | | | | | |
| **Precinct** | **Name** | **Reason** | **Motion/Second** | **Accept** | **Reject** | **Vote** |
| 33 | Teresa Purcell-Diehl | Registered in Morgan County | Noland/Tabb | | X | Carries |
| | Benjamin Svendsen | Poll Worker | Noland/Onoszko | X | | Carries |
| | | | | | | |
| **Precinct** | **Name** | **Reason** | **Motion/Second** | **Accept** | **Reject** | **Vote** |
| 34 | Bruce Terris, Jr | Poll Worker | | | | |
| | | | | | | |
| **Precinct** | **Name** | **Reason** | **Motion/Second** | **Accept** | **Reject** | **Vote** |
| 35A | Diana Eldridge | Updated Address- Voting in New Precinct | Noland/Onszko | X | | Carries |
| | | | | | | |
| **Precinct** | **Name** | **Reason** | **Motion/Second** | **Accept** | **Reject** | **Vote** |
| 35B | Judith Pitzer | Registration OK | Noland/Tabb | X | | Carries |

After all provisional and absentee ballots were reviewed, the Commission added 21 ballots to the count.

- **Motion by Mr. Onoszko to accept the 21 provisional/absentee ballots and add to the total ballot count and adjourn and recess as a Board of Canvassers at 11:41 am until the hand count of absentee and provisional ballots has been completed for the entire state. Motion seconded and unanimously approved.**

_____

Peter Onoszko, COMMISSION PRESIDENT

**SPECIAL SESSION**

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Wednesday, October 18, 2017, beginning at 6:30 o'clock p.m.

**PRESENT:** Peter Onoszko, President
Jane Tabb, Vice President
Josh Compton, Commissioner
Caleb Hudson, Commissioner
Patricia Noland, Commissioner
Nikki Painter, Chief Deputy Clerk, Elections
Sandy McDonald, Deputy County Administrator
Jessica Carroll, Administrative Assistant

**In re: Certification of the Results from the October 7, 2017 Special Election for the Road Bond Referendum**

The meeting was called to order at 6:30 p.m. by Commissioner Onoszko.

Commissioner Compton led the Pledge of Allegiance.

Ms. Painter stated there was a total of 2,039 ballots cast during the October 7, 2017 special election, with 1,138 votes for the referendum and 901 votes against the referendum. Ms. Painter also said the total cost of the election was $70,097.81, which would be reimbursed by the State.

- **Motion by Mr. Onoszko to accept the certificate of results for October 7, 2017 Special Election for the Road Bond Referendum as presented. Motion seconded and unanimously approved.**

There being no further business, motion by Mr. Compton to adjourn at 6:39 pm.

_____
PETER ONOSZKO, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

# PURCHASE ORDERS TO BE APPROVED

**October 26, 2017**

| DEPARTMENT | P.O. NUMBER | AMOUNT | VENDOR | DESCRIPTION |
|---|---|---|---|---|
| COUNTY CLERK | 52492 | $ 16,800.00 | United Bank/Compiled Tech. | Annual Support & Consulting Services |
| **GRAND TOTAL** | | **$ 16,800.00** | | |

# THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

## REQUISITION

**No.** 52492

VENDOR:

United Bank / Compiled Technologies

DELIVER TO:

Jefferson County Clerk

| QUANTITY | DESCRIPTION - BUDGET LINE - ITEM NUMBER | PRICE | UNIT | AMOUNT | |
|---|---|---|---|---|---|
| 1 | Support / Sft Consulting Services - Software Support Services (24/7 365 days a year) | | | 16,800 | 00 |

1. ENTER NAME AND MAILING ADDRESS OF VENDOR IN SPACE PROVIDED
2. PROVIDE MAILING AND/OR SHIPPING ADDRESS. ITEMS THAT ARE SHIPPED MUST HAVE STREET ADDRESS.
3. PROVIDE A DESCRIPTION OF ITEMS(S) BEING REQUESTED.
4. INCLUDE BUDGET LINE-ITEM NUMBER TO BE CHARGED FOR EACH ITEM.
5. SIGN AND FORWARD TO COUNTY COMMISSION. UPON APPROVAL, A COUNTER-SIGNED COPY WILL BE RETURNED FOR YOUR RECORDS.

THE ITEMS REQUESTED ABOVE ARE NECESSARY AND FOR THE EXCLUSIVE USE OF THIS DEPARTMENT.

Gail Magoha — *Signature* — 10/2/17 *Date*

PURCHASE OF THE ABOVE REQUESTED ITEMS APPROVED. FUNDS HAVE BEEN ENCUMBERED.

*Signature* *Date*

| DESCRIPTION | Fund 001 CO. | Fund 003 Dog | Total |
|---|---|---|---|
| Gross Wages | $ 394,487.35 | | $ 394,487.35 |
| 6.2% Tax Payable OASDI | 23,497.42 | | $ 23,497.42 |
| 1.45% Tax Payable HI | 5,495.43 | | $ 5,495.43 |
| Fed Withholding | 44,050.49 | | $ 44,050.49 |
| WV State Withholding | 17,115.83 | | $ 17,115.83 |
| PERS Retirement Deduct 4.5% | 11,466.10 | | $ 11,466.10 |
| PERS Retirement Deduct 6% | 2,671.85 | | $ 2,671.85 |
| Hosp. Pre-Tax | 12,915.00 | | $ 12,915.00 |
| Cancer/ICU Pre-Taxed | 1,009.37 | | $ 1,009.37 |
| Cancer/ICU Not Pre-Taxed | 1,102.79 | | $ 1,102.79 |
| Optional Life Not Pre-Taxed | 2,131.88 | | $ 2,131.88 |
| Christmas Club | 5,995.00 | | $ 5,995.00 |
| Wage Attach #1 | 1,405.79 | | $ 1,405.79 |
| Wage Attach #3 | 212.31 | | $ 212.31 |
| DSRS Retirement Deduct 8.5% | 6,086.51 | | $ 6,086.51 |
| 457 - Nationwide | 849.00 | | $ 849.00 |
| 457I - Empower | 3,090.00 | | $ 3,090.00 |
| 457R - Roth | 315.00 | | $ 315.00 |
| MD State Tax | 462.64 | | $ 462.64 |
| D/VF | 1,571.40 | | $ 1,571.40 |
| VA. State Tax | 82.38 | | $ 82.38 |
| COLONIAL(PLUS) | 102.55 | | $ 102.55 |
| Total Deductions | $ 141,628.74 | | $ 141,628.74 |
| | | | |
| Net Wages Total | $ 252,858.61 | $ - | $ 252,858.61 |
| Payroll Date | 5-Oct-2017 | | |

| DESCRIPTION | Fund 001 CO. | Fund 003 Dog | Total |
|---|---|---|---|
| Gross Wages | $ 47,860.00 | | $ 47,860.00 |
| 6.2% Tax Payable OASDI | | | $ - |
| 1.45% Tax Payable HI | | | $ - |
| Fed Withholding | | | $ - |
| WV State Withholding | | | $ - |
| PERS Retirement Deduct 4.5% | | | $ - |
| PERS Retirement Deduct 6% | | | $ - |
| Hosp. Pre-Tax | | | $ - |
| Cancer/ICU Pre-Taxed | | | $ - |
| Cancer/ICU Not Pre-Taxed | | | $ - |
| Optional Life Not Pre-Taxed | | | $ - |
| Christmas Club | | | $ - |
| Wage Attach #1 | | | $ - |
| Wage Attach #3 | | | $ - |
| DSRS Retirement Deduct 8.5% | | | $ - |
| 457 - Nationwide | | | $ - |
| 457I - Empower | | | $ - |
| 457R - Roth | | | $ - |
| MD State Tax | | | $ - |
| D/VF | | | $ - |
| VA. State Tax | | | $ - |
| COLONIAL(PLUS) | | | $ - |
| Total Deductions | $ - | | $ - |
| | | | |
| Net Wages Total | $ 47,860.00 | $ - | $ 47,860.00 |
| Payroll Date | 11-Oct-2017 | | |

Pollworker Payroll for Road Bond Referendum Special Election

***AGENDA REQUEST FORM***

***www.jeffersoncountywv.org***

Name: Jacki Shadle

Department or Organization: **County Clerk**

Estimation of amount of time needed for appointment: 15 min

Date Requested – 1st Choice: Thursday, **26 November 2017**
*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Approve resolution supporting ten percent match to grant for the digitization of 62 deed books and restoration of 22 deed books.

Please provide the County Commission with a description of your request or presentation, including any background information:

Part one of this grant is to digitize 62 Deed Books and indexes. These books range in date from 1842 –1919. Due to their large size, the books will be manually scanned. Currently there are no backup copies of these books.

Part two of the grant is to repair 22 deed books that have broken binding, loose pages, broken and brittle maps and indexes.

Is this a funding request? Y/N yes
If so, how much? Maximum amount: $1,500.00

Digitization of 62 Deed books: Total cost $10791.30; County cost $1,079.13; Grant amount $9,712.17
Repair of 22 Deed books: Total cost $ XXXXX; County cost XXXXXXX; Grant amount XXXXXX The vendor has not submitted their proposal yet but the amount allowed for grant is no more than $5,000 and the county's portion would be $500.00

Provide exact financial impact/request: $1,500.00 at the most

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move to approve the resolution supporting the grant application from the Jefferson County Clerk for the digitization of 62 Deed books and the preservation of 22 Deed books.

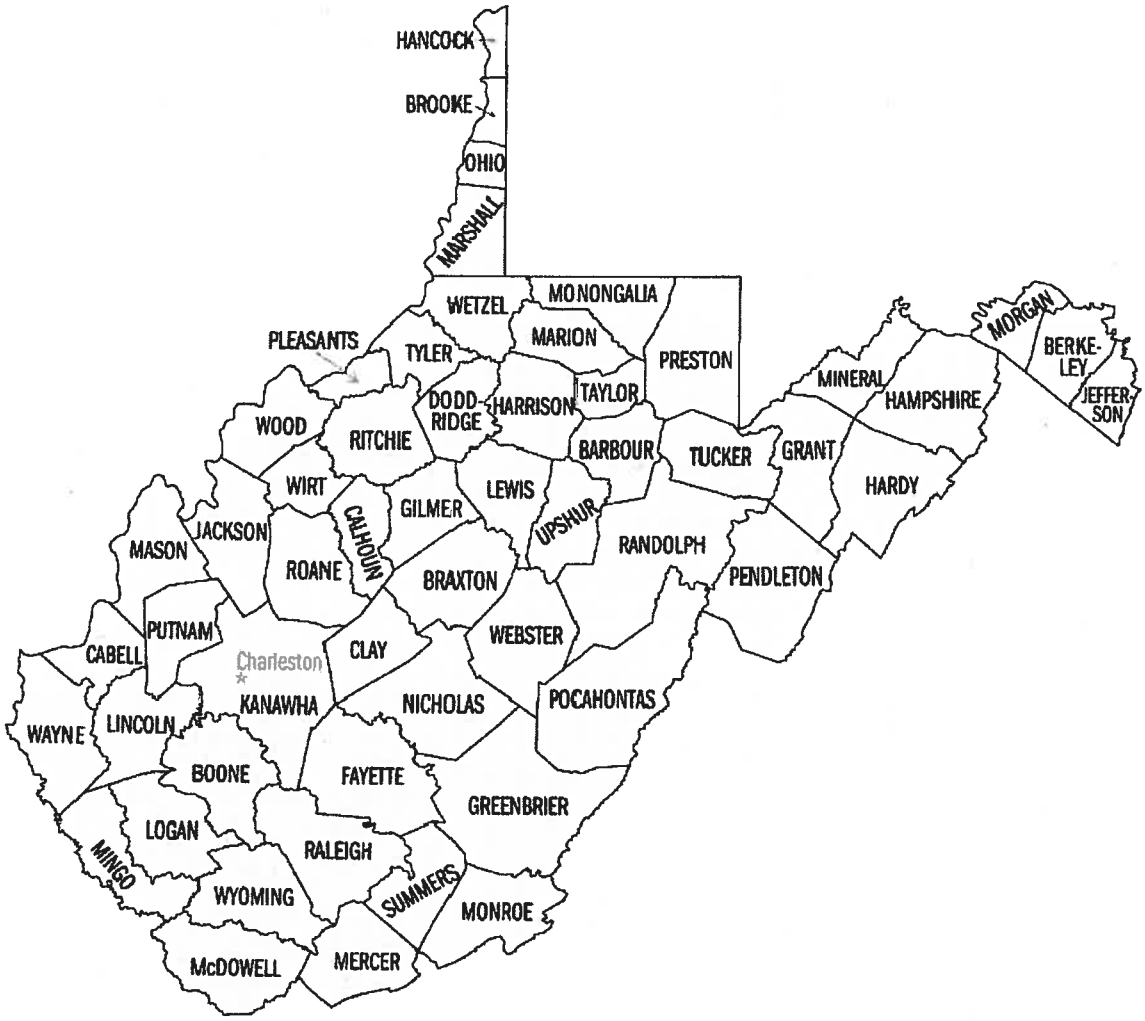
Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information: Jacqueline Shadle
Email address: jshadle@jeffersoncountywv.org Phone Number: 304-728-3347

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

# West Virginia Records Management and Preservation Board Grant Guidelines and Application For Fiscal Year 2018-19 Due: November 1, 2017



# West Virginia County Records Management and Preservation Board Grant Guidelines For Fiscal Year 2018-19 Due: November 1, 2017

The Records Management and Preservation Board awards grants to county commissions to assist office holders in the management and preservation of county records. Applications may be submitted in behalf of the office of the assessor, circuit clerk, county clerk, prosecuting attorney, sheriff and/or county commission. Grant applications must demonstrate the willingness of the applicant office and the county commission to comply with all grant reporting deadlines and budget, purchasing, and reporting requirements; and to provide internal staff support to ensure the success of the project and the improvement of the management and preservation of the records addressed in the grant. Grant recipients must provide at least a ten percent (10%) cash match for each dollar expended by the RMPB. Grant funds are awarded on a reimbursement basis, which requires submission of the official Request for Reimbursement or invoice form. Multiple projects (projects representing two or more specific county offices, such as the County Clerk and Circuit Clerk) should submit separate applications, with priority ranking clearly designated by the County Commission.

The application (pages 5-9) and required supporting documentation are to be typed and on letter-size paper. An ORIGINAL signed application and thirteen complete copies must be submitted. Please see Page 4 for a list of Supporting Materials necessary to complete the application.

Applications must be completed and sent via certified mail with a postmark on or before November 1, 2017, or hand delivered by this date to: RMPB, c/o Denise Ferguson, West Virginia Archives and History, 1900 Kanawha Boulevard East, Building 9, Charleston, WV 25305-0300. Faxed or other electronic submissions will NOT be accepted. All grant applications submitted by the deadline will be reviewed for completeness and applicants contacted no later than November 15, 2017 if there are any omissions or irregularities in the submitted application. The RMPB will review all qualified grant applications, and may request applicants to present details of their proposed project.

The Records Management and Preservation Board may approve total, partial, or no funding. Applicants approved for partial funding or not approved for funding will be informed in writing by February 1, 2018 and may submit within fifteen (15) days a written appeal documenting why the RMPB's denial of application should be reconsidered. Successful applicants are to perform and complete project work during Fiscal Year 2018-19 (July 1, 2018 through June 30, 2019).

Applicants are encouraged to contact Denise Ferguson, county records archivist, or Joe Geiger, director of Archives and History, at (304) 558-0230, to discuss potential projects, the general requirements of the grant or review draft proposals in advance of the November 1 deadline for submission.

## Eligible Projects:

**Personnel Costs ($10,000 maximum)**

- To conduct inventory of records and remove non-records, duplicates and accumulations of records that have reached or exceeded required retention periods.

- To scan and index records using the county's existing records management software.

Current employees may be used for hours in excess of regular work hours if devoted totally to work approved in the proposal.

**Records Storage and Shelving**

To provide for physical storage units and systems for records, such as manually operated mobile track shelving systems, steel shelving, map cabinets and/or Mylar map sleeves, and standard archives records boxes (10"x12"x15").

**Reformatting ($10,000 maximum)**

To improve access and preservation of records through digitization, **or** microfilming of permanent records which exist only in digital format. Counties are required to verify that all digital images are exact duplicates of the original records and are to provide copies of all images in JPEG or TIFF format to the State Archives. The images provided to the State Archives will not be retained beyond the life of the storage device.

**Equipment ($10,000 maximum)**

To purchase computer terminals and single function printers for public access use in the records room, and/or scanners for county government employees to use for digitizing long term and/or permanent records. The scanner must be compatible with the county's existing records management software. Funding for these projects is contingent on the county's commitment to provide installation, technology support, upgrades and maintenance necessary to network the computer(s) and scanner(s) to existing database or software programs. Eligible equipment purchases may also include shredders for destruction of confidential records that have met their retention requirement.

**Conservation ($5,000 maximum)**

To restore, mend, encapsulate, rebind or recover original permanent records, record books or original maps. Counties should consider digitizing the original records during any restoration project, as this sometimes provides the best opportunity to reformat the records to enhance accessibility.

## Ineligible Projects:

Software programs, storage devices, or servers
Personnel costs for new permanent positions
Personnel costs to refund or supplement salaries of staff for regular work hours
Funds for improved climate control projects such as dehumidifiers, heating/cooling and fire suppression systems

## Key Information:

- Applications are due no later than November 1, 2017
- Applications are to be sent certified mail or hand delivered
- Applications are for Fiscal Year 2019 (July 1, 2018-June 30, 2019)
- Eligible projects are listed on Page 3
- County Commission must indicate priority ranking for multiple submissions
- Include original and thirteen copies of the application (pages 5-9)

## Checklist of Required Supporting Materials:

**The materials listed below must be included with the application:**

1. _____Priority ranking (Page 9) as determined by the County Commission for counties submitting applications from multiple offices

2. _____Resolution of support for the project, with original signature of the President of the County Commission in blue ink

3. _____Letter of support with original signature of specific office holder participating in the records project

4. _____Certification Form (Page 9) with original signature in blue ink of President of the County Commission agreeing to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, and the stated application requirements. This form must also be signed in blue ink by the applicable office holder (assessor, circuit clerk, county clerk, prosecuting attorney, and/or sheriff) whose records are involved in the project.

5. _____Photographs, floor plans, etc., which may demonstrate or document the need for the project

6. _____Estimates, bids, proposals, job descriptions, qualifications and/or resumes, supplies, equipment, floor plans, and drawings for proposed work to be purchased or contracted services must be dated within 60 days of the application

7. _____Original and thirteen copies of the application (pages 5-9) with supporting materials

8. _____Other relevant information, if applicable

# West Virginia County
# Records Management and Preservation Board
# Grant Application
# 2018-2019

**Please complete and return Pages 5-9 of this Application with Supporting Materials (See Page 4) and thirteen copies. You do not need to submit Pages 1-4.**

## Applicant Contact Information:

| | |
|---|---|
| County: | Jefferson |
| | |
| County Office: | Jefferson County Clerk |
| | |
| Name of Office Holder: | Jacqueline C. Shadle |
| | |
| Mailing Address: | 100 East Washington Street, Charles Town, WV 25414 |
| | |
| Telephone Number | 304-728-3347 |
| | |
| E-Mail Address: | jshadle@jeffersoncountywv.org |

| | |
|---|---|
| County Commission President: | Peter Onoszko |
| | |
| Mailing Address: | 124 East Washington Street, Charles Town, WV 25414 |
| | |
| Telephone Number: | 304-728-3284 |
| | |
| E-Mail Address: | ponoszko@aol.com |

| | |
|---|---|
| County or Grants Administrator: | Stephanie Hunt Grove |
| | |
| Telephone Number: | 304-728-3281 |
| | |
| E-Mail Address: | sgrove@jeffersoncountywv.org |

## Activity Description:

*Provide detailed explanation of the project. Identify internal and external staff or vendor necessary to complete work on the project. Include time frame and schedule for project completion.*

**Priority 1: Reformatting**

We would like to convert the images of the following land record books that were found stored on microfiche to the TIF format which can then be uploaded onto our current software system from Compiled Technologies. These images are made available to the public to view free of charge. This project will be completed by Steven Smith of Precision Services Inc. Their contact number is (304)364-3500 and their business card is attached.

Precision Services, Inc. is a non-profit organization established in 1980 to provide employment opportunities to individuals who are physically disabled or developmentally challenged and currently employ approximately 55 people. Located in Gassaway, West Virginia in Braxton County, Precision Services, Inc. has been imaging documents since 1999 and images an average of 3.5 million pages of paper documents a year and approximately 1.8 microfiche.

**Priority 2: Conservation**

We have 22 land record books that are in need of restoration repair and this project will focus on our most heavily damaged books. The repairs mostly deal with the very old books that are sewn together. Repairs to be made include: dismantling, complete resewing, sewing repairs, paper repair, relining and hinging, guarding loose pages, providing index cover, and cover repairs. The conservation portion of this grant will be performed by Jill Deiss of Cat Tail Run Hand Bookbinding. Their contact number is (540)662-2683 and their business card is attached.

Ms. Deiss of Cat Tail Run Hand Bookbinding has over 20 years of experience and holds a B.S. in Chemistry and a Masters of Library Science. She has studied bookbinding and restoration under both Cornell University and the Smithsonian Institution's Conservation Laboratories.

*Identify specific record titles, date spans, and quantity (example: Deed Books, volumes 1-200).*

**Priority 1: Reformatting**

Inventory: Books 1-39 (1801 – 1862)
War Books 1-7 (1865 – 1872)
Books A-Z (1873-1891)
Books 73-242 (1892-1960)

**Priority 2: Conservation**

Inventory: Books 4-10 (1807-1818), Book 16 (1829-1831), Book 26 (1842-1843), Books 30-31 (1848-1851), Book 35 (1855-1856), Books B-C (1874-1875), Book K (1881-1882), Book L (1882), Book N (1884), Books Q-T (1887-1889), and Book V (1890).

## Activity Description (continued):

*Describe how this project will benefit the records management, preservation, and/or records access needs of your office(s).*

**Priority 1: Reformatting**

Reformatting these microfiche images will allow us to make available to the general public a more complete account of the land record books we have in Jefferson County. Of the images that will be reformatted, 62 original land record books will be digitized and included in our digital records archive, giving the public free online access to an additional 77 years of historical data. Additionally, there are another 180 deed books that were sporadically scanned in the past that can be thoroughly digitized. This will be of a benefit to both the general public and legal professionals as well as providing a digital backup of the originals for conservation purposes.

**Priority 2: Conservation**

This project will allow for the repair and preservation of 22 original land record books that are in dire need of repair. These books have loose pages, broken bindings, and detached indexes. They will soon be beyond repair and preservation if we do not act now to halt the degradation of these important and irreplaceable pieces of history.

*Provide statement about past and future activities to protect records.*

In the late 1960's, as part of a project conducted by The Church of Jesus Christ of Latter-Day Saints, microfiche copies of all existing deed books were created. We are currently in possession of microfiche copies of all deed books through books #1-242 (1801-1960)

Approximately 15 years ago we hired an outside document preservation company to scan the remaining land record books #243-920. Unfortunately we have discovered that many of these books were not fully scanned or only partially scanned into our system at that time.

Over the last ten years we have made a significant effort to protect 26 of our record books and indexes. The repairs included many different types of conservation, such as, resewing pages, rebinding books, mending canvas binders and bindings being reattached. The total cost for these repairs was $11,810.00 however due to budget constrains we have not been able to budget for additional repairs.

## Project Budget (Attach Estimates):

| Eligible Project (see Page 3) | Estimate of Total Cost | RMPB Request (total cost / 1.1) |
|---|---|---|
| Personnel Costs ($10,000 maximum award) | | |
| Records Storage and Shelving | | |
| Reformatting ($10,000 maximum award) | $10,000.00 | |
| Equipment ($10,000 maximum award) | | |
| Conservation ($5,000 maximum award) | $5000.00 | |

## Total RMPB Request $_____

**Applicants must provide a 10% cash match for all grant funds expended by the RMPB. After the Board awards funds for your project you will be notified of your cash match. Match may only be applied to board-funded portions of grant.**

Provide a detailed explanation and breakdown of the project budget. Potential vendor estimates obtained within the past 60 days that are relevant to the project and/or personnel costs estimated to complete scanning and indexing projects must be included.

## Certification Form:

I agree that funds granted under the Records Management and Preservation Board's Grant Program will be spent only in accordance with the plan of work and budgeted statement presented in this application or revised and agreed to in the Grant Agreement, and that any changes in the plan of work or budget will be submitted in writing for approval in advance.

I agree to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, to administer the grant in compliance with standard financial management systems and general accounting standards for audit of government entities, and to participate in a grant administration workshop.

This document must be signed using blue ink by the County Commission President and all office holders who are applying for a Records Management and Preservation Board grant. Counties submitting applications from multiple offices must include a priority ranking as determined by the County Commission.

| | |
|---|---|
| County: | Jefferson County |
| | |
| Name of County Commission President: | Peter Onoszko |
| | |
| Signature of County Commission President: | |
| Date: | October 26, 2017 |
| | |
| **PRIORITY 1** | |
| Name of County Office Holder: | Jacqueline C. Shadle |
| Title of County Office Holder: | County Clerk |
| Signature of County Office Holder: | |
| Date: | October 26, 2017 |
| | |
| **PRIORITY 2** | |
| Name of County Office Holder: | |
| Title of County Office Holder: | |
| Signature of County Office Holder: | |
| Date: | |
| | |
| **PRIORITY 3** | |
| Name of County Office Holder: | |
| Title of County Office Holder: | |
| Signature of County Office Holder: | |
| Date: | |

# RESOLUTION

RESOLUTION BY THE JEFFERSON COUNTY COMMISSION, JEFFERSON COUNTY, WEST VIRGINIA, AUTHORIZING AN APPLICATION WITH THE STATE OF WEST VIRGINIA, WEST VIRGINIA COUNTY RECORDS MANAGEMENT AND PRESERVATION GRANTS PROGRAM ON BEHALF OF ITS COUNTY CLERK'S OFFICE FOR DIGITIZING 62 DEED BOOKS AND THE REPAIR OF 22 DEED BOOKS.

BE IT RESOLVED BY THE JEFFERSON COUNTY COMMISSION, JEFFERSON COUNTY, WEST VIRGINIA, AS FOLLOWS:

1. That, Peter Onoszko, President of the Jefferson County Commission, Jefferson County, West Virginia, who is the official duly and legally authorized to execute agreements, be and he is authorized to execute, to have acknowledged, and to have delivered on behalf of the Jefferson County Commission, an application with the State of West Virginia Archives and History, including all understandings and assurance contained therein, and is directed and authorized to act in connection with the application and to provide such additional information as may be requested.

2. That the County Clerk of the Jefferson County Commission does properly attest the signature of said official and affix the seal of the County on said agreement.

Commissioner _____ moved for the Commission to adopt the Resolution.

Entered this 26 day October 2017

_____
Peter Onoszko, President

_____
Jane M. Tabb, Vice President

_____
Josh Compton, Commissioner

_____
Caleb Wayne Hudson, Commissioner

_____
Patsy Noland, Commissioner

# Jefferson County Clerk's Office

Jacki Shadle, County Clerk

Gail Magaha
Nikki Painter
Jenny Hughes
Katrina Clark
Connie Weiss
Kelly Dardis

Elaina Maze
Lynn Fields
Karen Olden
Vivian Fields
Renee Hudson
Sally Gran

October 26, 2017

I, Jacqueline C. Shadle, Clerk of Jefferson County, do hereby approve the attached grant application and the proposed digitization and preservation project it is intended to fund.

Please feel free to contact me at 304-728-3347 if you have any questions or concerns.

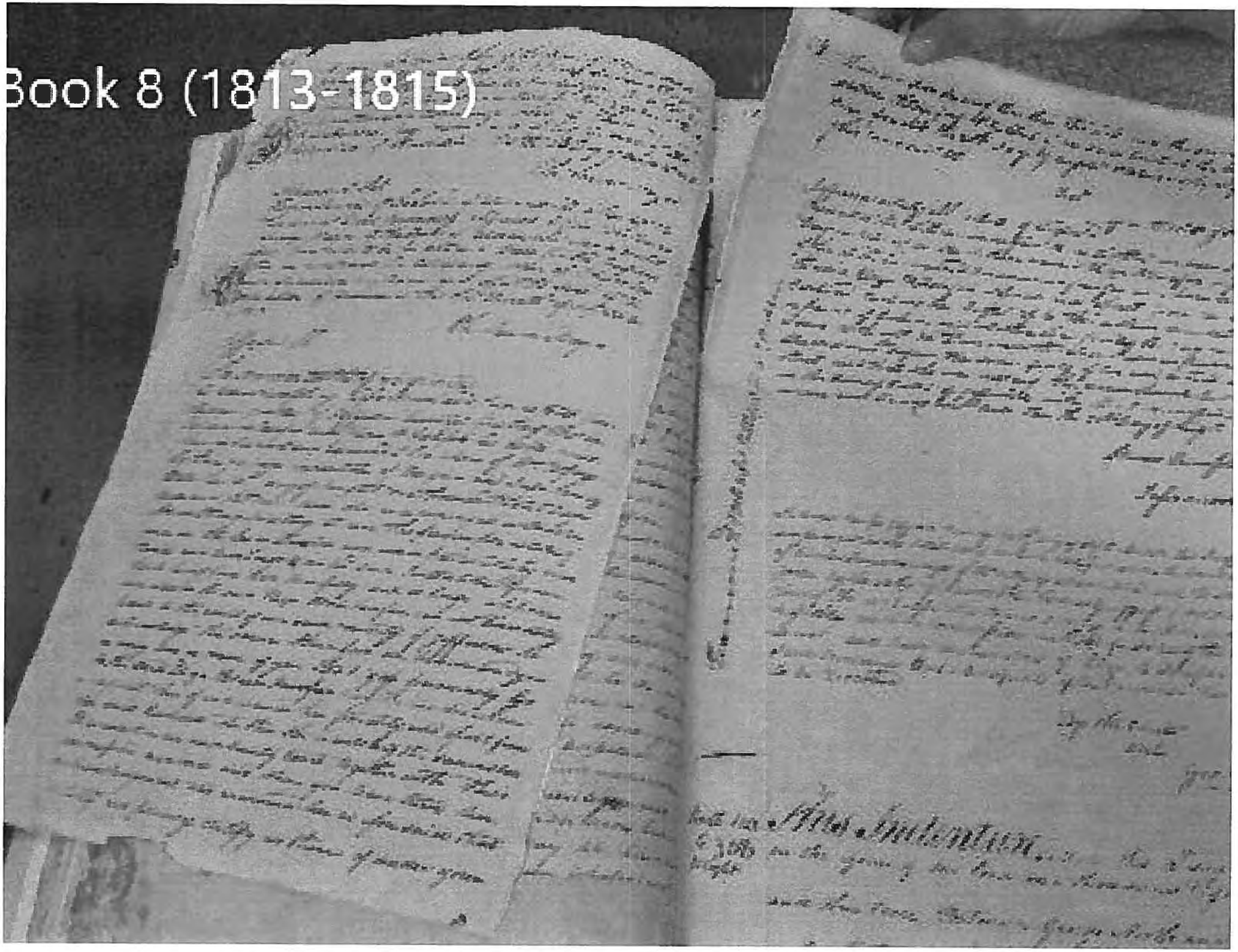
Respectfully,

Jacqueline C. Shadle
Jefferson County Clerk

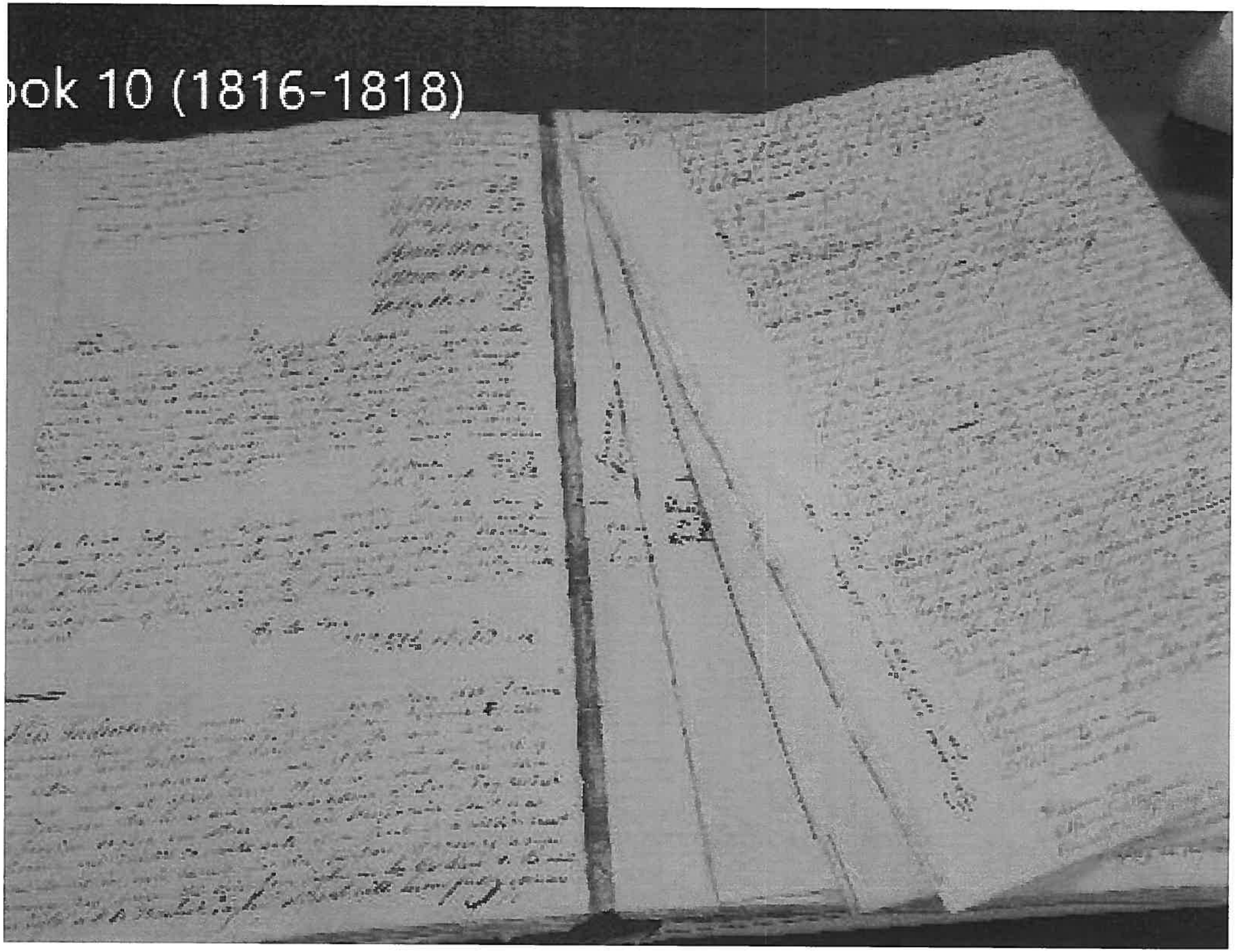
**Address:** 100 East Washington Street, PO Box 208, Charles Town WV 25414
**Phone:** 304.728.3215 **Web Site:** www.jeffersoncountywv.org

ook 7 (1811-1812)

Book 8 (1813-1815)



ook 10 (1816-1818)



# Precision Services, Inc.

*For Guaranteed Quality Assurance*

Stephen D. Smith
October 18, 2017

Ms. Jacqueline Shadle
Jefferson County WV Clerk's Office
100 East Washington Street
Charles Town, WV 25414

Dear Ms. Shadle:

Thank you for your time and interest in utilizing our services.

Precision Services, Inc. is a not for profit organization formed to provide training in work behavior skills and employment opportunities to persons who are physically or developmentally disadvantaged. Our services include microfilm, document imaging and janitorial services. Our microfilm service bureau began operation in 1984. Through the West Virginia Association of Rehabilitation Facilities we have held the West Virginia state wide contract for microfilming since 1986 and the state wide contract for document imaging since 1999. If you wish to know more about our organization, please check out our web site at www.psiwv.com.

We have many years of experience providing microfilming and document imaging services to satisfied customers. We can quickly turn your paper records into indexed computer image files providing fast and efficient access to your valuable filed information.

By utilizing our services you can eliminate up to 100% of your file storage space, reduce your labor costs, quickly and efficiently retrieve information, and protect your valuable records from loss.

As a part of our service we provide you with searchable Data DVDs which can be used stand alone or uploaded into a document management system. If you don't currently have a document management system, we will provide you with free search software that can be installed on a single system or a network. This software allows you to upload your imaged records onto a computer or file server and have instant access to all your imaged records. Please note that this is only available when we index your records since this data is necessary to make this work.

Our document imaging services include 100% visual verification of your scanned records. After our high speed scanning process, we physically compare the paper with the scanned images on a page by page basis to verify and make corrections as necessary. Also, we use an indexing process after the records are imaged, which we call double blind indexing. During this process, the index data for each imaged file is typed separately by two different operators. These index records are stored in two separate databases. After these two indexes are typed, a third operator edits records where the two typed fields do not match by viewing the image, comparing the two typed records, and correcting any discrepancies.

483 Elk River Road, Gassaway, WV 26624 – Ph: (304) 364-3500 Fax: (304) 364-3501

Therefore, we endeavor to provide our customers with a very high quality product. By utilizing these processes we provide our customers with much higher quality than our low-cost competitors do.

**Proposed Project:** Image 63 large Land Books at our facility in Gassaway, WV.

**Overall Scope of Work for the Poject:**

1. Prepare Paper documents (paper pages/book pages/maps) to be scanned (Document Preparation): Unfold(if folded), remove staples, tape any tears and any other necessary task to prepare the documents to be scanned.

2. Scan an estimated 34,650 pages of Large Land Books on the book scanner: pages are of various sizes from 10" to 14" wide by 15" to 19" long.

3. Perform Initial Visual Quality Check on the scanned images as listed above: Visually check 100% of the images to ensure all pages have been scanned and that each image is a good quality image.

4. Perform cropping and image cleanup on the scanned images as listed above: Crop each image to the proper size, convert from color to bitonal, despeckle and clean up each image as required.

5. Type the Index for each document or group of documents as required: **No indexing is necessary for this project**

6. Final Preparation for delivery: Administrative Quality Check, Group Images into file folders and name by Land Book, Make two copies on two hard drives.

7. Deliver scanned images on the two hard drives to Jefferson County WV Clerk's Office. These hard drives would be provided by you or if you wish we can supply them to you at our cost.

Note: Images will be the agreed upon 300dpi bi-tonal (black and white) images in tiff format, CCITT Group 4 compression. The cost estimate provided for this project will be based on firm fixed unit pricing of: $10.62 per hour to prepare documents for scanning (Document Prep), $0.29 per scanned image for book scanning and $0.51 per mile to transport the Land Books to our facility at 483 Elk River Road in Gassaway, WV. The actual cost to image these documents may be more or less and will be billed according to the actual number of units of work performed.

**Time Required and Schedule for Completion**

Tasks 1 through 3 of the scope of work above will require an estimated five to eight 12 hour work days. This will be done over a one week period. We will pick up the books on Friday around 11 AM and return them on the Monday following the work week at around 11 AM. The books would then be unavailable for viewing at the courthouse for 7 business days. We can provide scanned images of requested pages via email during this time period as required during the courthouse's normal business hours.

Tasks 4 through 7 above will require an estimated 8 work weeks and can be performed after the books have been returned to the courthouse.

These times are estimated times and may be more or less depending on circumstances which could be affected by unforeseen problems, difficulty in scheduling manpower, and other jobs which we may be running at the time.

We would do the scanning (Tasks 1 through 3) any week which is mutually agreed upon by both parties and is convenient with both our respective schedules. We are open to your suggestions. Some of our suggested possibilities are as follows:

1. The week of the West Virginia Day Holiday, June 16th through 25th, 2018
2. Columbus Day Holiday week, October 6th through 15th, 2018
3. Veterans Day Holiday week, November 10th through 19th, 2018

Delivery of the final product will be 8 to 10 weeks following the week the books are scanned barring any unforeseen circumstances. We will deliver and bill for the project absolutely no later than June 30th, 2019.

If you have any questions or need more information please feel free to give me a call at (304) 364-3500. We look forward to hearing from you. Thanks again for your interest in utilizing our services.

Sincerely Yours,

Stephen D. Smith

Stephen D. Smith
Sales Representative

# Precision Services, Inc.

*For Guaranteed Quality Service*

## JOB ESTIMATE

**Date 10/16/2017**

Jefferson County Court House
County Clerk/County Commission
100 East Washington Street
Charles Town, WV 25414

**Attn: Jacqueline C. Shadle**

We are pleased to submit the following Job Estimate:

**JOB DESCRIPTION:** **Image 63 Large Landbooks**

| QUANITY | DESCRIPTION | PRICE | TOTAL |
|---|---|---|---|
| 34,650.00 | Estimated # of Documents - Book Scanning * | 0.2900 | 10,048.50 |
| 0.00 | Estimated # of Documents - 11x17 Scanning * | 0.1260 | 0.00 |
| 20.00 | Estimated Document Preparation Hours | 10.62 | 212.40 |
| 0.00 | Estimated Master DVD's | 45.74 | 0.00 |
| 0.00 | Estimated Duplicate DVD's | 15.52 | 0.00 |
| 0.00 | Estimated # keystrokes - Indexing ** | 0.0090 | 0.00 |
| 1,040.00 | Transportation of Documents - per mile | 0.51 | 530.40 |
| | **Total Estimated Cost** | | **10,791.30** |

**NOTES:** **FIRM PRICES Per Unit of: $0.29 and $0.126 and etc. as listed above**

**This is only an estimate and the actual cost to image these records may be more or less.**

* Estimated 34,650 images

483 Elk River Road - Gassaway, WV 26624 - (304) 364-3500, Fax (304) 364-3501

***AGENDA REQUEST FORM***

***www.jeffersoncountywv.org***

Name: Peter Dougherty (represented by Chief Jones)

Department or Organization: **JCSO**

Estimation of amount of time needed for appointment: 10 min

Date Requested – 1st Choice: **Next Meeting**
*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Grant Application

Please provide the County Commission with a description of your request or presentation, including any background information:

I would like to request approval and priority designation for the WV Records Management and Preservation Board Grant. The Sheriff's Office would like to purchase 2 scanners to continue the records scanning project started in last year's grant, a better quality and larger capacity shredder, and personnel overtime costs. I am requesting 7,154.05 in grant funding (the county would be required to provide a 10% match of 794.89).

Is this a funding request? Y/N
If so, how much? $

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*

I move to approve the grant application as proposed and move to recommend it as a priority to be forwarded to the Preservation Board.

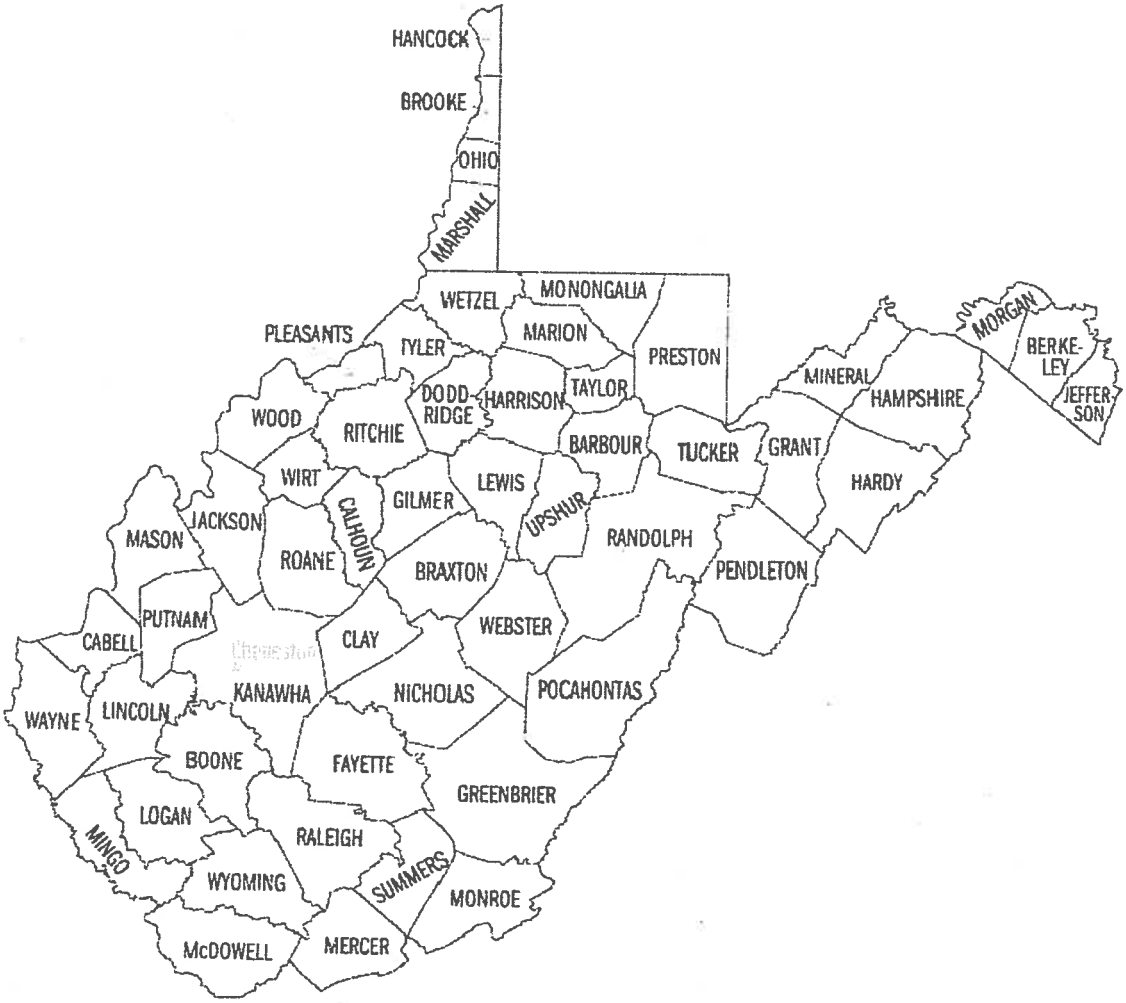
Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:
Email address: pdougherty@jcsdwv.com. Phone Number: 304-728-3205

| FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS |
| --- |
| Click here to enter text. |

# West Virginia Records Management and Preservation Board Grant Guidelines and Application For Fiscal Year 2018-19 Due: November 1, 2017



# West Virginia County Records Management and Preservation Board Grant Guidelines For Fiscal Year 2018-19 Due: November 1, 2017

The Records Management and Preservation Board awards grants to county commissions to assist office holders in the management and preservation of county records. Applications may be submitted in behalf of the office of the assessor, circuit clerk, county clerk, prosecuting attorney, sheriff and/or county commission. Grant applications must demonstrate the willingness of the applicant office and the county commission to comply with all grant reporting deadlines and budget, purchasing, and reporting requirements; and to provide internal staff support to ensure the success of the project and the improvement of the management and preservation of the records addressed in the grant. Grant recipients must provide at least a ten percent (10%) cash match for each dollar expended by the RMPB. Grant funds are awarded on a reimbursement basis, which requires submission of the official Request for Reimbursement or invoice form. Multiple projects (projects representing two or more specific county offices, such as the County Clerk and Circuit Clerk) should submit separate applications, with priority ranking clearly designated by the County Commission.

The application (pages 5-9) and required supporting documentation are to be typed and on letter-size paper. An ORIGINAL signed application and thirteen complete copies must be submitted. Please see Page 4 for a list of Supporting Materials necessary to complete the application.

Applications must be completed and sent via certified mail with a postmark on or before November 1, 2017, or hand delivered by this date to: RMPB, c/o Denise Ferguson, West Virginia Archives and History, 1900 Kanawha Boulevard East, Building 9, Charleston, WV 25305-0300. Faxed or other electronic submissions will NOT be accepted. All grant applications submitted by the deadline will be reviewed for completeness and applicants contacted no later than November 15, 2017 if there are any omissions or irregularities in the submitted application. The RMPB will review all qualified grant applications, and may request applicants to present details of their proposed project.

The Records Management and Preservation Board may approve total, partial, or no funding. Applicants approved for partial funding or not approved for funding will be informed in writing by February 1, 2018 and may submit within fifteen (15) days a written appeal documenting why the RMPB's denial of application should be reconsidered. Successful applicants are to perform and complete project work during Fiscal Year 2018-19 (July 1, 2018 through June 30, 2019).

Applicants are encouraged to contact Denise Ferguson, county records archivist, or Joe Geiger, director of Archives and History, at (304) 558-0230, to discuss potential projects, the general requirements of the grant or review draft proposals in advance of the November 1 deadline for submission.

## Eligible Projects:

**Personnel Costs ($10,000 maximum)**

- To conduct inventory of records and remove non-records, duplicates and accumulations of records that have reached or exceeded required retention periods.

- To scan and index records using the county's existing records management software.

Current employees may be used for hours in excess of regular work hours if devoted totally to work approved in the proposal.

**Records Storage and Shelving**

To provide for physical storage units and systems for records, such as manually operated mobile track shelving systems, steel shelving, map cabinets and/or Mylar map sleeves, and standard archives records boxes (10"x12"x15").

**Reformatting ($10,000 maximum)**

To improve access and preservation of records through digitization, **or** microfilming of permanent records which exist only in digital format. Counties are required to verify that all digital images are exact duplicates of the original records and are to provide copies of all images in JPEG or TIFF format to the State Archives. The images provided to the State Archives will not be retained beyond the life of the storage device.

**Equipment ($10,000 maximum)**

To purchase computer terminals and single function printers for public access use in the records room, and/or scanners for county government employees to use for digitizing long term and/or permanent records. The scanner must be compatible with the county's existing records management software. Funding for these projects is contingent on the county's commitment to provide installation, technology support, upgrades and maintenance necessary to network the computer(s) and scanner(s) to existing database or software programs. Eligible equipment purchases may also include shredders for destruction of confidential records that have met their retention requirement.

**Conservation ($5,000 maximum)**

To restore, mend, encapsulate, rebind or recover original permanent records, record books or original maps. Counties should consider digitizing the original records during any restoration project, as this sometimes provides the best opportunity to reformat the records to enhance accessibility.

## Ineligible Projects:

Software programs, storage devices, or servers
Personnel costs for new permanent positions
Personnel costs to refund or supplement salaries of staff for regular work hours
Funds for improved climate control projects such as dehumidifiers, heating/cooling and fire suppression systems

## Key Information:

- Applications are due no later than November 1, 2017
- Applications are to be sent certified mail or hand delivered
- Applications are for Fiscal Year 2019 (July 1, 2018-June 30, 2019)
- Eligible projects are listed on Page 3
- County Commission must indicate priority ranking for multiple submissions
- Include original and thirteen copies of the application (pages 5-9)

## Checklist of Required Supporting Materials:

**The materials listed below must be included with the application:**

1. _____Priority ranking (Page 9) as determined by the County Commission for counties submitting applications from multiple offices

2. _____Resolution of support for the project, with original signature of the President of the County Commission in blue ink

3. _____Letter of support with original signature of specific office holder participating in the records project

4. _____Certification Form (Page 9) with original signature in blue ink of President of the County Commission agreeing to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, and the stated application requirements. This form must also be signed in blue ink by the applicable office holder (assessor, circuit clerk, county clerk, prosecuting attorney, and/or sheriff) whose records are involved in the project.

5. _____Photographs, floor plans, etc., which may demonstrate or document the need for the project

6. _____Estimates, bids, proposals, job descriptions, qualifications and/or resumes, supplies, equipment, floor plans, and drawings for proposed work to be purchased or contracted services must be dated within 60 days of the application

7. _____Original and thirteen copies of the application (pages 5-9) with supporting materials

8. _____Other relevant information, if applicable

# West Virginia County
# Records Management and Preservation Board
# Grant Application
# 2018-2019

**Please complete and return Pages 5-9 of this Application with Supporting Materials (See Page 4) and thirteen copies. You do not need to submit Pages 1-4.**

## Applicant Contact Information:

| | |
|---|---|
| County: | Jefferson |
| County Office: | Sheriff's Office |
| Name of Office Holder: | Pete Dougherty |
| Mailing Address: | 102 Industrial Blvd, Kearneysville, WV 25430 |
| Telephone Number | 304-728-3205 |
| E-Mail Address: | pdougherty@jcsdwv.com |

| | |
|---|---|
| County Commission President: | Peter Onoszko |
| Mailing Address: | PO Box 250, Charles Town WV 25414 |
| Telephone Number: | 304-728-3284 |
| E-Mail Address: | ponoszko@aol.com |

| | |
|---|---|
| County or Grants Administrator: | Deborah Lowe, Grants Administrator, Jefferson County Sheriff's Office |
| Telephone Number: | 304-728-3205 |
| E-Mail Address: | dlowe@jeffersoncountywv.org |

## Activity Description:

Provide detailed explanation of the project. Identify internal and external staff or vendor necessary to complete work on the project. Include time frame and schedule for project completion.

The Jefferson County Sheriff's Office is seeking funding to continue the digitization project began in the 2017-18 funding year. Deborah Lowe will continue coordinating the project on behalf of the Sheriff. This year's focus will be reviewing, scanning, and/or destroying as may be applicable any incident and accident reports created prior to 2004. We would also like to begin looking at scanning other documents such as Personnel Records, Invoices, and Concealed Weapons Permit Applications.

Front Office staff would be responsible for reviewing, categorizing, scanning and/or destroying the incident and accident reports, Concealed Weapons Permit Applications, and Invoices; however, due to the sensitive nature of the Personnel Records, Deborah Lowe would be responsible for reviewing and scanning those.

During this fiscal year, we will also develop a records retention policy.

We would need to purchase a higher capacity shredder to ensure that the sensitive information contained within these files is protected.

Identify specific record titles, date spans, and quantity (example: Deed Books, volumes 1-200).

All past and current employee personnel files.

All Concealed Weapons Permit Applications

All paid invoices.

Incident Reports Numbered
I03-0001 – I03-0650
I02-0001 – I02-0531
Reports from 2001 numbered 00001 – 01467

Accident Reports Numbered
A03-0001 – A03-0520
Unknown 2002 Accident

Unknown report numbers for incident and accident reports created prior to 2001. These files and any associated logs that may have existed are all stored off site in a basement storage area.

## Activity Description (continued):

Describe how this project will benefit the records management, preservation, and/or records access needs of your office(s).

As we continue to bring all of our files in to a central and digital location, it will benefit the staff by reducing the places they have to look for files and the number of facilities they will have to visit to do so. It will also benefit the public by being able to receive their requested documents in a more timely fashion. It will benefit the documents because they will be removed from environments that are not conducive to storing paper and therefore maintain their integrity.

Provide statement about past and future activities to protect records.

In the 2017-18 grant funding year, the Jefferson County Sheriff's Office was awarded funds to review, digitize and/or destroy, as appropriate, paper files created between 2004 and 2014 and we are diligently working on this project. While it is still in its infancy, we have already scanned all reports from 2014, 2013, 2012, and 2011. The front office is hard at work on the files from 2010 having scanned report numbers 10-0001 – 10-0699 (as of October 20, 2017). Any incident files created after September 2014 are already being created in a digital format, so the next logical step is to look in to creating a process to digitally submit the concealed carry permit process or to include the scanning of the permit at the completion of the paper process.

Additionally, the Jefferson County Commission is considering the purchase of a financial software that would allow for the scanning of invoices in to the payment process, which would eliminate the need for maintaining these paper files in the future.

## Project Budget (Attach Estimates):

| Eligible Project (see Page 3) | Estimate of Total Cost | RMPB Request (total cost / 1.1) |
|---|---|---|
| Personnel Costs ($10,000 maximum award) | 6000 | 5400.00 |
| Records Storage and Shelving | | |
| Reformatting ($10,000 maximum award) | | |
| Equipment ($10,000 maximum award) | 1,948.94 | 1,754.05 |
| Conservation ($5,000 maximum award) | | |

## Total RMPB Request $__7,154.05_____

**Applicants must provide a 10% cash match for all grant funds expended by the RMPB. After the Board awards funds for your project you will be notified of your cash match. Match may only be applied to board-funded portions of grant.**

Provide a detailed explanation and breakdown of the project budget. Potential vendor estimates obtained within the past 60 days that are relevant to the project and/or personnel costs estimated to complete scanning and indexing projects must be included.

2 – Fujitsu fi-7160 from Amazon 849.99 ea (1699.98)
1 – Fellowes Automax 130C from Amazon – 248.96 (248.96)
Employee Overtime - $6,000

Total – 7,948.94
RMPB – 7,154.05
Match – 794.89

## Certification Form:

I agree that funds granted under the Records Management and Preservation Board's Grant Program will be spent only in accordance with the plan of work and budgeted statement presented in this application or revised and agreed to in the Grant Agreement, and that any changes in the plan of work or budget will be submitted in writing for approval in advance.

I agree to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, to administer the grant in compliance with standard financial management systems and general accounting standards for audit of government entities, and to participate in a grant administration workshop.

This document must be signed using blue ink by the County Commission President and all office holders who are applying for a Records Management and Preservation Board grant. Counties submitting applications from multiple offices must include a priority ranking as determined by the County Commission.

| | |
|---|---|
| County: | Jefferson |
| | |
| Name of County Commission President: | Peter Onozsko |
| | |
| Signature of County Commission President: | |
| Date: | |
| | |
| **PRIORITY 1** | |
| Name of County Office Holder: | |
| Title of County Office Holder: | |
| Signature of County Office Holder: | |
| Date: | |
| | |
| **PRIORITY 2** | |
| Name of County Office Holder: | |
| Title of County Office Holder: | |
| Signature of County Office Holder: | |
| Date: | |
| | |
| **PRIORITY 3** | |
| Name of County Office Holder: | |
| Title of County Office Holder: | |
| Signature of County Office Holder: | |
| Date: | |

**RESOLUTION**

The Jefferson County Commission met on the 26th day of October, 2017 with a quorum present and passed the following Resolution:

WHEREAS, the West Virginia Records Management and Preservation Board awards grants to county commissions to assist office holders in the management and preservation of county records; and,

WHEREAS, the Jefferson County Sheriff's Office has applied for a grant from the WV Records Management and Preservation Board to digitize old incident reports and streamline their files based upon current retention schedules; and,

WHEREAS, the Jefferson County Sheriff's Office is requesting $7,154.05 from the Records Management and Preservation Board in order to complete the work necessary to accomplish the goal of organizing and consolidating its records.

WHEREAS, the Jefferson County Commission approves the Sheriff Office's grant proposal and recommends their project as a priority to the Records Management and Preservation Board.

NOW, THEREFORE, BE IT RESOLVED, by the Jefferson County Commission of West Virginia, that the President is hereby authorized to affix her signature to the necessary documents on behalf of the Jefferson County Commission, and that she be empowered to sign the Certification Form provided by the Records Management and Preservation Board in order to obtain these funds.

Dated: _____

_____

PETER ONOSZKO
PRESIDENT
JEFFERSON COUNTY COMMISSION

**ATTESTED**: _____
Jaqueline Shadle, County Clerk

# Office of Sheriff and Treasurer of Jefferson County

Law Enforcement Office
102 Industrial Blvd
Kearneysville, WV 25430
304-728-3205
Fax: 304-728-3299

Tax Office
PO Box 9
Charles Town, WV 25414
304-728-3220
Fax: 304-728-4034

October 20, 2017

WV Records Management
And Preservation Board
c/o Denise Ferguson
WV Archives and History
1900 Kanawha Blvd E
Bldg 9
Charleston WV 25305

Re: Letter of Support

Ms. Ferguson:

I am writing to voice my support for the grant application being submitted by the Jefferson County Commission on behalf of the Sheriff's Office. This project will not only place all of our files under one roof, but it will grant us the opportunity to index them in a way that will make them more accessible when requests are made for our records.

Additionally, this project will grant us the chance to review our files for those that have met or exceeded their retention rates prior to scanning and indexing records that should still be maintained. Doing so will create extra space within our office as well as other county facilities that could be repurposed for more practical uses.

I would appreciate favorable consideration of this project.

Sincerely,

Peter H Dougherty
Sheriff and Treasurer
Jefferson County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red questions

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ble at a lower price from other sellers, without free Prime shipping.

dnesday, Aug. 30? Order within 3 hrs 24 mins Standard Shipping at checkout. Details and sold by Amazon.com.

| 130c | 200c |
|---|---|
| $248.96 | from 65 sellers |

- AutoMax offers a truly walk away shredding experience, automatically shredding stacks of paper with wrinkles, staples, and even paper clips; simply load the drawer, press start, and walk away
- Shreds 130 sheets automatically and 8 sheets manually into 397 (5/32" x 2" Security Level P-3) cross-cut particles; shreds Staples, Credit Cards, Paper Clips
- Runs for up to 10 minutes before a cool down period is needed and includes an 8.5-gallon pull-out bin with LED bin-full indicator
- AccuFeed Technology provides a fast, automatic, truly walk away shredding experience.Maximum Run Time (minutes) 10 min on / 25 min off
- Auto-Reverse stops and reverses paper if a jam occurs

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Report incorrect product information.

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2-Year Multi-Device Protection Plan for $39.99

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Deborah Ring - 25430

**Buy used:** $187.00

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$264.99 Add to Cart
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Sold by: BuyOnlineNow

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Have one to sell? Sell on Amazon

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from these sellers.

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$787.87

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14

$73.86


HP 26A (CF226A) Black Original LaserJet Toner Cartridge

51

$96.95

APC Back-UPS Pro 1500VA UPS Battery Backup & Surge Protector (BR1500G)

2,512

$169.95

## Sponsored products related to this item (What's this?)

***AGENDA REQUEST FORM***

***www.jeffersoncountywv.org***

Name: **Nikki Painter**

Department or Organization: **Elections**

Estimation of amount of time needed for appointment: **5 minutes**

Date Requested – 1st Choice: **October 26, 2017**
*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Reimbursement Certification for the Special Road Bond Election**

Please provide the County Commission with a description of your request or presentation, including any background information:
**To certify and sign the reimbursement certification for expenditures related to the Special Road Bond Election**

Is this a funding request? Y/N NO
If so, how much? $
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
**To certify the total reimbursement amount of $70,097.80 for expenditures related to the Special Road Bond Election.**

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:
Email address: Phone Number:

| FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION |
| --- |
| not applicable |

# Special Election Invoice Certification

For Reimbursement of Expenditures Related to the
October 7, 2017 Special Election.

From: Jefferson County

Address: 100 E Washington St
Charles Town, WV 25414

To: WV Secretary of State's Office

Date: August 26, 2017

| | |
|---|---|
| Part A Total | $ 10,934.87 |
| Part B Total | $ 48,461.12 |
| Part C Total | $ 10,701.81 |
| Part D Total | $ 0.00 |
| **Grand Total** | **$ 70,097.80** |

*By signing below, I, County Commissioner for the aforementioned county, do certify/swear and attest that the above expenses are reasonable and necessarily incurred.*

| | |
|---|---|
| Name (printed) | Signature |
| Name (printed) | Signature |
| Name (printed) | Signature |
| Name (printed) | Signature |
| Name (printed) | Signature |

***AGENDA REQUEST FORM***
***www.jeffersoncountywv.org***

Name: Eric Lewis,

Department or Organization: **Jefferson County Development Authority**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **October 26, 2017**
*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

- Approval of employment – Nicolas H. Diehl, Executive Director, Jefferson County Development Authority

Please provide the County Commission with a description of your request or presentation, including any background information:
**The Board of JCDA has approved and would like to recommend that the Commission approve the hire of Nicolas H. Diehl (Nic) to fill the existing Executive Director vacancy. The Board would also like to seek approval to have Mr. Diehl's salary reviewed at the end of 12 months for a possible adjustment based on performance, budget availability and future Board and Commission approval of any recommended adjustments.**

Is this a funding request? Y/N No
If so, how much? $ NA
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

- Motion to approve the employment of Nicolas H. Diehl, Executive Director of the Jefferson County Development Authority with an annual salary of $75,000.
- Motion to review the salary of Nicolas H. Diehl, Executive Director of the JCDA in 12 months based on performance, budget availability and future approvals.

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N NO Internet/Wi Fi Y/N NO Telephone for conference call Y/N NO

Contact information:
Email address: Phone Number:

| FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION |
| --- |
| not applicable |

# Nicolas H. Diehl

nicdiehl@yahoo.com • 954 Talisman Drive, Martinsburg, WV 25403 • 304-702-3700

## Experience

### West Virginia Department of Commerce

2007 - present

### West Virginia Development Office

Regional Manager / Business and Industrial Development 2011 – present

- Promote state programs to existing businesses in a seven-county region of the Eastern Panhandle for purposes of retention and expansion
- Support expansion projects (over 100 million dollars in expansion projects in the last five years) and assist companies with incentive programs and regulatory compliance issues
- Develop close working relationships with owners and managers of over 180 companies in the Eastern Panhandle
- Engage in business recruiting activities and lead development by keeping positive relationships with site consultants, reaching out to corporate offices, and attending relevant trade shows
- Follow job trends, in-demand occupation data, and industry innovations to better support companies' needs
- Collaborate with county and state agencies, stakeholder groups and elected officials to build capacity and support growth in the Eastern Panhandle

### WorkForce West Virginia

Regional Manager / Business Consultant 2007 – 2011

- Supported businesses in a 20 - county region to assist with worker expansions and/or reductions
- Managed company relations and job orders at WorkForce offices within my region by working with local managers to ensure quality service
- As a certified WorkKeys Job Profiler, I analyzed various positions in many companies to determine required skill sets and skill levels
- Researched labor market trends and provided companies with guidance and support based on current data
- Applied for and managed federal grant programs, such as BRAC Jobs program and Workforce Investment Act initiatives

### WorkForce West Virginia Career Centers / Region 7

Director 2005 – 2007

- Designed and established the first comprehensive One Stop center in the Eastern Panhandle, incorporating nine public and private agencies to support and prepare job seekers in finding employment
- Managed the Martinsburg and Moorefield One Stop Centers, overseeing operations, staff, and facilities
- Organized and chaired a regional Business Team to serve the needs of existing and new businesses
- Coordinated services of several agencies to provide a seamless delivery system for our clients

• • •

## United Way of Southern West Virginia

Executive Director 2003 - 2005

- Managed distribution of funds to multiple nonprofit agencies
- Greatly increased public awareness of local United Way through regular media exposure and through numerous group presentations
- Developed positive relationships with several previously untapped regional media and increased campaign goal after 6 years of zero growth
- Doubled charitable fundraising events and expanded fundraising to two additional counties, while expanding service area
- Exceeded campaign goal in a year when most regional United Ways were unable to meet their goals
- Applied for and was awarded various grants to support projects in southern West Virginia

## Valley College

Executive Director 2000 – 2003

- Increased total on-campus enrollment by 23% through concerted public relations and marketing efforts
- Achieved highest placement rate in college's history during 2001
- Designed new campus for functionality and to meet ADA requirements
- Increased distance education enrollment by 400% in less than 2 years
- Decreased financial aid audit finding by 50%
- Developed and managed both on-campus and distance education program annual budgets
- Negotiated articulation agreements with regionally accredited universities

# Education

### West Virginia University

1993 M.A. Communication Studies

### Concord University

1991 B.A. Public Relations and Advertising

# Other Relevant Experience

- Adjunct Professor – Speech, Organizational Communication, Communication in Health Care, Technical Writing, Public Relations
- Trainer – Behavior Management, Intervention Techniques, Accurate Documentation, Expectations in the Workplace, Generational Communication
- Public Relations, Management, Event Planning, Fundraising
- Leadership West Virginia, Class of 2017
- Serve/served on several area boards, including United Way, Thunder over the Blue Ridge (TOTBR), Martinsburg Rotary Club, and the Eastern Panhandle Transit Authority (EPTA)
- Organized five airshows at the Eastern West Virginia Regional Airport, managing all aspects of some shows, including fundraising, contracts, volunteers, performers, partnership with local, state and federal agencies, and marketing; generated over 200,000.00 for local organizations and nonprofits in the Eastern Panhandle

AGENDA REQUEST FORM

www.jeffersoncountywv.org

**NAME:** Lynn Fields

**DEPARTMENT OR ORGANIZATION:** Probate Office

**ESTIMATION OF TIME NEEDED FOR APPT.:** 15-30 minutes

**DATE REQUESTED: 1ST CHOICE** October 19th, 2017

**IF A SPECIFIC DATE IS NEEDED, PLEASE PROVIDE REASON FOR SPECIFIC DATE:**

**SUBJECT:** **Quarterly Review**

**PLEASE PROVIDE THE CO. COMM. WITH A DESCRIPTION OF YOUR REQUEST OR PRESENTATION, INCLUDING ANY BACKGROUND INFORMATION:**

Estates that have been opened since the last quarterly review require approval from the county commission. Estates that have met all the requirements of the probate office and are ready to be closed require approval from the county commission.

**ARE DOCUMENTS ATTACHED:** To follow

**IS A PROJECTOR NEEDED?:** NO

lfields@jeffersoncountywv.org (304) 728-3210

***AGENDA REQUEST FORM***
***www.jeffersoncountywv.org***

Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **October 26, 2017**
*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews and Appointments to the Jefferson County Historic Landmarks Commission – two unexpired terms – one ending March 30, 2018 and one ending March 30, 2019 – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N NO
If so, how much? $
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:
Email address: Phone Number:

| FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION |
| --- |
| not applicable |

2328 Engle Molers Rd.

Harpers Ferry, WV 25425

October 16, 2017

Jefferson County Commission,

I would like to be considered for the unexpired seat on the Jefferson County Historic Landmarks Commission that will be ending on March 30, 2018. I believe my qualifications to sit on the commission would be mostly experiential, but probably even more relevant, a love of American vernacular architecture.

I came to the Eastern Panhandle in the early 1980's because of its rich and affordable older house inventory. Since then I have bought and "restored" three stone houses here. One of the accomplishments I am most proud of is leading the group that put Gerrardstown on the National Register of Historic Places as a historic district. This project honed my skills in courthouse work and brought history alive for me. I currently sit on the board of Duffields Station, Inc., a group formed to purchase, stabilize and warehouse the second oldest purpose built railroad passenger/freight station in the country. Besides constantly tweaking the restoration of our 1835 stone house located just north of Bakerton, I spend a lot of time in the wood shop. I hope to submit an application to put my current house on the National Register in the spring of next year. Thank you for your consideration.

Sincerely,

John Restaino

October 16th, 2017

Hi there,

Further to discussions with Martin Burke, I'm writing to be considered for a position with the Jefferson County Historic Landmarks Commission.

I grew up in Berkeley County, primarily the Kearneysville area, spending my childhood exploring its woods, streams, mountains and orchards. After leaving the area to study overseas, I attained a Master of Landscape Architecture with Honors from the Edinburgh College of Art, in the U.K. I returned to the area in 2011 with my newly formed family. I'm currently working as a landscape designer with the Harpers Ferry firm, Through The Garden.

My varied experience has helped me to learn how public space, parks, and gardens are designed and developed, and how they tie into the history of the area. I have always believed that the landscape reflects the identity of a particular place, a landmark that highlights a moment in time.

I'm currently working on the Tribute Garden for the Appalachian Trail Conservancy in Harpers Ferry. We are now at the construction phase of a project that I designed. It is a public garden that honors the people of the Appalachian Trail with a focus on native plantings that have a connection with the mountain range.

I would very much like to take a more active role in this county to help preserve its natural beauty.

Thanks and best,

Niki Sabado

Received

OCT 17 2017

Jefferson County Commission

Resume:

Niki Sabado

3183 Kabletown Road

Charles Town, WV. 25414

nikisuzann@gmail.com

562-704-9713

Education:

Masters of Landscape Architecture with Honors, Edinburgh College of Art, Edinburgh, Scotland 1999-2004

Diploma Interior Design, Inchbald School of Design, London, England 1998-1999

Work Experience:

Landscape Designer, Through the Garden, Harpers Ferry, WV. March 2016 - current

Landscape Designer, Garden Delights, Hamilton, Va. March 2015 - June 2016

Senior Project manager, Bennitt Design Group, Long Beach, Ca. 2009-2011

Senior Designer, EDSA, Santa Monica, Ca. 2008-2009

Designer, Rabben Herman design office, Newport Beach, Ca. 2005-2008

Designer, AGA Architecture, Manhattan Beach, Ca. 2004-2005

Intern, Anthony Walker and Partners, Newcastle, England 2002-2003

FROM: F.J. Hefestay Jr. (known as Jack),46 Sundance Ln., Kearneysville, WV 25430
(304)-728-0269, **hefestay@yahoo.com**

TO: Jefferson County Commission

SUBJECT" Appointment to the Jefferson County Historic Landmarks Committee One Unexpired Term ending March 30, 2019 or March 30, 2018

DATE: October 16, 2017 (John Brown raid on Harpers Ferry Anniversary)

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Dear Jefferson County Commission President Peter Onoszko and the Honorable Jane Tabb, Honorable Patsy Nolan, Honorable Josh Compton, and Honorable Caleb Wayne Hudson

I am formally submitting my name for consideration on the **Jefferson County Historic Landmarks Committee.**

My abbreviated summary Professional, Military and Educational Resume is attached. An annotated summary follows.

- **Education includes a Bachelor of Arts Degree in History** from the University of Colorado with an emphasis on US and European History. Involved in Civil War Reenacting and Living Histories for many years. Volunteered numerous hours / days / weeks as an extra for **US National Parks Service** visitor center movies **(Antitam, Chancellorsville, Fredericksburg, Gettysburg),** as well as for other notable ventures such as **Gods and Generals (Core Group), 10 Days That Unexpectedly Changed America – Antietam Segment (Emmy Award Winner), History Channel Civil War Combat (four episodes), Sherman's March, Gettyburg Battle, Pamplin Park's Soldiers All, The War That Made America (French and Indian War),** etc. As an amateur historian I have a large personal library of historic topics with slants toward the Civil War, Revolutionary War, World War One and Two, and of course numerous books regarding Navy History!
- **Military Career (US Navy)** specialization in the Intelligence discipline, where the rank of US Navy Captain (O-6).was attained Typically assigned to leadership and management postilions supporting Command Objectives or US National Objectives. Served both on active duty and reserve components for over 25 years. During my numerous years as an **Intelligence Analyst** I excelled in two Intelligence fields, mainly Image Interpretation and **Geo-Political research** where I researched geography and **historical information** pertinent to world leaders and the **historic background** of their countries. I was frequently requested by name to serve overseas in international trouble spots and formal operations always in high;y classified environments.
- **Professional** background includes extensive experience working on and managing elements of large, medium and small sized complex technical programs with an orientation toward national defense. Experience: 39 plus years.

Most of my experience in the professional and military environment provided me with a strong appreciation on the value of adequate research, understanding, planning and effective execution of any worthwhile evolution. I place any potential project or endeavor in the spectrum of the initiative's Requirements, Restrictions, Costs and Schedules. I can enthusiastically apply my professional, military and educational expertise toward the Historic Landmarks Committee and its goals for the betterment of Jefferson County and the preservation of our rich historic tradition. My background confirms that county history is an essential element-of the future of our county's attraction of tourism. Additionally, I recognize the importance of balance in the decision making process regarding historic presentations and accuracy of landmarks.

I am a resident of Jefferson County since 2006. My earliest American ancestors were local residents dating from the mid 1750s (, Winchester, Martinsburg and Shepherdstown). **I am retired** and live here by choice (after being a corporate and military nomad for decades)

As a retired resident of Jefferson County **I am fully available to attend meetings and perform assigned duties.** Thank you for your consideration regarding appointment to this position.

Very respectfully,

F. J. HEFESTAY JR. (JACK)

**F.J. HEFESTAY JR. (known as Jack) --ABBREVIATED RESUME**

hefestay@yahoo.com, 204-728-0269

**PROFESSIONAL: Lockheed Martin, 1967-2004.** Worked at Martin Marietta, Ford Aerospace and Lockheed Missiles and Space Company (all were purchased or assimilated into Lockheed Martin).

Performed numerous assignments dealing with program controls (finance, configuration management and quality assurance). Assigned to the contracts department (business operations) software development, and systems engineering departments. Engineering Change Manager on two of the company's mega programs as well as multiple medium and small sized programs. After accepting a transfer to the east coast I was used primarily in support of Systems Integration or Systems Engineering on various sized projects in a highly classified environment within local national Agencies and Offices. Assigned to offices in Waterton CO, Colorado Springs, CO, Los Angeles, CA, Langley, VA, Reston, VA. Unclassified Programs included Skylab, Mars Viking Lander, Titan III and Space Telescope. Awarded many multiple company recognition awards and mentioned by name in numerous company award fees.

**MILITARY: US Navy, 1978-2006.** Enlisted in the US Navy Reserve Program in 1978 as a Petty Officer First Class (E-6). Commissioned in 1982 as an Intelligence Officer and attained the rank in 2001 of US Navy Captain (O-6). Served with Fleet Intelligence Center Pacific (Honolulu, HI), Commander Navy Reserve Intelligence Command (Dallas, TX), Office of Naval Intelligence (Suitland, MD), Navy Criminal Investigative Service. Typically assigned as Intelligence Analyst, Instructor, Subject Matter Expert, National Program Head, Department Head, Executive Officer or Commanding Officer.

Served brief overseas tours with Commander Naval Forces Japan (Yokosuka, JAP,) Commander Naval Forces Korea (Seoul, KOR), Fleet Ocean Surveillance Information Facility (Rota SP), as well as long tours at Fifth Allied Tactical Air Force (Vicenza, IT) and Headquarters European Command (Stuttgart, GE) twice. Typically served as a Watch Stander, Intelligence Officer or assigned to Command Plans (N2 or J2) Awarded nine personal decorations as well as numerous unit ribbons, service campaign medals and marksmanship medals.

**EDUCATION: Graduate of the University of Colorado 1971** (Boulder and Denver) CO. Bachelor of Arts. History with a minor In Communication. Student Body President 1970-71 (Denver), Who's Who Among Students In American Universities & Colleges, 1970-71. Graduate School, 1971-73 (Incomplete).

**OTHER:**

National Convention Delegate (Democrat), 1976, New York City
State or County Executive Committee, Jefferson County, (CO, 1976-78) (WV 2014-2018)
Quail Ridge Homeowners Association, Kearneysville, (President and or Treasurer, 2006-2013)
Jefferson County Planning Commission, July 6, 2017 – present.
Jefferson County Republican Ballot Commissioner,, January 2016 -present.

Bennett (Ben) Horter
118 Cypress Point Dr
Charles Town, WV 25414
10/18/17

Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414

Dear Jefferson County Commission:

I am writing in response to your advertisement in Jefferson County for the soon to be vacant positions on the Jefferson County Historic Landmark Committee. After reading about the Historic Landmarks Commission I believe my skills and passion for historic preservation would be a great asset to the Committee. I grew up in Fairmont, West Virginia, and began my career in the preservation field in West Virginia soon after finishing graduate school with a Masters in Archaeology. I have since worked in many states throughout the Mid-Atlantic and New England geographical regions. But as is the case with many people, my home state is my true passion and as such came back in 2010 and currently reside in Charles Town.

I would bring to the Historic Landmarks Committee a broad range of skills that would be beneficial to the your mission. Here are a few examples of how I believe my knowledge and skills could serve the Jefferson County Landmarks committee:

- Vast knowledge in working with Federal preservation laws such as the National Historic Preservation Act (NHPA) and how these laws (and state statutes) can assist communities receive tax benefits from the reuse of historic structures;
- Using historic preservation as a tool to help revitalize communities, similar to the way Happy Retreat and Charles Washington Hall have been helpful in drawing both locals and tourists to Charles Town;
- My history degree from West Virginia University as well as my years of working within the West Virginia preservation professional community have helped me gain a great passion for the history and the vital role it plays in the life of West Virginian's today.

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at 703-789-5086 or by email at

benhorter1@gmail.com. I have enclosed my resume for your review, and I look forward to hearing from you.

Sincerely,

Bennett (Ben) Horter

Enclosure

# Bennett W. Horter, RPA

**Business contact information**
Federal Preservation Officer
USDA/Farm Service Agency
1400 Independence Ave, SW
Washington, DC 20250
(202) 690-1164
ben.horter@wdc.usda.gov

**Home contact information**
118 Cypress Point Drive
Charles Town, WV 25414
home: (304) 728-7609
cell: (703)-789-5086
benhorter1@gmail.com

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## EDUCATION (DEGREES)

| | |
|---|---|
| 1993-December | *Masters of Philosophy*, Archaeology<br>Department of Archaeology<br>University of Glasgow<br>Glasgow, Scotland (UK) |
| 1991-December | *Bachelors of Arts*-History, Minor in Anthropology<br>Eberly College of Arts and Sciences<br>West Virginia University<br>Morgantown, WV |
| 1984 | *Diploma*<br>East Fairmont High School<br>Fairmont, WV |

## OTHER EDUCATION, TRAINING COURSES

| | |
|---|---|
| 1994, 2000 | NHPA Section 106 *Introduction to Federal Projects and Historic Preservation Law*-Advisory Council on Historic Preservation |
| 1995 | Introductory CADD Training-NRCS |
| 1996 | Graduate Course: *Eastern Woodlands Archaeology*-West Virginia University |
| 1996 | Advanced Seminar on Preparing Agreement Documents under Section 106 of NHPA-Advisory Council on Historic Preservation |
| 1998 | Introduction to ARC/View GIS-ESRI |
| 2000 | East Regional Environmental Compliance Training Workshop (Participant & Instructor)-NRCS |
| 2001 | Consulting with Native American Governments-NRCS (NEDC) |
| 2002 | Contracting Officer's Representative Mentor Training-NEDC |

| | |
|---|---|
| 2002 | Developing Performance-Based Work Statements-Northwest Procurement Institute |
| 2002 | *Basic Wetland Delineation*-Wetland Training Institute, Inc. |
| 2003 | *Integrating Cultural Resources in NEPA Compliance*-National Preservation Institute |
| 2003 | Introduction to ArcGIS; Taking GIS to the Field using ArcPad-NEDC |
| 2003 | North East Region Web Author Training-TEAM, Inc. |
| 2006 | Section 106: A Review for Experienced Practitioners-National Preservation Institute |
| 2006 | Managing For Excellence-USDA National Employee Development Center Course (NEDC) |
| 2006 | National Environmental Policy Act Training -EPA |
| 2006 | Environmental Compliance Level 1 Course-USDA/NRCS Course |
| 2007 | Environmental Procedures and Document Preparation-NEDC |
| 2008 | Contracting Officer's Representative Course-Management Concepts |
| 2009 | Regulatory Drafting & Process-The Regulatory Group, Inc. |
| 2017 | Received a COR level II (Contracting Officers Representative) |

## AWARDS AND HONORS

| | |
|---|---|
| 2000 | Received two Spot awards for various project accomplishments |
| 2001 | Received four Spot awards for various project accomplishments |
| 2002 | Received five Spot awards for various project accomplishments |
| 2003 | Received two Spot awards for various project accomplishments |
| 2004 | Received an Outstanding Performance Award for period of 10/02-9/03-resulting in a within Grade Step increase |
| 2005 | Received two Spot awards for conducting training for Pennsylvania field staff and a performance award |
| 2006 | Received a performance award from NRCS National Headquarters for performing as Acting National Cultural Resources Specialist for six weeks |
| 2008 | Received an Outstanding Performance Award for period of 10/07-9/08-resulting in a cash award |
| 2009 | FSA Administrator's Award for environmental/cultural resources work on implementation of 2008 Farm Bill |
| 2010 | Received an Individual Cash Award in April 2010 |
| 2013-16 | Received 20 hr leave awards each year for achieving Superior Performance |
| 2016 | FSA Administrator's Award for the development and delivery of National NEPA and cultural resources training. |

## EMPLOYMENT HISTORY

1. **Natural Resources Specialist/Federal Preservation Officer**
   **USDA/Farm Service Agency (FSA)**

**National Office**
**1400 Independence Avenue, SW**
**Washington, DC 20250**
**Supervisor:** Nell Fuller, Environmental Advisor to the Administrator
**Ph:** 202-720-6303
**Dates Employed:** 08/06/07 to Present **Salary:** GS-14-$123,406
40hrs/week

**Duties:** I currently serve as a member of the Environmental Section of the Conservation and Environmental Programs Division (CEPD). I assist the Environmental Advisor to the Administrator to ensure that FSA meets its obligations under the National Environmental Policy Act (NEPA). This assistance includes reviewing NEPA documents produced by third party contractors for various Environmental Assessments and Environmental Impact Statements. I served as the representative for CEPD during seven public scoping meetings for input on Environmental Assessments (EA) for the Conservation Reserve Program managed haying and grazing provisions. These meetings were held in seven different states in which these EAs were concerned. I also serve as acting National Environmental Program Manager when that person is not in the office.

I serve as the Federal Preservation Officer (FPO) for the Farm Service Agency (FSA). As the Federal Preservation Officer, I am responsible for ensuring that FSA is in compliance with its obligations under the National Historic Preservation Act and its implementing regulations (36 CFR 800, Section 106). I oversee this compliance at the National office level down to the FSA State office level. I develop and interpret FSA's historic preservation policy to ensure it is within the regulations, 7 CFR 799. This has been partly accomplished by helping rewrite FSA's national handbook for Environmental Quality, 1-EQ. This handbook is used by the FSA state and county offices to guide them in what needs to be done to make sure that FSA remains compliant with all environmental laws and regulations and that FSA protects the human environment as much as possible when conducting FSA related activities. FSA has recently overhauled its NEPA regulations (combining 7 CFR 1040 and 700 into one regulation 7CFR 799). I have been instrumental in the writing of the parts dealing with Section 106 compliance. I also hand a major part in writing the rest of the regulation. Because of the change in the regulations FSA is also rewriting its 1-EQ handbook and I have served a large role in the rewrite. The National Environmental team brought in 12 of our state field staff to assist us in the rewrite of 1-EQ. I assisted the National Environmental Coordinator with managing this team and developing assignments for the team members.

As the FPO I have assisted numerous states (NH, OR, MD, OK, SD, UT, MN, NV, WA, IA, OH, KY, TX, VA, and DE) in developing agreements with their State Historic Preservation Officers (SHPO) and the Advisory Council on Historic Preservation (ACHP) to establish how FSA will comply with its obligations under Section 106 of the National Historic Preservation Act. All of these agreements are in different stages of the

negotiation process. I assisted with these agreements by meeting directly with many of the SHPOs involved as well as with Tribal representatives.

I have written two national Environmental Quality notices (EQ-131, EQ-132) which helped to better define FSA's historic preservation program and policy. I developed a Fact Sheet for FSA county offices to hand out to producers who need archaeological studies on their planned FSA activities. This fact sheet is intended to explain to producer the process that FSA uses to conduct these studies and what it means to their activities.

I, along with the National Environmental Program Manager, developed national training for all of FSA State Environmental Coordinators. We presented this training material at a three day national environmental training session in Dallas, Texas in August of 2008. This training used both powerpoint presentations as well as hands on activities for the participants. I have developed training that was presented in a week long training session which was held in July of 2016 that incorporates all of the new 7 CFR 799 regulations and the new 1-EQ environmental handbook.

I serve on a Federal Archaeologists Task Force with Federal Preservation Officers from other agencies, headed by the National Park Service. This task force is responsible for revising the current survey that is the annual Secretary of Interior's Report to Congress on the Federal Archaeology Program.

I serve as the FSA Tribal Consultation Liaison for FSA programs. In this capacity, I organize government-to-government consultations between the FSA National Office and Tribal governments.

2. **Archaeologist/Cultural Resources Specialist**
   **USDA/Natural Resources Conservation Service (NRCS)**
   **Delaware State Office**
   **1203 College Park Drive, Suite 101**
   **Dover, DE 19904**
   **Supervisor:** Sally Griffith-Kepfer, State Resource Conservationist
   **Ph:** 302-678-4182
   **Dates Employed:** 10/01/2004 to 08/05/2007 **Salary:** GS-12 $80,299 40hrs/week

**Duties:** With the 2004 NRCS' restructuring and creation of National Technical Support Centers, the East Region Interdisciplinary Resources Team (IRT) was disbanded. I served as the State Cultural Resources Specialist for Delaware. I also assisted states within the newly established East Region, these include: Pennsylvania, Maryland, New

Jersey, New York, Virginia, Rhode Island, Connecticut, and Massachusetts. I conducted cultural resources surveys for NRCS programs within these East Region states mentioned above. These surveys included historical and archaeological background research of project areas, on the ground field reconnaissance and test excavations, draft and final report writing, submission of reports, and Section 106 Findings for concurrence with appropriate SHPO. I also served as the Contracting Officer's Representative for cultural resources related contracts within these same states.

I served as a technical advisor and an instructor for the NRCS Conservation Boot Camp. The first boot camp took place between September 20-October 29, 2004. I served as a member of the conservation planning team and gave instruction on cultural resources, field application of the USDA GPS configuration, and overall resource inventory during the conservation planning portion of the boot camp.

I served on a national team of cultural resources specialists and cultural resources coordinators reviewing NRCS' conservation practices standards to ensure that cultural resources were considered.

In 2006, I served on a six week detail in our National Headquarters Office in Washington, DC as part of the new Technical Service Provider (TSP) staff. During this detail I helped develop our national policy statement and technical handbook for implementing the Technical Service Provider program.

Since the disbanding of the regional interdisciplinary resources team in 2004, I served as the NEPA coordinator for NRCS in the state of Delaware. In this capacity I assisted in the writing of environmental write-ups for project work within Delaware. I also advised NRCS field offices on environmental issues.

I also served as part of NRCS Delaware's Emergency Watershed Protection (EWP) disaster response team. My job on the team was to identify and evaluate any cultural resources that may be impacted by any projects resulting from our EWP program.

Many of my duties were a continuation of the duties I performed while serving on the East Region IRT as the cultural resources specialist.

3. **Archaeologist/Cultural Resources Specialist**
   **USDA/Natural Resources Conservation Service (NRCS)**
   **Mid-Atlantic Interdisciplinary Resources Team (IRT)**
   **1203 College Park Drive, Suite 101**
   **Dover, DE 19904**
   **Supervisor:** Joseph McDonough, IRT Coordinator **Ph:** 302-678-4187

**Dates Employed:** 07/16/2000 to 09/30/2004 **Salary:** GS-12
$66,486
40hrs/week

**Duties:** I served as the Cultural Resources Specialist for the East Region Interdisciplinary Team based in Dover, Delaware. My duties included performing as a Liaison/technical advisor to State Conservationists within the East Region in the development of State Level Agreements between NRCS and corresponding State Historic Preservation Officers(SHPO) (Agreements with Delaware, Pennsylvania, West Virginia, Connecticut, Rhode Island, New York, Virginia).

I served as Contracting Officers Representative (COR) for various cultural resources contracts within the East Region (Delaware, Maryland, New York).

I advised State Conservationists in NRCS cultural resources policies and procedures and made findings and determinations under Section 106 of the National Historic Preservation Act.

I conduct NRCS eight Module cultural resources training for NRCS and partners in Delaware, Kentucky, Maine, Rhode Island, Connecticut, Pennsylvania, New Jersey, and New York. This training is usually given to one or more states annually. The training is given to all new employees within their first year of service and to other employees as a refresher every five years.

The IRT conducting quarterly meetings with our staff and staff representatives from all of the East Region states to discuss technical, policy and project specific issues within the region. During these meetings one IRT team member conducted the meeting and served as facilitator and moderator. I served in this capacity twice.

I served as a team member on PL-566 watershed projects writing NEPA compliance documentation (EAs & EISs) for projects in Pennsylvania (5), Maryland, and Rhode Island.

I served on a national team to update the NRCS national cultural resources training modules; this service included rewriting the text to enable the tapes to be converted into web based modules.

I assisted the NRCS National Cultural Resources Specialist/FPO in editing both the updated General Manual Chapter dealing with cultural resources and the cultural resources handbook. I was detailed to NRCS NHQ four times for one week each time, during this period.

I worked on a national team to write Statements of Work (SOW) for Technical Service Providers; I was responsible for the Cultural Resources SOWs.

I worked as part of a team in charge of organizing the East Region Technical Workshops for 2002, 2003, and 2004. My duties involved arranging speakers, hotel

accommodations, and field trips. I also developed and distributed information packets to all participants.

4. **Archaeologist/Cultural Resources Specialist**
   **USDA/Natural Resources Conservation Service (NRCS)**
   **75 High Street, Rm. 301**
   **Morgantown, WV 26505**
   **Supervisor:** Paul Dunn, Assistant. State Conservationist **Ph:** 304-284-7544
   **Dates Employed:** 08/21/95 to 7/15/2000 **Salary:** GS-9/11/12
   $50,139
   40hrs/week

**Duties:** I developed an agreement between the WV SHPO and NRCS concerning cultural resources. I developed a Cultural Resources Review Worksheet, which is used by NRCS field office personnel. I wrote a Programmatic Agreement for a three year long project, which involved the installation of numerous earth disturbing activities in a five county area of West Virginia as part of a PL-534 Land Treatment watershed project. I was responsible for conducting continuing education for NRCS employees concerning agency policy dealing with cultural resources.

I conducted Phase I (identification) surveys and Phase II (evaluation) surveys for projects and practices that will impact cultural resources that may be present. This work includes the researching and writing of reports, and the completion and submission of Archaeological Site Forms to the West Virginia State Historic Preservation Office.

I supervised one AmeriCorps Archaeologist from Aug. 1995-Sept. 1996 and numerous Earth Team Volunteers in implementing the Phase I and II surveys on PL-566 Watershed projects.

I monitored and administered archaeological contracts during larger Phase II (testing) and Phase III (mitigation) surveys on PL-566 watershed projects.

I have worked with Native American Organizations with the returning of remains as per NAGPRA regulations.

I created an Archaeology/Soils predictive model for a large project covering five counties in West Virginia. The model was used by field personnel to help decide where practices should be located in order to have the least impact on possible historic properties.

I was involved with a project in which I aided the West Virginia University Summer Field School. My aid consisted of helping design the excavation area, surveying the excavation area with a Topcon Total Station, and overseeing the beginning of the excavation itself.

I conducted background historical and archaeological research for a large watershed project in Bucks County, Pennsylvania. I also conducted preliminary field surveys on the project.

5. **Archaeologist/Cultural Resources Specialist**
   **USDA/NRCS**
   **75 High Street, Rm. 301**
   **Morgantown, WV 26505**
   **Supervisor:** Lynn Shutts **Ph:** 304-284-7575
   **Dates Employed:** 09/12/94 to 08/18/95 **Salary:** $12,000 stipend 40hrs/week

**Duties:** I was employed as an AmeriCorps archaeologist for the NRCS and carried out similar duties that led to my temporary employment at the GS-9 grade level.

I conducted one Phase II survey in which I supervised four Earth Team Volunteers and two NRCS/USDA employees for a two week long project. I also conducted laboratory analysis, background research, and report writing for the project. I performed numerous Phase I surveys and wrote and submitted corresponding reports for that work.

6. **Archaeologist IV-Supervisory**
   **Horizon Research Consultants**
   **Rt. 4 Box 320**
   **Morgantown, WV 26505**
   **Supervisor:** Gloria Gozdzik, President **PH:** 304-599-5799
   **Dates Employed:** 03/10/94 to 09/10/94 **Salary:** $24,000/annum 40hrs/week

**Duties:** I supervised Phase I and Phase II cultural resource surveys, which included surveying project areas, establishing excavation locations teaching techniques of excavation and supervision of, these excavations. I supervised up to six other archaeologists on various projects.

I was also in charge of analyzing recovered artifacts and conducting prehistoric, as well as historic, research on project areas. I conducted background research and wrote both Phase I and II survey reports.

7. **Student Intern Researcher**
   **South Cadbury Hillfort Postexcavation Project**
   **Department of Archaeology**
   **10 Professors Square**
   **University of Glasgow**
   **Glasgow G12 8QQ**

**Scotland**
**Supervisor:** Mr. John Barrett
**Dates Employed:** 01/93 to 05/93 **Salary:** Student Volunteer 20/hrs/week

**Duties:** I was a student volunteer whose duties were to conduct map and document correlation research. This assignment consisted of checking excavation records of site features excavated and determining which artifacts were discovered in the feature. Using the data, I dated the feature and placed the dated feature on site excavation maps.

8. **Archaeologist**
**Glasgow Univ. Archaeological Research Division (GUARD)**
**10 Professors Square**
**University of Glasgow**
**Glasgow G12 8QQ**
**Scotland**
**Supervisor:** Dr. Stephen Driscoll
**Dates Employed:** 10/92 to 12/92 **Salary:** $9.00/hour 20hrs/week

**Duties:** I was an Archaeologist involved in the excavations of a 10-12th century cathedral in Glasgow. I assisted in the surveying of the cathedral, excavated architectural and archaeological remains, mapped and excavated skeletons and features, and measured and drew soil profiles.

9. **Archaeologist II/III**
**Horizon Research Consultants**
**Rt. 4 Box 320**
**Morgantown, WV 26505**
**Supervisor:** Gloria Gozdzik **PH:** 304-599-5799
**Dates Employed:** 08/89 to 05/92 **Salary:** $8.50/hour 24hrs/week

**Duties:** I started as an Archaeological Technician and conducted Phase I cultural resource surveys. This work included conducting shovel test pits and analyzing artifacts. In August of 1990 I was promoted to a supervisory role and was placed in charge of supervising Phase I surveys and collaborating in the writing of reports.

10. **Archaeologist**
**Boxgrove Hominid Research Project**
**c/o ARC/Eartham Quarry**
**Eartham, West Sussex**
**PO18 OLS**

**United Kingdom**
**Supervisor:** Mark B. Roberts **PH:** 011-44-1243-771112
**Dates Employed:** 05/89 to 08/91 **Salary:** Volunteer 40hrs/week

**Duties:** I worked as a volunteer on this project for three consecutive summers. I was instructed in mapping, surveying, and excavation techniques. For the summer of 1991 I was a supervisor for one of the test areas of the project. My duties included the supervision of 10-17 students/volunteers, drawing artifacts and profiles, and photographing and removing 500,000 year old flint artifacts and bone.

## PUBLICATIONS

During my years working for private contracting and the federal government, I have written over 100 Phase I Cultural Resource Surveys and two Phase II Cultural Resource Surveys.

I have also authored two Programmatic Agreements between WV NRCS and the WV SHPO.

I have authored or co-authored numerous State Level Agreements between East Region states and their corresponding SHPO. These include Delaware, New York, Pennsylvania, West Virginia, Virginia, Connecticut, and Rhode Island.

I authored a predictive model for the relationship of archaeology sites and soil types for a five county area of West Virginia.

I developed a Projectile Point Identification Field Guide for NRCS and partner planners to take into the field to aid in the identification of cultural resources.

I wrote an MOA for the partial removal of an historic dam along the Brandywine River in Delaware. This agreement was between NRCS, Delaware Department of Natural Resources and Environmental Control, and the Delaware SHPO.

I authored an agreement between NRCS and FSA in Delaware to outline how our two agencies will interact and agency responsibilities for Section 106 compliance for CRP and CREP projects in Delaware.

## PROFESSIONAL MEMBERSHIPS

**Registered Professional Archaeologist**
**Elected Fellow of the Society of Antiquaries, Scotland**

**Elected member of the Council for West Virginia Archaeology**
**Member of the West Virginia Archaeological Society**
**Member of the Society of American Archaeologists**

**REFEFERNCES**

Michael Kaczor
Former Heritage Program Manager
USDA Forest Service
Recreation, Heritage, & Wilderness Resources
Mail Stop 1125
1400 Independence Ave. SW
Washington, DC 20090-1125

Ph: 202-205-1427
e-mail: mkaczor@fs.fed.us

Timothy Slavin
Director/State Historic Preservation Officer
Delaware Division of Historical & Cultural Affairs
21 The Green
Dover, DE 19901

Ph: 302-739-5313
e-mail: timothy.slavin@state.de.us

***AGENDA REQUEST FORM***

***www.jeffersoncountywv.org***

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:
Date Requested – 1st Choice: **October 26, 2017**
*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

Subject (*Wording to be placed on agenda*):

**Continued Discussion on the Confederate Plaque at the Jefferson County Courthouse - Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N Click here to enter text.
If so, how much? $Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.
If not attached, explain: Click here to enter text.
Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text. Telephone for conference call Y/N Click here to enter text.
Contact information:
Email address: Click here to enter text. Phone Number: Click here to enter text.

| FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS |
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| Click here to enter text. |

J.C. Commission Copy 10/5/2017

# Confederate Plaque at the Jefferson County Courthouse Entrance

**By Linda Downing Ballard**

On September 29, we delivered a follow-up letter to the Jefferson County Commission concerning removing the Confederate plaque from the Jefferson County Courthouse wall and requested that this subject be added to the agenda for the October 5, 2017 Jefferson County Commission meeting. The letter was addressed to Peter Onoszko, president of the Jefferson County Commission, and signed by Gloria Lindsey, Brenda McCray, Augustine Strother and Linda Downing Ballard.

We are seeking answers to the following questions, and requesting that the County Commission provide answers to the public for public record.

1. Why was the Confederate plaque mounted on the Jefferson County Courthouse at the courthouse entrance in 1986, 121 years after the conclusion of the Civil War between the United States and the Confederacy?
2. What are the Jefferson County Commission prescribed standard procedures for authorizing mounting a plaque or any memorial on the county courthouse? We request copies of the prescribed standard procedures.
3. Did the Commission adhere to the prescribed standard procedures?
4. Who was the presiding county judge that approved mounting the Confederate plaque on the Jefferson County Courthouse in 1986?
5. Was mounting the Confederate plaque on the county courthouse discussed in a public forum before the plaque was mounted? When?
6. Was the vote by the County Commission to mount the Confederate plaque on the courthouse open to the public? When?
7. Where are the County Commission minutes filed that verify the discussions and vote to mount the Confederate plaque on the Jefferson County Courthouse took place in a public forum?
8. We request access to the County Commission minutes that validate the County Commission followed prescribed standard procedures to authorize mounting the Confederate plaque at the entrance of the Jefferson County Courthouse.

At the September 18, 2017, Jefferson County Historic Landmarks Commission meeting, Peter Onoszko, also a non-voting member of the Jefferson County Historic Landmarks Commission said, "If the commission didn't give the approval for it going up on the building, then who the dickens did?" Onoszko went further and said, "I'm just one vote, but it would cause me to vote to have it taken down, on that basis."

We hope Commissioner Peter Onoszko is a man of his word. His actions will let the public know whether he is or not.

On September 7, in response to our August 15 request to remove the Confederate plaque from the courthouse, the all-white Jefferson County Commission voted unanimously (5-0) to keep the Confederate plaque mounted at the entrance of the Jefferson County Courthouse. It was like watching a rerun of the all-white jury who reached a verdict "of not guilty" at the trial for the murder of 14 year old Emmett Till who was lynched by white assailants in Money, Mississippi in 1955.

As we listened to the opening statement made by Jefferson County Commission President Peter Onoszko, he failed entirely to mention why the Confederacy waged war on the United States during his lengthy explanation. He did not fail, however, to mention, "Tragically today there exist small radical minorities among both white and black Americans who seek to undermine. . ., creating harmful division and discord between our people and threatening to destroy our country. This has got to stop." We approached the commission solely as concerned American citizens in our opening statement.

One by one, emboldened by Commissioner Onoszko's remarks, the dozen or so opponents of removing the Confederate plaque approached the commission without making any statement about why the Confederacy waged war on the United States, seemingly, completely oblivious of history. One opponent opined, "And by they, I mean the radical minority that Commissioner Onoszko referred to." Again, we iterate, we approached the commission as concerned American citizens. Does exercising our rights to full citizenship make us radical minorities?

Josh Compton, Charles Town District Commissioner, inserted Thomas Jefferson in his defense of leaving the Confederate plaque at the entrance of the courthouse. To him, I offer this brief history lesson. Thomas Jefferson did not wage war on the United States. He is credited with being one of the Founders of the United States.

Obviously, the Jefferson County Commissioners did not make his or her vote based on principles. One must wonder if each made his or her vote based on pride.

We stand on principle. We will not be moved by the ranting or bullying that was demonstrated at the September 7 Jefferson County Commission meeting.

We stand in memory of:

Louisa, 16, who died enslaved in Shepherdstown, June 15, 1853, poisoned

Child, 2, enslaver William Morrison, who died in Jefferson County, Nov. 14, 1853,

Worms

George, 19, enslaved in Jefferson County, hanged

Olivia, 35, who died enslaved in Jefferson County, Nov. 20, 1853, disease of the heart

Fredrick, 60, who died enslaved in Jefferson County, April 1854, worms

William, 30, who died enslaved in Jefferson County, May 1854, scrofula

Jack, 100, who died enslaved in Jefferson County, October 9, 1855

Tobias, 3, enslaved in Jefferson County, who died April 7, 1856, whooping cough

Dove, enslaved by Solomon Billmyer, who died May 7, 1856, consumption

Ben Jackson, 45, enslaved in Jefferson County, who died June 6, 1860, dislocation of spine

Levi, 20, enslaved in Jefferson County, who died August 2, 1860, typhoid fever

Nancy, 90, who died after being freed by the Civil War, February 2, 1866

And the thousands of other men, women and children subjected to unthinkable suffering by enslavers in Jefferson County.

In 2017, the Jefferson County Commission voted unanimously to keep the Confederate plaque bolted at the entrance of the Jefferson County Courthouse. Their decision is disgraceful.

To the opponents who ask, "Where does it end?" It ends when the Civil War among us – based on pride and prejudice - is over.

## Jessica Carroll

**From:** ponoszko@aol.com
**Sent:** Monday, October 16, 2017 8:35 AM
**To:** Jessica Carroll
**Subject:** Fwd: Item for Oct. 19th Jefferson County Commission meeting

Dear Jessica:

Please include this as part of the plaque discussion on the 26th.

Regards,

PETER ONOSZKO

-----Original Message-----
From: Karen Cox <kcox@uncc.edu>
To: ponoszko <ponoszko@aol.com>
Cc: lvdowning <lvdowning@aol.com>
Sent: Wed, Oct 11, 2017 12:57 pm
Subject: Item for Oct. 19th Jefferson County Commission meeting

Dear Mr. Onoszko,

I'm writing to you on the issue of the Confederate plaque on the Jefferson County Courthouse. I'm Professor of History at the University of North Carolina at Charlotte and the author of *Dixie's Daughters: The United Daughters of the Confederacy and the Preservation of Confederate Culture*. I am a nationally-recognized expert on the UDC and the subject of Confederate memorials (monuments and plaques), having written extensively on the subject. Because of that, I will be briefing Congress on this issue on October 23, 2017. I am also a West Virginia native, having been born in Cabell County.

I also write in support of the petition to remove the Confederate plaque that was placed on the courthouse in 1986. It is no surprise to you that the plaque is a divisive emblem in Jefferson County, and while there are those who support leaving it in place, the Jefferson County Commission is equally aware that the plaque is a symbol that is an affront to the history of the enslaved population of the county and their modern-day descendants.

Having watched some of the television clips of your meetings, I wanted to reach out and offer some historical understanding about why these kinds of memorials are problematic. To begin with, plaques, in and of themselves, may seem insignificant. But no memorial ever placed is done so without the support of narrative. In this case, the narrative of the Lost Cause--a mythology about the Confederacy and its defeat--informs the plaque on the courthouse. The fact that it uses the term "War Between the States," which no self-respecting historian would ever use, is only the tip of the iceberg.

Still, given the concerns of the commissioners, I wanted to offer a response to the questions/concerns you've raised:

**Where will it end? Will we have to rename Jefferson County?**
First of all, nothing has been done. You are being asked about one memorial that was placed on the courthouse--which is a place for ALL citizens, not just those with Confederate heritage. You ask if the county should be renamed since it was named for the slaveholder Thomas Jefferson. To this, I will quote Annette Gordon-Reed, a Jefferson expert at Harvard University: "it [is]not hard to draw a bright line separating Jefferson's generation of Virginians from the ones who tried to secede. We can distinguish between people who wanted to build the United States of America and people who wanted to destroy it," she said. So, the argument of a "slippery slope" is simply not relevant in this case.

**This is erasing history.**
No, it is not. Removing a plaque does not erase the history. It still exists in books. You cannot erase history. What is being considered is the removal of an object of racial divisiveness, which the commissioners have a moral obligation to do as representatives of ALL citizens. A plaque is not history. It is the commemoration of a cause and a narrative, but not history. However, if history is a concern, then why not get it right? The Civil War was a battle to maintain the institution of slavery, and those who joined the Confederate army were part of that. As Alexander Stephens, the Vice President of the

Confederacy made clear in his infamous "Cornerstone Speech," the Confederate government's "foundations are laid, its corner- stone rests, upon the great truth that the negro is not equal to the white man; that slavery subordination to the superior race is his natural and normal condition." Do you want to associate your county with this history in 2017? Leaving the plaque where it is, essentially does that.

**Most men who fought in the Civil War didn't even own slaves.**
While true, this does not mean that these men didn't benefit from the slave economy. They did. Freed men and women would have been considered their competition in the labor market. Indeed, this is how freedmen were viewed after the Civil War, as competition for jobs, which led to racial violence across the former Confederacy. In truth, whether or not a man owned a slave, he absolutely would have owned slaves if he could have afforded to purchase an enslaved man or woman.

These markers could be placed anywhere in town, preferably on private land and not government property, but to place them at the entryway of the courthouse is sends many messages. One, that the courthouse is a place where African Americans will not receive fair treatment in trials or other government meetings held there. Two, those who insist on keeping it there are essentially dismissing the concerns of black citizens on this issue. Three, the timing of the plaque, 1986, was a statement of rebuke for the then, recently passed, Martin Luther King, Jr. Holiday. Finally, this plaque essentially enshrines the Lost Cause in the local government of Charles Town. I can 't believe that commissioners want to fall on their sword for any of this.

I do hope that the commission reconsiders its position and that members will take time to inform themselves of the historical facts of memorialization.

Thank you for your time,
Dr. Karen L. Cox

Karen L. Cox, Ph.D.
Interim Director of Public History (Fall 2017)
Professor of History
122A Garinger Hall
UNC Charlotte
Charlotte, NC 28223
Phone 704.687.5135
*For more about my work and publications see my author website.*

***AGENDA REQUEST FORM***

***www.jeffersoncountywv.org***

Name: **Nathan Cochran, Assistant Prosecuting Attorney**
Department or Organization:
Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **October 19, 2017**
*If a specific date is needed, please provide reason for specific date:*
Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):
Please provide the County Commission with a description of your request or presentation, including any background information:

1. **Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues. Discussion/Action. Possible Executive Session.**

Is this a funding request? Y/N NO
If so, how much? $
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:
Email address: Phone Number:

| FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION |
| --- |
| not applicable |

***AGENDA REQUEST FORM***
***www.jeffersoncountywv.org***

Name: Nathan Cochran

Department or Organization: **Assistant Prosecuting Attorney**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **October 26, 2017**
*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Update on EEOC Claim # 533-2017-00706 – Discussion/Action – Possible Executive Session**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N NO
If so, how much? $
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:
Email address: Phone Number:

| FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION |
| --- |
| not applicable |

**AGENDA REQUEST FORM**

www.jeffersoncountywv.org

Name: **Nathan Cochran, Assistant Prosecuting Attorney**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **October 26, 2017**

*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*):

**Discussion of request for reimbursement of legal fees for William H. Strider, Jefferson County Public Service District Board member - Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N Click here to enter text.
If so, how much? $Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.
If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.
Telephone for conference call Y/N Click here to enter text.

Contact information:
Email address: Click here to enter text. Phone Number: Click here to enter text.

| FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS |
| --- |
| Click here to enter text. |

Received

OCT 06 2017

Jefferson County Commission

October 6, 2017

Commissioner Peter Onoszko, President
Jefferson County Commission
PO Box 250
Charles Town, WV 25414

Dear Mr. Onoszko:

Enclosed please find my invoice for legal services to respond to 11 Complaints (VCRB 2016-017-026) submitted to the West Virginia Ethics Commission on February 22, 2016. On September 29, 2016 the Probable Cause Review Board of the West Virginia Ethics Commission dismissed the Case in accordance with West Virginia Code 6B-2-4 (letter enclosed). The invoice is exclusively for my legal defense in this Case and I respectfully request reimbursement from the Jefferson County Commission in the sum of $7,923.02. Please remit payment to William H. Strider, 904 Currie Road, Ranson, West Virginia, 25438-5717. If you have any questions, please contact me.

In your service,

William H. Strider

William H. Strider
Chairman,
Jefferson County Public Service District

# EDWARD P. TIFFEY, PLLC

205 Capitol Street, Fourth Floor
P. O. Box 3785
Charleston, WV 25337-3785
FEIN # 55-0780795
October 13, 2016

Invoice submitted to:
Bill Strider
Clay Hill Farm
904 Currie Road
Ranson, WV 25438-5717

In Reference To: West Virginia Ethics Commission Complaints
Invoice #11820

Professional Services

| | | | Hrs/Rate | Amount |
|---|---|---|---|---|
| 4/4/2016 | EPT | Reading Notice of Investigation dated 3/23/16 from WVEC to B. Strider; preparing for conference call with B. Strider [redacted] re: documents preceding filing of ethics complaints against B. Strider; attending telephone conference will B. Strider [redacted] re: eleven (11) ethics complaints, Jefferson PSD, IJDC approval of sewer project, other PSD members, Strider LLC, Notice of Investigation, service of same, manner of recommended response and timing, [redacted] and characteristics, status of real estate market, [redacted], potential easement for water development, [redacted] CD's of documents and narrative to EPT, next steps; [redacted] WVEC rules and procedures; reading Marchel Pitcher ethics complaint allegations; read available documents from Milliron, et al. versus JCPSD before the PSC; reading WVEC legislative and procedural rules re: confidentiality, private gain, interest in public contracts, PCRB and investigations, WVEC meetings and hearings; researching JCPSD | 3.70<br>295.00/hr | 1,091.50 |
| 4/5/2016 | EPT | E-mail to B. Strider requesting pertinent documents | 0.10<br>295.00/hr | 29.50 |
| 4/7/2016 | EPT | Telephone call from B. Strider re: status, JCPSD Strategic Plan 2015 and Appendices, client narrative, notice of appearance, T. Kirk, next steps; drafting appearance notice for M. Pitcher matter | 0.30<br>295.00/hr | 88.50 |
| 4/8/2016 | KAK | Reading all documents on two CD's provided by Mr. Strider | 1.80<br>95.00/hr | 171.00 |
| 4/11/2016 | EPT | Conference with KAK re: PSC proceedings and docket sheet | 0.10<br>295.00/hr | 29.50 |

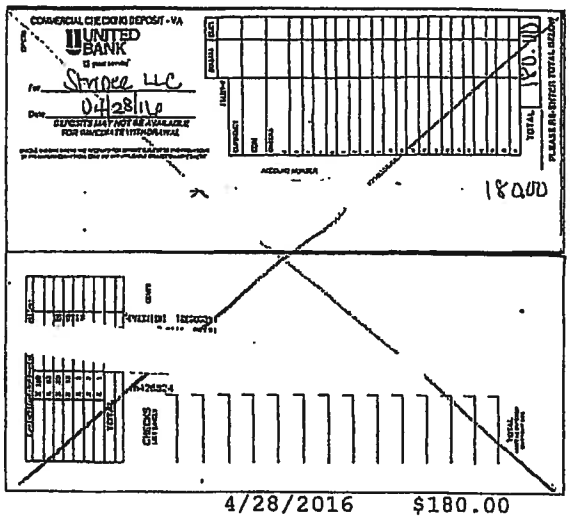
| | | | Hrs/Rate | Amount |
|---|---|---|---|---|
| 4/11/2016 | KAK | Accessing and assessing docket sheet for the PSC Complaints filed and dismissed | 0.10<br>95.00/hr | 9.50 |
| 4/13/2016 | EPT | Reading underlying PSC Complaints against JCPSD and resulting PSC Orders; conference with KAK re: contents of CD's received from client; reading PSC docket sheet; reviewing attorney notes and Ethics Commission research | 0.60<br>295.00/hr | 177.00 |
| 4/14/2016 | EPT | Examining CD's from client; viewing [redacted]; telephone conference with EC attorney T. Kirk re: B. Strider, Complaints, PSC proceedings, extension until 5/6/16 to respond, next steps; preparing status e-mail to B. Stride[redacted] drafting initial letter to Ethics Commission | 1.50<br>295.00/hr | 442.50 |
| 4/15/2016 | EPT | Telephone conference with B. Strider re: EC status, other complaints to EPT, [redacted] and need for counsel, CV of client, [redacted], next steps | 0.40<br>295.00/hr | 118.00 |
| 4/20/2016 | EPT | E-mail from/to B. Strider re: other 10 complainants, 4/25/16 conference call | 0.10<br>295.00/hr | 29.50 |
| | KAK | Prepared e-mail to B. Strider providing him with a copy of the letter to WVEC | 0.10<br>95.00/hr | 9.50 |
| 4/23/2016 | EPT | Reading and analysis of client narrative, color map of area and underlying documents [redacted] | 2.20<br>295.00/hr | 649.00 |
| 4/25/2016 | EPT | Reading and analysis of [redacted] reading underlying PSC Complaint filings and documents; formulating approach to response to WVEC Complaints; preparing for and attending conference call with B. Strider regarding same, approach, map, background and context, next steps; e-mail to client providing formal response and requesting current one; [redacted] status, Strider extension until 5/6/16, [redacted] | 3.00<br>295.00/hr | 885.00 |
| 4/26/2016 | EPT | Preparing e-mail to [redacted] and request for call; telephone conference with T. Kirk at WVEC re: status of proceedings, [redacted] format of Strider response to allegations, [redacted]; [redacted] | 0.50<br>295.00/hr | 147.50 |
| 4/27/2016 | EPT | Telephone conference [redacted] re: WVEC proceedings, [redacted], B. Strider, opposition, T. Kirk, [redacted] potential exchange of information | 0.40<br>295.00/hr | 118.00 |
| 4/28/2016 | EPT | E-mail to B. Strider [redacted] re: latest developments with [redacted] | 0.10<br>295.00/hr | 29.50 |

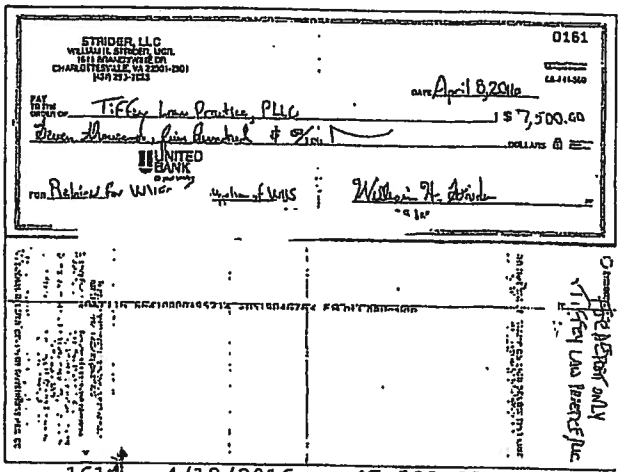
| | | | Hrs/Rate | Amount |
|---|---|---|---|---|
| 4/29/2016 | EPT | Preparing response to Ethics Complaints | 2.30<br>295.00/hr | 678.50 |
| 5/1/2016 | EPT | Preparing response to Ethics Complaints (cont'd.) | 0.30<br>295.00/hr | 88.50 |
| 5/2/2016 | EPT | Continuing preparation of client response to Ethics Complaints; e-mailing working draft to client | 0.60<br>295.00/hr | 177.00 |
| 5/3/2016 | EPT | Reading Ethics Act provisions | 0.30<br>295.00/hr | 88.50 |
| 5/4/2016 | EPT | Preparing response to Ethics Complaints (cont'd); further examination of documents relied upon by Complainants; additional EC opinions research | 2.50<br>295.00/hr | 737.50 |
| 5/5/2016 | EPT | Reading B. Strider e-mail containing resume; conference with KAK re: formatting client resume as exhibit; telephone conference with B. Strider re: status of response; e-mailing draft Response to client; second telephone conference with B. Strider re: client revisions to Response; e-mail of latest draft Response to B. Strider; e-mail to/from [redacted] | 1.00<br>295.00/hr | 295.00 |
| | KAK | Editing and formatting client's resume | 0.80<br>95.00/hr | 76.00 |
| 5/6/2016 | EPT | Examining printed color Map [redacted]; reading B. Strider e-mail approving Response document; editing and finalizing client resume and Response document; reviewing WVEC rules; filing Response at WVEC; e-mails to B. Strider providing file stamped Response plus resume and Map | 0.80<br>295.00/hr | 236.00 |
| 5/9/2016 | EPT | Telephone conference with T. Kirk re: next steps at WVEC and e-mail to B. Strider advising of same | 0.20<br>295.00/hr | 59.00 |
| 8/26/2016 | EPT | Telephone call from B. Strider re: status; telephone call to WVEC counsel T. Kirk re: status, [redacted] examining evidence, potential appearance before Review Board on 9/21/16; telephone conference with B. Strider re: call with T. Kirk and next steps, client update [redacted] | 1.00<br>295.00/hr | 295.00 |
| 9/1/2016 | EPT | Telephone call from WVEC counsel T. Kirk re: status of matter and 9/21/16 date; telephone conference with B. Strider re: T. Kirk call, significance and meaning, status of water easements/ROW's, next steps | 0.40<br>295.00/hr | 118.00 |
| 9/9/2016 | EPT | Telephone call from B. Strider re: WVEC, [redacted] | 0.30<br>295.00/hr | 88.50 |
| 9/12/2016 | EPT | Telephone call from [redacted] | 0.20<br>295.00/hr | 59.00 |

| | | | Hrs/Rate | Amount |
|---|---|---|---|---|
| 9/13/2016 | EPT | Preparing e-mail to client re: 9/12 discussion [redacted] | 0.20<br>295.00/hr | 59.00 |
| 9/19/2016 | EPT | Telephone call from Bill Strider re: status, [redacted] Review Board to meet on 9/21/16, follow-up on 9/22 [redacted] | 0.20<br>295.00/hr | 59.00 |
| 9/22/2016 | EPT | Telephone conference with T. Kirk at WVEC re: confidentiality, dismissal of ethics complaints against client, process, timing of dismissal order [redacted]; telephone call with B. Strider regarding same | 0.60<br>295.00/hr | 177.00 |
| 9/30/2016 | EPT | Reading eleven (11) letters from WVEC general counsel K. Weber and eleven (11) Dismissal Orders entered by Probable Cause Review Board; conference with KAK regarding same | 0.20<br>295.00/hr | 59.00 |
| 10/3/2016 | EPT | E-mail to B. Strider forwarding WVEC letters and orders dismissing Complaints | 0.10<br>295.00/hr | 29.50 |
| | KAK | Profiled 11 letters from K. Weber of WVEC and 11 Dismissal Orders dismissing the ethics complaints | 0.30<br>95.00/hr | 28.50 |
| 10/4/2016 | EPT | Reading B. Strider e-mail acknowledging receipt of WVEC dismissals of Complaints; [redacted] | 0.40<br>295.00/hr | 118.00 |
| 10/7/2016 | EPT | Telephone call from B. Strider re: [redacted] | 0.50<br>295.00/hr | 147.50 |
| 10/10/2016 | KAK | On-line research to obtain Jefferson County Commissioners' and Jefferson County Clerk's names and addresses in order to send letter enclosing WVEC correspondence and dismissals of Ethics Complaints | 0.10<br>95.00/hr | 9.50 |
| | EPT | Preparing letter to Jefferson County Commissioners providing dismissals of Ethics Complaints; revising and e-mailing same to B. Strider | 0.20<br>295.00/hr | 59.00 |
| 10/11/2016 | EPT | E-mail from/to B. Strider re: approval of letter to Jefferson County Commissioners, identity of 11 complaining parties; finalizing letters to all Jefferson County Commissioners plus WVEC correspondence/orders | 0.30<br>295.00/hr | 88.50 |
| | | For professional services rendered | 28.80 | $7,856.00 |

Additional Charges :

| | | Amount |
|---|---|---|
| 4/13/2016 | Copying cost of PSC pleadings | 4.00 |
| 4/15/2016 | Copying cost of [redacted] | 1.30 |
| 4/20/2016 | Copying cost of letter to WVEC and also claimants' copy | 1.80 |
| | Postage for letter to WVEC and claimants copy of letter | 4.41 |
| 4/25/2016 | Copying cost of [redacted] | 17.00 |
| 5/6/2016 | Copying cost of Response to Ethics Commission | 3.60 |
| 5/25/2016 | Payment to Action Legal for copying cost of color copies of map | 9.63 |
| 10/11/2016 | Copying cost of letter to Jefferson County Commissioners and WVEC correspondence/dismissal orders | 14.60 |
| | Postage for letter to Jefferson County Commissioners and Jefferson County Clerk with enclosures | 10.68 |
| | Total additional charges | $67.02 |
| | Total amount of this bill | $7,923.02 |
| | Accounts receivable transactions | |
| 6/29/2016 | Payment - thank you - from Retainer | ($6,696.59) |
| 10/13/2016 | Payment - from Retainer - Thank You | ($803.41) |
| | Total payments and adjustments | ($7,500.00) |
| | Balance due | $423.02 |




4/28/2016 $180.00

161 4/12/2016 $7,500.00

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**STRIDER, LLC**
WILLIAM H. STRIDER, MGR.
1641 BRANDYWINE DR
CHARLOTTESVILLE, VA 22901-2801
(434) 293-2025

018

68-444-51

DATE January 16, 2017

PAY TO THE ORDER OF Edward P. Tiffey, PLLC $ 423.02

Four hundred and twenty-three & 02/100 DOLLARS

UNITED BANK
@ your service

FOR WHS Ethics Complaint Legal Services

William H. Strider

L 129 -261

STATE OF WEST VIRGINIA
**WEST VIRGINIA ETHICS COMMISSION**
210 BROOKS STREET, SUITE 300
CHARLESTON, WV 25301-1804
(304) 558-0664 - FAX (304) 558-2169
ethics@wv.gov www.ethics.wv.gov

September 29, 2016

**PERSONAL AND CONFIDENTIAL**
Edward P. Tiffey, Esquire
Tiffey Law Practice, PLLC
P. O. Box 3785
Charleston, WV 25337-3785

**RE: VCRB 2016-026**
**[redacted] Complainant v.**
**William H. Strider, Treasurer,**
**Jefferson County Public Service District, Respondent**

Dear Mr. Tiffey:

The Probable Cause Review Board has concluded its investigation. Please be advised that the above-referenced Complaint has been dismissed. I have enclosed the Dismissal Order for your review.

As a result, the Ethics Commission will be taking no further action on the above-captioned Complaint.

Sincerely,

Kim Weber

Kimberly B. Weber
General Counsel

KBW/meb
Enclosure: Dismissal Order

**BEFORE THE WEST VIRGINIA ETHICS COMMISSION**
**PROBABLE CAUSE REVIEW BOARD**

**In the matter of:** **VCRB 2016-026**
Filed: February 22, 2016
Complainant: [redacted]
Respondent: William H. Strider, Treasurer, Jefferson County Public Service District

## DISMISSAL ORDER

On February 22, 2016, the above-styled complaint was filed with the West Virginia Ethics Commission. Pursuant to W.Va. Code § 6B-2-4, the Complaint was referred to the Probable Cause Review Board of the Ethics Commission. On a prior date, the Review Board found that the allegations in the Complaint could, if taken as true, constitute a material violation of the Ethics Act. As such, it was Ordered that a Notice of Investigation be issued to the Respondent.

After conducting a thorough investigation into the allegations and reviewing the relevant evidence and law, it is the opinion of the Probable Cause Review Board of the West Virginia Ethics Commission that probable cause does not exist to believe the Respondent materially violated any prohibition of the Ethics Act as alleged in **VCRB 2016-026.**

Therefore, in accordance with W.Va. Code § 6B-2-4, **VCRB 2016-026** is hereby **DISMISSED** this 21st day of September 2016.

James E. Shepherd, II, Chairperson
Probable Cause Review Board

Michael A. Kawash, Member
Probable Cause Review Board

Daniel J. Guida, Member
Probable Cause Review Board

***AGENDA REQUEST FORM***
***www.jeffersoncountywv.org***

Name: Autumn Long

Department or Organization: **Solar United Neighbors of West Virginia**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **October 26, 2017**
*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Request to use the JCC Meeting Room on Wednesday, November 1, 2017 for a public Solar Information Session – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N NO
If so, how much? $
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:
Email address: Phone Number:

| FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION |
| --- |
| not applicable |

## COUNTY COMMISSION MEETING ROOM

## REQUEST FORM

Date Requested: Wednesday, November 1, 2017

Meeting Time: 7:00pm to 8:30pm

Organization Name: Solar United Neighbors of West Virginia

Purpose of Meeting: solar information session

Please attach a brief description of your organization. (You may attach other printed materials.) Solar United Neighbors of West Virginia is a non-profit organization dedicated to helping people go solar and representing the needs and interests of solar owners and solar supporters.

Please check the boxes on all that apply to your organization:

☒ Has previously used the library (upstairs)
☒ Is a not-for-profit organization
☐ Can provide a certificate of insurance
☒ Indemnification Form provided in lieu of certificate of insurance

By signing this Request, I acknowledge that I have read and fully understand the Jefferson County Commission Meeting Room Policy for the use of the County Commission Meeting Room located at 200 East Washington Street lower level of the Old Charles Town Library. I agree to assume personal responsibility for my organization's compliance with these regulations, the behavior of all those attending any meeting or program, and the care of the meeting room and all property within the room.

Person Making Request: (printed): Autumn Long

Signature of Person Making Request: _____ Date: 10/16/2017

Contact Person: _____
(If other than the representative signing above)

Representative's Address: 2127 Big Elk Rd
Wallace, WV 26448

Telephone: 304-608-3539 Fax: _____

E-mail: autumn@solarunitedneighbors.org

**COUNTY COMMISSION MEETING ROOM**

**INDEMNIFICATION FORM**

As the individual or the authorized representative of the organization making the reservation, I agree to indemnify and hold harmless the Jefferson County Commission, its agents and representatives, from any and all lawsuits, action, claims or demands of any character or nature arising out of or brought on account of injuries or damages sustained by any person(s) as a consequence or result of using the meeting room, its furnishings or its equipment.

Person Making Request: (printed): Autumn Long

Signature of Person Making Request: _____ Date: 10/16/2017

Contact Person: _____
(If other than the representative signing above)

Representative's Address: 2127 Big Elk Rd
Wallace, WV 26448

Telephone: 304-608-3539 Fax: _____

E-mail: autumn@solarunitedneighbors.org

***AGENDA REQUEST FORM***
***www.jeffersoncountywv.org***

Name:

Department or Organization:

Estimation of amount of time needed for appointment: Click here to enter text.

Date Requested – 1st Choice: **October 26, 2017**
*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Approval of Resolution and contract – 16-VA-027 – Victims of Crime Act (VOCA) Grant – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:
Click here to enter text.

Is this a funding request? Yes
If so, how much? $19,759.00 Matching Funds

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
**Motion to approval of Resolution, contract, and grant documents – 16-VA-027 - Victims of Crime Act (VOCA) Grant in the amount of $79,037.00 and to authorize the President of the Commission to affix his signature to the appropriate documents - Discussion/Action**

Attach supporting documents for request, or request may be denied.
If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.
Telephone for conference call Y/N Click here to enter text.

Contact information:
Email address: Click here to enter text. Phone Number: Click here to enter text.

| FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS |
| --- |
| |

# RESOLUTION

The **Commission** of the **Jefferson County Commission** met on 10/26/17 (date) with a quorum present and passed the following resolution.

Be it resolved that the **Commission** hereby authorizes **Peter Onoszko**, **President** of **Jefferson County Commission** to act on its behalf to enter into a contractual agreement with the Division of Justice and Community Services to receive and administer grant funds pursuant to provisions of the Victims of Crime Act (VOCA) grant program.

Signed: _____

County Clerk

Jim Justice, Governor

Division of Justice & Community Services

Department of Military Affairs & Public Safety

Jeff S. Sandy, CFE, CAMS
Cabinet Secretary

W. Richard Staton, Director

October 16, 2017

The Honorable Peter Onoszko
President
Jefferson County Commission
P. O. Box 250
Charles Town, West Virginia 25414

**Re: Victims of Crime Act (VOCA)**
**Approved Funding – $79,037.00**
**Project Number: 16-VA-027**

Dear Commissioner Onoszko:

Congratulations on your recent award for a Victims of Crime Act (VOCA) Grant Award. Enclosed you will find:

- Contract Agreement
- Resolution
- Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; and
- EEOP Certification – Two (2) forms – one completed form to the Office for Civil Rights and one completed form returned to the Division of Justice and Community Services
- Standard, Special and Supplemental Conditions

Also, enclosed you will find a copy of the revised budget pages for the new grant. Please replace your original budget pages of the grant application with the enclosed revised budget pages. Do not send these revised pages back with the signed contract. These pages are for your grant records only. If a position was not funded, please revise your goals and objectives and submit a copy to DJCS.

If there were positions not funded under this grant, a revision of the goals and objectives of the grant may be required. This only applies if the unfunded positions were built in to the overall scope of the grant via the goals and objectives. **Please note that revised goals and objectives (if applicable) are due back to DJCS <u>no later than Wednesday, November 1, 2017</u>.**

To formalize your acceptance of this grant award, please sign the contract, certifications, conditions, affect a resolution, and return the **originals** to this office by November 1, 2017.

1124 Smith Street, Ste. 3100
Charleston, WV 25301-1323
Phone: (304) 558-8814
Fax: (304) 558-0391

Additional information regarding the administrative procedures that govern this grant program will be sent directly to your designated Project Director in the near future. In the interim, should you have questions concerning the contract or other enclosures, please contact me at (304)558-8814, extension 53314, or via email Leslie.R.Roberts@wv.gov I look forward to working with you on this project and feel confident that our efforts will prove tremendously beneficial to the State of West Virginia.

Sincerely yours,

Leslie R. Roberts
Justice Programs Specialist

LRR/amw
c: Mr. Matthew Harvey (*all attachments*)
Grant File (*all attachments*)

Enclosures

# GRANT CONTRACT AGREEMENT

## BETWEEN

## DIVISION OF JUSTICE AND COMMUNITY SERVICES

## AND

## Jefferson County Commission

## 16-VA-027

This **AGREEMENT**, entered into this **16th day of October 2017** by the Director of the Division of Justice and Community Services, hereinafter referred to as "DJCS", and the Jefferson County Commission hereinafter referred to as "Grantee."

**WHEREAS**, DJCS is the recipient of a Victims of Crime Act (VOCA) Program Grant from the United States Department of Justice, and

**WHEREAS**, the Grantee is an eligible applicant who is desirous of receiving funds. **These funds will provide for a portion of two full-time Victim Advocates and a part-time Advocate in the Jefferson County Prosecuting Attorney's Office to provide direct services to crime victims in Jefferson County.**

**NOW, THEREFORE,** the parties hereto mutually agree as follows:

1. The Grantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.

2. DJCS agrees to assist the Grantee to perform such tasks and functions as set forth in the application which is attached hereto and made part hereof, hereinafter referred to as Attachment A.

3. The Grantee shall do, perform, and carry out in a satisfactory and proper manner as determined by DJCS all duties, tasks and functions necessary to implement the application which is hereto attached as Attachment A.

4. The Grantee will commence its duties under the Agreement on **October 1, 2017**, and shall continue those services/activities until **September 30, 2018**. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.

5. In consideration of the services rendered by the Grantee, the sum of up to **$79,037.00** shall be obligated by DJCS and said amount shall be deemed to be the maximum compensation to be received for this Agreement unless a written modification is entered into between the parties amending this Agreement.

6. It is the understanding of all parties to this Agreement that DJCS by joining in the Agreement does not pledge, or promise to pledge, the credit of the State of West Virginia, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State of West Virginia.

7. To be eligible for any and all payments of the grant amount, the Grantee shall submit a Request for Funds once per month to DJCS. Upon receipt of said request, DJCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of Attachment A, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to DJCS by the twentieth (20th) day of each month.

8. Grantee hereby represents that it possesses the legal authority to contract for this Agreement and that attached hereto and made a part hereof as Attachment B is a certified copy of the resolution, motion or similar action which was clearly adopted or passed by the Grantee's governing body; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Grantee is a State agency, the completed application signed by the agency head is sufficient.

9. Grantee agrees to abide by the grant conditions, terms, assurances and certifications which are a part of Attachment A and such other special terms and conditions that DJCS has set forth in Attachment C which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.

10. If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner, obligations under this Agreement, the DJCS may withhold payments to the Grantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the DJCS reasons for taking said action.

11. DJCS and Grantee may from time to time require changes in the scope of services performed hereunder. Grantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation hereunder or work to be performed, which are mutually agreed upon between the parties shall be in writing.

12. If for any reason funds received by DJCS are suspended or terminated, in whole or in part, funding for this Agreement shall cease.

13. Grantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DJCS a final report on forms provided by DJCS. Said reports shall reflect actual costs incurred during the terms of this Agreement.

14. The parties hereto agree that notice shall be given by personal service or served when mailed certified U.S. Mail, postage prepaid, return receipt requested to the following addresses:

    a. Division of Justice and Community Services
    1124 Smith Street, Suite 3100
    Charleston, West Virginia 25301-1323

    b. **Grantee Mailing Address:**

    Jefferson County Commission
    P. O. Box 250
    Charles Town, West Virginia 25414

15. The Grantee shall hold and save DJCS and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the Grantee.

**IN WITNESS WHEREOF,** the parties hereto attach their signatures representing that each is acting with full authority.

_____

**Peter Onoszko, President**
**Jefferson County Commission**

_____

**W. Richard Staton, Director**
**Division of Justice and Community Services**

Matthew L. Harvey

**Printed/Typed Project Director Name**

**SIGNATURE (Original) of Project Director**

10/20/17

**DATE**

| WEST VIRGINIA<br>DIVISION OF JUSTICE & COMMUNITY SERVICES | STANDARD CONDITIONS AND ASSURANCES |
|---|---|

All correspondence to DJCS, which is required and/or occurs as a result or action of any of the following Standard Conditions and Assurances, or as a result of the administration of any DJCS grant program, should be mailed to the following address:

West Virginia Division of Justice & Community Services
1124 Smith Street-Suite 3100
Charleston, West Virginia 25301-1323

**1. LAWS OF WEST VIRGINIA:**

This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by DJCS, regardless of the original funding source. This grant is on a **"REIMBURSEMENT ONLY"** mechanism.

**2. LEGAL AUTHORITY:**

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

**3. RELATIONSHIP:**

The relationship of the grantee to DJCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind DJCS for any obligation or expense without the express prior written approval from DJCS.

**4. COMMENCEMENT WITHIN 60 DAYS:**

This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by letter to DJCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

**5. OPERATIONAL WITHIN 90 DAYS:**

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to DJCS explaining the delay in implementation. Upon receipt of the 90-day letter, DJCS may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

**6. WRITTEN APPROVAL OF CHANGES:**

The grantee must obtain prior written approval from DJCS for all project changes (programmatic, fiscal or otherwise).

| WEST VIRGINIA DIVISION OF JUSTICE & COMMUNITY SERVICES | STANDARD CONDITIONS AND ASSURANCES |
|---|---|

## 7. CIVIL RIGHTS COMPLIANCE:

Grantee will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. §10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Violence Against Women Act (42 U.S.C. § 13925(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); Executive Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38. Subrecipients of grants under the Violence Against Women Act (VAWA) of 1993, as amended, are prohibited from discriminating on the basis of sexual orientation or gender identity.

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of age, disability, race, color, religion, national origin, or sex against a recipient of funds, the grantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and the West Virginia Division of Justice and Community Services.

## 8. PRESS RELEASE:

Pursuant to the Stevens Amendment, any release of information pertaining to this grant must include the following information:

1. grant amount;
2. State involvement (name of state entity responsible for administering the grant); and,
3. Federal involvement if applicable (name of federal entity responsible for administering the grant).

## 9. LOBBYING:

Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in OMB circular A-122, and/or relevant State laws.

## 10. ACCESS TO RECORDS:

DJCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.

## 11. CONFLICT OF INTEREST:

No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family.

## 12. POLITICAL ACTIVITY:

The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.)

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**13. RELEASE OF INFORMATION:**

All records, papers and other documents kept by recipients of grant funds are required to be made available to DJCS. These records and other documents submitted to DJCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code.

DJCS recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement, personnel or juvenile sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, **all** determinations concerning the release of information of this nature are made on a case-by-case basis by DJCS, and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult DJCS regarding concerns or questions about the release of potentially sensitive information under state and local laws.

**14. NATIONAL AND STATE EVALUATION EFFORTS:**

The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

**15. OBLIGATION OF PROJECT FUNDS:**

Funds may not, without prior written approval from DJCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.

**16. USE OF FUNDS:**

Funds awarded through DJCS may be expended **ONLY** for the purposes and activities specifically covered by the grantee's approved project description and budget. By attaching their signature, the grantee recognizes that **any** deviations from the original grant budget are unallowable.

**17. ALLOWABLE AND UNALLOWABLE COSTS:**

Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards.

**18. PEER REVIEW SUB GRANTEE EVALUATION PROCESS:**

The applicant agrees to discharge if necessary - at the request of DJCS - knowledgeable, competent personnel (preferably a Project Director) to participate in a contemplated "peer review" process/advisory council. The purpose of this process would be to assist DJCS in making grant funding recommendations and furthered policy development regarding individual grant programs throughout the State. This would be no more than 2-3 days per annum.

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**19. NON-SUPPLANTING:**

Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.

**20. MATCHING CONTRIBUTION:**

The grantee will have available, and will expend as needed, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by the West Virginia Division of Justice & Community Services. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines established by the West Virginia Division of Justice & Community Services for this program. All grantees must maintain records that clearly show the source, the amount and the timing of all matching contributions. Please be reminded that if match is not "required" by the grant program for which you are making application, but committed and indicated on the budget pages of this application, then this special condition shall be affected.

**21. PROJECT INCOME:**

All income earned by the grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by DJCS as are established for granted funds. All grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

**22. CONSULTANT FEES:**

Approval of this grant does not indicate an approval of consultant rates in excess of $450 per day. Specific and detailed justification must be submitted to, and approved by DJCS prior to obligation or expenditure of such funds.

**23. SUSPENSION OF FUNDING:**

DJCS may suspend, in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document;
- If reports are more than 60 days late the money for that month is forfeited and MAY NOT be recouped; or
- Other cause shown.

**24. SANCTIONS FOR NONCOMPLIANCE:**

In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, DJCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the grantee until the grantee complies or if reports are more than 60 days late the money for that month is forfeited and MAY NOT be recouped.;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received.

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## 25. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES

The grantee shall submit one copy of all reports and proposed publications resulting from this agreement to DJCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the West Virginia Division of Justice & Community Services (or simply "DJCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia or the Division of Justice & Community Services."

"This project supported by Grant No._____awarded by the West Virginia Division of Justice & Community Services and the U.S. Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also included the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position of policies of the United State Department of Justice."

## 26. PROPERTY ACCOUNTABILITY:

The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by DJCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from DJCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to DJCS. Property must be used for the intended grant purposes, if not being used in accordance with terms of the grant property will revert back to DJCS.

## 27. CRIMINAL PENALTIES:

Whoever embezzles or endeavors to embezzle, willfully misapplies, steals or obtains by fraud any funds, assets, or property which are the subject of grant or contractor or other form of assistance pursuant to this title, whether received directly or indirectly from the administration; or whether receives, conceals, or retains such funds, assets, or property to his use or gain, knowing such funds, assets, or property to have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be fined not more than $10,000 or imprisoned not more than five years, or both.

Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to the Act shall be subject to prosecution under the provisions of Section 1011 of Title 18, United States Code. Any law enforcement and criminal justice program or project underwritten, in whole or in part, by any grant, or contract or other form of assistance pursuant to the Act, whether received directly or indirectly from the administration, shall be subject to the provisions of Section 871 of Title 18, United States Code.

## 28. REPORTS:

Each grantee shall submit such reports as DJCS shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

## 29. PURCHASING:

When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or other agency.

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**30. COLLABORATION W/OTHER FED. AND STATE GRANTS:**

Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment and any other resources deemed necessary by DJCS.

**31. INFORMATION SYSTEMS:**

With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:

a. That all computer programs (software produced under this grant) will be made available to DJCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.

b. To provide a complete copy of the computer programs and documentation, upon requests, to DJCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.

c. That whenever possible all application programs will be written in standardized programming languages (i.e. Cobol, Fortran, C, C++, XML, etc.) or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.

d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916/392-2550) should be contacted to determine availability of software prior to any development effort.

**32. INCIDENT BASED REPORTING COMPLIANCY:**

Grant applicants (cities & county commissions) will not be considered for funding if the applicant is not current with submitting Incident Based Reporting (IBR) information to the West Virginia State Police (if applicable). Grantees must remain current with submitting IBR information to the West Virginia State Police or grant funding will be withheld until such time as that grantee becomes IBR compliant.

**33. TIME EXTENSIONS:**

In general, time extensions for this program will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated.

**34. USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:**

Grantee understands and agrees that it cannot use any grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

**35. LIMITED ENGLISH PROFICIENCY:**

Title VI's prohibition of national origin discrimination includes discrimination against individual who are limited in their English proficiency (LEP) because of their national origin. Under Title VI (and the Safe Streets Act), recipients are required to take reasonable steps to ensure that LEP individuals have meaningful access to the recipient's programs and services. Providing "meaningful access" will generally involve some combination of oral interpretation services and written translation of vital documents. More information can be found at http://www.lep.gov.

## 36. COMPUTER EQUIPMENT:

Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. The following are **minimum** hardware requirements, as well as software requirements, established by DJCS for this grant program, which must be recognized when purchasing computer equipment, in whole or in part, utilizing grant funds:

**Minimum Hardware Requirements:**

- Processor: Intel Core i3, 3.00 GHz
- RAM: 4 GB minimum
- Hard Drive: 500 GB, 7200 RPM SATA, upgradable
- Keyboard: Standard USB
- Mouse: Optical USB 2 button W/scroll
- DVD/RE: Multi DVD/RW optical drive
- USB Ports: 4 back, 2 front, with a minimum one USB 2.0 port or higher
- Ethernet Port: Standard integrated
- 101/104-Key Keyboard (PS/2)
- PS/2 Port Compatible Mouse

**Recommended Hardware Components:**

- Mid-tower case
- 16-Bit 3D Sound Blaster Compatible w/ 64 voice wavetable and speakers (**may** be integrated)
- APC UPS Backup power protection (adequate size to handle power load)

**Software Requirements:**

Whenever possible, software should operate within open industry standards. For example, Windows 7 Enterprise 32 bit

**Warranty Requirements:**
3 Year on-site warranty

## 37. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:

Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.ojp.gov/gjxdm.

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**38. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:**

Federal Office of Management and Budget (OMB) sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending **Federal** awards. If applicable, this grant shall adhere to the audit requirements set forth at the time of award. (2CFR Part 200 or OMB Circular A-133 – for further information go to OMB Uniform Guidelines at: https://search.whitehouse.gov/search?affiliate=wh&form_id=usasearch_box&query=Indirect+Costs

§200.501(a) *Audit required.* A non-Federal entity that expends $750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) *Single audit.* A non-Federal entity that expends $750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) *Program-specific audit election.* When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a sub-recipient, approves in advance a program-specific audit.

(d) *Exemption when Federal awards expended are less than $750,000.* A non-Federal entity that expends less than $750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

I.) If an audit must be conducted pursuant to the Uniform Guidelines, a copy of the audit shall be submitted to DJCS as well as to the Federal clearinghouse.

The Federal clearing house is as follows:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132

**39. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:**

I.) Sub grantee assures that it has read, understands, and is in full compliance with all requirements as set forth in §12-4-14., Code of West Virginia, or as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with §12-4-14. Sub grantee further understands that if it is currently debarred or is not in compliance with §12-4-14., it is ineligible to receive funding from the West Virginia Division of Justice Community Services.

**40. CONFIDENTIALITY OF RESEARCH INFORMATION:**

Pursuant to Section 229 of the Act, research information identifiable to an individual, which was obtained through a project funded wholly or in part with United States Department of Justice program funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).

**41. LEASE AGREEMENTS:**

Grantee agrees to provide DJCS with a description of proposals to use grant funds to enter into lease arrangements with private entities for the purpose of fulfilling the goals and objectives of this project.

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**42. EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

The grantee will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR) and the West Virginia Division of Justice and Community Services. Each grantee certifies that it has executed and has on file an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E; or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required. The grantee further certifies that it has filed an EEOP Certification form and, if required, an EEOP Utilization Report, through the EEO Reporting Tool at https://ojp.gov/about/ocr/eeop.htm.

**43. VETERANS PREFERENCE:**

This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. DJCS defines "suitable preference" as the requirement that a grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

**44. IMMIGRATION AND NATURALIZATION VERIFICATION:**

The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.

**45. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:**

It is the sense of DJCS that to the greatest extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.

**46. PERSONNEL TRAINING:**

For projects involving payment of personnel or overtime pay, DJCS reserves the right to require training as a condition of the grant before or at any time during the project period.

**47. ACCOUNTING REQUIREMENTS:**

Grantee agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, must be retained and be available for audit purposes.

**48. OFFICE OF JUSTICE PROGRAMS (OJP) FINANCIAL GUIDE:**

Grantee agrees to comply with the financial and administrative requirements as set forth in the current edition of the OJP Financial Guide.

**49. TRANSFER OF FUNDS PROHIBITION:**

The grantee is expressly prohibited from transferring funds between any DJCS programs.

**50. MARKING OF EQUIPMENT:**

Grantee will ensure that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the West Virginia Division of Justice & Community Services."

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**51. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:**

Grantee acknowledges that DJCS reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support.

Grantee agrees to consult with DJCS re the allocation of any patent rights that arise from, or are purchased with, this funding.

**52. CENTRAL CONTRACTOR REGISTRATION:**

Grantee agrees to register with the Central Contractor Registration (CCR), www.ccr.gov and provide documentation to DJCS within 30 days of award notification that they have done so.

**53. DATA UNIVERSAL NUMBERING SYSTEM:**

Grantee agrees to acquire a Data Universal Numbering System (DUNS) number, www.dnb.com and provide documentation to DJCS within 30 days of award notification that they have done so.

**54. JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:**

Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974, reauthorized 2002.

- Deinstitutionalization of status offenders (DSO).
- Separation of juveniles from adults in institutions (separation).
- Removal of juveniles from adult jails and lockups (jail removal).
- Reduction of disproportionate minority contact (DMC), where it exists.

This includes, but is not limited to, completing the annual the WV Certification of Non-Secure Facilities and submitting to DJCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

**55. BIDDING PROCEDURES:**

Funds for renovation, expansion or construction awarded to grantees or subgrantees, which require the letting of any single contract amounting to $100,000 or more to a private company or individual shall require: a bid guarantee equivalent to 5% (five percent) of the bid price; the bid guarantee must consist of a firm commitment such as a bid bond, certified check, or negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified after forms are presented to the successful bidder; a performance bond on the part of the 100% (one hundred percent) of the contract price ("Performance bond" means a bond executed in connection with a contract to ensure payments required by all persons supplying labor and materials in the execution of the work provided for in the contract.); a payment bond on the part of the contractor for 100% (one hundred percent) of the contract price. ("Payment bond" is one executed in connection with a contract to ensure payment as required by law, of all persons supplying labor or materials in the execution of the work provided for in the contract.) Recipient/subgrantee is expected to follow the competitive bid process in the award of contracts involving Federal grant funds.

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**56. COMPLIANCE WITH FEDERAL PROCEDURES:**

The applicant assures that it will comply with the provisions of 28 Code of Federal Regulation (CFR) applicable to grants and cooperative agreements, including:

a. Part 11, Applicability of Office of Management and Budget Circulars.
b. Part 18, Administrative Review Procedures.
c. Part 20, Criminal Justice Information Systems.
d. Part 22, Confidentiality of Identifiable Research and Statistical Information.
e. Part 23, Criminal Intelligence Systems Operating Policies.
f. Part 30, Intergovernmental Review of Department of Justice Programs and Activities
g. Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures

**57. ADDITIONAL REGULATIONS AND PROCEDURES:**

In addition, all grantees must comply with the following applicable federal regulations and/or the United States Department of Justice, Office of Justice Programs - M 7100.1D manual, OMB Circulars No. A-21, A-110, A-122, A-128, A-87, E.O. 12372, Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common Rule, and all other applicable Federal regulations, policies, acts and guidelines.

a. National Environmental Policy Act of 1969 (NEPA).
b. National Historic Preservation Act of 1966.
c. Flood Disaster Protection Act of 1973.
d. Clean Air Act and Federal Water Pollution Control Act Amendments of 1972.
e. Control Act Amendments of 1972.
f. Safe Drinking Water Act.
g. Endangered Species Act of 1973.
h. Wild and Scenic Rivers Act.
i. Fish and Wildlife Coordination Act.
j. Historical and Archaeological Data Preservation.
k. Coastal Zone Management Act of 1979.
l. Animal Welfare Act of 1970.
m. Impoundment Control Act of 1974.
n. Uniform Relation Assistance and Real Property Acquisitions Policies Act of 1970.
o. Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended
p. Death in Custody Act of 2000.

**58. RELIGIOUS ACTIVITIES**

Grantees must ensure that services are offered without regard to religious affiliation and that receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the funded project. Participation in such activities by individuals receiving services must be voluntary.

| WEST VIRGINIA<br>DIVISION OF Justice and Community Services | VICTIM OF CRIME ACT (VOCA) GRANT<br>SPECIAL CONDITIONS AND ASSURANCES |
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**59. ADMINISTRATIVE CHANGES:**

The applicant must advise DJCS immediately in writing if there are any changes in the: (1) Project Director, (2) Fiscal Officer, (3) Authorized Official, or (4) VOCA Grant-funded staff position(s). Please also submit to DJCS a new membership list if there are any changes in the members of a governing board, such as County Commission or City Council, or changes in members of the Advisory Board/Committee.

**60. LATE REPORTING:**

Applicant understands that projects which become 60 days delinquent in the submission of reporting requirements will forfeit one month of reimbursable expenses for the entire project. Each additional 30 days past the initial 60-day delinquency period shall result in an additional forfeiture of a month's reimbursable expenses.

**61. CLIENT FILES:**

Applicant must maintain client files for all victims served to document type of crime and services provided throughout the grant period. Sub-grantee also agrees to collect and maintain Civil Rights information, where such information is voluntarily furnished by those receiving service, on race, sex, national origin, age and disability. These records are to be available at any time for review by DJCS.

**62. CLIENT SURVEYS/EVALUATIONS:**

The applicant is required to implement client surveys for evaluation purposes. DJCS may require a copy of these surveys/evaluations or request proof survey is being implemented. All surveys/evaluations must ensure client confidentiality. . All surveys/evaluations will include the two following outcome measures: **(1) Victim safety, (2) Public awareness**, results will be required on the VOCA Annual Performance Report.

**63. CLIENT CONFIDENTIALITY:**

Applicant must maintain a written confidentiality policy that prohibits the disclosure of victim's name, address, phone number, any contact information, or any other personally identifying information without prior voluntary written consent of the victim (or legal guardian). Client information should only be accessible to authorized direct service staff of the funded program. All programs who also receive funds under the STOP Violence Against Women Act (VAWA) must adhere to all confidentiality requirements under the Violence Against Women Reorganization Act of 2005.

**64. NOTIFICATION OF VICTIM COMPENSATION PROGRAM:**

Applicant is required to assist crime victims in seeking available and eligible crime victim compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of the victim compensation fund, assisting with the application forms and procedures, obtaining necessary documents, and/or checking on claim status.

**65. GRANT FILE:**

Applicant must maintain a grant file containing all grant-related documents, such as the grant agreement, monthly financial reports, monthly progress reports, and any grant-related correspondence. In some situations, the project site maybe at a different location than the official sub-grantee. Therefore, an official grant file should be maintained by both the official sub-grantee and the project site. These records are to be available at any time for review by DJCS.

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**66. ADMINISTRATIVE MANUAL:**

All pertinent information in regard to the Victim of Crime Act and amendments and all applicable federal and state laws, orders, circulars and regulations are updated and maintained in the appropriate administrative manual by sub-grantees

**67. TRAVEL/TRAINING:**

Any applicant receiving VOCA Grant funding for training must submit in writing to DJCS all request for training in writing for pre-approval of all training. Also, any VOCA grant-funded staff position who attends any training workshop or conference must submit a written narrative identifying the training, its purpose, what specific workshops were attended, and the useful information obtained that will assist in implementing the VOCA grant project. **All training must be approved in advance by DJCS** by submitting a written request (from project director) identifying the staff person who will be attending, the name of the conference and purpose, and attaching a brochure outlining the costs and the agenda.

**Please note** – sub-grantee representatives (project director and VOCA-funded staff positions/volunteers) may be required to attend training workshops deemed critical by DJCS.

**68. VOCA FUNDED TRAINING EVENTS:**

All agenda topics and trainers must be pre-approved by DJCS for any training events (conferences, workshops, symposiums, etc.) paid for with VOCA funds. A written request must be submitted to DJCS **90** days prior to entering into any agreements, for agenda topics, speakers, and/or trainers. The request must include workshop descriptions and speaker biographies. All state agencies are required to work with the WV Coalition Against Domestic Violence and/or the WV Foundation for Rape Information and Services in acquiring appropriate speakers prior to the conference.

**Please note** – all VOCA funded training events must include an evaluation component and the results of the evaluations must be submitted to DJCS with the corresponding monthly report. If a program charges registration fees, they must provide certificates and/or certification that participants actually attended training in order to be reimbursed for registration fees. They must include a sign-in sheet of participants to DJCS.

**69. INTERAGENCY AGREEMENTS:**

Where applicable, sub-grantee must develop a formal referral and inter agency agreements in a Memorandum of Understanding (MOU); copies of interagency agreements and referral Memorandum of Understanding are to be submitted with the application.

**70. HIRING PROCEDURES:**

Hiring procedures outlined in the grant application should be followed in hiring VOCA grant-funded staff positions. Staff hired must meet the qualifications outlined in the job description for the position. DJCS is to be advised in writing if there are any difficulties in filling VOCA grant-funded staff positions.

**71. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS:**

Such organizations receiving VOCA funds must ensure that services are offered to all victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the VOCA funded project. Further, participation in such activities by individuals receiving services must be voluntary.

**72. ENSURING VICTIMS RIGHTS:**

All funded programs/agencies will practice a "Victim Centered Approach". They are required to inform victims of their rights and ensure victims are afforded their rights.

**73. ACTIVITIES THAT MAY COMPROMISE VICTIM SAFETY:**

Applicants are strongly discouraged from proposing projects or supporting programs that include any activities that may compromise victim safety as outlined in the Victim of Crime Act.

| WEST VIRGINIA<br>DIVISION OF Justice and Community Services | VICTIM OF CRIME ACT (VOCA) GRANT<br>SPECIAL CONDITIONS AND ASSURANCES |
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**74. AUDITS:**

All programs that meet the Audit Requirement under §200.501(a) will submit a copy of an audit to DJCS. Programs who complete an audit for other purposes must submit a copy of the audit within 30 days of completion. Additionally, programs who are not required to submit an audit under §12-4-14 are still required to submit a copy of an audit or an annual internal financial review to the Program Administrator at DJCS, showing the total budget expenditures and revenues from all sources for the prior year, along with a systematic method for timely and appropriate resolution of findings and/or recommendations.

**75. BOARD OF DIRECTORS:**

Non-profit agencies are required to maintain a Board of Directors that will meet at least quarterly to review the status of grant objectives, to develop strategies for resolving any problems or barriers, and to perform periodic evaluations. Board Meeting minutes must be submitted with corresponding monthly reports. All state and local government agencies must submit any county commission minutes (which discuss the sub-grant or VOCA staff) or advisory board meeting minutes with the corresponding monthly reports.

**76. Printed Materials:**

Any brochures or materials printed with VOCA funds must be submitted to DJCS 30 days for pre-approval prior to printing. Subgrantee's that were awarded funding for brochures must submit a copy of the brochure to DJCS for pre-approval prior to printing and all brochures must be purchased within the first quarter of the grant cycle or the funds may be deobligated.

**77. DEBARMENT:**

Any funded agency that is debarred with the State of West Virginia or Federally must inform DJCS in writing within 30 days of becoming debarred and have a plan of action stating the steps to address this issue. Funds will be frozen and the sub-grantee has 30 days to address this issue and then funds may be deobligated.

**78. TEXT MESSAGING:**

Applicant and all funded agencies will develop and implement a written policy which bans employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

**79. VOLUNTEERS:**

The applicant must utilize at least one volunteer during the grant period for VOCA allowable activities, as well as VOCA-funded staff to implement the grant project. All sub-grantees will be required to submit a volunteer log quarterly. If a log is not submitted, DJCS will hold funds until it is submitted.

**80. MINIMUM TRAINING REQUIREMENT:**

All funded VOCA staff will be required to complete eight (8) hours per year of pre- approved victim assistance training. They must submit a certificate showing they completed this training. If this is not completed by June 30th the sub-grantee must submit in writing why they have not attended a training; when they will attend and what type of training they plan to attend to DJCS. This will be reviewed for compliance at grant reviews.

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**81. Network Policy & Protections**

**All subgrantee's must have a policy that prohibits the viewing, downloading, and/or exchanging of pornographic material.** Subgrantee's understand and agrees that – (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

**82. VOCA GUIDELINES:**

The Recipient assures that it will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404 (a)(2) and 1404 (b) (1) and (2), 42 U.S.C. 10603(a)(2) and (b) (1) and (2) and the applicable program guidelines and regulations; as required.

Specifically, the recipient certifies that funds under this sub-award will a)eligible victim assistance organizations 42 U.S.C. 1063 (a)(2); b) not be used to supplant State and local public funds that would otherwise be available for crime victim assistance; and c) be allocated in accordance with program guidelines or regulations implementing 42 U.S.C. 1063(a)(2)(A) and 42 U.S.C. 1063 (a)(2)(B) to, at a minimum assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes identified by the State.

**83. Project Director & Fiscal Officer Monitoring Requirement:**

The recipient acknowledges that the Project Director and Fiscal Officer of the grant are REQUIRED to be in attendance for the DJCS on-site monitoring visit.

**84. Using Arrest and Conviction Records in Making Employment Decisions.**

The OCR issued an advisory document for subrecipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 20 13), available at http://www.ojp.usdoj.gov//abouu'ocr/pdfs/UseofConviction_Advisory.pdf. Subrecipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, subrecipients should consult local counsel in reviewing their employment practices. If warranted, subrecipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOPs).

**85. Salary Increases**

Subgrantee's that are awarded an increase in Personnel/Contractual must apply the approved raises in salary within the first quarter of the grant cycle or the increased funds may be deobligated.

**86. Other Funds**

Subgrantee's that are awarded "Other" funding for general office supplies must purchase supplies quarterly or the funds may be deobligated.

**87. Computers and/or Office Equipment**

Subgrantee's that are awarded "Other" funding for computers and/or office equipment must purchase the approved items within the first quarter of the grant cycle or funds may be deobligated.

**88. Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (the "Part 200 Uniform Requirements") apply to this 2015 award from the Office of Justice Programs (OJP). For this 2015 award, the Part 200 Uniform Requirements, which were first adopted by DOJ on December 26, 2014, supersede, among other things, the provisions of 28 C.F.R. Parts 66 and 70, as well as those of 2 C.F.R. Parts 215, 220, 225, and 230.

If this 2015 award supplements funds previously awarded by OJP under the same award number, the Part 200 Uniform Requirements apply with respect to all award funds (whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this 2015 award.

Potential availability of grace period for procurement standards: Under the Part 200 Uniform Requirements, a time-limited grace period may be available under certain circumstances to allow for transition from policies and procedures that complied with previous standards for procurements under federal awards to policies and procedures that comply with the new standards (that is, to those at 2 C.F.R. 200.317 through 200.326).

For more information on the Part 200 Uniform Requirements, including information regarding the potentially-available grace period described above, see the Office of Justice Programs (OJP) website athttp://ojp.gov/funding/Part200UniformRequirements.htm.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the subgrantee is to contact DJCS and OJP promptly for clarification.

**89. Compliance with DOJ Grants Financial Guide**

Subgrantee agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2016 DOJ Grants Financial Guide").

**90. Outstanding Audit Issues**

The subgrantee understands and agrees that DJCS and/or OJP may withhold award funds, or may impose other related requirements, if the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

**91. De Minimis**

A subgrantee that is eligible under the Part 200 Uniform Requirements to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC).

**92. Fraud**

All subgrantee's must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, subgrantee, contractor, subcontractor, or other person has -- (1) submitted a claim for award funds that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by - mail: Office of the Inspector General U.S. Department of Justice Investigations Division 950 Pennsylvania Avenue, N.W. Room 4706 Washington, DC 20530 e-mail: oig.hotline@usdoj.gov hotline:
(contact information in English and Spanish): (800) 869-4499 or hotline fax: (202) 616-9881 Additional information
is available from the DOJ OIG website at www.usdoj.gov/oig

| 93. | Restrictions and certifications regarding non-disclosure agreements and related matters |
|---|---|

No subgrantee under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the subgrantee --
   a) represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
   b) certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
2. If the subgrantee does or is authorized to make subawards or contracts under this award --
   a) it represents that --
      1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward, contract, or subcontract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
      2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
   b) it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

| 94. | Performance Measures |
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The subgrantee must collect, maintain, and provide to DJCS & OJP, data that measure the performance and effectiveness of activities under this award, in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by OJP. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

| 95. | Performance Measures II |
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The subgrantee agrees to submit performance reports on the performance metrics identified by DJCS and OVC, and in the time and manner required by DJCS & OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction. Beginning October 1, 2015, the subgrantee agrees to submit such information monthly.

| 96. | Non-Profit Financial Statements |
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All non-profit subgrantees of VOCA Assistance funding under this award are required to make their financial statements available online (either on the subgrantees, or another publicly available website). OVC will consider sub-recipient organizations that have Federal 501(c)(3) tax status as in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.

| 97. | Non-Profit Status Certification |
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All non-profit subgrantees of VOCA Assistance funding under this award are required to certify their non-profit status. Subgrantees may certify their non-profit status by submitting a statement to DJCS (to be placed in the grant file) affirmatively asserting that the subgrantee a non-profit organization, and indicating that it has on file, and available upon audit, either – 1) a copy of the recipient's 501(c)(3) designation letter; 2) a letter from the recipient's state/territory taxing body or state/territory attorney general stating that the recipient is a non-profit organization operating within the state/territory; or 3) a copy of the recipient's state/territory certificate of incorporation that substantiates its non-profit status. Subgrantees that are local non-profit affiliates of state/territory or national non-profits should have available proof of (1), (2) or (3), and a statement by the state/territory or national parent organization that the recipient is a local non-profit affiliate.

| 98. | Program Accountability – Federal Audit Requirements |
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I.) Federal Office of Management and Budget (OMB) sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending Federal awards. If applicable, this grant shall adhere to the audit requirements set forth at the time of award.

§200.501(a) Audit required. A non-Federal entity that expends $750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.
(b) Single audit. A non-Federal entity that expends $750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.
(c) Program-specific audit election. When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a sub-recipient, approves in advance a program-specific audit.
(d) Exemption when Federal awards expended are less than $750,000. A non-Federal entity that expends less than $750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

| 99. | Requirement to report potentially duplicative funding. |
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If the subrecipient currently has other active awards of federal funds, or if the subrecipient receives any other award of federal funds during the period of performance for this award, the subrecipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the subrecipient must promptly notify DJCS and the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by DJCS or the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

| 100. | Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award). |
|---|---|

The subrecipient ("subgrantees"), at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the subrecipient. The details of the subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm (Award condition: Prohibited conduct by subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

| 99. | OJP Training Guiding Principles. |
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Any training or training materials that the subrecipient ("subgrantee") at any tier-- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Sub grantees, available at http://ojp.gov/funding/ojptrainingguidingprinciples.htm.

| 100. | High-Risk Grantee. |
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The subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the subrecipient is designated as "high-risk" for purposes of the DJCS or DOJ high-risk grantee list.

| 101. | Compliance with DOJ regulations pertaining to civil rights and nondiscrimination- 28 C.F.R. Part 38. |
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The subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of28 C.F.R., a DOJ regulation, was amended effective May 4, 2016. Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to subrecipient ("sub grantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of federal Regulations (currently accessible at http://www.ecfr.gov/cgibin/ECFR?page=browse), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

| 102. | Restrictions on "lobbying". |
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Federal funds may not be used by the subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government. Should any question arise as to whether a particular use of Federal funds by a subrecipient would or might fall within the scope of this prohibition, the subrecipient is to contact DJCS or OJP for guidance, and may not proceed without the express prior written approval of DJCS and OJP.

| 103. | Compliance with general appropriations-law restrictions on the use of federal funds (FY 2016). |
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The subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at http://ojp.gov/funding/Explore/FY20 16-AppropriationsLawRestrictions.htm, and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a subrecipient would or might fall within the scope of an appropriations-law restriction, the subrecipient is to contact DJCS and OJP for guidance, and may not proceed without the express prior written approval of DJCS and OJP.

| 104. | Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees). |
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The subrecipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of infom1ation related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant. The subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce}, of employee rights and remedies under 41 U.S.C. 4712. Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

| 105. | Office for Victims of Crime (OVC) and/or Office of the Chief Financial Officer (OCFO) Authorization. |
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The subgrantee authorizes DJCS and the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO),and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant. DJCS will further ensure that all VOCA subgrantees will authorize representatives of OVC and OCFO access to and the right to examine all records, books, paper or documents related to the VOCA grant.

| 106. | Coordination of Victim Services Policy and Inter-Agency Referral Agreement. |
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Subgrantees must develop and implement a specific policy regarding how they refer victims to and collaborate with other services providers when the services offered at their facilities do not meet the needs of victims, including an "Inter-Agency Referral Agreement" which will be developed by the West Virginians Against Violence Committee and DJCS. A copy of the policy and Inter-Agency Referral Agreement" must be submitted to DJCS during the first fiscal quarter of the grant period. Subgrantees must also train all advocates and/or staff members who come in contact with victims on the proper execution of the referral policy.

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| **107.** | **Monthly Match Submission Requirement.** |
| | Subgrantees that are awarded $100,000 or more for the grant period must submit Match on a Monthly Basis. |
| **108.** | **Mandatory Technical Assistance Training.** |
| | All Subgrantees are required to send at least one representative to DJCS Mandatory Technical Assistance Training. The person(s) attending the training must be able to adequately train other VOCA funded staff on changes in reporting requirements and the correct way to collect and report data for the Subgrant Award Report and VOCA Performance Measures. |
| **109.** | **Cab/Bus Vouchers and/or Clothing Vouchers** |
| | Subgrantees awarded Travel/Training funding for Cab or Bus Vouchers or Other funds for Clothing Vouchers, must submit the DJCS Tracking Form, corresponding Invoices, and Proof of Payment to be reimbursed. Be advised DJCS will ONLY reimburse for those Vouchers that have been used by Victims of Crime and are appropriately documented on the required form and have been approved in the subgrantee's budget for this purpose. |
| **110.** | **Enforcing Civil Rights Laws** |
| | All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards. |
| **111.** | **Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed $150,000.** |
| | . The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, $150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward). The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed $150,000)), and are incorporated by reference here. |
| **112.** | **Compliance with applicable rules regarding approval, planning, and report of conferences, meetings, trainings, and other events.** |
| | The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences. Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide"). |
| **113.** | **Effect of Failure to Address Audit Issues** |
| | The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards. |

| 114. | Compliance with general appropriations – law restrictions on the use of federal funds (FY 2016) |
|---|---|
| | The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm, and are incorporated by reference here.<br>Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP. |
| **116.** | **FFATA Compliance** |
| | The recipient agrees to comply with applicable requirements to report first-tier subawards of $25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at http://ojp.gov/funding/Explore/FFATA.htm (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name). |
| **117.** | **ACORN** |
| | Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP. |
| **118.** | **Non-discrimination of Students** |
| | The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students. |

**I certify that I have read the entire Standard and Special Conditions and Assurances of this grant program and agree to comply with these requirements.**

Peter Onoszko, President

**Printed/Typed Authorized Official Name**

**SIGNATURE (Original) of Authorized Official**

**DATE**

| WEST VIRGINIA<br>DIVISION OF JUSTICE AND COMMUNITY SERVICES | VOCA SUPPLEMENTARY SPECIAL CONDITIONS |
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Please be advised the West Virginians Against Violence Committee and the Division of Justice and Community Services have implemented supplementary special conditions for the VOCA 2017-2018 grant award. Failure to comply with these supplementary special conditions and all other grant conditions and assurances and program requirements may result in the deobligation of the VOCA award and could jeopardize your agency's ability to receive any future grant funding from the VOCA grant program.

All correspondence to DJCS, which is required and/or occurs as a result or action of any of the following Special Conditions and Assurances, or as a result of the administration of any DJCS grant program, should be mailed to the following address:

West Virginia Division of Justice and Community Services
1124 Smith Street, Suite 3100
Charleston, West Virginia 25301

**GRANTEE: Jefferson County Commission**

**1. Project Director**

The Project Director will ensure all information is forwarded to **all** funded staff; this includes but is not limited to:

- Budgets
- Memos
- Surveys
- Changes in grant requirements
- Forms; ensure they receive all updated forms
- Training availability
- Civil Rights Compliance
- Ensuring all VOCA funded staff are aware of the purpose of the grant, the goals and objectives of the grant, and all Standard, Special and Supplemental Conditions of the grant.

**2. VOCA funding limitations**

VOCA Victim Assistance Funds cannot be used for any purpose that is either mandated by the court and/or by law as the responsibility of specific agencies. VOCA funds cannot be used for any investigation, prevention or prosecution function.

**3. System Based Advocates**

System based advocates serve a unique role in advocacy. VOCA funded system based advocates may only provide direct services to victims. In that role, system-based advocates may **not** do the following:

- Secretarial/ legal assistant/ paralegal work not related specifically to the victims you are assisting
- Writing subpoenas
- Collection of evidence
- Witness identification and/or notification
- Administering offender criminal background checks
- Activities directed at improving the criminal justice system's effectiveness and efficiency, which includes: witness notification and management, expert testimony at trial, victim/witness protection.

**4. Purchase of Office Supplies/Computer Purchases, etc.**

Purchase of office supplies must be on a monthly basis. The awarded funds are not intended to be spent in one lump sum at the end of the grant year. DJCS will not approve large purchases of office supplies at the end of the grant period, and those allotted funds will be deobligated. If awarded funds for computers or office equipment, those purchases **MUST** be pre-approved by DJCS and purchased before the end of the first quarter. If not purchased by the end of the first quarter, those funds will be deobligated.

| 5. | Monthly and Annual Reports |
|---|---|

All monthly reports must be submitted by all funded agencies to DJCS by the 20th of each month. The 60-day late condition will be upheld and any agency not submitting reports will lose that month's request for reimbursement. All other reports must be submitted by the due date required by DJCS.

**I hereby acknowledge that I have read, understand, and will comply with these supplementary special conditions.**

**SIGNATURE (Original) of Authorized Official** — **DATE**

**SIGNATURE (Original) of Project Director** — **DATE** 10/20/17

| VOCA Grants Program | | Budget Summary Page 3 | |
|---|---|---|---|
| **Applicant:** Jefferson County Commission | | **FEIN: 55-6000333** DUNS#: 077414548 | |
| **Category** | **VOCA Grant Funds (A)** | **Matching Funds (B)** | **Total Funds (A + B)** |
| Personnel and Contractual | **$78,537** | **$19,759** | **$98,296** |
| Travel and Training | **$500** | **$0** | **$500** |
| Equipment | **$0** | **$0** | **$0** |
| Space | **$0** | **$0** | **$0** |
| Other | **$0** | **$0** | **$0** |
| Total Budget | **$79,037** | **$19,759** | **$98,796** |

## FUNDING STRATEGY

| Funding Source(s) | Amount | Status |
|---|---|---|
| **VOCA Grant Funds** | **$79,037** | **(A)** |
| **Match** | **$19,759** | |
| | | |
| | | |
| **Total** | **$98,796** | |

*** TOTAL FOR COLUMN A SHALL BE PLACED IN THE SPACE PROVIDED ON PAGE ONE FOR GRANT FUNDS REQUESTED.**

| VOCA Grants Program | Itemization of Funds By Category Page 4 | | |
|---|---|---|---|
| **Applicant: Jefferson County Commission** | Local Matching Funds | Requested VOCA Grant Funds | **Approved VOCA Funds (DJCS ONLY)** |
| **Personnel and Contractual:** | | | |
| **F/T Victim Advocate salary - Debra Young** | $6,420 | $30,727 | **$30,727** |
| FICA 7.65% | | | |
| Retirement 12% | | | |
| **F/T Advocate C Gumbel-Shade** | $5,920 | $28,652 | **$28,652** |
| FICA 7.65% | | | |
| Retirement 12% | | | |
| **P/T Advocate 80 hrs./month x 18.50/hr.** | | $17,760 | **$17,760** |
| FICA 7.65% $ 1359; W/C 0.22% $39 | | $1,398 | **$1,398** |
| **Match Support Staff 10%** | $5,919 | | |
| **Volunteer hours $10.00/hr.** | $1,500 | | |
| **Travel and Training:** | | | |
| DJCS Pre-Approved Travel/Training (in-state only) | | $500 | **$500** |
| **Equipment ($5,000 or more "per unit"):** | | | |
| **Space (includes telephone):** | | | |
| **Other:** | | | |
| Total Local Matching Funds | $19,759 | | $19,759 |
| Total Federal Funds | | $79,037 | **$79,037** |
| Total Approved Project (DJCS ONLY) | | | $98,796 |

To the best of my knowledge the applicant has and will comply with all of the attached Standard Conditions and Assurances.

**Authorized Official:** Peter Onoszko **Title:** President

**Signature:** _____ **Date:** _____

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

_____

_____

_____

Check ___ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ___ if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE**
**(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620--

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice

---

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address: Jefferson County Commission PO Box 250 Charles Town WV 25414

16-VA-027

2. Application Number and/or Project Name

55-6000333

3. Grantee IRS/Vendor Number

Peter Onoszko, President

4. Typed Name and Title of Authorized Representative

October 26, 2017

5. Signature

6. Date

# CERTIFICATION FORM

## Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

*Please read carefully the Instructions (see below) and then complete Section A* **or** *Section B* **or** *Section C, not all three.*

| | | |
|---|---|---|
| Recipient's Name: Jefferson County Commission | | DUNS Number: 07-741-4548 |
| Address: 124 E. Washington Street Charles Town, WV 25414 | | |
| Grant Title: Victims of Crime Act (VOCA) | Grant Number: 16-VA-027 | Award Amount: $79,037 |
| Name and Title of Contact Person: Debra Young, Victim Advocate | | |
| Telephone Number: 304-724-6277 | E-Mail Address: dyoung@jeffersoncountywv.org | |

### Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

*Please check all the following boxes that apply:*

- ☐ Recipient has less than fifty employees.
- ☐ Recipient is an Indian tribe.
- ☐ Recipient is a medical institution.
- ☐ Recipient is a nonprofit organization.
- ☐ Recipient is an educational institution.
- ☐ Recipient is receiving an award less than $25,000.

I, _____ [*responsible official*], certify that _____ [*recipient*] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.
I further certify that _____ [*recipient*] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

_____

*Print or Type Name and Title* *Signature* *Date*

### Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

*If a recipient agency has fifty or more employees and is receiving a single award or subaward of $25,000 or more, but less than $500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):*

I, Peter Onoszko, President [*responsible official*], certify that Jefferson County Commission [*recipient*], which has fifty or more employees and is receiving a single award or subaward for $25,000 or more, but less than $500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:
Jefferson County Commission [*organization*],
P.O. Box 250, Charles Town, WV 25414 [*address*].

Peter Onoszko, President October 26, 2017

*Print or Type Name and Title* *Signature* *Date*

### Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

*If a recipient agency has fifty or more employees and is receiving a single award or subaward of $500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.*

I, _____ [*responsible official*], certify that _____ [*recipient*], which has fifty or more employees and is receiving a single award of $500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [*date*] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

_____

*Print or Type Name and Title* *Signature* *Date*

# CERTIFICATION FORM

## Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

*Please read carefully the Instructions (see below) and then complete Section A* **or** *Section B* **or** *Section C, not all three.*

| | | |
|---|---|---|
| Recipient's Name: Jefferson County Commission | | DUNS Number: 07-741-4548 |
| Address: 124 E. Washington Street Charles Town, WV 25414 | | |
| Grant Title: Victims of Crime Act (VOCA) | Grant Number: 16-VA-027 | Award Amount: $79,037 |
| Name and Title of Contact Person: Debra Young, Victim Advocate | | |
| Telephone Number: 304-724-6277 | E-Mail Address: dyoung@jeffersoncountywv.org | |

### Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

*Please check all the following boxes that apply:*

- ☐ Recipient has less than fifty employees.
- ☐ Recipient is an Indian tribe.
- ☐ Recipient is a medical institution.
- ☐ Recipient is a nonprofit organization.
- ☐ Recipient is an educational institution.
- ☐ Recipient is receiving an award less than $25,000.

I, _____ [*responsible official*], certify that _____ [*recipient*] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.
I further certify that _____ [*recipient*] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

_____

*Print or Type Name and Title* *Signature* *Date*

### Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

*If a recipient agency has fifty or more employees and is receiving a single award or subaward of $25,000 or more, but less than $500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):*

I, Peter Onoszko, President [*responsible official*], certify that Jefferson County Commission [*recipient*], which has fifty or more employees and is receiving a single award or subaward for $25,000 or more, but less than $500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:
Jefferson County Commission [*organization*],
P.O. Box 250, Charles Town, WV 25414 [*address*].

Peter Onoszko, President October 26, 2017

*Print or Type Name and Title* *Signature* *Date*

### Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

*If a recipient agency has fifty or more employees and is receiving a single award or subaward of $500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.*

I, _____ [*responsible official*], certify that _____ [*recipient*], which has fifty or more employees and is receiving a single award of $500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [*date*] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

_____

*Print or Type Name and Title* *Signature* *Date*

OMB Approval No. 1121-0340 Expiration Date: 05/31/14

Approved by OMB
0348-0046

# Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

| | | |
|---|---|---|
| **1. Type of Federal Action:**<br>a. contract<br>__a__ b. grant<br>c. cooperative agreement<br>d. loan<br>e. loan guarantee<br>f. loan insurance | **2. Status of Federal Action:**<br>a. bid/offer/application<br>_b____ b. initial award<br>c. post-award | **3. Report Type:**<br>a. initial filing<br>__a__ b. material change<br><br>**For material change only:**<br>Year _____ quarter _____<br>Date of last report_____ |

| | |
|---|---|
| **4. Name and Address of Reporting Entity:**<br>__x__ Prime _____ Subawardee<br>Tier_____, if Known:<br><br>**Congressional District,** *if known*: | **5. If Reporting Entity in No. 4 is Subawardee,**<br>Enter Name and Address of Prime:<br><br>**Congressional District,** *if known*: |
| **6. Federal Department/Agency:** | **7. Federal Program Name/Description:**<br><br>CFDA Number, *if applicable*: _____ |
| **8. Federal Action Number,** *if known:* | **9. Award Amount,** *if known:*<br>**$ 79,037** |
| **10. a. Name and Address of Lobbying Registrant**<br>*(if individual, last name, first name, MI):* | **b. Individuals Performing Services** *(including address if different from No. 10a)*<br>*(last name, first name, MI):* |
| **11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.** | **Signature:** _____<br><br>**Print Name: Peter Onoszko**<br><br>**Title: President, Jefferson County Commission**<br><br>**Telephone No.: 304-728-3284 Date: October 26, 2017** |
| **Federal Use Only** | **Authorized for Local Reproduction**<br>**Standard Form - LLL (Rev. 7-97)** |

***AGENDA REQUEST FORM***

***www.jeffersoncountywv.org***

Name: Stephanie Grove, County Administrator
Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **October 19, 2017**
*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

- Approval of FY17 Financial Statements

Please provide the County Commission with a description of your request or presentation, including any background information:

- Review and approval of the FY17 Financial Statements (Unaudited)

Is this a funding request? Y/N No
If so, how much? $ NA
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

- Motion to approve the FY17 Financial Statements and to release for publication.

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N NO Internet/Wi Fi Y/N NO Telephone for conference call Y/N NO

Contact information:
Email address: Phone Number:

| FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION |
| --- |
| not applicable |

JEFFERSON COUNTY, WEST VIRGINIA
STATEMENT OF NET POSITION (Unaudited)
June 30, 2017

| | Primary Government | Component Units | | | | | |
|---|---|---|---|---|---|---|---|
| | Governmental Activities | Board of Health | Development Authority | Historic Landmarks | Farmland Protection | Emergency Services | Parks and Recreation |
| **ASSETS** | | | | | | | |
| Current assets: | | | | | | | |
| Cash and cash equivalents | $ 9,438,247 | $ 1,160,234 | $ 751,949 | $ 9,532 | $ 3,113,573 | $ 1,079,612 | $ 745,130 |
| Receivables, net of allowance for uncollectibles: | | | | | | | |
| Taxes | 676,180 | -- | -- | -- | 168,552 | -- | -- |
| Accounts | 362,745 | 33,175 | -- | -- | -- | 65,651 | 2,174 |
| Intergovernmental Receivables | 627,440 | -- | -- | -- | -- | -- | -- |
| Inventory, at cost | 2,946 | -- | -- | -- | -- | -- | -- |
| Prepaid expenses | 126,871 | 5,174 | 420 | -- | 3,000 | 1,395 | -- |
| Total current assets | 11,234,429 | 1,198,583 | 752,369 | 9,532 | 3,285,125 | 1,146,658 | 747,304 |
| Restricted assets: | | | | | | | |
| Restricted cash | 3,753,166 | -- | 38,737 | -- | -- | -- | -- |
| Capital assets: | | | | | | | |
| Nondepreciable: | | | | | | | |
| Land | 966,032 | -- | 6,230,797 | 1,098,492 | -- | 550,000 | 688,335 |
| Construction in progress | 455,449 | -- | -- | -- | -- | -- | 406,663 |
| Depreciable: | | | | | | | |
| Buildings | 19,829,643 | -- | -- | 198,833 | -- | 1,366,998 | -- |
| Structures and improvements | 2,596,550 | -- | -- | -- | -- | -- | -- |
| Vehicles | 2,069,923 | -- | -- | -- | -- | -- | -- |
| Machinery and equipment | 8,082,560 | -- | 36,088 | -- | 1,664 | 417,997 | 288,369 |
| Less: accumulated depreciation | ( 14,295,296) | -- | ( 27,115) | -- | -- | ( 634,272) | ( 110,586) |
| Intangible assets, net of accumulated depreciation | -- | -- | 17,299 | -- | -- | -- | -- |
| Total noncurrent assets | 23,458,027 | -- | 6,295,806 | 1,297,325 | 1,664 | 1,700,723 | 1,272,781 |
| Total assets | 34,692,456 | 1,198,583 | 7,048,175 | 1,306,857 | 3,286,789 | 2,847,381 | 2,020,085 |
| **DEFERRED OUTFLOWS** | | | | | | | |
| Related to Pensions | 2,552,371 | -- | -- | -- | -- | -- | -- |
| Total deferred outflows of resources | 2,552,371 | -- | -- | -- | -- | -- | -- |
| **LIABILITIES** | | | | | | | |
| Current liabilities payable from current assets: | | | | | | | |
| Accounts payable | 433,439 | 21,165 | 5,915 | -- | 752 | 14,239 | 41,202 |
| Refunds payable | 35,422 | -- | -- | -- | -- | -- | -- |
| Payroll payable | 215,964 | -- | -- | -- | -- | 89,902 | 7,175 |
| Notes payables | 180,107 | -- | -- | -- | -- | -- | -- |
| Intergovernmental payable | 390,770 | -- | -- | -- | 64,929 | -- | -- |
| Current liabilities payable from restricted assets: | | | | | | | |
| restricted assets: | | | | | | | |
| Notes payable | -- | -- | 142,948 | -- | -- | 31,253 | -- |
| Interest payable | -- | -- | 326,746 | -- | -- | 1,161 | -- |
| Unearned revenues - other fees | 23,670 | -- | 30,000 | -- | -- | -- | -- |
| Noncurrent liabilities: | | | | | | | |
| Notes payable - due in more than one year | 360,216 | -- | 4,506,913 | -- | -- | 1,087,648 | -- |
| OPEB payable (non-participating) | 91,854 | 187,746 | -- | -- | -- | -- | 86,844 |
| Net pension liability | 6,223,474 | -- | -- | -- | -- | -- | -- |
| Compensated absences payable | 679,798 | -- | -- | -- | -- | 49,732 | -- |
| Total liabilities | 8,634,714 | 208,911 | 5,012,522 | -- | 65,681 | 1,273,935 | 135,221 |
| **DEFERRED INFLOWS** | | | | | | | |
| Related to pensions | 365,584 | -- | -- | -- | -- | -- | -- |
| Total deferred inflows of resources | 365,584 | -- | -- | -- | -- | -- | -- |
| **NET POSITION** | | | | | | | |
| Net investment in capital assets, net of related debt | 19,164,538 | -- | 8,973 | 1,297,325 | -- | 581,822 | 716,420 |
| Restricted for: | | | | | | | |
| Community development projects | -- | -- | 38,737 | -- | -- | -- | -- |
| Other purposes | 3,753,166 | -- | -- | -- | -- | 63,360 | -- |
| Unrestricted | 5,326,825 | 989,672 | 1,987,943 | 9,532 | 3,221,108 | 928,264 | 1,168,444 |
| Total net position | $ 28,244,529 | $ 989,672 | $ 2,035,653 | $ 1,306,857 | $ 3,221,108 | $ 1,573,446 | $ 1,884,864 |

The notes to the financial statements are an integral part of this statement.

JEFFERSON COUNTY, WEST VIRGINIA
STATEMENT OF ACTIVITIES (Unaudited)
For the Fiscal Year Ended June 30, 2017

| | | Program Revenues | | | Net (Expense) Revenues and Changes in Net Position | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Primary Government | | Component Units | | | | | |
| | Expenses | Charges for Services | Operating Grants and Contributions | Capital Grants and Contributions | Governmental Activities | Total | Board of Health | Development Authority | Historic Landmark | Farmland Protection | Emergency Services | Parks and Recreation |
| **Functions / Programs** | | | | | | | | | | | | |
| **Primary government:** | | | | | | | | | | | | |
| Governmental activities: | | | | | | | | | | | | |
| General government | $ 12,167,767 | $ 4,309,472 | $ 141,658 | $ -- | $ ( 7,716,637) | $ ( 7,716,637) | | | | | | |
| Public safety | 11,341,398 | -- | 110,322 | 63,227 | ( 11,167,849) | ( 11,167,849) | | | | | | |
| Health and sanitation | 91,708 | -- | -- | -- | ( 91,708) | ( 91,708) | | | | | | |
| Culture and recreation | 1,621,831 | -- | -- | -- | ( 1,621,831) | ( 1,621,831) | | | | | | |
| Social services | 20,000 | -- | 56,628 | -- | 36,628 | 36,628 | | | | | | |
| Capital projects | 115,233 | -- | -- | -- | ( 115,233) | ( 115,233) | | | | | | |
| Total governmental activities | 25,357,937 | 4,309,472 | 308,608 | 63,227 | ( 20,676,630) | ( 20,676,630) | | | | | | |
| Total primary government | $ 25,357,937 | $ 4,309,472 | $ 308,608 | $ 63,227 | ( 20,676,630) | ( 20,676,630) | | | | | | |
| **Component units:** | | | | | | | | | | | | |
| Board of Health | 928,739 | 351,781 | 439,131 | -- | -- | -- | $ ( 137,827) | $ -- | $ -- | $ -- | $ -- | $ -- |
| Economic Development | 487,224 | -- | 5,000 | -- | -- | -- | -- | ( 482,224) | -- | -- | -- | -- |
| Historic Landmark | 237,369 | 2,477 | 18,369 | -- | -- | -- | -- | -- | ( 216,523) | -- | -- | -- |
| Farmland Protection | 1,438,859 | -- | 19,316 | -- | -- | -- | -- | -- | -- | ( 1,419,543) | -- | -- |
| Emergency Services Agency | 2,250,805 | -- | -- | -- | -- | -- | -- | -- | -- | -- | ( 2,250,805) | -- |
| Parks and Recreation | 1,152,274 | 616,323 | 39,729 | -- | -- | -- | -- | -- | -- | -- | -- | ( 496,222) |
| Total component units | $ 6,495,270 | $ 970,581 | $ 521,545 | $ -- | $ -- | $ -- | $ ( 137,827) | $ ( 482,224) | $ ( 216,523) | $ ( 1,419,543) | $ ( 2,250,805) | $ ( 496,222) |
| General revenues: | | | | | | | | | | | | |
| Ad valorem property taxes | | | | | $ 13,036,107 | $ 13,036,107 | $ -- | $ -- | $ -- | $ -- | $ -- | $ -- |
| Alcoholic beverages tax | | | | | 43,784 | 43,784 | -- | -- | -- | -- | -- | -- |
| Hotel occupancy tax | | | | | 775,514 | 775,514 | -- | -- | -- | -- | -- | -- |
| Gas and oil severance tax | | | | | 58,840 | 58,840 | -- | -- | -- | -- | -- | -- |
| Other taxes | | | | | 765,044 | 765,044 | -- | -- | 23,437 | 808,073 | -- | 354,501 |
| Coal severance tax | | | | | 92,799 | 92,799 | -- | -- | -- | -- | -- | -- |
| Licenses and permits | | | | | 1,625,206 | 1,625,206 | -- | -- | -- | -- | -- | -- |
| Intergovernmental: | | | | | | | | | | | | |
| Federal | | | | | -- | -- | -- | 62,599 | 185,393 | -- | -- | -- |
| State | | | | | -- | -- | -- | 401,913 | -- | -- | -- | -- |
| Local | | | | | -- | -- | -- | -- | -- | -- | 2,265,674 | 246,280 |
| Interest and investment earnings | | | | | 85,125 | 85,125 | 5,944 | 5,769 | -- | 18,008 | 2,888 | 3,109 |
| Refunds | | | | | ( 6,346) | ( 6,346) | -- | -- | -- | -- | -- | -- |
| Reimbursement | | | | | 747,893 | 747,893 | -- | -- | -- | -- | -- | -- |
| Net gain (loss) on sale of investments | | | | | 29,150 | 29,150 | -- | ( 171,462) | -- | -- | 7,100 | -- |
| Miscellaneous | | | | | 5,011,551 | 5,011,551 | 7,084 | 30,000 | 500 | 1,788 | 763 | 2,829 |
| Total general revenues | | | | | 22,264,667 | 22,264,667 | 13,028 | 328,819 | 209,330 | 827,869 | 2,276,425 | 606,719 |
| Change in net position | | | | | 1,588,037 | 1,588,037 | ( 124,799) | ( 153,405) | ( 7,193) | ( 591,674) | 25,620 | 110,497 |
| Net position - beginning (restated, Note III-J) | | | | | 26,656,492 | 26,656,492 | 1,114,471 | 2,188,968 | 1,314,050 | 3,812,782 | 1,547,826 | 1,774,368 |
| Net position - ending | | | | | $ 28,244,529 | $ 28,244,529 | $ 989,672 | $ 2,035,563 | $ 1,306,857 | $ 3,221,108 | $ 1,573,446 | $ 1,884,865 |

The notes to the financial statements are an integral part of this statement.

JEFFERSON COUNTY, WEST VIRGINIA
BALANCE SHEET - GOVERNMENTAL FUNDS (Unaudited)
June 30, 2017

| | General | Coal Severance Tax | County Capital Outlay | Impact Fees | Other Nonmajor Governmental Funds | Total Governmental Funds |
|---|---|---|---|---|---|---|
| **ASSETS AND DEFERRED OUTFLOWS** | | | | | | |
| **Assets** | | | | | | |
| Cash and cash equivalents | $ 4,404,012 | $ 185,464 | $ 3,657,474 | $ -- | $ 1,191,297 | $ 9,438,247 |
| Receivables, net of allowance for uncollectibles: | | | | | | |
| Taxes | 676,180 | -- | -- | -- | -- | 676,180 |
| Accounts | 362,745 | -- | -- | -- | -- | 362,745 |
| Intergovernmental receivable | 623,840 | -- | -- | -- | 3,600 | 627,440 |
| Due from: | | | | | | |
| Other funds | 35,145 | -- | -- | -- | 46,223 | 81,368 |
| Inventory, at cost | 2,946 | -- | -- | -- | -- | 2,946 |
| Prepaid expenses | 99,901 | -- | -- | -- | 26,970 | 126,871 |
| Restricted cash | -- | -- | -- | 3,753,166 | -- | 3,753,166 |
| Total assets | 6,204,769 | 185,464 | 3,657,474 | 3,753,166 | 1,268,090 | 15,068,963 |
| **Deferred Outflows** | | | | | | |
| Total deferred outflows of resources | -- | -- | -- | -- | -- | -- |
| Total assets and deferred outflows of resources | $ 6,204,769 | $ 185,464 | $ 3,657,474 | $ 3,753,166 | $ 1,268,090 | $ 15,068,963 |
| **LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES** | | | | | | |
| **Liabilities** | | | | | | |
| Accounts payable | 389,866 | -- | 4,229 | -- | 39,344 | 433,439 |
| Misc payable | 35,422 | -- | -- | -- | -- | 35,422 |
| Payroll payable | 215,964 | -- | -- | -- | -- | 215,964 |
| Contracts Payable | -- | -- | 540,323 | -- | -- | 540,323 |
| Intergovernmental payable | 382,307 | -- | -- | -- | 8,463 | 390,770 |
| Due to: | | | | | | |
| Other funds | 46,223 | -- | -- | -- | 35,145 | 81,368 |
| Unearned revenue - other fees | 23,670 | -- | -- | -- | -- | 23,670 |
| Total liabilities | 1,093,452 | -- | 544,552 | -- | 82,952 | 1,720,956 |
| **Deferred Inflows** | | | | | | |
| Deferred revenue - taxes | 512,490 | -- | -- | -- | -- | 512,490 |
| Total deferred inflows of resources | 512,490 | -- | -- | -- | -- | 512,490 |
| Total liabilities and deferred inflows of resources | 1,605,942 | -- | 544,552 | -- | 82,952 | 2,233,446 |
| **Fund balances** | | | | | | |
| Nonspendable | 137,992 | -- | -- | -- | 73,193 | 211,185 |
| Restricted | -- | 185,464 | -- | 3,753,166 | 50,731 | 3,989,361 |
| Committed | -- | -- | 3,112,922 | -- | 306,560 | 3,419,482 |
| Assigned | 3,850,271 | -- | -- | -- | 754,654 | 4,604,925 |
| Unassigned | 610,564 | -- | -- | -- | -- | 610,564 |
| Total fund balances | 4,598,827 | 185,464 | 3,112,922 | 3,753,166 | 1,185,138 | 12,835,517 |
| Total liabilities, deferred inflows and fund balances | $ 6,204,769 | $ 185,464 | $ 3,657,474 | $ 3,753,166 | $ 1,268,090 | $ 15,068,963 |

The notes to the financial statements are an integral part of this statement.

JEFFERSON COUNTY, WEST VIRGINIA
RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION (Unaudited)
June 30, 2017

| | | |
|---|---|---|
| Total fund balances on the governmental fund's balance sheet | | $ 12,835,517 |
| Amounts reported for governmental activities in the statement of net position are different because: | | |
| Capital assets used in governmental activities are not financial resources and are therefore not reported in the funds. (Note III - D ) | | 19,704,861 |
| Certain revenues are not available to fund current year expenditures and therefore are deferred in the funds. (Note III - B ) | | 512,490 |
| Deferred outflows and inflows of resources related to pensions are applicable to future periods and are therefore not reported in the funds. Amounts for the fiscal year ended June 30, 2017 were as follows: | | |
| Deferred outflow - Changes in employer portion and differences between contributions and proportionate share of pension expense | $ 1,448,601 | |
| Deferred outflow - Employer contributions to pension plan after measurement date | 1,103,770 | |
| Deferred inflow - Differences between projected and actual investment earnings | ( 365,584) | 2,186,787 |
| Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds. This is Increase/Decrease in Compensated Absences and OPEB Liability (Note IV - F ), and Net Pension Liability (Note V) | | ( 6,995,126) |
| Net position of governmental activities | | $ 28,244,529 |

The notes to the financial statements are an integral part of this statement.

JEFFERSON COUNTY, WEST VIRGINIA
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS (Unaudited)
For the Fiscal Year Ended June 30, 2017

| | General | Coal Severance Tax | County Capital Outlay | Impact Fees | Other Nonmajor Governmental Funds | Total Governmental Funds |
|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | |
| Taxes: | | | | | | |
| Ad valorem property taxes | $ 13,054,520 | $ -- | $ -- | $ -- | $ -- | $ 13,054,520 |
| Alcoholic beverages tax | 43,784 | -- | -- | -- | -- | 43,784 |
| Hotel occupancy tax | 775,514 | -- | -- | -- | -- | 775,514 |
| Gas and oil severance tax | 58,840 | -- | -- | -- | -- | 58,840 |
| Other taxes | 745,167 | -- | -- | -- | -- | 745,167 |
| Coal severance tax | -- | 92,799 | -- | -- | -- | 92,799 |
| Licenses and permits | 252,848 | -- | -- | 1,302,838 | 69,520 | 1,625,206 |
| Intergovernmental: | | | | | | |
| Federal | 230,177 | -- | -- | -- | 2,114 | 232,291 |
| State | -- | -- | -- | -- | 139,544 | 139,544 |
| Charges for services | 3,882,818 | -- | -- | -- | 34,612 | 3,917,430 |
| Fines and forfeits | 69,244 | -- | -- | -- | 322,798 | 392,042 |
| Interest and investment earnings | 33,495 | 786 | 15,301 | 15,332 | 384 | 65,298 |
| Refunds | -- | -- | -- | ( 6,346) | -- | ( 6,346) |
| Reimbursements | 166,213 | -- | -- | -- | 581,680 | 747,893 |
| Payments in lieu of taxes | 19,877 | -- | -- | -- | -- | 19,877 |
| Contributions and donations | 285,450 | -- | -- | -- | 3,435 | 288,885 |
| Miscellaneous | 3,946,016 | -- | -- | -- | 776,650 | 4,722,666 |
| Total revenues | 23,563,963 | 93,585 | 15,301 | 1,311,824 | 1,930,737 | 26,915,410 |
| **EXPENDITURES** | | | | | | |
| Current: | | | | | | |
| General government | 10,682,623 | -- | 6,544 | -- | 1,062,209 | 11,751,376 |
| Public safety | 10,795,047 | -- | -- | 81,000 | 103,964 | 10,980,011 |
| Health and sanitation | 77,400 | 14,308 | -- | -- | -- | 91,708 |
| Culture and recreation | 1,521,937 | -- | -- | -- | -- | 1,521,937 |
| Social services | 20,000 | -- | -- | -- | -- | 20,000 |
| Capital outlay | 183,225 | -- | 2,234,712 | -- | 77,835 | 2,495,772 |
| Total expenditures | 23,280,232 | 14,308 | 2,241,256 | 81,000 | 1,244,008 | 26,860,804 |
| Excess (deficiency) of revenues over expenditures | 283,731 | 79,277 | ( 2,225,955) | 1,230,824 | 686,729 | 54,606 |
| **OTHER FINANCING SOURCES (USES)** | | | | | | |
| Transfers in | 677,932 | -- | 1,390,981 | -- | 653,392 | 2,722,305 |
| Transfers (out) | ( 2,006,393) | -- | -- | -- | ( 715,912) | ( 2,722,305) |
| Defeasance of debt | 19,827 | -- | -- | -- | -- | 19,827 |
| Long-term debt issued (bonds/notes) | -- | -- | 720,430 | -- | -- | 720,430 |
| Capital purchases with proceeds of long -term debt | -- | -- | ( 720,430) | -- | -- | ( 720,430) |
| Proceeds from the sale of assets | 1,150 | -- | 28,000 | -- | -- | 29,150 |
| Total other financing sources (uses) | ( 1,307,484) | -- | 1,418,981 | -- | ( 62,520) | 48,977 |
| Net change in fund balances | ( 1,023,753) | 79,277 | ( 806,974) | 1,230,824 | 624,209 | 103,583 |
| Fund balances - beginning (restated Note III-J) | 5,622,580 | 106,187 | 3,919,896 | 2,522,342 | 560,929 | 12,731,934 |
| Fund balances - ending | $ 4,598,827 | $ 185,464 | $ 3,112,922 | $ 3,753,166 | $ 1,185,138 | $ 12,835,517 |

The notes to the financial statements are an integral part of this statement.

JEFFERSON COUNTY, WEST VIRGINIA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES (Unaudited)
For the Fiscal Year Ended June 30, 2017

Amounts reported for governmental activities in the statement of activities are different because:

| | | |
|---|---|---|
| Net change in fund balances - total governmental funds | | $ 103,583 |
| Capital outlays are reported as an expenditure in the governmental funds but are considered an asset at the government-wide level. This is the amount of capital assets that were purchased during the fiscal year. (Note III-D) | | 2,495,769 |
| Capital outlays are reported as an expenditure in the governmental funds. In the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount of depreciation expense charged during the year. (Note III-D) | | ( 1,160,208) |
| Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. This is the difference between prior and current year deferred revenues. (Notes III-B) | | |
| Prior year deferred revenues: | $ 530,903 | |
| Current year deferred revenues: | 512,490 | ( 18,413) |
| Governmental Funds report pension contributions as expenditures. However, in the statement of activities, the cost of pension benefits earned net of employee contributions is reported as pension expense and are recognized on the accrual basis of accounting in accordance with GASB 68. | | |
| Amount of pension expenditures at fund modified accrual level | $ 1,103,770 | |
| Amount of pension expenses recognized at government-wide level | ( 1,010,380) | 93,390 |
| Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. Decrease in Compensated Absences plus OPEB. | | 73,916 |
| Change in net position of governmental activities | | $ 1,588,037 |

The notes to the financial statements are an integral part of this statement.

Jefferson County Commission
Fiscal Year 2017

| Accounts Payable Vendor Name | | Amount |
|---|---|---|
| 201 N. George St LLC | $ | 38,555.68 |
| 221B Resources LLC | $ | 1,449.71 |
| 340 Car Wash | $ | 10.00 |
| 3M Electronic Monitoring | $ | 37,880.00 |
| 4 Imprint | $ | 905.03 |
| 5 Guys | $ | 10.15 |
| 5 Star Auto Glass | $ | 180.00 |
| 7 Eleven | $ | 61.71 |
| 84 Lumber | $ | 16,014.71 |
| A Plus Plumbing | $ | 1,491.48 |
| Abbie Graora | $ | 31.91 |
| ACCO Brands Direct | $ | 123.27 |
| Accurate Systems Inc | $ | 33,882.05 |
| ADC Legal Systems, Inc. | $ | 35.00 |
| Adobe | $ | 2,887.07 |
| Adorama Inc | $ | 251.22 |
| Advance Auto Parts | $ | 275.24 |
| Advantage Technology LLC | $ | 22,161.36 |
| Aha/Art&Humanities Allnce | $ | 15,742.14 |
| Alexandra Beaulieu | $ | 6,687.98 |
| Alice N. Painter | $ | 94.00 |
| All Resort Express | $ | 32.00 |
| All Safe Industries | $ | 1,760.01 |
| Allan Thomas | $ | 4,500.00 |
| Allegheny Surveys, Inc. | $ | 2,162.50 |
| Amazon | $ | 20,266.07 |
| American Family Life Icu | $ | 48,186.38 |
| American Payroll Assoc | $ | 219.00 |
| American Soc Civil Engine | $ | 349.00 |
| Amy Ringer Flint | $ | 10.80 |
| Amy Silver | $ | 32.40 |
| Angela Breeden | $ | 17.28 |
| Angela L Banks | $ | 1,443.36 |
| Angelina Perry | $ | 81.00 |
| Animal Emergency Critical | $ | 3,311.95 |
| Anita Fleshman | $ | 18.36 |
| Anna Binkley | $ | 100.00 |
| APA - Membership | $ | 615.00 |
| APCO International Inc. | $ | 857.07 |
| Apollo Oil LLC | $ | 1,709.55 |
| Apple Valley off.Products | $ | 1,762.29 |
| Applebees | $ | 25.55 |
| April Blaker | $ | 53.50 |
| Aptean Software LLC | $ | 2,589.95 |
| Arbys | $ | 19.27 |

| | | |
|---|---|---|
| ASFPM | $ | 590.00 |
| ASR Apparel Sewn Right | $ | 265.00 |
| AT&T/Ga | $ | 1,080.91 |
| Athletic Club/Embassy Ste | $ | 23.01 |
| Atlantic Tactical | $ | 1,932.76 |
| Auto Serve | $ | 88.00 |
| Autodesk Store | $ | 385.20 |
| Autozone | $ | 750.80 |
| Avalanche Services | $ | 847.00 |
| Avis | $ | 557.02 |
| AWVa-Assoc of WV Assessors | $ | 800.00 |
| B&M Painting | $ | 23,573.68 |
| Bakerton Fire Dept | $ | 85,000.00 |
| Bank of Charles Town | $ | 116.97 |
| Barbara J. Miller | $ | 639.00 |
| Barracude Networks Inc | $ | 1,298.00 |
| Battery Mart | $ | 659.50 |
| Battery Universe | $ | 1,074.71 |
| Bay Tech Label | $ | 43.26 |
| Benjamin S. Williams | $ | 7,994.16 |
| Berkeley Co Council | $ | 2,097.00 |
| Berkeley Glass Inc | $ | 7,100.14 |
| Berkeley Printing & Design | $ | 5,391.00 |
| Berkeley-Mountaineer | $ | 122.32 |
| Best Best & Krieger LLP | $ | 2,097.50 |
| Best Buy | $ | 1,804.74 |
| Best Western Galleria Inn | $ | 155.06 |
| Bethel Methodist Church | $ | 100.00 |
| BG Tire & Brake Equipment | $ | 391.19 |
| Biddle Consulting Group | $ | 599.00 |
| Biedlers Elec Motor Rep | $ | 131.88 |
| Blackwater Falls State PA | $ | 611.48 |
| Blue Ridge Fire Co. | $ | 85,100.00 |
| Blue Ridge Garage Doors | $ | 855.00 |
| Blue Ridge Veterinary | $ | 75.50 |
| Bluebeam Software | $ | 3,104.00 |
| Bobcat Co. | $ | 31,715.53 |
| Boland Services | $ | 31,899.22 |
| Bolivar/Harpers Ferry | $ | 82,500.00 |
| Bonded Applicators of MD | $ | 612.00 |
| Book A Million | $ | 32.39 |
| Booth And Mccarthy | $ | 2,310.00 |
| Bound Tree Medical LLC | $ | 313.86 |
| BP | $ | 11.16 |
| Brandon C.H. Sims | $ | 811.60 |
| Brenda Hinkle | $ | 783.16 |
| Brews Custom Displays | $ | 460.50 |
| Bruce's 24 Hour Wreck | $ | 160.95 |
| Bruce's Auto Repair | $ | 75.95 |

| | | |
|---|---|---|
| Bryan Perkins | $ | 3,328.97 |
| Buckeystown Veterinary | $ | 185.25 |
| Buffalo Wild Wing | $ | 12.62 |
| Build Charge | $ | 499.80 |
| Bureau of Child Support | $ | 28,593.51 |
| Business Telecom Products | $ | 1,222.50 |
| BWI Parking | $ | 38.00 |
| Cable Wholesale | $ | 117.78 |
| Camp Dawson Mower | $ | 330.00 |
| Camp Hill Wesley United | $ | 150.00 |
| Canaan Valley Resort Lodg | $ | 510.82 |
| Capital Tristate | $ | 52,766.69 |
| Capitol Used Car | $ | 250.00 |
| Carlson Software Inc | $ | 175.00 |
| Carol Smith | $ | 50.00 |
| Carolina Bar Bq | $ | 23.23 |
| Carrie L. Lehman | $ | 906.06 |
| Casto & Harris Inc | $ | 42,737.48 |
| Catherine A. Slayden | $ | 611.30 |
| Catie Wilkes Delligatti | $ | 34.24 |
| CDA, Inc. Chip | $ | 7,441.50 |
| CDW Goverment | $ | 7,787.52 |
| Central Elevator | $ | 800.00 |
| Cervis Technologies, LLC | $ | 1,500.00 |
| Channing Bete Co | $ | 2,614.54 |
| Charles B Howard | $ | 367.50 |
| Charles Hess | $ | 4,170.98 |
| Charles Town Auto Wash | $ | 55.64 |
| Charles Town Baptist | $ | 100.00 |
| Charles Town Utilities | $ | 16,768.07 |
| Charles Wise | $ | 117.69 |
| Cheif Supply | $ | 709.37 |
| Cheryl Huff | $ | 13.50 |
| Chewy | $ | 231.98 |
| Christine Chalmers | $ | 2,250.00 |
| Christine Miller | $ | 2,250.00 |
| Christopher Cross | $ | 363.34 |
| Christopher Engle | $ | 81.00 |
| Christy Enterprise | $ | 187.72 |
| Citizens Fire Company | $ | 85,000.00 |
| City of Charles Town | $ | 3,960.00 |
| Clarion Inn | $ | 59.00 |
| Claylick Fabrication,LLC | $ | 3,002.08 |
| Clear Plactic Solutions | $ | 171.22 |
| Clearcadence LLC | $ | 3,825.00 |
| Clerk of Co. Commssion | $ | 29.50 |
| Colonial Life | $ | 3,498.52 |
| Comcast | $ | 14,006.21 |
| Comfort Zone Heating&Clng | $ | 958.62 |

| | | |
|---|---|---|
| Compiled Technologies LLC | $ | 30,676.00 |
| Connect A Cell & PC | $ | 190.79 |
| Costco | $ | 31.79 |
| Courtney & Sons Towing | $ | 91.25 |
| Covenant Baptist Church | $ | 100.00 |
| Covenant Building Maint | $ | 651.00 |
| Covington Police Dept | $ | 45.00 |
| CPI Computr Project F/III | $ | 1,716.00 |
| Cracker Barrel | $ | 50.60 |
| Crash Data Group | $ | 899.00 |
| Creamers Wreckers Service | $ | 288.21 |
| Creative Forms & Concepts | $ | 561.25 |
| Crst Sti Inc | $ | 100.00 |
| Crucial | $ | 72.98 |
| Crystal Gumbel-Shade | $ | 714.64 |
| Crystal Springs | $ | 2,769.13 |
| Ct Walls And Floors Inc | $ | 22,823.72 |
| CtWV-Apa Charles Town Apa | $ | 80.00 |
| Cuyahoga Co Sheriff Dept | $ | 300.00 |
| CVS | $ | 23.99 |
| D & S Construction | $ | 172.00 |
| Daniel J. Zappe | $ | 600.00 |
| Daryll Wimer | $ | 3.52 |
| David Boyle | $ | 1,045.70 |
| David M. Carter | $ | 384.76 |
| David Sayampanathan | $ | 53.48 |
| David Weiss | $ | 2,217.44 |
| Davide Tyler Kemp | $ | 49.99 |
| Davis & Stanton | $ | 69.00 |
| Days End Farm Horse Rescue | $ | 160.00 |
| Days Inn | $ | 110.00 |
| Debra A. Young | $ | 4,143.98 |
| Deirdre Catterton | $ | 28.08 |
| Dell | $ | 34,892.16 |
| Delta Air | $ | 489.40 |
| Delta Dental of WV | $ | 75,494.06 |
| Denise Lambiotte | $ | 3,000.00 |
| Detecting Truth,LLC | $ | 3,000.00 |
| Diann Brown | $ | 405.65 |
| Digital Ally Inc | $ | 8,050.00 |
| Discount Golf Cart Repair | $ | 65.00 |
| Div of Justice & Communty | $ | 1,500.00 |
| DLT Solutions, LLC | $ | 794.29 |
| Dodson's Septic | $ | 11,575.00 |
| Dollar Tree | $ | 15.90 |
| Donna Mason | $ | 4,881.31 |
| Double Radius Inc | $ | 3,655.67 |
| Douglas Pittinger | $ | 103.24 |
| Dulles Pay And Go | $ | 50.00 |

| | | |
|---|---|---|
| Duncan-Parnell Inc | $ | 885.00 |
| Dunkin Doughnuts | $ | 24.32 |
| Dustin Tabler | $ | 5,616.26 |
| Eastern Panhandle Home | $ | 235.87 |
| Eastern Panhandle Invest. | $ | 5,738.70 |
| Eastern Panhandle Regional | $ | 38,967.59 |
| Eastern Panhandle Transit | $ | 20,000.00 |
| Eastern WV Regional | $ | 5,000.00 |
| Eastridge Health Systems | $ | 13,100.00 |
| Econo Lodge | $ | 58.49 |
| Ecowater | $ | 814.88 |
| Edith Cooper | $ | 381.63 |
| Election Source | $ | 1,748.31 |
| Electronic Comm.of WV Inc | $ | 17,472.90 |
| Elizabeth Coyle | $ | 18.90 |
| Elizabeth June Bowers | $ | 3,129.38 |
| Elizabeth Maloney | $ | 2,083.45 |
| Elizabeth Mooney | $ | 384.65 |
| Elsag,North America | $ | 63,225.00 |
| Embassy Suites | $ | 2,891.51 |
| Emily K. Osterman | $ | 2,520.00 |
| Emily Wells | $ | 1,575.79 |
| Enedelia J Sanchez | $ | 50.00 |
| Envelope Superstore | $ | 811.85 |
| Ergodriven | $ | 25.00 |
| Erika Wilkins | $ | 81.00 |
| Ernest Hannin | $ | 50.00 |
| ESRI | $ | 17,950.00 |
| ESS Election Systems & | $ | 48,008.39 |
| Etech Next.Com | $ | 70.00 |
| Evelyn Stephenson | $ | 3,002.98 |
| Everbridge | $ | 3,500.00 |
| Evike | $ | 783.96 |
| Expedia | $ | 1,547.84 |
| Exxon | $ | 56.39 |
| F.J. Hefestay Jr | $ | 50.00 |
| Fabric Store | $ | 98.55 |
| Fairfield Inn & Suites | $ | 91.00 |
| Farm and Home Service | $ | 89.02 |
| Fedex | $ | 944.36 |
| Fellowship Bible Church | $ | 200.00 |
| Fidelity Power Systems | $ | 5,760.26 |
| Fire Safety Equip | $ | 1,084.00 |
| First Baptist Church | $ | 100.00 |
| Fisher Auto Parts | $ | 2,932.90 |
| Flatwoods Hotel & Confere | $ | 267.00 |
| Fleetpride | $ | 246.12 |
| Food Lion | $ | 76.30 |
| Fred Pryor Seminars | $ | 199.00 |

| | | |
|---|---|---|
| Friendship Fire Company | $ | 85,000.00 |
| Frontier | $ | 188,424.75 |
| Fujitsu Computer Products | $ | 181.34 |
| Futurity IT, Inc | $ | 1,000.00 |
| G & Triple T. LLC | $ | 35,251.53 |
| G-8 Food St Citgo | $ | 31.27 |
| Gail Magaha | $ | 2,101.57 |
| Gail Mcmillion | $ | 1,074.89 |
| Galls | $ | 28,521.92 |
| Gary Henry | $ | 8.10 |
| Gene Popkins | $ | 6,260.53 |
| General County Fund | $ | 224,065.04 |
| Geoconcepts Engineering | $ | 5,019.88 |
| Ghillie Suit | $ | 449.29 |
| Gino's Pizza | $ | 20.92 |
| Glen Burnie Transmissions | $ | 5,225.70 |
| Global Data Consultants | $ | 2,424.37 |
| Global Industries | $ | 2,584.84 |
| Global Science & Tech | $ | 41,360.20 |
| Globalstar USA | $ | 1,977.84 |
| Glynis R Wilson | $ | 50.00 |
| GOF Government Finance | $ | 834.00 |
| Good Shepherd Interfaith | $ | 4,000.00 |
| Gowers Feed Inc | $ | 918.99 |
| Grainger | $ | 2,312.82 |
| Grant Writing | $ | 595.00 |
| Greatamerica Financl Svcs | $ | 4,001.59 |
| Greenbrier Hotel | $ | 3,551.18 |
| Greenlawn Memorial Park | $ | 2,045.00 |
| Greenside Psychological | $ | 1,770.00 |
| Gregory Poole Equipmnt Co | $ | 9,000.00 |
| GS Images | $ | 670.00 |
| Guardian Tracking LLC | $ | 1,767.00 |
| Guttman Oil Co | $ | 137,557.80 |
| Guy's Buick-GMC Truck Inc | $ | 40,302.00 |
| Hach Co | $ | 188.43 |
| Hagerstown Ford | $ | 32,897.48 |
| Hampshire Review | $ | 19.95 |
| Hampton Inns | $ | 1,407.13 |
| Harbor Freight Tool | $ | 537.05 |
| Hard Disk Direct | $ | 103.08 |
| Helen M. Morris, Trustee | $ | 10,758.86 |
| Highmark WV | $ | 2,056,624.95 |
| Hillside Veternary Hosptl | $ | 6,547.04 |
| Hilton | $ | 246.34 |
| Hireright | $ | 220.45 |
| Holiday Inn | $ | 1,308.33 |
| Home Depot | $ | 15,955.95 |
| Hope Thompson | $ | 1,212.87 |

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|---|---|---|
| Hopewell Sheet Metal | $ | 10,215.32 |
| HR Direct | $ | 42.99 |
| Huntzman Enterprise | $ | 460.00 |
| IAAO-International Assoc | $ | 190.00 |
| Idzell B. Wallace | $ | 50.00 |
| Ihop | $ | 25.54 |
| Imaging Supplies | $ | 64.99 |
| Independent Fire Company | $ | 85,000.00 |
| Informer Systems LLC | $ | 4,017.60 |
| Insight Audio Visual | $ | 3,254.30 |
| Intab | $ | 215.23 |
| International Assoc | $ | 190.00 |
| Interstate All Battery | $ | 4,115.82 |
| Intl Code Council Inc | $ | 1,864.00 |
| IPC Technologies Inc. | $ | 4,807.18 |
| Istorage Network | $ | 9,565.00 |
| J & K Precision Auto Care | $ | 64.95 |
| J.C.Ehrlich | $ | 7,760.00 |
| J.H. Consulting LLC | $ | 3,741.00 |
| Jacqueline Shadle | $ | 415.45 |
| James Eddy | $ | 17.28 |
| James P Hayden | $ | 2,250.00 |
| Jane Jones | $ | 2,250.00 |
| Jane M. Tabb | $ | 2,250.00 |
| Janet Collier | $ | 2,250.00 |
| Jason Mickey | $ | 3,535.51 |
| Jasper Engine &Transmissn | $ | 2,806.00 |
| Jean L Roberts | $ | 8.64 |
| Jefferson Academy | $ | 200.00 |
| Jefferson Center | $ | 1,716.25 |
| Jefferson County Chamber of Commer | $ | 825.00 |
| Jefferson County Commission | $ | 230.00 |
| Jefferson County Convention | $ | 393,553.64 |
| Jefferson County Council | $ | 100.00 |
| Jefferson County Development Authority | $ | 126,082.00 |
| Jefferson County Emergency | $ | 2,309,674.00 |
| Jefferson County Farmland | $ | 733,462.66 |
| Jefferson County Health Dept | $ | 456.00 |
| Jefferson County Historic | $ | 23,310.18 |
| Jefferson County P.S.D. | $ | 6,655.28 |
| Jefferson County Parks & | $ | 600,781.28 |
| Jefferson County Schools | $ | 1,100.00 |
| Jefferson County Solid | $ | 2,660.46 |
| Jefferson Day Report Center | $ | 232,523.34 |
| Jefferson Medical Center | $ | 100.00 |
| Jefferson Rentals | $ | 3,791.07 |
| Jefferson Security Bank | $ | 144,980.00 |
| Jefferson Urgent Care LLC | $ | 900.00 |
| Jefferson Utilities, Inc | $ | 10,649.30 |

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|---|---|---|
| Jeffrey Polczynski | $ | 341.50 |
| Jennifer Baltzell | $ | 21.60 |
| Jennifer Cogle | $ | 8.64 |
| Jennifer M. Brockman | $ | 76.50 |
| Jennifer S. Maghan | $ | 609.92 |
| Jennifer Schultz | $ | 23.22 |
| Jennilee Hartman | $ | 10,347.07 |
| Jerri Herbert | $ | 2,668.71 |
| Jerrys Sports Center | $ | 7,469.00 |
| Jesse Anthony Kelso | $ | 345.60 |
| Jesse W Jones | $ | 1,199.25 |
| Jessica Ashley | $ | 85.86 |
| Jessica Carroll | $ | 2,250.00 |
| Jessica Gormont | $ | 671.49 |
| Jet Blue | $ | 341.20 |
| John E. Reid and Assoc | $ | 130.00 |
| John K.Dorsey | $ | 5,000.00 |
| John Michael Cassell Esq | $ | 3,725.00 |
| John Shoedel | $ | 3.78 |
| John Stevens | $ | 340.37 |
| Johnnie's Restaurant/Hotl | $ | 14.89 |
| Joseph Forman | $ | 619.61 |
| Joseph Kinser | $ | 51.36 |
| Joyce A. Johns | $ | 4,200.00 |
| Juanita Zaleski | $ | 1,943.25 |
| Judith A Matlick | $ | 858.73 |
| Justin Leaton | $ | 10.80 |
| Kable Excavating, LLC | $ | 5,200.00 |
| Karen Echement | $ | 3,000.00 |
| Karen Nick | $ | 55.94 |
| Karen Olden | $ | 386.92 |
| Kathryn King | $ | 3,000.00 |
| Katrina Bloomer | $ | 1,267.42 |
| Keeper Security | $ | 99.96 |
| Keila Y. Blandin Franco | $ | 150.00 |
| Kevin Watson | $ | 68.48 |
| Kidwells Plumbing & Heating | $ | 25,960.00 |
| Kimberly D Burke | $ | 3,416.86 |
| Kleen-Rite | $ | 51.11 |
| Knight Consulting Service | $ | 2,225.00 |
| Kone Inc. | $ | 53,987.89 |
| KTS Law Enforcement Trng | $ | 150.00 |
| Kustom Signals | $ | 2,716.00 |
| Lacrosse Technology | $ | 124.85 |
| Lake Erie System & Srvc | $ | 110.02 |
| Lakeview Golf Resort | $ | 534.00 |
| Lambert Vet Supply | $ | 159.88 |
| Language Line Services | $ | 1,947.31 |
| Larry Thompson | $ | 34.92 |

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|---|---|---|
| Laundry Equipment Service | $ | 170.63 |
| Laura L. Kuhn | $ | 2,250.00 |
| Laura Pope | $ | 240.00 |
| Laura Storm | $ | 1,230.60 |
| Lauren Crowther | $ | 89.05 |
| Law Enforcement Systems | $ | 583.00 |
| LDSolutions | $ | 1,969.00 |
| Leah Daffron | $ | 2,243.40 |
| Leetown Methodist Church | $ | 100.00 |
| Leidys Custom Woodworking | $ | 8,443.70 |
| Lewis Co Circuit Clerk | $ | 84.30 |
| Linda Sue Turner | $ | 5.00 |
| Lisa Walters | $ | 5,283.75 |
| Locke Wysong | $ | 10.80 |
| Longhorn Steak | $ | 113.70 |
| Lori Brown | $ | 2,250.00 |
| Los Agaves Mexican Restua | $ | 18.50 |
| Love S Travel | $ | 8.73 |
| LTBP Drywall | $ | 6,260.00 |
| Lyle Signs | $ | 1,097.45 |
| Lyn Goodwin | $ | 1,926.67 |
| Lyndsey W. Matschat | $ | 623.90 |
| Lynn Costello | $ | 5,389.38 |
| MAACM | $ | 40.00 |
| Marcia L. Chandler | $ | 1,959.20 |
| Margaret Gainey | $ | 3,000.00 |
| Mark Pangle | $ | 101.50 |
| Markl Supply Co. | $ | 20,230.48 |
| Marriott | $ | 3,190.88 |
| Marshall & Swift | $ | 1,974.15 |
| Martins | $ | 118.18 |
| Marty Freeman | $ | 10.80 |
| Mary K. Hurley | $ | 423.50 |
| Mary K. Thompson | $ | 596.32 |
| Mary Paul Rissler | $ | 298.02 |
| Mary R. Ring | $ | 22.68 |
| Mary Sell | $ | 4,928.30 |
| Matthew Bender & Co | $ | 9,924.60 |
| Maxim Reporting LLC | $ | 1,392.75 |
| Mazzitti & Sullivan EAP | $ | 4,294.00 |
| McDonalds | $ | 7.52 |
| MD Transportaion Tech T2 | $ | 220.00 |
| Medical Priority Consulta | $ | 2,500.00 |
| Megan Farias | $ | 193.92 |
| Merri A. Mcintyre | $ | 1,232.08 |
| MES Lawmen Supply Co. | $ | 2,092.92 |
| Michael Monaghan | $ | 2,487.50 |
| Micromain Corp | $ | 795.00 |
| Microtel Inn Suites | $ | 778.00 |

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|---|---|---|
| Mid-Atlantic Training | $ | 350.00 |
| Middleway Fire Co | $ | 85,000.00 |
| Millenium Insurance Group | $ | 9,000.00 |
| Miller's Chrysler Jeep | $ | 5,658.42 |
| Millers Office Products | $ | 3,838.22 |
| Miller's Supplies At Work | $ | 106,439.89 |
| Minghini's | $ | 19,500.00 |
| Moler's Wrecker Service | $ | 100.00 |
| Monaco Technology | $ | 1,575.00 |
| Monroe Systems For Busine | $ | 1,507.53 |
| Morgan County Sheriff | $ | 500.00 |
| Morgantown Printing | $ | 160.00 |
| Motorola, Inc | $ | 40,905.87 |
| Mountain Air Heating & | $ | 1,917.26 |
| MP&B Morgantown Printing | $ | 90.00 |
| MPH Industries, Inc | $ | 572.25 |
| Mr Print | $ | 130.04 |
| Mu Leti | $ | 585.00 |
| Multi-Tech Systems | $ | 3,008.79 |
| Municipal Emergency Srvcs | $ | 1,488.31 |
| Mytech Partners Inc | $ | 1,824.54 |
| N.A.D.A. Appraisal Guides | $ | 1,675.00 |
| NADA Appraisal Guides | $ | 140.00 |
| Name Cheap.Com | $ | 267.00 |
| Namebadge Com | $ | 14.19 |
| Nathan Cochran | $ | 6,340.28 |
| National Academy of EMD | $ | 1,774.00 |
| National Animal Care Co | $ | 125.00 |
| National Band & Tag Co | $ | 1,730.65 |
| National Emergency Traing | $ | 139.50 |
| National Pen Co., LLC | $ | 340.90 |
| National Vision Admin. | $ | 21,141.32 |
| Nationwide Capital, LLC | $ | 180,107.60 |
| Nationwide Retirement | $ | 19,574.00 |
| Nat'L Assn of Counties | $ | 965.00 |
| NCH Software | $ | 70.61 |
| Needful Things | $ | 100.00 |
| NENA | $ | 137.00 |
| Neopost Midatlantic | $ | 1,009.51 |
| Neopost Usa Inc. | $ | 2,030.48 |
| Network Solutions | $ | 184.95 |
| NFPA National Fire Protect | $ | 350.00 |
| NIcole Nobrega | $ | 5,250.00 |
| Noemi Brun | $ | 2,431.89 |
| Nora Drish | $ | 24.30 |
| Norfolk Southern Corp | $ | 12.00 |
| Norton Embroidery Inc | $ | 734.76 |
| Norvac Lock Technology | $ | 962.39 |
| NRA | $ | 50.00 |

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|---|---|---|
| Ntl Hazard Mitigation Asc | $ | 50.00 |
| Oakland Methodist Church | $ | 100.00 |
| Office Depot | $ | 2,135.08 |
| Office Services | $ | 513.45 |
| Office World | $ | 47.44 |
| Officemax | $ | 17,243.07 |
| Old Charles Town Library | $ | 100,500.00 |
| Ollies Bargain Outlet | $ | 16.75 |
| Optac International Inc. | $ | 1,598.00 |
| Otis Morgan | $ | 27.00 |
| Outback | $ | 19.91 |
| OX Paperboard Co | $ | 70.00 |
| Pamela Carroll | $ | 25.92 |
| Pamela Dudash | $ | 3,279.59 |
| Pamela Patterson | $ | 123.00 |
| Panera Bread | $ | 148.70 |
| Panhandle Printing&Design | $ | 4,524.30 |
| Papa Johns Pizza | $ | 129.23 |
| Patricia A Noland | $ | 1,291.66 |
| Patriot Fire And Security | $ | 19,582.00 |
| Patsy Kidwell | $ | 1,473.18 |
| Patterson Veterinary | $ | 219.51 |
| Paula J. Hardy | $ | 106.20 |
| Paypal - Ebay | $ | 8.99 |
| PC Parts Inc | $ | 236.66 |
| PCM Tiger Direct | $ | 130.48 |
| Pengad, Inc | $ | 30.50 |
| Petco | $ | 638.05 |
| Peter Onoszko | $ | 22.44 |
| PFC Products | $ | 395.00 |
| Pifer office Supply, Inc | $ | 852.32 |
| Pilot | $ | 94.95 |
| Pizza City | $ | 157.00 |
| Planetizen Inc | $ | 144.00 |
| Point And Pay LLC | $ | 50.00 |
| Postmaster Charles Town | $ | 112.00 |
| Potomac Edison/OH | $ | 351,527.67 |
| Praetorian Group | $ | 80.00 |
| Precision Power LLC | $ | 2,935.80 |
| Printer Supplies | $ | 509.00 |
| Printing Impressions | $ | 379.88 |
| Print-O-Stat | $ | 3,388.05 |
| Priority Dispatch | $ | 7,655.25 |
| Profound Logic Software | $ | 1,447.41 |
| Promotions Now | $ | 455.22 |
| PSTC 911 Cares | $ | 49.12 |
| Pureland Supply | $ | 204.50 |
| Qdoba | $ | 8.10 |
| Quickship | $ | 78.84 |

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|---|---|---|
| Quikfix Laptop Keyboard K | $ | 4.48 |
| R & S Army-Navy Store | $ | 32.87 |
| Ralph A Lorenzetti Jr | $ | 860.82 |
| Ramey's Used Auto Group | $ | 80.00 |
| Randall Rodriguez | $ | 4,634.64 |
| Randy Runkles | $ | 6,347.00 |
| Randys Ring & Pinion | $ | 539.69 |
| Ray Allen Manufacturing | $ | 1,899.59 |
| Raymond E. Boyce | $ | 81.00 |
| RCS Security | $ | 42,449.48 |
| Record Management Solutn | $ | 1,600.00 |
| Red Carpet Inn Suites | $ | 66.60 |
| Red Robin | $ | 25.19 |
| Reeses Landscape Nursery | $ | 673.83 |
| REIC Research Enviromentl | $ | 170.32 |
| Residential & Commercial | $ | 10,513.95 |
| Retiree Hlth Benefit Trst | $ | 74,320.00 |
| Reva Mickey | $ | 50.00 |
| Rhonda Willingham | $ | 106.20 |
| Ricci Mcintyre | $ | 2,381.76 |
| Rice Tires Co | $ | 11,743.34 |
| Ricoh Usa, Inc | $ | 28,024.13 |
| River City Farm & Pet Sup | $ | 370.57 |
| Roach Energy | $ | 15,342.60 |
| Robert E. Jones Iii | $ | 12,000.00 |
| Robert Graf Sr. | $ | 19.44 |
| Robert Trainor | $ | 5.40 |
| Robin Mahony | $ | 88.59 |
| Rocic | $ | 600.00 |
| Rockwell's Moving | $ | 3,618.75 |
| Roger Goodwin | $ | 2,857.21 |
| Romulo Quezada | $ | 12.72 |
| Russell Burgess | $ | 559.96 |
| Ryan Day | $ | 100.96 |
| S&S Motors - Napa Parts | $ | 9,287.50 |
| Saber Logic LLC | $ | 102.00 |
| Safe Kids Worldwide | $ | 85.00 |
| Sally Gran | $ | 15.00 |
| Sandra Mcdonald | $ | 1,013.92 |
| Sara Lasley | $ | 81.00 |
| Sarah Lanning | $ | 116.50 |
| Schewel Furniture | $ | 997.95 |
| Scott Demory | $ | 299.77 |
| SCPDC South Central Plnng | $ | 15,000.00 |
| Sears | $ | 812.86 |
| Secretary of State's Office | $ | 1,354.80 |
| Selby Veterinary Services | $ | 140.00 |
| Server Supply | $ | 3,653.10 |
| Shannon Burlett | $ | 15.77 |

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|---|---|---|
| Sharon Hall | $ | 5.40 |
| Shawn Breeden | $ | 2,250.00 |
| Shayna Mason | $ | 2,250.00 |
| Sheetz | $ | 399.30 |
| Shell Oil | $ | 15.78 |
| Shenandoah Spring Water | $ | 6,423.43 |
| Shepherd University | $ | 45.00 |
| Shepherdstown Chronicle | $ | 975.00 |
| Shepherdstown Fire Co | $ | 87,670.00 |
| Shepherdstown Pub Library | $ | 82,500.00 |
| Sheraton | $ | 123.42 |
| Sheriff of Jefferson Co | $ | 5,151,617.61 |
| Sherwin-Williams | $ | 1,720.98 |
| Shoplet | $ | 1,300.60 |
| Sleep Inn | $ | 504.99 |
| Smart Horizons | $ | 995.00 |
| Snap On Tools | $ | 3,201.43 |
| Snowshoe Resort | $ | 188.00 |
| Software Systems, Inc. | $ | 39,811.17 |
| Solarwinds | $ | 1,041.00 |
| South Branch Inn | $ | 180.00 |
| South Jefferson Public | $ | 82,500.00 |
| Special Markets Insurance | $ | 712.50 |
| Specialty Bus Supplies | $ | 1,350.89 |
| Spectra Assoc | $ | 54.95 |
| Spectrum Fire Alarm | $ | 12,650.00 |
| Speedway | $ | 34.40 |
| Spencer Howard | $ | 100.00 |
| Spillman Technologies Inc | $ | 9,650.00 |
| Spirit of Jefferson | $ | 25,663.46 |
| Sprint | $ | 45,730.74 |
| SSC-Southern States | $ | 898.17 |
| Staci Hovermale | $ | 2,842.48 |
| Standard Acoustical Product | $ | 24,500.00 |
| Staples | $ | 4,001.22 |
| State Fire Marshal's Office | $ | 1,350.00 |
| State Tax Department | $ | 68,492.96 |
| Stephanie Grove | $ | 1,471.90 |
| Stephen S Allen | $ | 1,128.87 |
| Stephen V Groh | $ | 2,615.17 |
| Stephens Auto Center | $ | 139,212.00 |
| Steven Crowe | $ | 16.20 |
| Steven Holz | $ | 15.55 |
| STI Specialized Transport | $ | 1,615.00 |
| Stickells General Stores | $ | 90.00 |
| Stimulus Soft | $ | 1,039.97 |
| Stonewall Resort | $ | 2,039.96 |
| Storage Networks | $ | 45,480.00 |
| Summit Pt Baptist Church | $ | 100.00 |

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|---|---|---|
| Sunoco | $ | 32.00 |
| Superior Autobody | $ | 7,457.46 |
| Swift Page Act | $ | 1,189.96 |
| SYX - Tiger Direct, Inc. | $ | 15,438.19 |
| Taco Bell | $ | 12.20 |
| Tactical Operations Consu | $ | 4,000.00 |
| Tammy Mobley | $ | 3,600.79 |
| Tammy Yokley | $ | 6,314.01 |
| Tara M.Morgan | $ | 16.20 |
| Target | $ | 167.45 |
| Taylor & Francis Books | $ | 483.73 |
| Teltronic | $ | 4,005.00 |
| Teresa Forsyth | $ | 7.02 |
| Teresa Hendricks | $ | 13.78 |
| Terry Palmer | $ | 3,639.71 |
| Textedly Com | $ | 40.00 |
| TGI Fridays | $ | 47.76 |
| The Business Center | $ | 31.22 |
| The Conrad Law Firm Lc | $ | 902,711.30 |
| The Great American Grill | $ | 39.68 |
| The Greene Turtle | $ | 21.16 |
| The Hartford | $ | 79,788.68 |
| The Journal Publish | $ | 2,038.80 |
| The Law office of Kathy M | $ | 1,973.90 |
| The Observer | $ | 1,830.00 |
| The Paige Co | $ | 260.75 |
| The Resort At Gladespring | $ | 1,038.21 |
| The Stamp Maker | $ | 99.40 |
| Thomassen Ford Mercury | $ | 184.57 |
| Thompson Gas | $ | 316.82 |
| Thomson Reuter - West | $ | 31,764.12 |
| Thos Somerville | $ | 247.03 |
| Tim Carroll | $ | 9.94 |
| Timothy Collins | $ | 37.80 |
| Tina Dawn Stratton | $ | 2,250.00 |
| TML- A Xerox Co. | $ | 1,415.49 |
| Todd Baldau | $ | 10.80 |
| Todd Fagan | $ | 1,541.74 |
| Toni Milbourne | $ | 1,500.00 |
| Tony Gainey | $ | 556.82 |
| TPS-Town Police Supply | $ | 10,686.90 |
| Tractor Supply Co | $ | 1,016.03 |
| Tracy P. Herron-Rice | $ | 1,384.25 |
| Trapuzzanos Uniforms | $ | 1,836.15 |
| Travis Tincher | $ | 500.00 |
| Trenary HVAC Group | $ | 10,732.00 |
| Trenary Service Co | $ | 41,490.00 |
| Tri State Pet Care | $ | 110.00 |
| Trinity Episcopal Church | $ | 100.00 |

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|---|---|---|
| United Airlines | $ | 100.00 |
| Universal Forest Products | $ | 50.88 |
| UPS Store | $ | 96.47 |
| US Postal Service | $ | 80,515.87 |
| V.E. Mauck Plumbing Spply | $ | 149.98 |
| Valco Equipment LTD | $ | 125.96 |
| Valley Equine Assoc. | $ | 679.00 |
| Valley Hardware Company | $ | 20.07 |
| VAMAC | $ | 7,490.60 |
| Victor C Lupis III | $ | 4,645.39 |
| Victoria Myers | $ | 2,149.16 |
| Vincent Tiong | $ | 20.00 |
| Vision Technology Soltns | $ | 8,700.00 |
| Vista Print | $ | 535.29 |
| Vital Signs Plus | $ | 2,918.00 |
| Vivian Henry | $ | 10.80 |
| VM Ware Inc. | $ | 171.60 |
| W.B. Mason | $ | 4,870.72 |
| Wal-Mart | $ | 1,935.96 |
| Walter Pellish | $ | 5,250.00 |
| Walz Group, LLC | $ | 964.76 |
| Waterfront Place Hotel | $ | 614.78 |
| Web Reps LLC | $ | 54.36 |
| Weiss Bros of Hagerstown | $ | 16,886.89 |
| Wendy Schutz | $ | 2,250.00 |
| Wendy's | $ | 56.43 |
| West Virginia State Bar | $ | 750.00 |
| Whale of A Wash | $ | 28.00 |
| Wholesale Tires, Inc. | $ | 72.39 |
| William E Senseney | $ | 1,274.26 |
| William F. Rohrbaugh | $ | 38,114.08 |
| William Lukenbill | $ | 17.82 |
| William Polk | $ | 5,197.89 |
| William Potter | $ | 180.05 |
| William Powell | $ | 4,500.00 |
| William Schweitzer | $ | 2,994.50 |
| William Walters | $ | 153.96 |
| Wilsons Lodge | $ | 507.86 |
| Winchester Flooring | $ | 12,645.00 |
| Wingate Inn | $ | 178.00 |
| WM Waste Mgnt | $ | 13,499.56 |
| Word Processing Service | $ | 3,361.38 |
| WV Assoc of Circuit Clerk | $ | 775.00 |
| WV Assoc of County Clerks | $ | 650.00 |
| WV Association/Counties | $ | 7,625.00 |
| WV Bureau of Employment | $ | 13,157.16 |
| WV CASA | $ | 35.00 |
| WV Code Council | $ | 270.00 |
| WV Correctional Industrs | $ | 789.00 |

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|---|---|---|
| WV Counties Group | $ | 307,476.00 |
| WV Deputy Shrf Retirement | $ | 351,063.48 |
| WV Division of Labor | $ | 200.00 |
| WV Emer Managment Council | $ | 75.00 |
| WV Enhanced 911 Council | $ | 265.68 |
| WV Parkways Au | $ | 100.00 |
| WV Pros.Attys Assoc/WVPAA | $ | 1,775.00 |
| WV Pub Emp Retire Sys | $ | 1,252,042.01 |
| WV Regional Jail & | $ | 1,507,474.75 |
| WV Secretary of State | $ | 52.00 |
| WV Sheriffs Association | $ | 1,715.00 |
| WV Signal & Light | $ | 9,110.94 |
| WV St Police Training Acd | $ | 300.00 |
| WV St Treasurer's Office | $ | 18,140.00 |
| WV State Auditor** | $ | 22,440.00 |
| WV State Bar | $ | 2,250.00 |
| WV State Police | $ | 331.00 |
| WV State Police Acct Ofc | $ | 14,805.00 |
| WV Tax Deputies Assoc | $ | 35.00 |
| WV Treasury | $ | 2,000.00 |
| WVACO | $ | 225.00 |
| WVAGP-WV Assoc Geospatial | $ | 270.00 |
| WVCorp | $ | 171,680.00 |
| WVFMA | $ | 525.00 |
| WVipay.Com - Sirn | $ | 575.00 |
| WVNet | $ | 200.00 |
| WVSP Traffice Records | $ | 375.00 |
| WVSPS - WV Society of | $ | 25.00 |
| WVSVAA-WV St Victim Asst | $ | 200.00 |
| WVU | $ | 17,006.44 |
| WVU Extension Serivce | $ | 579.31 |
| www.Logmein.Com | $ | 467.48 |
| www.Newegg.Com | $ | 2,192.77 |
| Xerox Business Srvcs LLC | $ | 15,064.66 |
| Xerox Corporation | $ | 28,201.80 |
| Xybix Systems Inc. | $ | 571.95 |
| Yes Software,Inc | $ | 129.95 |
| Zmm Architects & Engineer | $ | 44,550.00 |
| Zoetis | $ | 740.88 |
| **Total Accounts Payable** | **$** | **21,748,410.92** |
| | | |
| Payroll | | |
| County Fund | $ | 6,367,295.24 |
| Dog Fund | $ | 2,313.64 |
| Total Payroll | $ | 6,369,608.88 |
| | | |
| Total Accounts Payable & Payroll | $ | 28,118,019.80 |

***AGENDA REQUEST FORM***
***www.jeffersoncountywv.org***

Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **October 19, 2017**
*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

- Review of FY2018 Budget to Actual as of 9/30/2017

Please provide the County Commission with a description of your request or presentation, including any background information:
**Financials will be distributed at the meeting on 10-21-2017**

Is this a funding request? Y/N No
If so, how much? $ NA
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N NO Internet/Wi Fi Y/N NO Telephone for conference call Y/N NO

Contact information:
Email address: Phone Number:

| FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION |
| --- |
| not applicable |

***AGENDA REQUEST FORM***
***www.jeffersoncountywv.org***

Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **October 19, 2017**
*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

- Ambulance Fee Analysis-Continued

Please provide the County Commission with a description of your request or presentation, including any background information:
Continue discussions on the rates for ambulance fee billings. Review an analysis of ambulance calls for service, expenditures based on usage, the cost of JCESA staffing needs, and potential ambulance fee rates.

Is this a funding request? Y/N No
If so, how much? $ NA
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N NO Internet/Wi Fi Y/N NO Telephone for conference call Y/N NO

Contact information:
Email address: Phone Number:

| FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION |
| --- |
| not applicable |

# Quarterly Report

July 1, 2017 - September 30, 2017

October 8, 2017

1. **Projects Undertaken**
    a. Civil War Battlefield Preservation in Jefferson County – Ongoing
        i. Shepherdstown Battlefield properties acquisition and management - ongoing
        ii. Lobbying US Congress to expand Antietam National Battlefield Park –ongoing
    b. Peter Burr Farm improvements and programing - ongoing
    c. *Our History, Our Community* Endowment Campaign - ongoing
    d. Snow Hill/Poor House Improvements – ongoing
    e. WV GeoExplorer project – sponsor and coordinate - ongoing
    f. Concept Plan reviews in conjunction with JC Planning Department - ongoing
    g. Verification of JCHLC inventory data - ongoing
    h. Hosting an AmeriCorps Member Lauren Kelly – ongoing
    i. Designation of NR Landmark – *Wild Goose*
    j. Designation of NR Landmark – *The Rocks*
    k. Morgan's Grove Historic District – branding and installation of signage
    l. Design Review Standards for Middleway Historic District

2. **Projects Completed**
    a. Completion of Shepherd University academic internship for Kara Reilly - August 4th
    b. Installation of Peter Burr Farm Nature Trail
    c. Received a Department of Interior ABPP Grant for $42,026 for acquisition PHF, LLC tracts Shepherdstown Battlefield
    d. Repointing of Snow Hill chimneys
    e. First meeting of JC Courthouse committee
    f. Replaced broken War Department sign on Shepherdstown Battlefield

3. **Projects Proposed**
    a. Documentation of significant barns and farmsteads
    b. Development of historic preservation curriculum for fourth and eighth graders in conjunction with JC Schools

4. **Items Requiring Jefferson County Commission Attention**
    a. None at this time

Submitted by
Martin Burke
Chair, JCHLC

18. A letter was received, describing our paperwork and management of the grants "flawless."

Participated in planning meetings and the actual event, West Virginia Homeland Security and Emergency Management's Regional Full Scale Exercise, "Shaky Ground" on September 9.

JCHSEM held the Quarterly Partnership Luncheon at Skipper's in Charles Town on July 28th. The speaker was Thomas Butcher, External Affairs, First Energy.

The director taught an Emergency Operations Center training for those who serve in the EOC.

ETEAM training was held in August for those who work on the ETEAM system during activations in August.

Staff participated in the Jefferson County Fair with a booth about preparedness in conjunction with the Jefferson County LEPC, who paid for the booth space and the tickets for the volunteers.

The Director attend the WV LEPC/SERC Workshop in Charleston in August and the WVSIRN Workshop at Camp Dawson in September.

A Preparedness Survey was conducted from mid-August through the end of September, using the Survey Monkey tool to gather and analyze the responses.

All JCHSEM staff now holds West Virginia Emergency Management Accreditation. The Director and Deputy Director are at Level 3 and the Administrative Assistant/PIO/Volunteer Coordinator is at Level 1.

Staff participated in the 9/11 Remembrance Ceremony at Independent Fire Company on September 11.

Staff and volunteers presented the Disaster Ready Kids Program throughout the summer to various children's groups.

The PIO presented Preparedness training at the Jefferson County Council on Aging and at the Patrick Henry Estates Homeowners Association.

The Director wrote a grant application for funding for the 2018 All Hazards Risk Assessment and Mitigation Plan. The grant application was approved by the Jefferson County Commission and submitted to WVDHSEM's Mitigation Department. It was forwarded on to FEMA for consideration.

## Projects Working on Now:

Worked with the LEPC, their contractor on the LEPC's two planning projects. One is an advanced commodity flow study for propane being transported by trains through Jefferson County. The other is an advanced commodity flow study on hazardous waste that is either generated in, or transported through the County.

The Director is writing a grant to acquire funding for the 2018 update to the Jefferson County Multi-Jurisdictional Risk Assessment and Mitigation Plan. Once funding is secured, an RFP will be let to choose the contractor and commence with this project.

Developing the RFP for the above plan.

Updating contact information for Tier II filers and general contacts for our office.

Working with FEMA and Russell Burgess on a Cyber Coordination Virtual Table Top Exercise for December 12, 2017.

## Things the County Commission Should be Aware of:

The next Quarterly Partnership Meeting will be held on October 12 at Noon at The Anvil in Harpers Ferry. The speaker for the event will be Allen Keyser, JCESA about the Volunteer Firefighter Recruitment that is on-going in Jefferson County.

A Winter Weather Hazards: Science and Preparedness AWR-331, will be held on October 17, 2017 at the Jefferson County Maintenance Department from 8:00 a.m.—5 p.m.

The Jefferson County Chamber of Commerce's annual Emergency Responder Banquet will be held on October 17 at Hollywood Casino at Charles Town Races.

# MEMORANDUM

Jefferson County, West Virginia
Offices of Engineering, Building Permits & Inspections
and
Ordinance Compliance & Floodplain Management

TO: Jefferson County Commission
Stephanie Grove, County Administrator

FROM: Roger Goodwin, PE, CFM
Chief County Engineer

DATE: October 10, 2017

SUBJECT: **Engineering Offices Quarterly Update Report – 3rd Quarter 2017**

1. Projects Undertaken/Underway:

   A. Bonding:

      i) Chapel View Subdivision (03-11) – The developer defaulted on their obligation to complete all the required site improvements for the subdivision. Bond funds in the amount of $225,638.00 are being held in a bank escrow account for the completion of the required site improvements.

      ii) Smith Mountain Estates Subdivision (02-06) - The developer defaulted on their obligation to complete all the required site improvements for the subdivision. The engineering staff completed a preliminary scope of work and quantities, and cost estimates for completing the site improvements. Bond funds in the amount of $38,120.00 are being held in a bank escrow account to use toward completing the remaining site work.

      **Staff is in discussions with the property owners and working out their priorities for completing the work with the bond funds available. A scope of work and the request for proposals (RFP) will then be drafted in order to advertise the project for bids.**

B. Property Safety Ordinance:

i) Case 14-002 (Bitner) –The property owner ignored the order issued by the County Commission -acting in response to a citizen complaint - ordering that the property be brought into compliance with the Property Safety Ordinance. The Chief County Engineer submitted a request to the County Prosecutor asking him to obtain a Circuit Court order giving the County Commission the authority to perform the work necessary to mitigate the violation. A Circuit Court order was issued by the Circuit Court.

The property has since then been sold for failure to pay the taxes and the property is now owned by the Middleway Conservancy and they are in the process of bringing the property into compliance.

**Based on a site inspection on September 28, 2017, the property appears to be in compliance and I will recommend that the case be closed.**

C. Ordinance Compliance:

i) Mason Carter, Ordinance Compliance Officer, is handling approximately 40 active citizen complaints and violations of various ordinances.

ii) Mason Carter and I are also working with Nathan Cochran, Assistant Prosecuting Attorney, on a response to defendant's request for discovery and preparing for the hearing on an injunction filed in circuit court to halt the creation of a salvage yard, which is a violation of the Salvage Yard Ordinance. The property is located along WV Route 115 (old route 9) on the east side of Kearneysville.

D. Floodplain Management:

i) Mason Carter is working with the GIS Office to scan all FEMA floodplain Letters of Map Amendment (LOMA) and Letters of Map Revision (LOMR) into the GIS mapping system so the information can be more efficiently obtained by staff and citizens for building permits and flood insurance rate purposes.

ii) **Reviewing a hydraulic river study (HEC-RAS), from the WV Division of Highways, for a new bridge over Evitts Run to ensure that the bridge will not have an adverse effect on the**

**Shenandoah River floodplain limits.**

iii) **Reviewing work at the U.S. Customs and Border Protection facility to ensure that proposed work in the floodplain does not cause an adverse effect on the floodplain limits.**

E. Impact Fees:

i) Processing impact fee applications for new construction.

ii) **The Impact Fees Program Specialist sent out, in October, the forms for each of the impact fee entities to put together their FY2019 Impact Fees Capital Improvement Plan requests. The impact fee entities are:**

- **Jefferson County School Board (schools)**
- **Jefferson County Parks & Recreation (parks)**
- **Sheriff (law enforcement)**
- **Emergency Services Agency (EMS/ambulance)**

F. Building Code:

i) Processing building permit applications and performing inspections.

G. Other:

i) Sink Hole at the Bardane Industrial Park – engineering staff is working with the West Virginia Department of Environmental Protection (WVDEP) on a solution to the sinkhole and waste water treatment plant/lagoon violations. Both are on a parcel of land owned by the Jefferson County Commission.

**The WVDEP approved the Lagoon Decommission & Sinkhole Remediation Plan on October 6, 2017. Engineering staff will move forward with advertising a request for proposals (RFP) for a consulting engineering firm to provide design and surveying services for the project.**

ii) **The decommissioning of the Bardane Industrial Park Waste Water Treatment Plant is complete.**

iii) I am working with Nathan Cochran, assistant prosecuting attorney, on an appeal of the WVDEP order issued to the Emergency

Services Agency (ESA), for their facility at 419 16th Avenue in the City of Ranson, by the West Virginia Department of Environmental Protection (WVDEP). The order requires that the ESA bring the site into compliance by applying for an industrial discharge permit for their stormwater runoff from their site. The appeal hearing before the Environmental Quality Board is scheduled for July 27th.

**On September 25th, the WVDEP informed us that they want to come to an agreement that will eliminate the violation and the need for an industrial discharge permit for the stormwater runoff from the site. The existing Stormceptor device will need to be modified by the ESA as part of this agreement. Engineering is waiting on the letter from the WVDEP formalizing the agreement before moving forward with modifying the device.**

iv) **Engineering staff is working with GIS & the IT staff on the flow-charting of the work flow processes for the content management system and preparing for the installation of software and equipment; and then training on the new content management system.**

v) **Planning & Zoning staff presented a set of proposed amendments to the subdivision regulations to the planning commission on October 10, 2017. The planning commission set a public hearing on the amendments for November 14th.**

**The amendments are intended to clarify the intent and meaning of sections of the regulations in order to make them more understandable.**

vi) Department Restructuring Implementation Plan - continuing to work on a few remaining implementation plan tasks in order to complete the implementation plan.

2. <u>Projects/Training Completed:</u>

- **Completed mandatory diversity training on July 12th.**
- **On July 18th, gave an update to the Development Authority board on the Bardane Industrial Park sinkhole project.**
- **On July 25th, participate in an engineering and surveyor's stakeholder workshop to review the proposed amendments to the subdivision regulations and to obtain feedback and comments.**

- **Met with John Reisenweber, director of the JCDA, to review a new GIS map of the Bardane Industrial Park. The purpose of the map is to clearly show the utility easements, drainage easements, the building code and zoning setback requirements, and the buildable area of each lot. We believe it will be a useful tool to assist with economic development in the industrial park.**

- **Met with Danny Lutz on several occasions to update and receive input on the sinkhole remediation project at the Bardane Industrial Park.**

- **Met with Martin Burke of the Historic Landmarks Commission (HLC) to discuss a proposed historic structures demolition ordinance.**

3. Projects Proposed:

   A. Get the land development standard construction details updated and put into a digital/AutoCAD format, to supplement the requirements of the Subdivision, Zoning, and Stormwater Management ordinances.

4. Items Requiring Commission Attention:

   None at this time.

Note: The projects noted above are in addition to maintaining the daily operations of the Office of Building Permits & Inspections, the Office of Impact Fees, administering the land development bonding process, performing land development inspections, performing land development plan reviews for the Planning Commission, administering floodplain management, investigating citizen complaints and carrying out ordinance compliance efforts, and completing statutory continuing education and certification requirements, etc.

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# Jefferson County GIS/Addressing Office
# DEPARTMENTAL MEMORANDUM

**TO:** Roger Goodwin, Director and Chief County Engineer

**FROM:** Todd Fagan, GIS Manager

**DATE:** September 29th, 2017

**SUBJECT:** GIS Office Quarterly Update Report- 2017, 3rd Quarter

1. PROJECTS COMPLETED

   a. Training: Workplace Diversity Training, 7/25/17 – Emergency Preparedness Training, 9/6/17 – Eastern Panhandle GIS Users Forum, Shepherd University, 9/14/17

   b. General Staff Support

| Agency | Request for service |
|---|---|
| JC Emergency Communications | Updated CAD mapping data each month, Troubleshoot CAD/Mapping issues, Closed 19 CAD Mapping Support Tickets. Updated to CAD map: Several Common Place Names and Points of Interest (POI), Gate code for gated community, added descriptive locations for all roads, addresses and POIs. Validated PSAP data. Published a dispatcher training map. Overhauled and updated Spillman software and data to support new GeoValidation Module, a 3-week process that went Live on 8/17/17 (included new CAD update methodology) |
| JC IT | Attended monthly IT squad meetings. Reviewed elements of MyGovernmentOnline CMS/Permitting software like workflows, fee schedules, GIS data integration, inspections, reporting and legacy permit database import. Upgraded ESRI GIS software from 10.2.2 to 10.4.1 to accommodate new Spillman module. Upgraded web mapping applications to Java script. |
| JC PZ&E | Conducted staff reviews of 8 Pre-Proposal Conferences and 4 Final Plats that impact 911 addressing. Reviewed 39 building permit applications for completion and accuracy. Assisted Office Manager with 56 hours as backup Permit Technician, reconciliation of fee collection receipts, and FOIA request. Scanned 193 ILP permit files (2012). Digitized 3 LOMA/LOMRs into the floodplain map. Mid-year Zoning Map update and published to web. Created an interactive zoning web map for staff. Topo mapping support for Burr Wastewater Treatment Plant study. |
| JC Commission | Assisted Finance and Emergency Communications Director with ambulance fee analysis. |
| JC HSEM | Participated Region 3, Full Scale Exercise, Shaky Ground 2017, on 9/9/17. Recognized as a contributing partner in the WVDHSEM and FEMA CRS Class 6 Award. |
| Voter Registration | Upgraded online polling place mapping application, created Precinct Road Roster for poll workers. |
| JC Sheriff | Created support planning map for Back Roads Century bike event. |
| JC FPB | Easement Map and Database updates. |
| NCTC | Met w/ facilities staff, 8/10/17, re: updated mapping information, reconciliation with 911 addressing and a newly establish evacuation helicopter landing zone. |
| Public | Addressing Ordinance interpretation re: re-addressing, appeals, data requests, re-named confusingly similar roads, etc. Road sign maintenance: (14 repairs, 13 replacements, 1 new installation). Co-hosted EPan GIS Users Forum with a robust agenda highlighting local projects using GPS, GIS and satellite imagery. Drafted demographic map and analysis for Charles Town Library. |
| Charles Town | Updated City Proposed Historic Overlay District Expansion Map. |
| Ranson | Various re-addressing issues. Held meetings with city staff re: MyGov, LUCA and Roxul property. |
| Harpers Ferry/Bolivar | Met w/ HF Mayor Bishop re: LUCA and Address Compliance |
| US Postal Service | Answered addressing inquiries. |

## 2. PROJECTS IN PROGRESS

a. *911 CAD* Ongoing technical support for CAD and continued adjustments to modelled data extraction, compilation workflows, mapping content, quickest routing services, address record maintenance, etc.

   i. Working with 911 Deputy Director to analyze frequency and distribution of ambulance calls to Commercial properties.

   ii. Working with 911 Deputy Director on "CAD Down" paper backup procedures.

b. *GIS Data Maintenance*

   i. 85 new addresses and 1 new road added due to new construction permits, minor subdivision reviews, road renaming or newly discovered during address compliance.

c. *MyGovernmentOnline Permitting Software and Content Management System*

   i. Staff has completed several preparations for software configuration and training; a) Exported legacy permit database for import to MyPermitNow, b) created 36 map services for GIS Interface, c) reviewed and reconciled inspection types with the cities, d) reviewed draft workflow processes, e) reviewed general ledger/fee schedule for accuracy, and f) cross-walked system fields with source GIS data fields.

   ii. The project plan calls for testing of the beta site and onsite training of staff on the permitting module within the next month or two.

d. *JC EDA*

   i. Developing a composite map and table for marketing of vacant lots, showing development potential relative to platted easements and zoning setbacks.

e. *Harpers Ferry Address Compliance Program*

   i. Collaborative agreement with Town officials. Recently gained approval from Mayor Bishop to begin field surveys of ~282 addresses within the town limits. Will require coordination with water utility and town clerk when discrepancies are uncovered.

## 3. COMMISSION SHOULD BE AWARE OF:

a. *US Census Bureau's Local Update of Census Addressing (LUCA)*

Similar to Jefferson County GIS' participation in 2010, we again have the opportunity to partner with the Census to review and improve address data that will be used in the 2020 decennial census. Governments that participate in the LUCA operation help ensure an accurate decennial census count for their communities. An accurate count helps the federal government annually allocate more than $400 billion across 26 federal agencies for tribal, state, and local government programs and services. WV State legislative boundaries and representation are dependent on 2020 census data. The State and County rely on Census count and demographic data to help our community plan for future needs.

GIS staff will be attending training workshops in November 2017 and partnering with each of the municipalities in reviewing federal data against local, authoritative address and road data in February 2018.

# Quarterly Report for Office of Planning and Zoning

*1st Quarter – FY 2018 (July 1, 2017 – September 30, 2017)*
*(Calendar Year 2017 Dept. of Engineering, Planning & Zoning - 3rd P&Z Quarterly Report)*

## PROJECTS UNDERTAKEN/COMPLETED

| PLANNING COMMISSION ITEMS<br>Planning Commission Meetings: 3 Meetings 1st Quarter | | |
|---|---|---|
| **Subdivision Regulations Text Amendments** | **1 Total** | **Status** |
| STA16-01 | Amendments related to sections requiring frequent interpretations and issues, including but not limited to processing mergers/lot line adjustments; contents of minor subdivisions, etc. | Stakeholder Roundtable held 7/25/17; Work Session scheduled for 10/10/17 PC meeting |
| **Zoning Ordinance Text Amendments** | **1 Total** | **Status** |
| ZTA16-02 | Staff, in conjunction with the Jefferson County Historic Landmarks Commission, finalized a draft amendment to the Zoning Ordinance to implement the recommendations of the Envision Jefferson 2035 Comp Plan regarding Historic Resource Demolition and Adaptive Reuse | Planning Commission Public Hearing held 7/11/17; action pending |
| **Waiver/Variance from Sub. Regulations (PC)** | **2 Total** | **Status** |
| PCW#17-03 | Family Adventure Resort<br>Waiver from Appendix B, Table 2.2-1, Roadway Design Standards requiring a 9% maximum road grade for Non-Residential/ Industrial & Commercial Streets and a waiver from Appendix B, Section 2.5.I, Off-Street Parking Standards requiring parking area access driveways and entrances leading from the public road or subdivision street, and the parking area internal access drives connecting physically separated parking bays, to not exceed an 8% grade. | Approved 7/11/17 PC |
| PCV#17-01 | Roderick Planes, LLC / Aspen Greens S/D<br>Variance from Article 6, Section 6.3 of the 1979 Jefferson County Subdivision Ordinance which requires a public hearing within 24 months of the previous phase; requesting a 36-month extension from June 9, 2017 to June 10, 2020, to advance through the Final Plat public hearing for this development | Approved 7/11/17 PC |
| **Major Site Plans or Subdivisions (PC)** | **1 Total** | **Status** |
| 17-06 | Colonial Hills SD Phase 3A S/D – 61 Townhouses<br>Preliminary Plat received 07/06/17 – under review (2nd review complete) | pending |

| Concept Plan (Public Workshop before PC) | 0 Total | Status |
|---|---|---|
| No Concept Plans this Quarter | | |
| **Zoning Map Amendments/Rezoning Requests (PC)** | **1 Total** | **Status** |
| Z17-03 | Rankin Properties, LLC, Property Owner<br>NE WV Alt 45 & WV 480 south of Shepherdstown, WV<br>Request to rezone from Residential Growth (RG) to General Commercial (GC) | Petition to CC on 9/21/17; referred to PC for input at 10/10/17 mtg; PH scheduled for 10/19/17 |
| **Long Range Planning:** | | **Status** |
| No long range projects this Quarter | | |

| BOARD OF ZONING APPEALS ITEMS<br>Board of Zoning Appeals Meetings: 2 meetings 1st Quarter | | |
|---|---|---|
| **Zoning Variance Requests (BZA)** | **4 Total** | **Status** |
| ZV17-16 | Russell & Janet Lloyd<br>Variance request from Section 9.7 to reduce the side setback from 8' to 1' to construct a 28' x 30' attached garage.<br>1210 Tuscawilla Dr, Charles Town. District | Approved 09/28/17 BZA Meeting |
| ZV17-15 | Beallair Homes, LLC; Beallair Subdivision.<br>Variance from Section 5.4(b) to reduce the front setback from 25' to 10' for Lots 283 through 289; to reduce the front setback from 25' to 10' for Lot 283; to reduce the front setback from 25' to 10' for Lots 290 through 296; to reduce the front setback from 25' to 10' for Lot 296; to reduce the front setback distance from 25' to 10' for Lots 297 through 304; and to reduce the front setback distance from 25' to 18' for Lot 297. | Approved 09/28/17 BZA Meeting |
| ZV17-14 | Beallair Homes, LLC.; Beallair Subdivision<br>Variance request from Section 5.4(b) to reduce the front setback for the townhome lots from 25' to 10' along a one-way alley (Clover Lea Way, Lots 50 – 67 fronting on Lewis Washington Dr. & Claymont Hill St. & utilizing Clover Lea Way for their access. | Approved 09/28/17 BZA Meeting |
| ZV17-13 | Bernard A. DeMartini<br>Variance Request for a reduction of the side and rear setback distances from 20' to 12' to allow for the construction of a 7' front porch. | Approved 07/27/17 BZA Meeting |
| **Conditional Use Permit (CUP) Applications (BZA)** | **1 Total** | **Status** |
| CUP17-04 | Owner: SAGA Holdings, LLC. Applicant: Dolgencorp, LLC:<br>Request to add tobacco, beer, and wine sales to the existing Dollar General as a Retail Sales, Limited land use.<br>Location: 4735 Middleway Pike, Kearneysville, WV 25430 | Pending Scheduled 10/26/17 |

| Zoning Appeal of Administrative Decision (BZA) 0 Total | Status |
|---|---|
| No Administrative Appeals this Quarter | |

## PLANNING & ZONING STAFF ITEMS

Pre-Proposal Conference (PPC) Meetings: 13 Total ( 8 Subdivision & 5 Site Plan)

Information Request Forms (IRFs -- general inquiries from the public; generally provided written responses): 68 Total

Zoning and Land Development Fees Collected: $ 12,739.00

| Zoning Certificates (Staff) 14 Total | Status |
|---|---|
| See page 5 for detailed list of Zoning Certificates. | 12 Issued; 2 Pending |

| Minor Site Plans (Staff) 7 Total | | Status |
|---|---|---|
| S17-10 | SPARC, LLC; Summit Point, WV<br>Proposed Staging Area for Summit Point Motorsports Park<br>Submitted: 08/08/17 | Under review; awaiting resubmittal |
| S17-09 | Burr Industrial Park - Lot 23 (Steeley Way); owner: JCDA<br>Proposed project consists of the construction of a new 4,800 sq.ft. one-level structure containing 480 sq. ft. of finished space and 4,320 sq. ft. of unfinished space, to be used as an Automobile Repair/Showroom with drive aisles, parking areas and associated structures.<br>Submitted: 05/31/17 | Approved 7-16-17 |
| S17-08 | Popeye's Restaurant; Owner: Sharp, Best & Brown, LLC, 805 East Washington Street, Charles Town<br>Proposed project consists of the construction of a Popeye's Restaurant with drive-thru and supporting infrastructure, to include parking, lighting, water and sewer services, stormwater management and landscaping<br>Submitted: 05/16/17 | Under review; awaiting resubmittal |
| S17-07 | Bavarian Inn Brew Pub Addition; Asam Family Limited Partnership, Contact: Christian Asam<br>164 Shepherd Grade Road Shepherdstown<br>Proposed project: The addition of a Brew Pub to the rear of the building<br>Submitted: 04/28/17 | Approved 9-13-17 |
| S17-06 | Fellowship Bible Church, Phase 1B; Contact: Rich Beddow<br>4160 Daniels Road, Shenandoah Junction<br>Proposed project: 4,400 sf pole building for storage/maintenance<br>Submitted: 04/14/17 | Under review; awaiting resubmittal |

| | | |
|---|---|---|
| S17-04 | River Riders/Cliffside Inn Connector Road<br>408 Allstadts Hill Rd, Harpers Ferry<br>Design and construction of toad connecting River Riders and the Clarion Harpers Ferry Hotel and redesign of Allstadts Hill Road to access Clarion Harpers Ferry Hotel parking lot.<br>Submitted: 02/16/17 | Under review; awaiting resubmittal |
| S17-03 | Grace Baptist Church Concept Plan<br>3160 Charles Town Road, Kearneysville<br>Proposed two Phase Church Project:<br>Phase 1: 6000 SF Church building on well and septic with a proposed gravel surface parking lot.<br>Phase II: second 6000 SF building & additional parking<br>Submitted: 04/12/17 | Approved 8-2-17 |
| **Minor Subdivisions (Staff)** | **7 Total** | **Status** |
| 17-14 | Andrew D. W. Lowe & Kenneth F. Lowe MSD -- Lots 1 & 2-Residue | Pending |
| 17-13 | Leathers MSD -- Lot B Residue & C | Pending |
| 17-12 | Barger MSD -- Lot 1 & 2 Residue | Approved 09/06/17 |
| 17-11 | Holloway MSD - Lot 1 & Lot 2 (Residue) | Pending |
| 17-10 | Quynn MSD - Lot 3 (Residue) 4 & 5 | Pending |
| 17-09 | K&K Properties MSD -- Lot 1 & Residue | Pending |
| 17-04 | Phillip Everhart MSD - Lot 1 & Lot 2 (Residue) | Pending |
| **Boundary Line Adjustments (Staff)** | **10 Total** | **Status** |
| M17-21 | Whittington Merger | Pending |
| M17-20 | Roman/Cerasi Merger | Pending |
| M17-19 | Sweeney/Kessler Merger | Pending |
| M17-18 | Marino (formerly Daly)/Olds Merger | Approved 9-2-17 |
| M17-17 | Greenbrier/Bluestone Merger | Pending |
| M17-16 | Sarah W. Shevda/Andrew P. & Sarah C. Fleming Merger | Approved 08/14/17 |
| M17-15 | Mason – Snyder Merger | Withdrawn 08/24/17 |
| M17-14 | Lots 23 + 24, Hidden River Farm<br>James S. Henry/Danny W. & Sue E. Daniels Merger | Approved 07/13/17 |

| | | |
|---|---|---|
| M17-13 | James E. Peckham & Loretta A. Peckham Merger | Approved 07/18/17 |
| M17-12 | Howard R. Quynn II & Patricia A. Quynn Merger and Minor Plat Change (Septic Reserve Relocation) | Pending |
| **Minor Plat Change/Minor Plat Amendment (Staff) 2 Total** | | **Status** |
| 8-9-17 | Glenn Meadows Lot 10 Minor Plat Change | Approved 08-15-17 |
| 8-7-17 | Frank and Susan Aliveto easement | Approved 8-7-17 |
| **Regional Transportation Planning Meetings** | | |
| Eastern Panhandle Transit Authority (EPTA) Board Meetings | | 7/17/17; 8/21/17; 9/18/17 |
| Regional Department of Highways/Planners Meetings | | none this quarter |
| Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Technical Advisory Committee (TAC) Meetings | | 8/23/17 |
| HEPMPO Long Range Transportation Plan (LRTP) Meetings | | 8/24/17 |
| Shepherdstown Bike Path Advisory Committee Meeting | | 8/14/17 |

| **ITEMS REQUIRING COMMISSION ATTENTION** | | **Status** |
|---|---|---|
| Z17-03 | Rankin Properties, LLC, Property Owner<br>NE WV Alt 45 & WV 480 south of Shepherdstown, WV<br>Request to rezone from Residential Growth (RG) to General Commercial (GC) | CC PH scheduled for 10/19/17 |
| ZTA16-02 | Staff, in conjunction with the Jefferson County Historic Landmarks Commission, finalized a draft amendment to the Zoning Ordinance to implement the recommendations of the Envision Jefferson 2035 Comp Plan regarding Historic Resource Demolition and Adaptive Reuse | to be referred to CC Fall 2017 |
| STA16-01 | Amendments to the Subdivision Regulations related to sections requiring frequent interpretations and issues, including but not limited to processing mergers/lot line adjustments; contents of minor subdivisions, etc. | to be referred to CC Winter 2017 |
| ZTA14-02 | Mass Event Regulations (Zoning Ordinance Text Amendment)<br>PC held second Public Hearing on 12-08-15 and forwarded to CC for action | CC postponed future PH until Summer 2016 (2/4/16) |

| PROPOSED PROJECTS/UNDERWAY | | Status |
|---|---|---|
| ZTA17-02 | WV45 gateway design standard recommendations – at the direction of the Planning Commission, staff initiated collaboration with Shepherdstown PC regarding implementing certain recommendations of the *Envision Jefferson 2035 Comp Plan* | initial meeting scheduled in Fall 2017 |
| STA 17-01 | Staff initiated effort on larger amendments including streamlining processes and reorganization of Sub Reg. sections | PC review anticipated in Spring 2018 |

| Zoning Certificates Issued | 14 Total | Status |
|---|---|---|
| ZC17-34 | Nancy and Charles Stevens<br>1122 Duncan Rd, Harpers Ferry WV 25425<br>Bed and Breakfast per Section 8.3 consisting of 7 rooms; 4 tented receptions/year; the owners reside on the property<br>Zone: Rural | pending |
| ZC17-33 | Extrex Communication Services, Inc<br>American Towers, LLC<br>Raven Rock, 17340 Popy Road, Bluemont, VA<br>Co-locate weather monitoring equipment on existing tower, includes ground-level support equipment; per applicant's transmittal, no FCC is required as no transmission of RF frequency is involved<br>Zone: Rural | pending |
| ZC17-32 | WV 340, LLC/ Contact: Michael Collier<br>190 Flowing Springs Rd., Charles Town<br>Starbucks Coffee Kiosk to replace the existing coffee shop inside the existing Martin's Food Store<br>Zone: R-LI-C | Approved 09/18/17 |
| ZC17-31 | Kim Gutierrez, Jr.<br>182 Old Shenandoah Rd, Charles Town WV<br>Accessory Dwelling Unit Per Section 8.15(A) - In-Law Suite<br>Zone: Rural | Approved 09/13/17 |
| ZC17-30 | Middleway Conservancy Association, Inc.<br>Battle of Smithfield Re-Enactment<br>Multiple lots throughout Middleway, WV<br>BZA Approved Seasonal Use Permit #SU17-01 (A-I) approved 6/22/17 for Reenactment of the Battle of Smithfield Crossing to operate from September 8-10, 2017, consisting of a reenactment of civil war camp life, drills, educational activities and public parking | Approved 09/06/17 |
| ZC17-29 | Daniel & Diane Alquist<br>361 Pointfield Dr, Harpers Ferry<br>Bed and Breakfast, consisting of two (2) units<br>Zone: Rural | Approved 09/06/17 |

| | | |
|---|---|---|
| ZC17-28 | Capital Parnters, Inc. Contact: R. Hannold<br>SUSO 2 ALABAMA LP/Contact: Brendan Slate<br>136 Patrick Henry Way, Shopping Center<br>Commercial Use / Fitness Center<br>Zone: R-LI-C | Approved<br>8/09/17 |
| ZC17-27 | Two Rivers Armory, LLC / Contact: Danny Fryes<br>RAI Properties, LLC, Burr Industrial Park, 59 Ruland Rd, Ste A<br>Retail sales of hunting and camping equipment, military surplus gear, survival food supplies, firearms and gun smith repair.<br>Zone: Industrial-Commercial | Approved<br>8/03/17 |
| ZC17-26 | John's Café & Grill<br>RAI Properties, LLC, Burr Industrial Park, 59 Ruland Rd, Ste J<br>Restaurant<br>Zone: Industrial-Commerical | Approved<br>8/03/17 |
| ZC17-25 | Joan O'Dell /Mountain Lake Apartments, LLC<br>288 Highview Rd, Harpers Ferry, WV<br>Three (3) Apartment Units on Lots 7 & 8, a parking lot on Lot 6, and three (3) Apartment Units on Lot 5<br>Zone: Rural | Approved<br>7/26/17 |
| ZC17-24 | James Gibson<br>Accessory Agricultural Dwelling Unit<br>201 Needwood Farm Lane, Harpers Ferry,<br>Zone: Rural | Approved<br>7/7/17 |
| ZC17-23 | Behind the Vintage Door, LLC;<br>Contact: Jill Smith & Sharlene Harris<br>Vintage Antique Furniture & Home Décor Shop<br>35 Halltown Road, Harpers Ferry<br>Zone: Residential-Light Industrial-Commercial | Approved<br>7/5/17 |
| ZC17-22 | Custom Home Solutions; Contact: Todd Lewis<br>Commercial Use / Outdoor Retail Sales<br>99 Cary Lu Circle; Harpers Ferry, WV 25425<br>Zone: Residential-Light Industrial-Commercial | Approved<br>7/5/17 |
| ZC17-17 | Jittisak Phakam<br>BBQ Stand<br>36 Bakerton Road, Harpers Ferry<br>Zone: Residential-Light Industrial-Commercial | Approved<br>7/7/17 |
| Denied Zoning Certificates | | Denial Date |
| None | | |

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
# Division of Motor Vehicles
5707 MacCorkle Avenue, Southeast
Post Office Box 17600
Charleston, West Virginia 25317-0010 • (304) 558-3900
TDD: (800) 742-6991 • (800) 642-9066

Jim Justice
Governor

Thomas J. Smith, P. E.
Cabinet Secretary

Harry L. Bergstrom
Deputy Secretary

September 20, 2017



Jefferson County Commission
Peter Onoszko
President
Post Office Box 250
Charles Town, West Virginia 25414

Dear President Onoszko:

Your Highway Safety Grant proposal has been approved for $305,660. This award may be used to continue the Jefferson County EP Traffic Safety Enforcement Program.

I am pleased to see a continued commitment to improving the safety of West Virginians as they travel our State's roadways. Projects such as this are a significant step toward achieving our common goal of reducing traffic crashes, injuries, and fatalities statewide.

Please let me know if my Highway Safety program staff or I can be of further assistance.

Sincerely,

Pat Reed
Governor's Representative
for Highway Safety

PR/ta

*Shirley Watkins*
*42 Barksdale Drive*
*Charles Town, WV 25414*

Received
OCT 04 2017
Jefferson County Commission

September 26, 2017

To: The Jefferson County Commission
Re: Ambulance Fee

Payment of this ambulance fee by me, which does include a homestead exemption is made with a tremendous amount of doubt. I regret I lack the ability to investigate the legitimacy and legality of this fee. If each family and business in Jefferson County is paying between twenty to eighty-five dollars a year, I think the amount of money collected compared to the amount of money spent on the expense to provide ambulance service should be audited and the results published online, in the local newspapers and be included in next year's billing.

I've included a copy of my Frontier statement, which includes a monthly five dollar 911 surcharge that is part of the monthly total of $16.78 taxes paid by me each month to have telephone, internet and cable service. Frontier personnel have been unable to give me an answer as to where this money is sent and what services are provided. This annual amount alone costs me $201.36. This amount is coupled with the unexplained taxes citizens are required to pay to have services such as electricity, water, propane and sewer. These taxes I strongly feel needs investigation and explanation.

It is my hope and prayer that anyone whose salary is paid by tax dollars daily performs their employment with **H**onesty, **I**ntegrity and **S**incerity.

I am providing a copy of this letter to the local and state elected officials who represent me, in hopes they can assure me there is no misuse of the monies collected by these taxes.

Frontier COMMUNICATIONS

SHIRLEY WATKINS

## DETAIL OF TAXES AND OTHER CHARGES

| | |
|---|---|
| **DETAIL OF FEDERAL TAXES AND CHARGES*** | |
| **Frontier** | |
| Federal Excise Tax | .24 |
| Primary Federal Subscriber Line Charge | 6.50 |
| Federal USF Recovery Charge | 1.11 |
| FCA Long Distance - Federal USF Surcharge | -.17 |
| **Frontier Com of America** | |
| FCA Long Distance - Federal USF Surcharge | 1.96 |
| **TOTAL FEDERAL TAXES AND CHARGES** | **9.64** |
| **DETAIL OF STATE TAXES AND OTHER CHARGES*** | |
| **Frontier** | |
| HSI Surcharge | 1.50 |
| HSI Surcharge Credit | -.50 |
| WV State Telecomm Relay Service | .05 |
| WV Municipal Utility Tax | .70 |
| Jefferson County 911 Surcharge | 5.00 |
| Charles Town Sales Tax | .06 |
| WV State Sales Tax | .36 |
| **Frontier Com of America** | |
| WV Municipal Utility Tax | -.03 |
| **TOTAL STATE TAXES AND OTHER CHARGES** | **7.14** |

**TOTAL TAXES AND OTHER CHARGES** 16.78

*Includes Basic Charges

## DETAIL OF OTHER SERVICES CHARGES AND CREDITS

dish

Detail of DISH Network Services

FOR SERVICE QUESTIONS PLEASE CONTACT 1-800-333-DISH (3474).

| Description | |
|---|---|
| DISH PROTECT SILVER VIDEO<br>FROM 09/13/2017 TO 10/12/2017 | 8.99 |
| LOCAL CHANNELS<br>FROM 09/13/2017 TO 10/12/2017 | 10.00 |
| SMART PACK<br>FROM 09/13/2017 TO 10/12/2017 | 31.99 |
| STATE/LOCAL TAXES | 3.24 |
| Subtotal DISH Network Service | 54.22 |

## IMPORTANT CUSTOMER INFORMATION

If your bill shows a Previous Balance, New Charges remain due by the Date Due shown. All of your bill charges must be paid each month to keep your account current and avoid collection activities, including a notice of possible disconnection of service. To avoid disconnection of local service, the Previous Basic Charges should be paid immediately.

| Description | Current | Previous |
|---|---|---|
| * Basic Charges | $42.57 | $0.00 |
| Primary Federal Sub | $7.94 | $0.00 |
| Res 1-Pty Premium C | $34.63 | $0.00 |
| Directory/Non Reg | $25.47 | $0.00 |
| Dish Network | $54.22 | $0.00 |
| Non Basic Charges | $2.36 | $0.00 |
| Toll/Other | $11.92 | $0.00 |
| **Total** | **$136.54** | **$0.00** |

Effective with your next bill, the Carrier Cost Recovery Fee will increase to $2.99. Please contact Customer Service with any questions.

Effective with your next bill, the new applicable late payment fee will increase to a minimum of $9.00, for customers who subscribe to Voice and Internet or TV. Please contact Customer Service with any questions.

Your Digital Phone agreement will automatically renew effective 11/05/17.

Your High Speed Internet agreement will automatically renew effective 11/05/17.

As you agreed, your Frontier service includes a 1 or 2 year term commitment with automatic renewal at then applicable pricing and an early termination fee of up to $400 depending on your bundle of service. Please call Frontier if you have questions about the applicable early termination fee or at least 30 days prior to your renewal date above if you wish to cancel your auto-renewal. As noted on page 2 of every bill, visit Frontier.com/terms, Frontier.com/tariffs or call Customer Service for other important service Terms, Conditions, and Policies.

WEST VIRGINIA
Division of Culture and History

*The Culture Center*
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300
**Randall Reid-Smith, Commissioner**
Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562
EEO/AA Employer

September 14, 2017

Jefferson County Commission
Attn.: Mr. Peter Onoszko
PO Box 250
Charles Town, WV 25414

Dear Mr. Onoszko:

We hereby notify you that the Wild Goose Farm (2935 Shepherd Grade Road, Shepherdstown, WV) will be considered by the West Virginia Archives and History Commission for nomination to the National Register of Historic Places. The National Register is the Federal government's official list of historic properties worthy of preservation. Listing in the National Register provides recognition and assists in preserving our Nation's heritage.

Listing of the Wild Goose Farm provides recognition of the property's historic importance and assures protective review of Federal projects that might adversely affect the character of the historic property. A state income tax credit is also available to owners of buildings that are rehabilitated. If the property is listed in the National Register, certain Federal investment tax credits for rehabilitation and other provisions may apply.

Listing in the National Register does not mean that limitations will be placed on the properties by the Federal government. Public visitation rights are not required of owners. The Federal government will not attach restrictive covenants to the properties or seek to acquire them.

You are invited to attend the Archives and History Commission meeting at which the nomination will be considered. The Commission will meet at 9:30 a.m. on October 16, 2017. The meeting will be held at West Virginia Independence Hall, 1528 Market Street, Wheeling, Ohio County. If the meeting must be cancelled due to inclement weather, lack of quorum, or other emergency, you will be notified.

Attached please find a notice that explains, in greater detail, the results of listing in the National Register and that describes the rights and procedures by which an owner may comment on or object to listing in the National Register.

Should you have any questions about this nomination before the Archives and History Commission meeting, please contact Mr. Jeffrey S. Smith, National Register Coordinator, at 304.558.0220.

Sincerely,

Susan M. Pierce

Susan M. Pierce
Deputy State Historic Preservation Officer

Enclosure

**RIGHTS OF OWNERS TO COMMENT AND/OR OBJECT TO LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES**

Owners of private properties nominated to the National Register have an opportunity to concur with or object to listing in accord with the National Historic Preservation Act and 36 CFR 60. Any owner or partial owner of private property who chooses to object to listing may submit to the State Historic Preservation Officer a notarized statement certifying that the party is the sole or partial owner of the private property and objects to the listing. Each owner or partial owner of private property has one vote regardless of the portion of the property that the party owns. If a majority of private property owners object, a property will not be listed. However, the State Historic Preservation Officer shall submit the nomination to the Keeper of the National Register of Historic Places for a determination of eligibility of the property for listing in the National Register. If the property is then determined to be eligible for listing, although not formally listed, Federal agencies will be required to allow for the Advisory Council on Historic Preservation to have an opportunity to comment before the agency may fund, license, or assist a project which will affect the property. If you choose to object to the listing of your property, the notarized objection must be submitted to Ms. Susan M. Pierce, Deputy State Historic Preservation Officer, West Virginia Division of Culture and History, 1900 Kanawha Boulevard East, Charleston, West Virginia, 25305-0300 by October 16, 2017.

If you wish to comment on the nomination of the property to the National Register, please send your comments to the State Historic Preservation Office before the Archives and History Commission considers this nomination on October 16, 2017. A copy of the nomination and information on the National Register and the Federal tax provisions are available from the above address upon request.

## FEDERAL RESULTS OF LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES

**Eligibility for Federal tax provisions:** If a property is listed in the National Register, certain Federal tax provisions may apply. The Tax Reform Act of 1986 revises the historic preservation tax incentives authorized by Congress in the Tax Reform Act of 1976, the Revenue Act of 1978, the Tax Treatment Extension Act of 1980, the Economic Recovery Tax Act of 1981, and the Tax Reform Act of 1984, and as of January 1, 1987, provides for a 20 percent investment tax credit with a full adjustment to basis for rehabilitating historic commercial, industrial, and rental residential buildings. The former 15 percent and 20 percent Investment Tax Credits (ITCs) for rehabilitations of older commercial buildings are combined into a single 10 percent ITC for commercial or industrial buildings built before 1936. The Tax Treatment Extension Act of 1980 provides Federal tax deductions for charitable contributions for conservation purposes of partial interests in historically important land areas or structures. Whether these provisions are advantageous to a property owner is dependent upon the particular circumstances of the property and the owner. Because the tax aspects outlined above are complex, individuals should consult legal counsel or the appropriate local Internal Revenue Service office for assistance in determining the tax consequences of the above provisions. For further information on certification requirements, please refer to 36 CFR 67.

**Consideration in planning for Federal, federally licensed, and federally assisted projects:** Section 106 of the National Historic Preservation Act of 1966 requires that Federal agencies take into account the effect of an undertaking on any building, structure, site, or district that is listed in or eligible for inclusion in the National Register of Historic Places. Agencies must also afford the Advisory Council on Historic Preservation the opportunity to comment on all projects affecting historic properties listed in or eligible for inclusion in the National Register. For further information, please refer to 36 CFR 800.

**Consideration in issuing a surface coal mining permit:** In accordance with the Surface Mining and Control Act of 1977, there must be consideration of historic values in the decision to issue a surface coal mining permit where coal is located. For further information, please refer to 30 CFR 700 et. seq.

**Qualification for Federal grants for historic preservation where funds are available:** Presently, funding is unavailable.

## STATE RESULTS OF LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES

**Eligibility for state tax provisions**: If a property is listed in the National Register, certain state tax provisions may also apply. The 1999 West Virginia legislature approved a state income tax credit for homeowners. The Rehabilitation Investment Tax Credit Program provides a West Virginia state income tax credit for the rehabilitation of historic private residences. This is a 20% state income tax credit which is based on qualified expenditures undertaken as part of the rehabilitation of a historic private residence. The state credit is applied directly against state taxes owed by the owner. This credit is available to private homeowners for approved rehabilitation work on their own residence. This benefit is available to the owner of a private residence that is rehabilitated according to the Secretary of the Interior's Standards for Rehabilitation. The building must be listed in the National Register of Historic Places either individually or as a contributing building in an historic district that is listed in the National Register of Historic Places. It must be listed in the National Register prior to submission of the Historic Preservation Certification Application Request for Certification of Completed Work.

**Consideration in planning for state, state licensed, and state assisted projects:** The Division of Culture and History will review all undertakings permitted, funded, licensed or otherwise assisted, in whole or in part, by the state for the purposes of furthering the duties outlined in W. Va. Code §29-1-8. The review process will be conducted on lands owned or leased by the state, or on private lands where investigation and development rights have been acquired by the state by lease or contract as outlined in
W. Va. Code §29-1-8b. Permit approval of activities affecting historic properties listed in the National Register or determined eligible for listing in the National Register will be demonstrated by written letter from the Division of Culture and History upon completion of the review process.

**Qualification for state grants for historic preservation where funds are available:** The West Virginia State Historic Preservation Office administers two grant programs. The Certified Local Government program receives 10% of the state's annual allotment of the Federal Historic Preservation Fund. This program supports survey and planning activities. The second grant fund, the State Historic Preservation Development Grant program, assists with the rehabilitation of properties listed in the National Register of Historic Places. Both programs are matching grants.

COMCAST
7850 Walker Drive, 2nd Floor
Greenbelt, MD 20770

October 7, 2017

Stephanie Grove
124 East Washington Street
Charlestown, WV 25414

Subject: CHANNEL CHANGES

Dear Jefferson County Administrator Grove:

We would like to inform you of upcoming channel changes for Comcast customers. Effective on or about November 7, 2017 Weatherscan, and ESPN Classic will no longer be available to customers. Our subscribers have been notified of this change through messages on their monthly billing statement. As always, feel free to contact me should you have any questions or concerns regarding Comcast.

Sincerely,

Kevin Broadhurst
Vice President of Government & Regulatory Affairs

# WEST VIRGINIA LOTTERY
## WEEKLY SETTLEMENT FOR CHARLES TOWN

| | FY18 |
|---|---|
| Week Ending Date | September 30, 2017 |
| To Be Deposited On | October 6, 2017 |
| Amount Played | $ 57,536,692.89 |
| Amount Won | 51,441,552.32 |
| Amount Promo | 469,172.00 |
| MWAP Contribution | - |
| Adjusted Gross Terminal Revenue | $ 5,625,968.57 |
| Administrative Costs @ 4% | 225,038.74 |
| Excess Lottery Fund @ 4% | - |
| Net Terminal Revenue | $ 5,400,929.83 |
| Surcharge @ 10% | - |
| State Share Excess @ 58% & 10% of 42% | - |
| Track Share of Capital Reinvestment @ 90% of 42% | - |
| Track Share of Capital Reinvestment @ 96% | - |
| Track Share of Capital Reinvestment @ 4% | - |
| Adjusted Net Terminal Revenue | $ 5,400,929.83 |
| Racetrack @ 46.50% / 42% | 2,511,432.37 |
| Lottery Fund @ 30% / 0% | 1,620,278.94 |
| Excess Lottery Fund @ 0% / 41% | - |
| Excess Lottery Fund @ 12.85% / 9.55% | 694,019.48 |
| Racetrack Purses @ 90% of 7% / 4% | 340,258.58 |
| Employee Pension @ 1% / 0.5% | 54,009.30 |
| Greyhound Development @ 90% of 0.75% | 36,456.28 |
| Thoroughbred Development @ 90% of 0.75% | 36,456.28 |
| County / Municipality @ 2% | 108,018.60 |
| | $ 5,400,929.83 |

WEST VIRGINIA LOTTERY
Charles Town
County / Municipality Split
Fiscal Year 2018

Charles Town
1999 Net Terminal Revenue $ 45,603,174
Benchmark Goal @ 2% $ 912,063.48

| Date | 2% of Adj. Net Revenue | Jefferson County | Five Municipalities | Bolivar 7.93% | Charles Town 39.90% | Harpers Ferry 2.17% | Ranson 33.68% | Shepherdstown 16.32% |
|---|---|---|---|---|---|---|---|---|
| 1 day ending: | | | | | | | | |
| 7/1/2017 | $ 23,688.48 | $ 23,688.48 | $ - | $ - | $ - | $ - | $ - | $ - |
| Week ending: | | | | | | | | |
| 7/8/2017 | 125,588.96 | 125,588.96 | - | - | - | - | - | - |
| 7/15/2017 | 99,148.44 | 99,148.44 | - | - | - | - | - | - |
| 7/22/2017 | 98,965.20 | 98,965.20 | - | - | - | - | - | - |
| 7/29/2017 | 108,161.52 | 108,161.52 | - | - | - | - | - | - |
| 8/5/2017 | 104,979.36 | 104,979.36 | - | - | - | - | - | - |
| 8/12/2017 | 100,184.16 | 100,184.16 | - | - | - | - | - | - |
| 8/19/2017 | 101,813.88 | 101,813.88 | - | - | - | - | - | - |
| 8/26/2017 | 97,669.16 | 97,669.16 | - | - | - | - | - | - |
| 9/2/2017 | 111,442.08 | 81,653.20 | 29,788.88 | 2,362.26 | 11,885.76 | 646.42 | 10,032.89 | 4,861.55 |
| 9/9/2017 | 110,669.96 | 55,334.98 | 55,334.98 | 4,388.06 | 22,078.66 | 1,200.77 | 18,636.82 | 9,030.67 |
| 9/16/2017 | 88,536.00 | 44,268.00 | 44,268.00 | 3,510.45 | 17,662.93 | 960.62 | 14,909.46 | 7,224.54 |
| 9/23/2017 | 92,140.24 | 46,070.12 | 46,070.12 | 3,653.36 | 18,381.98 | 999.72 | 15,516.42 | 7,518.64 |
| 9/30/2017 | 108,018.60 | 54,009.30 | 54,009.30 | 4,282.94 | 21,549.71 | 1,172.00 | 18,190.33 | 8,814.32 |
| Sub Total | $ 1,371,006.04 | $ 1,141,534.76 | $ 229,471.28 | $ 18,197.07 | $ 91,559.04 | $ 4,979.53 | $ 77,285.92 | $ 37,449.72 |

Benchmark Goal $ 912,063.48

Remainder until split $ -

**VIDEO LOTTERY REPORT**

| FY 2014 | | FY 2015 | | FY 2016 | | FY 2017 | | FY 2018 | |
|---|---|---|---|---|---|---|---|---|---|
| Date | Amount | Date | Amount | Date | Amount | Date | Amount | Date | Amount |
| 7/6/2013 | 123,196.88 | 7/5/2014 | 106,819.12 | 7/4/2015 | 89,446.56 | 7/1-2/2016 | 51,477.36 | 7/1/2017 | 23,688.48 |
| 7/13/2013 | 128,060.40 | 7/12/2014 | 111,792.16 | 7/11/2015 | 119,132.68 | 7/9/2016 | 125,605.24 | 7/8/2017 | 125,588.96 |
| 7/20/2013 | 115,128.84 | 7/19/2014 | 116,320.32 | 7/18/2015 | 112,706.24 | 7/16/2016 | 107,876.48 | 7/15/2017 | 99,148.44 |
| 7/27/2013 | 123,049.56 | 7/26/2014 | 112,502.48 | 7/25/2015 | 109,356.88 | 7/23/2016 | 107,196.20 | 7/22/2017 | 98,965.20 |
| 8/3/2013 | 116,180.80 | 8/2/2014 | 117,145.12 | 8/1/2015 | 119,089.60 | 7/30/2016 | 111,534.28 | 7/29/2017 | 108,161.52 |
| 8/10/2013 | 120,078.64 | 8/9/2014 | 114,374.60 | 8/8/2015 | 115,689.52 | 8/6/2016 | 110,378.32 | 8/5/2017 | 104,979.36 |
| 8/17/2013 | 124,888.56 | 8/16/2014 | 114,105.32 | 8/15/2015 | 108,726.48 | 8/13/2016 | 101,561.56 | 8/12/2017 | 100,184.16 |
| 8/24/2013 | 89,882.12 | 8/23/2014 | 116,097.04 | 8/22/2015 | 108,922.12 | 8/20/2016 | 115,270.28 | 8/19/2017 | 101,813.88 |
| 8/31/2013 | 58,913.18 | 8/30/2014 | 60,280.02 | 8/29/2015 | 73,285.10 | 8/27/2016 | 96,130.52 | 8/26/2017 | 97,669.16 |
| 9/7/2013 | 67,758.74 | 9/6/2014 | 61,420.28 | 9/5/2015 | 55,890.76 | 9/3/2016 | 60,448.12 | 9/2/2017 | 81,653.20 |
| 9/14/2013 | 53,374.22 | 9/13/2014 | 51,364.96 | 9/12/2015 | 63,273.30 | 9/10/2016 | 61,598.04 | 9/8/2017 | 55,334.98 |
| 9/21/2013 | 54,277.94 | 9/20/2014 | 50,664.54 | 9/19/2015 | 54,233.06 | 9/17/2016 | 50,609.64 | 9/16/2017 | 44,268.00 |
| 9/28/2013 | 54,881.50 | 9/27/2014 | 50,127.22 | 9/26/2015 | 52,439.60 | 9/24/2016 | 51,199.68 | 9/23/2017 | 46,070.12 |
| 10/5/2013 | 55,950.74 | 10/4/2014 | 53,531.28 | 10/3/2015 | 53,104.94 | 10/1/2016 | 54,346.34 | 9/30/2017 | 54,009.30 |
| 10/12/2013 | 55,837.92 | 10/11/2014 | 51,127.00 | 10/10/2015 | 50,291.26 | 10/8/2016 | 50,896.18 | | |
| 10/19/2013 | 61,327.20 | 10/18/2014 | 56,414.64 | 10/17/2015 | 53,048.80 | 10/15/2016 | 51,557.88 | | |
| 10/26/2013 | 52,854.06 | 10/25/2014 | 49,890.20 | 10/24/2015 | 55,418.72 | 10/22/2016 | 53,825.90 | | |
| 11/2/2013 | 57,543.54 | 11/1/2014 | 52,242.34 | 10/31/2015 | 57,023.64 | 10/29/2016 | 50,853.22 | | |
| 11/9/2013 | 54,666.76 | 11/8/2014 | 52,819.26 | 11/7/2015 | 55,832.08 | 11/5/2016 | 55,958.84 | | |
| 11/16/2013 | 56,495.96 | 11/15/2014 | 51,810.32 | 11/14/2015 | 56,012.86 | 11/12/2016 | 53,346.18 | | |
| 11/23/2013 | 48,628.62 | 11/22/2014 | 46,228.62 | 11/21/2015 | 50,193.76 | 11/19/2016 | 47,174.90 | | |
| 11/30/2013 | 59,645.66 | 11/29/2014 | 55,593.44 | 11/28/2015 | 60,010.98 | 11/26/2016 | 56,826.94 | | |
| 12/7/2013 | 47,306.24 | 12/6/2014 | 46,792.50 | 12/5/2015 | 47,767.86 | 12/3/2016 | 48,407.86 | | |
| 12/14/2013 | 29,229.02 | 12/13/2014 | 40,904.98 | 12/12/2015 | 42,938.56 | 12/10/2016 | 43,743.14 | | |
| 12/21/2013 | 44,581.02 | 12/20/2014 | 41,600.84 | 12/19/2015 | 43,087.16 | 12/17/2016 | 33,602.54 | | |
| 12/28/2013 | 62,117.14 | 12/27/2014 | 58,114.68 | 12/26/2015 | 52,835.48 | 12/24/2016 | 40,222.46 | | |
| 1/4/2014 | 62,963.88 | 1/3/2015 | 68,277.28 | 1/2/2016 | 74,963.14 | 12/31/2016 | 60,653.90 | | |
| 1/11/2014 | 37,935.94 | 1/10/2015 | 37,099.34 | 1/9/2016 | 41,474.24 | 1/7/2017 | 42,634.50 | | |
| 1/18/2014 | 49,418.64 | 1/17/2015 | 43,217.36 | 1/16/2016 | 43,455.58 | 1/14/2017 | 37,751.18 | | |
| 1/25/2014 | 42,720.80 | 1/24/2015 | 41,212.80 | 1/23/2016 | 25,025.40 | 1/21/2017 | 46,870.58 | | |
| 2/1/2014 | 47,681.60 | 1/31/2015 | 42,783.32 | 1/30/2016 | 36,805.26 | 1/28/2017 | 40,692.96 | | |
| 2/8/2014 | 45,434.52 | 2/7/2015 | 47,859.18 | 2/4/2016 | 51,695.74 | 2/4/2017 | 44,277.10 | | |
| 2/15/2014 | 41,076.08 | 2/14/2015 | 48,131.08 | 2/13/2016 | 44,941.78 | 2/11/2017 | 42,514.28 | | |
| 2/22/2014 | 61,523.98 | 2/21/2015 | 37,610.66 | 2/20/2016 | 50,505.40 | 2/18/2017 | 48,086.80 | | |
| 3/1/2014 | 57,744.78 | 2/28/2015 | 56,982.14 | 2/27/2016 | 52,426.86 | 2/25/2017 | 55,365.02 | | |
| 3/8/2014 | 50,439.94 | 3/7/2015 | 43,750.42 | 3/5/2016 | 53,474.66 | 3/4/2017 | 47,881.24 | | |
| 3/15/2014 | 54,414.66 | 3/14/2015 | 55,096.66 | 3/12/2016 | 51,447.02 | 3/11/2017 | 46,274.58 | | |
| 3/22/2014 | 50,734.62 | 3/21/2015 | 53,081.08 | 3/19/2016 | 50,356.80 | 3/18/2017 | 43,959.78 | | |
| 3/29/2014 | 51,174.60 | 3/28/2015 | 50,548.88 | 3/26/2016 | 52,217.46 | 3/25/2017 | 49,130.62 | | |
| 4/5/2014 | 55,229.90 | 4/4/2015 | 51,713.78 | 4/2/2016 | 54,185.88 | 4/1/2017 | 48,124.72 | | |
| 4/12/2014 | 48,653.18 | 4/11/2015 | 51,024.54 | 4/9/2016 | 49,690.04 | 4/8/2017 | 46,262.60 | | |
| 4/19/2014 | 54,469.22 | 4/18/2015 | 49,338.10 | 4/16/2016 | 49,071.82 | 4/15/2017 | 46,768.98 | | |
| 4/26/2014 | 51,637.18 | 4/25/2015 | 49,656.62 | 4/23/2016 | 49,485.78 | 4/22/2017 | 45,614.00 | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 5/3/2014 | 54,757.72 | 5/2/2015 | 54,079.66 | 4/30/2016 | 50,872.46 | 4/29/2017 | 48,204.34 | |
| 5/10/2014 | 51,011.76 | 5/9/2015 | 50,062.82 | 5/7/2016 | 52,135.22 | 5/8/2017 | 46,890.30 | |
| 5/17/2014 | 51,148.34 | 5/16/2015 | 48,308.08 | 5/14/2016 | 51,441.84 | 5/13/2017 | 47,648.16 | |
| 5/24/2014 | 53,082.60 | 5/23/2015 | 47,705.92 | 5/21/2016 | 48,392.48 | 5/20/2017 | 43,998.24 | |
| 5/31/2014 | 62,642.98 | 5/30/2015 | 58,258.10 | 5/28/2016 | 49,380.84 | 5/27/2017 | 49,930.94 | |
| 6/7/2014 | 49,517.18 | 6/6/2015 | 53,927.82 | 6/4/2016 | 58,228.50 | 6/3/2017 | 52,503.12 | |
| 6/14/2014 | 50,266.50 | 6/13/2015 | 50,110.84 | 6/11/2016 | 45,053.42 | 6/10/2017 | 42,563.08 | |
| 6/21/2014 | 48,768.14 | 6/20/2015 | 47,109.22 | 6/18/2016 | 46,179.18 | 6/17/2017 | 47,653.68 | |
| 6/28/2014 | 49,250.32 | 6/27/2015 | 55,325.14 | 6/25/2016 | 47,230.00 | 6/24/2017 | 46,628.62 | |
| 6/30/2014 | 12,010.70 | 6/30/2015 | 16,018.68 | 6/30/2016 | 27,584.00 | 6/30/2017 | 37,001.52 | |
| | **3,261,565.02** | | **3,148,372.80** | | **3,167,478.80** | | **3,047,532.94** | **1,141,534.76** |

**Table Game Revenue**

| Date | Amount |
|---|---|
| July/August, 2010 | 154,185.68 |
| September, 2010 | 94,247.84 |
| October, 2010 | 105,903.60 |
| November, 2010 | 108,717.67 |
| December, 2010 | 118,721.11 |
| January, 2011 | 106,189.21 |
| February, 2011 | 105,776.45 |
| March, 2011 | 120,927.10 |
| April, 2011 | 130,654.61 |
| May, 2011 | 130,492.02 |
| June, 2011 | 121,576.41 |
| **Total 2010-2011** | **1,297,391.70** |

| Date | Amount |
|---|---|
| July, 2011 | 141,718.01 |
| August, 2011 | 137,473.92 |
| September, 2011 | 110,375.25 |
| October, 2011 | 124,273.94 |
| November, 2011 | 121,118.87 |
| December, 2011 | 140,509.93 |
| January, 2012 | 137,812.68 |
| February, 2012 | 142,770.01 |
| March, 2012 | 151,845.46 |
| April, 2012 | 127,862.26 |
| May, 2012 | 137,905.13 |
| June, 2012 | 129,235.38 |
| **Total 2011-2012** | **1,602,900.84** |

| Date | Amount |
|---|---|
| July, 2012 | 138,663.64 |
| August, 2012 | 133,245.83 |
| September, 2012 | 127,532.40 |
| October, 2012 | 126,482.02 |
| November, 2012 | 134,443.93 |
| December, 2012 | 146,677.92 |
| January, 2013 | 132,650.35 |
| February, 2013 | 121,636.62 |
| March, 2013 | 149,033.62 |
| April, 2013 | 105,545.23 |
| May, 2013 | 109,747.38 |
| June, 2013 | 104,803.37 |
| **Total 2012-2013** | **1,530,462.31** |

| Date | Amount |
|---|---|
| July, 2013 | 99,274.36 |
| August, 2013 | 111,427.75 |
| September, 2013 | 80,857.74 |
| October, 2013 | 81,066.09 |
| November, 2013 | 79,853.94 |
| December, 2013 | 79,617.31 |
| January, 2014 | 75,093.81 |
| February, 2014 | 75,170.90 |
| March, 2014 | 78,201.51 |
| April, 2014 | 72,380.72 |
| May, 2014 | 93,191.89 |
| June, 2014 | 72,350.70 |
| **Total 2013-2014** | **998,486.72** |

| Date | Amount |
|---|---|
| July, 2014 | 78,639.07 |
| August, 2014 | 84,726.51 |
| September, 2014 | 71,967.51 |
| October, 2014 | 66,257.02 |
| November, 2014 | 71,046.66 |
| December. 2014 | 76,797.24 |
| January, 2015 | 73,346.66 |
| February, 2015 | 66,262.78 |
| March, 2015 | 73,747.70 |
| April, 2015 | 76,343.68 |
| May, 2015 | 78,424.23 |
| June, 2015 | 81,569.83 |
| **Total 2014-2015** | **899,128.89** |

| Date | Amount |
|---|---|
| July, 2015 | 75,674.79 |
| August, 2015 | 70,064.73 |
| September, 2015 | 64,845.44 |
| October, 2015 | 68,440.97 |
| November, 2015 | 67,488.54 |
| December, 2015 | 73,055.05 |
| January, 2016 | 67,545.11 |
| February, 2016 | 65,518.59 |
| March, 2016 | 72,986.23 |
| April, 2016 | 68,149.38 |
| May, 2016 | 76,415.84 |
| June, 2016 | 62,572.11 |
| **Total 2015-2016** | **832,756.78** |

| Date | Amount |
|---|---|
| July, 2016 | 77,234.20 |
| August, 2016 | 63,158.62 |
| September, 2016 | 67,701.42 |
| October, 2016 | 63,392.97 |
| November, 2016 | 61,087.94 |
| December, 2016 | 59,508.00 |
| January, 2017 | 63,836.29 |
| February, 2017 | 51,478.72 |
| March, 2017 | 55,972.27 |
| April, 2017 | 54,086.05 |
| May, 2017 | 55,545.56 |
| June, 2017 | 53,609.09 |
| **Total 2016-2017** | **726,611.13** |

| Date | Amount |
|---|---|
| July, 2017 | 59,809.62 |
| August, 2017 | 54,309.02 |
| **Total 2017-2018** | **114,118.64** |

**Table Game Revenue Distribution - Jefferson County School Board**

| Date | Amount |
|---|---|
| July, 2011 | 425,154.03 |
| August, 2011 | 412,421.76 |
| September, 2011 | 331,125.75 |
| October, 2011 | 372,821.82 |
| November, 2011 | 363,356.61 |
| December, 2011 | 421,529.79 |
| January, 2012 | 413,438.04 |
| February, 2012 | 428,310.03 |
| March, 2012 | 455,536.38 |
| April, 2012 | 383,586.78 |
| May, 2012 | 413,715.39 |
| June, 2012 | 387,706.12 |
| **Total 2011-2012** | **4,808,702.50** |

| Date | Amount |
|---|---|
| July, 2012 | 415,990.92 |
| August, 2012 | 399,737.49 |
| September, 2012 | 382,597.20 |
| October, 2012 | 379,446.06 |
| November, 2012 | 403,331.79 |
| December, 2012 | 440,033.75 |
| January, 2013 | 397,951.05 |
| February, 2013 | 381,857.07 |
| March, 2013 | 447,100.86 |
| April, 2013 | 316,635.69 |
| May, 2013 | 329,242.14 |
| June, 2013 | 314,410.11 |
| **Total 2012-2013** | **4,608,334.13** |

| Date | Amount |
|---|---|
| July, 2013 | 297,823.08 |
| August, 2013 | 334,283.25 |
| September, 2013 | 242,573.22 |
| October, 2013 | 243,198.27 |
| November, 2013 | 239,561.82 |
| December, 2013 | 238,851.93 |
| January, 2014 | 225,281.43 |
| February, 2014 | 225,512.70 |
| March, 2014 | 234,604.53 |
| April, 2014 | 217,142.18 |
| May, 2014 | 279,575.67 |
| June, 2014 | 217,052.10 |
| **Total 2013-2014** | **2,995,460.18** |

| Date | Amount |
|---|---|
| July, 2014 | 235,917.21 |
| August, 2014 | 254,179.53 |
| September, 2014 | 215,902.53 |
| October, 2014 | 198,771.06 |
| November, 2014 | 213,139.98 |
| December, 2014 | 230,391.72 |
| January, 2015 | 220,039.98 |
| February, 2015 | 198,788.34 |
| March, 2015 | 221,243.10 |
| April, 2015 | 229,031.04 |
| May, 2015 | 235,272.69 |
| June, 2015 | 244,709.49 |
| **Total 2014-2015** | **2,697,386.67** |

| Date | Amount |
|---|---|
| July, 2015 | 227,024.37 |
| August, 2015 | 210,194.19 |
| September, 2015 | 194,536.32 |
| October, 2015 | 205,322.91 |
| November, 2015 | 202,465.62 |
| December, 2015 | 219,165.15 |
| January, 2016 | 202,635.33 |
| February, 2016 | 196,555.77 |
| March, 2016 | 218,958.69 |
| April, 2016 | 204,448.14 |
| May, 2016 | 229,247.52 |
| June, 2016 | 187,716.33 |
| **Total 2015-2016** | **2,498,270.34** |

| Date | Amount |
|---|---|
| July, 2016 | 231,702.60 |
| August, 2016 | 189,475.86 |
| September, 2016 | 203,104.26 |
| October, 2016 | 190,178.91 |
| November, 2016 | 183,263.82 |
| December, 2016 | 178,524.00 |
| January, 2017 | 191,508.87 |
| February, 2017 | 154,436.16 |
| March, 2017 | 167,916.81 |
| April, 2017 | 162,258.15 |
| May, 2017 | 166,636.68 |
| June, 2017 | 160,827.27 |
| **Total 2016-2017** | **2,179,833.39** |

| Date | Amount |
|---|---|
| July, 2017 | 179,428.86 |
| August, 2017 | 162,927.06 |
| **Total 2017-2018** | **342,355.92** |

# WEST VIRGINIA LOTTERY
## WEEKLY SETTLEMENT FOR CHARLES TOWN

| | FY18 |
|---|---|
| Week Ending Date | October 7, 2017 |
| To Be Deposited On | October 16, 2017 |
| Amount Played | $ 52,742,239.73 |
| Amount Won | 47,191,586.07 |
| Amount Promo | 477,841.00 |
| MWAP Contribution | - |
| Adjusted Gross Terminal Revenue | $ 5,072,812.66 |
| Administrative Costs @ 4% | 202,912.51 |
| Excess Lottery Fund @ 4% | - |
| Net Terminal Revenue | $ 4,869,900.15 |
| Surcharge @ 10% | - |
| State Share Excess @ 58% & 10% of 42% | - |
| Track Share of Capital Reinvestment @ 90% of 42% | - |
| Track Share of Capital Reinvestment @ 96% | - |
| Track Share of Capital Reinvestment @ 4% | - |
| Adjusted Net Terminal Revenue | $ 4,869,900.15 |
| Racetrack @ 46.50% / 42% | 2,264,503.57 |
| Lottery Fund @ 30% / 0% | 1,460,970.05 |
| Excess Lottery Fund @ 0% / 41% | - |
| Excess Lottery Fund @ 12.85% / 9.55% | 625,782.16 |
| Racetrack Purses @ 90% of 7% / 4% | 306,803.71 |
| Employee Pension @ 1% / 0.5% | 48,699.00 |
| Greyhound Development @ 90% of 0.75% | 32,871.83 |
| Thoroughbred Development @ 90% of 0.75% | 32,871.83 |
| County / Municipality @ 2% | 97,398.00 |
| | $ 4,869,900.15 |

WEST VIRGINIA LOTTERY
Charles Town
County / Municipality Split
Fiscal Year 2018

Charles Town
1999 Net Terminal Revenue $ 45,603,174
Benchmark Goal @ 2% $ 912,063.48

| Date | 2% of Adj. Net Revenue | Jefferson County | Five Municipalities | Bolivar 7.93% | Charles Town 39.90% | Harpers Ferry 2.17% | Ranson 33.68% | Shepherdstown 16.32% |
|---|---|---|---|---|---|---|---|---|
| 1 day ending: | | | | | | | | |
| 7/1/2017 | $ 23,688.48 | $ 23,688.48 | $ - | $ - | $ - | $ - | $ - | $ - |
| Week ending: | | | | | | | | |
| 7/8/2017 | 125,588.96 | 125,588.96 | - | - | - | - | - | - |
| 7/15/2017 | 99,148.44 | 99,148.44 | - | - | - | - | - | - |
| 7/22/2017 | 98,965.20 | 98,965.20 | - | - | - | - | - | - |
| 7/29/2017 | 108,161.52 | 108,161.52 | - | - | - | - | - | - |
| 8/5/2017 | 104,979.36 | 104,979.36 | - | - | - | - | - | - |
| 8/12/2017 | 100,184.16 | 100,184.16 | - | - | - | - | - | - |
| 8/19/2017 | 101,813.88 | 101,813.88 | - | - | - | - | - | - |
| 8/26/2017 | 97,669.16 | 97,669.16 | - | - | - | - | - | - |
| 9/2/2017 | 111,442.08 | 81,653.20 | 29,788.88 | 2,362.26 | 11,885.76 | 646.42 | 10,032.89 | 4,861.55 |
| 9/9/2017 | 110,669.96 | 55,334.98 | 55,334.98 | 4,388.06 | 22,078.66 | 1,200.77 | 18,636.82 | 9,030.67 |
| 9/16/2017 | 88,536.00 | 44,268.00 | 44,268.00 | 3,510.45 | 17,662.93 | 960.62 | 14,909.46 | 7,224.54 |
| 9/23/2017 | 92,140.24 | 46,070.12 | 46,070.12 | 3,653.36 | 18,381.98 | 999.72 | 15,516.42 | 7,518.64 |
| 9/30/2017 | 108,018.60 | 54,009.30 | 54,009.30 | 4,282.94 | 21,549.71 | 1,172.00 | 18,190.33 | 8,814.32 |
| 10/7/2017 | 97,398.00 | 48,699.00 | 48,699.00 | 3,861.83 | 19,430.90 | 1,056.77 | 16,401.82 | 7,947.68 |
| Sub Total | $ 1,468,404.04 | $ 1,190,233.76 | $ 278,170.28 | $ 22,058.90 | $ 110,989.94 | $ 6,036.30 | $ 93,687.74 | $ 45,397.40 |

Benchmark Goal $ 912,063.48

Remainder until split $ -

# WEST VIRGINIA LOTTERY
## WEEKLY SETTLEMENT FOR CHARLES TOWN

| | FY18 |
|---|---|
| Week Ending Date | October 14, 2017 |
| To Be Deposited On | October 20, 2017 |
| Amount Played | $ 56,634,734.47 |
| Amount Won | 50,924,624.78 |
| Amount Promo | 460,384.00 |
| MWAP Contribution | - |
| Adjusted Gross Terminal Revenue | $ 5,249,725.69 |
| Administrative Costs @ 4% | 209,989.03 |
| Excess Lottery Fund @ 4% | - |
| Net Terminal Revenue | $ 5,039,736.66 |
| Surcharge @ 10% | - |
| State Share Excess @ 58% & 10% of 42% | - |
| Track Share of Capital Reinvestment @ 90% of 42% | - |
| Track Share of Capital Reinvestment @ 96% | - |
| Track Share of Capital Reinvestment @ 4% | - |
| Adjusted Net Terminal Revenue | $ 5,039,736.66 |
| Racetrack @ 46.50% / 42% | 2,343,477.55 |
| Lottery Fund @ 30% / 0% | 1,511,921.03 |
| Excess Lottery Fund @ 0% / 41% | - |
| Excess Lottery Fund @ 12.85% / 9.55% | 647,606.15 |
| Racetrack Purses @ 90% of 7% / 4% | 317,503.41 |
| Employee Pension @ 1% / 0.5% | 50,397.36 |
| Greyhound Development @ 90% of 0.75% | 34,018.22 |
| Thoroughbred Development @ 90% of 0.75% | 34,018.22 |
| County / Municipality @ 2% | 100,794.72 |
| | $ 5,039,736.66 |

WEST VIRGINIA LOTTERY
Charles Town
County / Municipality Split
Fiscal Year 2018

Charles Town
1999 Net Terminal Revenue $ 45,603,174
Benchmark Goal @ 2% $ 912,063.48

| Date | 2% of Adj. Net Revenue | Jefferson County | Five Municipalities | Bolivar 7.93% | Charles Town 39.90% | Harpers Ferry 2.17% | Ranson 33.68% | Shepherdstown 16.32% |
|---|---|---|---|---|---|---|---|---|
| 1 day ending: | | | | | | | | |
| 7/1/2017 | $ 23,688.48 | $ 23,688.48 | $ - | $ - | $ - | $ - | $ - | $ - |
| Week ending: | | | | | | | | |
| 7/8/2017 | 125,588.96 | 125,588.96 | - | - | - | - | - | - |
| 7/15/2017 | 99,148.44 | 99,148.44 | - | - | - | - | - | - |
| 7/22/2017 | 98,965.20 | 98,965.20 | - | - | - | - | - | - |
| 7/29/2017 | 108,161.52 | 108,161.52 | - | - | - | - | - | - |
| 8/5/2017 | 104,979.36 | 104,979.36 | - | - | - | - | - | - |
| 8/12/2017 | 100,184.16 | 100,184.16 | - | - | - | - | - | - |
| 8/19/2017 | 101,813.88 | 101,813.88 | - | - | - | - | - | - |
| 8/26/2017 | 97,669.16 | 97,669.16 | - | - | - | - | - | - |
| 9/2/2017 | 111,442.08 | 81,653.20 | 29,788.88 | 2,362.26 | 11,885.76 | 646.42 | 10,032.89 | 4,861.55 |
| 9/9/2017 | 110,669.96 | 55,334.98 | 55,334.98 | 4,388.06 | 22,078.66 | 1,200.77 | 18,636.82 | 9,030.67 |
| 9/16/2017 | 88,536.00 | 44,268.00 | 44,268.00 | 3,510.45 | 17,662.93 | 960.62 | 14,909.46 | 7,224.54 |
| 9/23/2017 | 92,140.24 | 46,070.12 | 46,070.12 | 3,653.36 | 18,381.98 | 999.72 | 15,516.42 | 7,518.64 |
| 9/30/2017 | 108,018.60 | 54,009.30 | 54,009.30 | 4,282.94 | 21,549.71 | 1,172.00 | 18,190.33 | 8,814.32 |
| 10/7/2017 | 97,398.00 | 48,699.00 | 48,699.00 | 3,861.83 | 19,430.90 | 1,056.77 | 16,401.82 | 7,947.68 |
| 10/14/2017 | 100,794.72 | 50,397.36 | 50,397.36 | 3,996.51 | 20,108.55 | 1,093.62 | 16,973.83 | 8,224.85 |
| Sub Total | $ 1,569,198.76 | $ 1,240,631.12 | $ 328,567.64 | $ 26,055.41 | $ 131,098.49 | $ 7,129.92 | $ 110,661.57 | $ 53,622.25 |

Benchmark Goal $ 912,063.48

Remainder until split $ -

**VIDEO LOTTERY REPORT**

| FY 2014 | | FY 2015 | | FY 2016 | | FY 2017 | | FY 2018 | |
|---|---|---|---|---|---|---|---|---|---|
| Date | Amount | Date | Amount | Date | Amount | Date | Amount | Date | Amount |
| 7/6/2013 | 123,196.88 | 7/5/2014 | 106,819.12 | 7/4/2015 | 89,446.56 | 7/1-2/2016 | 51,477.36 | 7/1/2017 | 23,688.48 |
| 7/13/2013 | 128,060.40 | 7/12/2014 | 111,792.16 | 7/11/2015 | 119,132.68 | 7/9/2016 | 125,605.24 | 7/8/2017 | 125,588.96 |
| 7/20/2013 | 115,128.84 | 7/19/2014 | 116,320.32 | 7/18/2015 | 112,706.24 | 7/16/2016 | 107,876.48 | 7/15/2017 | 99,148.44 |
| 7/27/2013 | 123,049.56 | 7/26/2014 | 112,502.48 | 7/25/2015 | 109,356.88 | 7/23/2016 | 107,196.20 | 7/22/2017 | 98,965.20 |
| 8/3/2013 | 116,180.80 | 8/2/2014 | 117,145.12 | 8/1/2015 | 119,089.60 | 7/30/2016 | 111,534.28 | 7/29/2017 | 108,161.52 |
| 8/10/2013 | 120,078.64 | 8/9/2014 | 114,374.60 | 8/8/2015 | 115,689.52 | 8/6/2016 | 110,378.32 | 8/5/2017 | 104,979.36 |
| 8/17/2013 | 124,888.56 | 8/16/2014 | 114,105.32 | 8/15/2015 | 108,726.48 | 8/13/2016 | 101,561.56 | 8/12/2017 | 100,184.16 |
| 8/24/2013 | 89,882.12 | 8/23/2014 | 116,097.04 | 8/22/2015 | 108,922.12 | 8/20/2016 | 115,270.28 | 8/19/2017 | 101,813.88 |
| 8/31/2013 | 58,913.18 | 8/30/2014 | 60,280.02 | 8/29/2015 | 73,285.10 | 8/27/2016 | 96,130.52 | 8/26/2017 | 97,669.16 |
| 9/7/2013 | 67,758.74 | 9/6/2014 | 61,420.28 | 9/5/2015 | 55,890.76 | 9/3/2016 | 60,448.12 | 9/2/2017 | 81,653.20 |
| 9/14/2013 | 53,374.22 | 9/13/2014 | 51,364.96 | 9/12/2015 | 63,273.30 | 9/10/2016 | 61,598.04 | 9/8/2017 | 55,334.98 |
| 9/21/2013 | 54,277.94 | 9/20/2014 | 50,664.54 | 9/19/2015 | 54,233.06 | 9/17/2016 | 50,609.64 | 9/16/2017 | 44,268.00 |
| 9/28/2013 | 54,881.50 | 9/27/2014 | 50,127.22 | 9/26/2015 | 52,439.60 | 9/24/2016 | 51,199.68 | 9/23/2017 | 46,070.12 |
| 10/5/2013 | 55,950.74 | 10/4/2014 | 53,531.28 | 10/3/2015 | 53,104.94 | 10/1/2016 | 54,346.34 | 9/30/2017 | 54,009.30 |
| 10/12/2013 | 55,837.92 | 10/11/2014 | 51,127.00 | 10/10/2015 | 50,291.26 | 10/8/2016 | 50,896.18 | 10/7/2017 | 48,699.00 |
| 10/19/2013 | 61,327.20 | 10/18/2014 | 56,414.64 | 10/17/2015 | 53,048.80 | 10/15/2016 | 51,557.88 | 10/14/2017 | 50,397.36 |
| 10/26/2013 | 52,854.06 | 10/25/2014 | 49,890.20 | 10/24/2015 | 55,418.72 | 10/22/2016 | 53,825.90 | | |
| 11/2/2013 | 57,543.54 | 11/1/2014 | 52,242.34 | 10/31/2015 | 57,023.64 | 10/29/2016 | 50,853.22 | | |
| 11/9/2013 | 54,666.76 | 11/8/2014 | 52,819.26 | 11/7/2015 | 55,832.08 | 11/5/2016 | 55,958.84 | | |
| 11/16/2013 | 56,495.96 | 11/15/2014 | 51,810.32 | 11/14/2015 | 56,012.86 | 11/12/2016 | 53,346.18 | | |
| 11/23/2013 | 48,628.62 | 11/22/2014 | 46,228.62 | 11/21/2015 | 50,193.76 | 11/19/2016 | 47,174.90 | | |
| 11/30/2013 | 59,645.66 | 11/29/2014 | 55,593.44 | 11/28/2015 | 60,010.98 | 11/26/2016 | 56,826.94 | | |
| 12/7/2013 | 47,306.24 | 12/6/2014 | 46,792.50 | 12/5/2015 | 47,767.86 | 12/3/2016 | 48,407.86 | | |
| 12/14/2013 | 29,229.02 | 12/13/2014 | 40,904.98 | 12/12/2015 | 42,938.56 | 12/10/2016 | 43,743.14 | | |
| 12/21/2013 | 44,581.02 | 12/20/2014 | 41,600.84 | 12/19/2015 | 43,087.16 | 12/17/2016 | 33,602.54 | | |
| 12/28/2013 | 62,117.14 | 12/27/2014 | 58,114.68 | 12/26/2015 | 52,835.48 | 12/24/2016 | 40,222.46 | | |
| 1/4/2014 | 62,963.88 | 1/3/2015 | 68,277.28 | 1/2/2016 | 74,963.14 | 12/31/2016 | 60,653.90 | | |
| 1/11/2014 | 37,935.94 | 1/10/2015 | 37,099.34 | 1/9/2016 | 41,474.24 | 1/7/2017 | 42,634.50 | | |
| 1/18/2014 | 49,418.64 | 1/17/2015 | 43,217.36 | 1/16/2016 | 43,455.58 | 1/14/2017 | 37,751.18 | | |
| 1/25/2014 | 42,720.80 | 1/24/2015 | 41,212.80 | 1/23/2016 | 25,025.40 | 1/21/2017 | 46,870.58 | | |
| 2/1/2014 | 47,681.60 | 1/31/2015 | 42,783.32 | 1/30/2016 | 36,805.26 | 1/28/2017 | 40,692.96 | | |
| 2/8/2014 | 45,434.52 | 2/7/2015 | 47,859.18 | 2/4/2016 | 51,695.74 | 2/4/2017 | 44,277.10 | | |
| 2/15/2014 | 41,076.08 | 2/14/2015 | 48,131.08 | 2/13/2016 | 44,941.78 | 2/11/2017 | 42,514.28 | | |
| 2/22/2014 | 61,523.98 | 2/21/2015 | 37,610.66 | 2/20/2016 | 50,505.40 | 2/18/2017 | 48,086.80 | | |
| 3/1/2014 | 57,744.78 | 2/28/2015 | 56,982.14 | 2/27/2016 | 52,426.86 | 2/25/2017 | 55,365.02 | | |
| 3/8/2014 | 50,439.94 | 3/7/2015 | 43,750.42 | 3/5/2016 | 53,474.66 | 3/4/2017 | 47,881.24 | | |
| 3/15/2014 | 54,414.66 | 3/14/2015 | 55,096.66 | 3/12/2016 | 51,447.02 | 3/11/2017 | 46,274.58 | | |
| 3/22/2014 | 50,734.62 | 3/21/2015 | 53,081.08 | 3/19/2016 | 50,356.80 | 3/18/2017 | 43,959.78 | | |
| 3/29/2014 | 51,174.60 | 3/28/2015 | 50,548.88 | 3/26/2016 | 52,217.46 | 3/25/2017 | 49,130.62 | | |
| 4/5/2014 | 55,229.90 | 4/4/2015 | 51,713.78 | 4/2/2016 | 54,185.88 | 4/1/2017 | 48,124.72 | | |
| 4/12/2014 | 48,653.18 | 4/11/2015 | 51,024.54 | 4/9/2016 | 49,690.04 | 4/8/2017 | 46,262.60 | | |
| 4/19/2014 | 54,469.22 | 4/18/2015 | 49,338.10 | 4/16/2016 | 49,071.82 | 4/15/2017 | 46,768.98 | | |
| 4/26/2014 | 51,637.18 | 4/25/2015 | 49,656.62 | 4/23/2016 | 49,485.78 | 4/22/2017 | 45,614.00 | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 5/3/2014 | 54,757.72 | 5/2/2015 | 54,079.66 | 4/30/2016 | 50,872.46 | 4/29/2017 | 48,204.34 | |
| 5/10/2014 | 51,011.76 | 5/9/2015 | 50,062.82 | 5/7/2016 | 52,135.22 | 5/8/2017 | 46,890.30 | |
| 5/17/2014 | 51,148.34 | 5/16/2015 | 48,308.08 | 5/14/2016 | 51,441.84 | 5/13/2017 | 47,648.16 | |
| 5/24/2014 | 53,082.60 | 5/23/2015 | 47,705.92 | 5/21/2016 | 48,392.48 | 5/20/2017 | 43,998.24 | |
| 5/31/2014 | 62,642.98 | 5/30/2015 | 58,258.10 | 5/28/2016 | 49,380.84 | 5/27/2017 | 49,930.94 | |
| 6/7/2014 | 49,517.18 | 6/6/2015 | 53,927.82 | 6/4/2016 | 58,228.50 | 6/3/2017 | 52,503.12 | |
| 6/14/2014 | 50,266.50 | 6/13/2015 | 50,110.84 | 6/11/2016 | 45,053.42 | 6/10/2017 | 42,563.08 | |
| 6/21/2014 | 48,768.14 | 6/20/2015 | 47,109.22 | 6/18/2016 | 46,179.18 | 6/17/2017 | 47,653.68 | |
| 6/28/2014 | 49,250.32 | 6/27/2015 | 55,325.14 | 6/25/2016 | 47,230.00 | 6/24/2017 | 46,628.62 | |
| 6/30/2014 | 12,010.70 | 6/30/2015 | 16,018.68 | 6/30/2016 | 27,584.00 | 6/30/2017 | 37,001.52 | |
| | **3,261,565.02** | | **3,148,372.80** | | **3,167,478.80** | | **3,047,532.94** | **1,240,631.12** |

**Table Game Revenue**

| Date | Amount |
|---|---|
| July/August, 2010 | 154,185.68 |
| September, 2010 | 94,247.84 |
| October, 2010 | 105,903.60 |
| November, 2010 | 108,717.67 |
| December, 2010 | 118,721.11 |
| January, 2011 | 106,189.21 |
| February, 2011 | 105,776.45 |
| March, 2011 | 120,927.10 |
| April, 2011 | 130,654.61 |
| May, 2011 | 130,492.02 |
| June, 2011 | 121,576.41 |
| **Total 2010-2011** | **1,297,391.70** |

| Date | Amount |
|---|---|
| July, 2011 | 141,718.01 |
| August, 2011 | 137,473.92 |
| September, 2011 | 110,375.25 |
| October, 2011 | 124,273.94 |
| November, 2011 | 121,118.87 |
| December, 2011 | 140,509.93 |
| January, 2012 | 137,812.68 |
| February, 2012 | 142,770.01 |
| March, 2012 | 151,845.46 |
| April, 2012 | 127,862.26 |
| May, 2012 | 137,905.13 |
| June, 2012 | 129,235.38 |
| **Total 2011-2012** | **1,602,900.84** |

| Date | Amount |
|---|---|
| July, 2012 | 138,663.64 |
| August, 2012 | 133,245.83 |
| September, 2012 | 127,532.40 |
| October, 2012 | 126,482.02 |
| November, 2012 | 134,443.93 |
| December, 2012 | 146,677.92 |
| January, 2013 | 132,650.35 |
| February, 2013 | 121,636.62 |
| March, 2013 | 149,033.62 |
| April, 2013 | 105,545.23 |
| May, 2013 | 109,747.38 |
| June, 2013 | 104,803.37 |
| **Total 2012-2013** | **1,530,462.31** |

| Date | Amount |
|---|---|
| July, 2013 | 99,274.36 |
| August, 2013 | 111,427.75 |
| September, 2013 | 80,857.74 |
| October, 2013 | 81,066.09 |
| November, 2013 | 79,853.94 |
| December, 2013 | 79,617.31 |
| January, 2014 | 75,093.81 |
| February, 2014 | 75,170.90 |
| March, 2014 | 78,201.51 |
| April, 2014 | 72,380.72 |
| May, 2014 | 93,191.89 |
| June, 2014 | 72,350.70 |
| **Total 2013-2014** | **998,486.72** |

| Date | Amount |
|---|---|
| July, 2014 | 78,639.07 |
| August, 2014 | 84,726.51 |
| September, 2014 | 71,967.51 |
| October, 2014 | 66,257.02 |
| November, 2014 | 71,046.66 |
| December. 2014 | 76,797.24 |
| January, 2015 | 73,346.66 |
| February, 2015 | 66,262.78 |
| March, 2015 | 73,747.70 |
| April, 2015 | 76,343.68 |
| May, 2015 | 78,424.23 |
| June, 2015 | 81,569.83 |
| **Total 2014-2015** | **899,128.89** |

| Date | Amount |
|---|---|
| July, 2015 | 75,674.79 |
| August, 2015 | 70,064.73 |
| September, 2015 | 64,845.44 |
| October, 2015 | 68,440.97 |
| November, 2015 | 67,488.54 |
| December, 2015 | 73,055.05 |
| January, 2016 | 67,545.11 |
| February, 2016 | 65,518.59 |
| March, 2016 | 72,986.23 |
| April, 2016 | 68,149.38 |
| May, 2016 | 76,415.84 |
| June, 2016 | 62,572.11 |
| **Total 2015-2016** | **832,756.78** |

| Date | Amount |
|---|---|
| July, 2016 | 77,234.20 |
| August, 2016 | 63,158.62 |
| September, 2016 | 67,701.42 |
| October, 2016 | 63,392.97 |
| November, 2016 | 61,087.94 |
| December, 2016 | 59,508.00 |
| January, 2017 | 63,836.29 |
| February, 2017 | 51,478.72 |
| March, 2017 | 55,972.27 |
| April, 2017 | 54,086.05 |
| May, 2017 | 55,545.56 |
| June, 2017 | 53,609.09 |
| **Total 2016-2017** | **726,611.13** |

| Date | Amount |
|---|---|
| July, 2017 | 59,809.62 |
| August, 2017 | 54,309.02 |
| September, 2017 | 49,630.18 |
| **Total 2017-2018** | **163,748.82** |

**Table Game Revenue Distribution - Jefferson County School Board**

| Date | Amount | Date | Amount | Date | Amount | Date | Amount |
|---|---|---|---|---|---|---|---|
| July, 2011 | 425,154.03 | July, 2012 | 415,990.92 | July, 2013 | 297,823.08 | July, 2014 | 235,917.21 |
| August, 2011 | 412,421.76 | August, 2012 | 399,737.49 | August, 2013 | 334,283.25 | August, 2014 | 254,179.53 |
| September, 2011 | 331,125.75 | September, 2012 | 382,597.20 | September, 2013 | 242,573.22 | September, 2014 | 215,902.53 |
| October, 2011 | 372,821.82 | October, 2012 | 379,446.06 | October, 2013 | 243,198.27 | October, 2014 | 198,771.06 |
| November, 2011 | 363,356.61 | November, 2012 | 403,331.79 | November, 2013 | 239,561.82 | November, 2014 | 213,139.98 |
| December, 2011 | 421,529.79 | December, 2012 | 440,033.75 | December, 2013 | 238,851.93 | December, 2014 | 230,391.72 |
| January, 2012 | 413,438.04 | January, 2013 | 397,951.05 | January, 2014 | 225,281.43 | January, 2015 | 220,039.98 |
| February, 2012 | 428,310.03 | February, 2013 | 381,857.07 | February, 2014 | 225,512.70 | February, 2015 | 198,788.34 |
| March, 2012 | 455,536.38 | March, 2013 | 447,100.86 | March, 2014 | 234,604.53 | March, 2015 | 221,243.10 |
| April, 2012 | 383,586.78 | April, 2013 | 316,635.69 | April, 2014 | 217,142.18 | April, 2015 | 229,031.04 |
| May, 2012 | 413,715.39 | May, 2013 | 329,242.14 | May, 2014 | 279,575.67 | May, 2015 | 235,272.69 |
| June, 2012 | 387,706.12 | June, 2013 | 314,410.11 | June, 2014 | 217,052.10 | June, 2015 | 244,709.49 |
| **Total 2011-2012** | **4,808,702.50** | **Total 2012-2013** | **4,608,334.13** | **Total 2013-2014** | **2,995,460.18** | **Total 2014-2015** | **2,697,386.67** |

| Date | Amount | Date | Amount | Date | Amount |
|---|---|---|---|---|---|
| July, 2015 | 227,024.37 | July, 2016 | 231,702.60 | July, 2017 | 179,428.86 |
| August, 2015 | 210,194.19 | August, 2016 | 189,475.86 | August, 2017 | 162,927.06 |
| September, 2015 | 194,536.32 | September, 2016 | 203,104.26 | September, 2017 | 148,890.54 |
| October, 2015 | 205,322.91 | October, 2016 | 190,178.91 | | |
| November, 2015 | 202,465.62 | November, 2016 | 183,263.82 | | |
| December, 2015 | 219,165.15 | December, 2016 | 178,524.00 | | |
| January, 2016 | 202,635.33 | January, 2017 | 191,508.87 | | |
| February, 2016 | 196,555.77 | February, 2017 | 154,436.16 | | |
| March, 2016 | 218,958.69 | March, 2017 | 167,916.81 | | |
| April, 2016 | 204,448.14 | April, 2017 | 162,258.15 | | |
| May, 2016 | 229,247.52 | May, 2017 | 166,636.68 | | |
| June, 2016 | 187,716.33 | June, 2017 | 160,827.27 | | |
| **Total 2015-2016** | **2,498,270.34** | **Total 2016-2017** | **2,179,833.39** | **Total 2017-2018** | **491,246.46** |

| ***Political Subdivision*** | ***Amount*** |
|---|---|
| Huntington | 863.65 |
| Hurricane | 863.65 |
| Huttonsville | 863.65 |
| Iaeger | 863.65 |
| Jackson County | 3,437.69 |
| Jane Lew | 863.65 |
| Jefferson County | 49,630.18 |
| Jefferson County School Board | 148,890.54 |
| Junior | 863.65 |
| Kanawha County | 20,875.71 |
| Kenova | 863.65 |
| Kermit | 863.65 |
| Keyser | 863.65 |
| Keystone | 863.65 |
| Kimball | 863.65 |
| Kingwood | 863.65 |
| Leon | 863.65 |
| Lester | 863.65 |
| Lewis County | 3,437.69 |