

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**SECOND QUARTERLY SESSION - APRIL-JUNE 2019**  
**THURSDAY, MAY 16, 2019**  
**6:00 P.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**

- **May 2, 2019**

**APPROVAL OF REQUISITIONS**

- **May 16, 2019**

**APPROVAL OF ACCOUNTS PAYABLE**

- **May 9, 2019**
- **May 16, 2019**

**APPROVAL OF MANUAL CHECKS**

- **May 9, 2019**
- **May 16, 2019**

**APPROVAL OF PAYROLL**

- **May 2, 2019**

**ANNOUNCEMENTS**

- **Report if there are changes in the agenda if applicable**

**PUBLIC COMMENT (6:10 p.m. - 6:30 p.m)**

## **PRESENTATIONS**

- 1. 6:30 p.m. Angie Banks, Assessor**  
- Certificate of Oaths for the Real Estate and Personal Property Books - Discussion/Action  
- Exonerations - Discussion/Action
- 2. 6:45 p.m. Michelle Gordon, Finance Director**  
- Review of Highmark Medical Insurance Renewal Options and Selection of Plan for FY2020 - Discussion/Action  
- Review of Delta Dental Renewal for FY2020 - Discussion/Action  
- Review of Hartford Group Life & Voluntary Life Insurance Renewal for FY2020-FY2021 - Discussion/Action  
- Review of NVA Vision Insurance Renewal for FY2020-FY2023 - Discussion/Action  
- Review and Approval of FY19 State Budget Revision 3 for the Coal Severance Fund - Discussion/Action  
- Review and Approval of FY19 State Budget Revision 5 for the General Fund Discussion/Action
- 3. 7:00 p.m. Public Hearing**  
- Proposed revision to the County excise tax (i.e. property transfer tax) imposed for the privilege of transferring title to real estate
- 4. 7:15 p.m. Nikki Painter, Elections**  
- Permanent Polling Place Location Change - Discussion/Action
- 5. 7:30 p.m. BREAK**
- 6. 7:45 p.m. Jeffrey Parsons**  
- Request update to the Dog Barking Ordinance - Discussion/Action
- 7. 8:00 p.m. Interview and Appointment to the Eastern Panhandle HOME Consortium Council of West Virginia - One 3-year term ending June 30, 2022 - Discussion/Action**
- 8. 8:15 p.m. Robert Edwards, US Census Bureau**  
- Approval of Proclamation - Discussion/Action
- 9. 8:30 p.m. Pete Dougherty, Sheriff**

- Approval of Employment - Animal Control Officer - Discussion/Action

10. 8:40 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of renewal of County cable franchise agreement and related issues - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #18-P-132 - Discussion/Action
  - Discussion of EEOC Charge #533-2018-01557 - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #18-C-171 - Discussion/Action
  - Discussion of EEOC Charge #533-2017-00706 - Discussion/Action
  - Discussion of and communication with FEMA regarding potential resolution. U.S. District Court (Northern District) Civil Action #3:18-CV-122 - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #17-C-282 - Discussion/Action

#### **UNFINISHED BUSINESS**

11. Update on septic systems, Board of Health & related items - Discussion/Action (JC)

#### **COUNTY ADMINISTRATOR REPORTS**

- Poor House Farm Lease - Discussion/Action

#### **COUNTY COMMISSION REPORTS**

12. ADJOURN

#### **CORRESPONDENCE/INFORMATION**

Impact Fee Status Report for April, 2019 received.

Notification of Availability of the Final Environmental Impact Statement re: four lane upgrade of US 340 in Jefferson County from the Virginia state line to the Charles Town Bypass.

*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, May 2, 2019

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A meeting of the Jefferson County Commission was held on Thursday, May 2, 2019 during the first quarterly session 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, Ralph Lorenzetti, Patricia Noland, and Jane Tabb. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, May 2, 2019 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

**Motion by Mr. Compton to approve the April 16, 2019 Lay the Levy Minutes with noted correction. Motion seconded and unanimously approved.**

**Motion by Ms. Tabb to approve the April 17, 2019 Emergency Ambulance Fee Ordinance Public Hearing Minutes as presented. Motion seconded and unanimously approved.**

**Motion by Mr. Compton to approve the April 18, 2019 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

CHECK #	DEPT	VENDORS	CHECK AMNT
81640	428	ADVANTAGE TECHNOLOGY LLC	\$ 4,200.00
81641	ALLOC	AHA-ARTS & HUMANITIES ALLIANCE	\$ 936.61
81642	401	BHM CPA GROUP INC	\$ 56,000.00

81643	P/R DED	DEBBIE LOWE		\$ 461.52
81644	P/R DED	EDITH COOPER		\$ 650.58
81645	P/R DED	ELYSSA LUKE		\$ 2,250.00
81646	405	FEDEX		\$ 17.30
81646	428	FEDEX		\$ 48.21
81646	700	FEDEX		\$ 30.23
81646	700	FEDEX		\$ 44.21
81647	717	GUTTMAN OIL CO		\$ 15,940.11
81648	424	J.C. EHRLICH		\$ 33.00
81648	425	J.C. EHRLICH		\$ 662.00
81649	ALLOC	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		\$ 1,386.89
81650	425	JEFFERSON CO EMERGENCY SERVICES AGENCY		\$ 1,651.32
81651	ALLOC	JEFFERSON CO CONVENTION AND VISITORS BUREAU		\$ 23,415.28
81652	ALLOC	JEFF CO PARKS & RECREATION COMMISSION		\$ 21,091.78
81653	403	JEFFERSON CENTER		\$ 100.00
81654	424	KONE INC.		\$ 327.75
81654	425	KONE INC.		\$ 1,482.00
81655	405	MATTHEW HARVEY		\$ 121.67
81656	425	OLD CHARLES TOWN LIBRARY		\$ 1,500.00
81657	424	JEFFERSON WELDING		\$ 440.00
81658	425	POTOMAC EDISON		\$ 16.46
81659	401	WV STATE AUDITOR		\$ 2,480.00
81660	ALLOC	WVU WEST VIRGINIA UNIVERSITY		\$ 3,700.00
81661	440	XEROX CORPORATION		\$ 448.45
81661	402	XEROX CORPORATION		\$ 1,115.24
<b>TOTAL</b>				<b>\$ 140,550.61</b>

**Motion by Mr. Compton to approve the Accounts Payable for April 25, 2019 in the amount of \$140,550.61. Motion seconded and unanimously approved.**

CHECK #	DEPT	VENDOR NAME	CHECK AMT
81663	P/R DED	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 3,320.38
81664	401	BEST BEST & KRIEGER LLP	\$ 985.94
81665	P/R DED	BRYAN MCCUSKER	\$ 587.23
81666	P/R DED	BUREAU OF CHILD SUPPORT	\$ 169.39
81667	P/R DED	COLONIAL LIFE	\$ 163.20
81668	P/R DED	DELTA DENTAL OF WV	\$ 6,384.13
81669	412	DOING BETTER BUSINES	\$ 595.70
81670	712	DR. ROBERT E JONES III	\$ 1,000.00

81671	P/R DED	EMPOWER RETIREMENT	\$ 2,300.00
81672	712	GREENSIDE PSYCHOLOGICAL ASSOC INC-ATLC OCCUPSYC	\$ 295.00
81673	P/R DED	HELEN M MORRIS TRUSTEE	\$ 543.86
81674	P/R DED	HIGHMARK WV	\$ 197,829.54
81675	P/R DED	JEFFERSON SECURITY BANK	\$ 4,725.00
81676	P/R DED	LAURA STORM	\$ 55.19
81677	P/R DED	MILLENIUM INSURANCE GROUP	\$ 750.00
81678	712	MILLERS SUPPLIES AT WORK	\$ 31.90
81679	712	MOTOROLA SOLUTIONS INC	\$ 57.50
81680	P/R DED	NATIONAL VISION ADMIN.	\$ 1,778.94
81681	401	NEOPOST USA INC.	\$ 190.00
81682	P/R DED	NATIONWIDE RETIREMENT SOLUTIONS	\$ 849.00
81683	P/R DED	RETIREE HEALTH BENEFIT TRUST	\$ 1,432.00
81684	P/R DED	SHERIFF OF JEFFERSON COUNTY	\$ 90,979.82
81685	P/R DED	THE HARTFORD	\$ 2,349.50
81686	P/R DED	THE HARTFORD	\$ 3,982.88
81687	P/R DED	VINCENT TIONG	\$ 531.53
81688	P/R DED	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 14,861.64
81689	P/R DED	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 45,065.37
81690	P/R DED	WV UNITED HEALTH SYSTEM	\$ 264.64
<b>TOTAL</b>			<b>\$ 382,079.28</b>

**Motion by Ms. Noland to approve the Accounts Payable for May 2, 2019, in the amount of \$382,079.28. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

Check#	Fund	VENDOR	Amount
81691	AB/53	JEFFERSON ESA	\$ 200,000.00
647	HD/8	FIFTH THIRD BANK	\$ 56.03
728	AV/56	MILLER	\$ 65.42
729	AV/56	MONROE	\$ 1,148.00
425	SF/73	MCKINNEYS AUTO REPAIR	\$ 116.00
426	SF/73	SPIRIT OF JEFFERSON	\$ 81.30
<b>TOTAL</b>			<b>\$ 201,466.75</b>

**Motion by Ms. Tabb to approve the Manual Checks for May 2, 2019 in the amount of \$201,466.75. Motion seconded and unanimously approved.**

**APPROVAL OF PAYROLL**

**Motion by Mr. Compton to approve the Payroll for April 18, 2019 in the amount of \$258,432.65. Motion seconded and unanimously approved.**

**PUBLIC COMMENT**

Public comment was made by the following individuals: Nancy Lutz, Danny Lutz, David Tabb, and Jay Mansfield. Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

**PRESENTATIONS**

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

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Gladys C. & Jennings R. Gifft	RE	HF	11488	\$271.02

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 11488 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Amanda Zombro	PP	HF	309310	\$291.36

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 309310 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
David & Susan Schnebele	PP	HF	308812	\$173.88

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 308812 as presented. Motion seconded and unanimously approved.**
2. National Service Recognition – AmeriCorps Promise VISTAS Recognition for Harlee Marsh, VISTA Leader serving at West Virginia’s Promise – the Alliance for Youth.
    - **Motion by Ms. Tabb to adopt the Proclamation recognizing Harlee Marsh for her service. Motion seconded and unanimously approved.**
  3. Matthew Harvey, Prosecuting Attorney – discussed staffing needs and potential new hires.
    - **Motion by Ms. Tabb to approve the following hires for the Prosecuting Attorney’s Office: Meagan Yates as an Intern at \$500/week; Marissa Stone as a part-time victim’s advocate at \$18.50/hr; and Alexandria Hazel as a current paralegal with a salary of \$60,000 to be a future assistant prosecuting attorney at a salary of \$80,000 pending her reciprocity agreement with Loudoun County. Motion seconded and unanimously approved.**
  4. The Commission recessed for break at 10:40 am.  
The Commission reconvened at 10:55 am.
  5. Gail Magaha, Chief Deputy Clerk, County Clerk’s Office – requested the approval to hire two new employees in the County Clerk’s Office.
    - **Motion by Ms. Noland to approve the hire of Shari Carr as the Assistant Finance Clerk and Deanna Davis as the Assistant County Clerk. Motion seconded and unanimously approved.**
  6. Susan McFadden, Jefferson County Community Education Outreach Service - requested approval of proclamation for CEOS Week, May 19 through May 26, 2019.
    - **Motion by Ms. Noland to designate May 19-May 25, 2019 as Jefferson County Community Education Outreach Service Week. Motion seconded and unanimously approved.**
  7. Interviews and Appointments to the Jefferson County Historic Landmarks Commission – one three-year term ending March 6, 2022.
    - **Motion by Ms. Tabb to appoint Carmen Webber to the Jefferson County Historic Landmarks Commission for a three-year term ending March 6, 2022. Motion seconded and unanimously approved.**

8. Interviews and Appointments for the Bolivar Representative to the Jefferson County Development Authority

- Commissioner Compton offered his nomination for Bob McEachern.
- Jane Tabb offered her nomination for Lisa Kovatch.

**After receiving the majority vote (Commissioners Compton, Lorenzetti, Noland, and Hudson), Bob McEachern was appointed to the Jefferson County Development Authority as the Bolivar Representative for a three year term ending April 5, 2022.**

9. Russell Burgess, Director, IT – requested approval to hire a full-time Information Technology employee starting July 1, 2019 and provide internship payment in the amount of \$200 per week.

- **Motion by Ms. Tabb to hire Abigail Wilt as a full-time IT employee at a salary of \$35,000, effective July 1, 2019. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve a \$200/week stipend (minimum of 20 hours per week) for Abigail Wilt until her full-time employment begins July 1, 2019 and future IT interns within the constraints of the IT budget. Motion seconded and unanimously approved.**

### COUNTY ADMINISTRATOR REPORTS

- Legislative Summary
- Discussion of Procession of Employee Benefits – Ms. Grove stated she was postponing the discussion on this item until the County Clerk could be present.

10. Michelle Gordon, Finance Director

- a. Review and Approval of FY19 Internal Budget Revision 3 for the General Fund
  - **Motion by Ms. Tabb to approve FY19 Internal Budget Revision 3 for the General Fund, as presented. Motion seconded and unanimously approved.**
- b. Review of FY2019 Budget to Actual as of 3/31/2019
- c. Emergency Ambulance Service Fee Ordinance

- **Motion by Ms. Noland to approve the Emergency Ambulance Service Fee Ordinance as amended on May 2, 2019 with an effective date of July 1, 2019. Motion seconded and passes on a vote of 3-2 with Commissioners Compton and Hudson opposing.**

**11. Bill Polk, Director of Maintenance**

- a. Request for approval of the ShoreTel Telephone Software Platform Conversion to the Mitel Connect Platform
  - **Motion by Ms. Noland to approve the conversion of the Shoretel Telephone software platform to the Mitel Connect Platform. Motion seconded and unanimously approved.**
- b. Presentation of Quarterly Report

**12. Becky Burns, Office Manager, Engineering Department – requested refund of building permit fees for Tony B. Harris – Permit #18-694WD**

- **Motion by Ms. Noland to authorize a partial refund of building permit fees for Tony Harris in the amount of \$216.00. Motion seconded and unanimously approved.**

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

- a. Complete Bond Release – Arland Property Company, LLC – Waffle House (File #S17-02)
  - **Motion by Mr. Compton to authorize a complete release of Irrevocable Letter of Credit #107043867-4401 with United Bank, in the amount of \$118,195.00 construction bond amount for Arland Property Company, LLC – Waffle House (File #S17-02). Motion seconded and unanimously approved.**
- b. Complete Bond Release – Global Tower Assets, LLC – Summit Point Cell Tower (File #S10-07)
  - **Motion by Ms. Noland to authorize a complete release of Performance Bond No. 1952894 in the amount of \$115,747.00 construction bond amount for Global Tower Assets, LLC – Summit Point Cell Tower (File #S10-07). Motion seconded and unanimously approved.**
- c. Approval for Planning Commission to advertise Request for Qualifications (RFQ) to update Zoning Ordinance and Subdivision Regulations

- **Motion by Ms. Noland to authorize the Jefferson County Planning Commission to advertise the RFQ to receive applicant proposals and costs for the proposed land use ordinance amendments. Motion seconded and unanimously approved.**

14. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of Jefferson County Civil Action #17-C-282
  - Discussion of Renewal of County Cable Franchise Agreement and related issues
  - Update on Jefferson County Circuit Court Civil Action #18-P-132
  - Discussion of EEOC Charge #533-2018-01557
  - Discussion of Jefferson County Circuit Court Civil Action#18-C-171
  - Discussion of Jefferson County Circuit Court Civil Action#18-C-201
  - Discussion of EEOC Charge #533-2017-00706
  - Discussion and update of Jefferson County Circuit Court Civil Action #18-C-108
  - Discussion of the Board of Health septic tank permitting process and procedures
  - Discussion of and communication with FEMA regarding potential resolution
  - Discussion of US District Court (Northern District) Civil Action #3:18-CV-122
  - Discussion of TeMa Pilot Agreement
- **Motion by Ms. Tabb to authorize President Noland to sign agreement and clarification concerning the FEMA grant. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to authorize counsel to respond to the appeal re: 17-C-282. Motion seconded and unanimously approved.**

15. The Commission adjourned at 2:22 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

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Patricia A. Noland, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

# REQUISITIONS TO BE APPROVED

May 16, 2019

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
OTHER BUILDINGS	19016	\$ 7,015.00	Fidelity Power Systems	Generator Annual Maintenance
<b>GRAND TOTAL</b>		<b>\$ 7,015.00</b>		



### Requisitions



- Back
- Add
- Excel
- Mass Allocate
- Duplicate
- Custom Interface
- Notes
- Actions/ Approvers
- Release
- Activate
- My Approvals
- Attach

## Requisition: 2019/19016

Released, Laura Kuhn, 04/25/2019

Total Cost: \$7,015.00

#### Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year\* 2019  
 Requisition Number\* 19016  
 Created Date\* 04/25/2019

Type (N) NORMAL

- Project Accounts Applied
- Notify Originator When Converted or Rejected
- Notify Originator of Overages
- Receive by Amount
- Three Way Match Required
- Inspection Required

Department\* (425) OTHER BUILDINGS ... View

Purchase order

Commodity ... View

Review

Description GENERATOR ANNUAL MAINTENANCE AGREEMENT

Needed by

by

Buyer

PO Expiration

#### Items (1)

Add Item

Line	Description	Qty	UOM	Unit Price	Line Total	GL Account
1	THIS IS THE RENEWAL OF THE GENERATOR MAINTENANCE C	1.00	EACH	\$7,015.00000	\$7,015.00	E (001425-423000) CONTRACTED SERVICES

Notifications (1) Save Cancel





March 7, 2019

Agreement:

K209183D

**BILL POLK**  
JEFFERSON CO. COMMISSION  
911 CENTER  
CHARLESTOWN, WV.25414  
Phone: 3047284642

**Site Location:**  
JEFFERSON CO. EMERGENCY  
116 E WASHINGTON ST  
CHARLES TOWN, WV 25414  
Email: bpolk@jeffersoncountywv.org

*Re: Renewal of Planned Maintenance Agreement K209183D*

**BILL POLK,**

We appreciate the opportunity to continue to provide planned maintenance service on your **CUMMINS C60 N6H** generator NG (S/N L140777321), including the related equipment cited in agreement K209183D. This agreement is due for renewal on **03-01-2019**.

Please review Page 2 and indicate your preference for continued service.

If you have questions or comments, please give me a call at (410) 771-9400 Ext. 2592 or (443) 807-8538. We look forward to satisfying your maintenance requirements.

Thank you for your business,

**FIDELITY POWER SYSTEMS**

*Stan Randall*

Service Sales

7015.00

**PLEASE INITIAL YOUR CHOICES effective 03-01-2019:**

**Current GUARDIAN 2 (2 Semi-Annual Visits)        X   \$830.00/annually, plus tax\*, in advance**

Oil Analysis (annual) INCLUDED

**Customer is to provide all necessary parking for service vehicles at time of service.**

Fidelity Power Systems does not cover air filters as part of the maintenance contract on generators over 200kw. Air filters will be quoted when replacement is needed. **Please initial:** \_\_\_\_\_

*Addendum to Exclusions: Fidelity Power Systems is not responsible for damage to roofing as a result of leaks, equipment failure, or component failure; however, we will make every effort to protect the area while services are performed.*

*\*Prices are based on billing prior to services being performed for maintenance scheduled during regular hours. If you require other billing arrangements please request revised pricing.*

**HOURS OF OPERATION:**

Normal: 7AM – 4PM Monday – Friday

Overtime: 4PM – 7AM Monday – Friday; 4PM Friday – 5PM Saturday; 2AM Monday – 7AM Monday

Double Time: 5PM Saturday – 2AM Monday; All Holidays

Travel time and time on site will be charged on all service calls. Current mileage charge is \$2.00/mile.

**CONTRACT RATES:**

Contract customers receive a 10% discount on the current, posted labor rates. After-hour service calls are subject to a four-hour minimum labor charge and a mileage charge (measured from our last stop to your site).

**ACCEPTANCE OF RENEWAL OFFER**

*Fidelity Engineering Corporation Terms and Conditions of Sale apply*

**JEFFERSON CO. COMMISSION**

BY: \_\_\_\_\_

PRINTED: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**FIDELITY POWER SYSTEMS**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

***Please initial your choices, sign and return this page by fax, email, or regular mail to:***

Fidelity Power Systems  
Attn: Stan Randall  
25 Loveton Circle, Sparks, MD 21152  
FAX (410) 771-9412  
Email: [strandall@fidelityengineering.com](mailto:strandall@fidelityengineering.com)

***(A purchase order is also acceptable.)***

**P.O. # \_\_\_\_\_**

**NOTE: If tax exempt, please include a copy of your Tax Exemption Certificate.**



March 7, 2019

Agreement:

K202287

**BILL POLK**  
JEFFERSON CO. COMMISSION  
911 CENTER  
CHARLESTOWN, WV 25414  
Phone: 3047284642

**Site Location:**  
JEFFERSON CO. PUBLIC SVC  
1948 WILTSHIRE ROAD  
KEARNEYSVILLE, WV 25430  
Email: bpolk@jeffersoncountywv.org

*Re: Renewal of Planned Maintenance Agreement K202287*

**BILL POLK,**

We appreciate the opportunity to continue to provide planned maintenance service on your **CATERPILLAR SR4/9Y0413** generator (S/N 5NF01133 80KW), including the related equipment cited in agreement K202287. This agreement is due for renewal on 03-01-2019.

Please review Page 2 and indicate your preference for continued service.

If you have questions or comments, please give me a call at (410) 771-9400 Ext. 2592 or (443) 807-8538. We look forward to satisfying your maintenance requirements.

Thank you for your business,

**FIDELITY POWER SYSTEMS**

*Stan Randall*

Service Sales

**PLEASE INITIAL YOUR CHOICES effective 03-01-2019:**

Current GUARDIAN 2 (2 Semi-Annual Visits)        X   \$1,005.00/annually, plus tax\*, in advance

**Customer is to provide all necessary parking for service vehicles at time of service.**

*Addendum to Exclusions: Fidelity Power Systems is not responsible for damage to roofing as a result of leaks, equipment failure, or component failure; however, we will make every effort to protect the area while services are performed.*

*\*Prices are based on billing prior to services being performed for maintenance scheduled during regular hours.*

**Oil Analysis (annual) INCLUDED**

**HOURS OF OPERATION:**

Normal:        7AM – 4PM Monday – Friday

Overtime:     4PM – 7AM Monday – Friday; 4PM Friday – 5PM Saturday; 2AM Monday – 7AM Monday

Double Time: 5PM Saturday – 2AM Monday; All Holidays

Travel time and time on site will be charged on all service calls. Current mileage charge is \$2.00/mile.

**CONTRACT RATES:**

Contract customers receive a 10% discount on the current, posted labor rates. After-hour service calls are subject to a four-hour minimum labor charge and a mileage charge (measured from our last stop to your site).

**ACCEPTANCE OF RENEWAL OFFER**

*Fidelity Engineering Corporation Terms and Conditions of Sale apply.*

**JEFFERSON CO. COMMISSION**

BY: \_\_\_\_\_

PRINTED: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**FIDELITY POWER SYSTEMS**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

*Please initial your choices, sign and return this page by fax, email, or regular mail to:*

Fidelity Power Systems

Attn: Stan Randall

25 Loveton Circle, Sparks, MD 21152

FAX (410) 771-9412

Email: [randall@fidelityengineering.com](mailto:randall@fidelityengineering.com)

*(A purchase order is also acceptable.)*

P.O. # \_\_\_\_\_

**NOTE: If tax exempt, please include a copy of your Tax Exemption Certificate.**



**March 7, 2019**

**Agreement:**

**K209183A**

**BILL POLK**  
JEFFERSON CO. COMMISSION  
911 CENTER  
CHARLESTOWN, WV 25414  
Phone: 3047284642

**Site Location:**  
JEFFERSON CO. 911  
28 INDUSTRIAL DRIVE  
KEARNEYSVILLE, WV 25430  
Email: bpolk@jeffersoncountywv.org

*Re: Renewal of Planned Maintenance Agreement K209183A*

**BILL POLK,**

We appreciate the opportunity to continue to provide planned maintenance service on your **KOHLER 350REOZDC** generator (S/N 2143007), including the related equipment cited in agreement K209183A. This agreement is due for renewal on 03-01-2019.

Please review Page 2 and indicate your preference for continued service.

If you have questions or comments, please give me a call at **(410) 771-9400 Ext. 2592** or **(443) 807-8538**. We look forward to satisfying your maintenance requirements.

Thank you for your business,

**FIDELITY POWER SYSTEMS**

*Stan Randall*

Service Sales

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**PLEASE INITIAL YOUR CHOICES effective 03-01-2019:**

Current GUARDIAN 2 (2 Semi-Annual Visits)  X  \$2,275.00/annually, plus tax\*, in advance

Customer is to provide all necessary parking for service vehicles at time of service.

Fidelity Power Systems does not cover air filters as part of the maintenance contract on generators over 200kw. Air filters will be quoted when replacement is needed. Please initial: \_\_\_\_\_

*Addendum to Exclusions: Fidelity Power Systems is not responsible for damage to roofing as a result of leaks, equipment failure, or component failure; however, we will make every effort to protect the area while services are performed.*

*\*Prices are based on billing prior to services being performed for maintenance scheduled during regular hours. If you require other billing arrangements please request revised pricing.*

**RECOMMENDED OPTIONS (X denotes current selected options):**

Diesel Fuel Analysis (annual)INCLUDED	<u> X </u>	\$ 195.00/tank*
Oil Analysis (annual)INCLUDED	<u> X </u>	\$ 95.00/unit*
Coolant Analysis (annual)INCLUDED	<u> X </u>	\$ 95.00/unit*
2 HR Load Bank Test (annual-regular hours)INCLUDED	<u> X </u>	\$ 785.00.00/unit*
All load bank tests will be performed to NFPA 110 guidelines unless otherwise requested by the customer.		*plus applicable tax

Please note that current NFPA-110, JCAHO and other authorities having jurisdiction guidelines require many facilities with emergency standby generators to perform annual fuel testing and specific load bank testing. Please refer to your authority having jurisdiction. If your facility abides by these requirements, please initial the appropriate services above. Please contact our office for more details. If you decline these recommended services at this time, please initial here: \_\_\_\_\_

**HOURS OF OPERATION:**

Normal: 7AM – 4PM Monday – Friday  
Overtime: 4PM – 7AM Monday – Friday; 4PM Friday – 5PM Saturday; 2AM Monday – 7AM Monday  
Double Time: 5PM Saturday – 2AM Monday; All Holidays  
Travel time and time on site will be charged on all service calls. Current mileage charge is \$2.00/mile.

**CONTRACT RATES:**

Contract customers receive a 10% discount on the current, posted labor rates. After-hour service calls are subject to a four-hour minimum labor charge and a mileage charge (measured from our last stop to your site).

**ACCEPTANCE OF RENEWAL OFFER**

*Fidelity Engineering Corporation Terms and Conditions of Sale apply*

**JEFFERSON CO. COMMISSION**

BY: \_\_\_\_\_  
PRINTED: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

**FIDELITY POWER SYSTEMS**

BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

*Please initial your choices, sign and return this page by fax, email, or regular mail to:*

Fidelity Power Systems  
Attn: Stan Randall  
25 Loveton Circle, Sparks, MD 21152  
FAX (410) 771-9412  
Email: [randall@fidelityengineering.com](mailto:randall@fidelityengineering.com)

*(A purchase order is also acceptable.)*

P.O. # \_\_\_\_\_

**NOTE: If tax exempt, please include a copy of your Tax Exemption Certificate.**



March 7, 2019

Agreement:

K209183B

**BILL POLK**  
JEFFERSON CO. COMMISSION  
911 CENTER  
CHARLESTOWN, WV 25414  
Phone: 30472846420000

**Site Location:**  
JEFFERSON CO. SHERIFF'S  
102 INDUSTRIAL BOULEVARD  
KEARNEYSVILLE, WV 25430  
Email: bpolk@jeffersoncountywv.org

*Re: Renewal of Planned Maintenance Agreement K209183B*

**BILL POLK,**

We appreciate the opportunity to continue to provide planned maintenance service on your **KOHLER 250REOZJD/GM46340GA2** generator (S/N 2176032), including the related equipment cited in agreement K209183B. This agreement is due for renewal on 03-01-2019.

Please review Page 2 and indicate your preference for continued service.

If you have questions or comments, please give me a call at (410) 771-9400 Ext. 2592 or (443) 807-8538. We look forward to satisfying your maintenance requirements.

Thank you for your business,

**FIDELITY POWER SYSTEMS**

*Stan Randall*

Service Sales

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**PLEASE INITIAL YOUR CHOICES effective 03-01-2019:**

**Current GUARDIAN 2 (2 Semi-Annual Visits)        X   \$2,070.00/annually, plus tax\*, in advance**

**Customer is to provide all necessary parking for service vehicles at time of service.**

Fidelity Power Systems does not cover air filters as part of the maintenance contract on generators over 200kw. Air filters will be quoted when replacement is needed. **Please initial:** \_\_\_\_\_

*Addendum to Exclusions: Fidelity Power Systems is not responsible for damage to roofing as a result of leaks, equipment failure, or component failure, however, we will make every effort to protect the area while services are performed.*

*\*Prices are based on billing prior to services being performed for maintenance scheduled during regular hours. If you require other billing arrangements please request revised pricing.*

**RECOMMENDED OPTIONS (X denotes current selected options):**

Diesel Fuel Analysis (annual)included	<u>  X  </u>	\$ 195.00/tank*
Oil Analysis (annual)included	<u>  X  </u>	\$ 95.00/unit*
Coolant Analysis (annual)included	<u>  X  </u>	\$ 95.00/unit*
2 HR Load Bank Test (annual-regular hours)included	<u>  X  </u>	\$ 785.00/unit*
All load bank tests will be performed to NFPA 110 guidelines unless otherwise requested by the customer.		*plus applicable tax

Please note that current NFPA-110, JCAHO and other authorities having jurisdiction guidelines require many facilities with emergency standby generators to perform annual fuel testing and specific load bank testing. Please refer to your authority having jurisdiction. If your facility abides by these requirements, please initial the appropriate services above. Please contact our office for more details. If you decline these recommended services at this time, please initial here: \_\_\_\_\_

**HOURS OF OPERATION:**

Normal: 7AM – 4PM Monday – Friday  
Overtime: 4PM – 7AM Monday – Friday; 4PM Friday – 5PM Saturday; 2AM Monday – 7AM Monday  
Double Time: 5PM Saturday – 2AM Monday; All Holidays  
Travel time and time on site will be charged on all service calls. Current mileage charge is \$2.00/mile.

**CONTRACT RATES:**

Contract customers receive a 10% discount on the current, posted labor rates. After-hour service calls are subject to a four-hour minimum labor charge and a mileage charge (measured from our last stop to your site).

**ACCEPTANCE OF RENEWAL OFFER**

*Fidelity Engineering Corporation Terms and Conditions of Sale apply.*

**JEFFERSON CO. COMMISSION**

BY: \_\_\_\_\_  
PRINTED: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

**FIDELITY POWER SYSTEMS**

BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

***Please initial your choices, sign and return this page by fax, email, or regular mail to:***

Fidelity Power Systems  
Attn: Stan Randall  
25 Loveton Circle, Sparks, MD 21152  
FAX (410) 771-9412  
Email: [srandall@fidelityengineering.com](mailto:srandall@fidelityengineering.com)

***(A purchase order is also acceptable.)***

**P.O. # \_\_\_\_\_**

**NOTE: If tax exempt, please include a copy of your Tax Exemption Certificate.**



**March 7, 2019**

**Agreement:**

**K209183C**

**BILL POLK**  
JEFFERSON CO. COMMISSION  
911 CENTER  
CHARLESTOWN, WV 25414  
Phone: 3047284642

**Site Location:**  
JEFFERSON CO. EMERGENCY  
419 16TH AVENUE  
RANSON, WV 25438  
Email: bpolk@jeffersoncountywv.org

*Re: Renewal of Planned Maintenance Agreement K209183C*

**BILL POLK,**

We appreciate the opportunity to continue to provide planned maintenance service on your **KOHLER 50REZG/GM68910-GA1** generator (S/N 2272557), including the related equipment cited in agreement K209183C. This agreement is due for renewal on 03-01-2019.

Please review Page 2 and indicate your preference for continued service.

If you have questions or comments, please give me a call at (410) 771-9400 Ext. 2592 or (443) 807-8538. We look forward to satisfying your maintenance requirements.

Thank you for your business,

**FIDELITY POWER SYSTEMS**

*Stan Randall*

Service Sales

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**PLEASE INITIAL YOUR CHOICES effective 03-01-2019:**

Current GUARDIAN 2 (2 Semi-Annual Visits)        X   \$835.00/annually, plus tax\*, in advance

Oil Analysis (annual) INCLUDED

Customer is to provide all necessary parking for service vehicles at time of service.

*Addendum to Exclusions: Fidelity Power Systems is not responsible for damage to roofing as a result of leaks, equipment failure, or component failure; however, we will make every effort to protect the area while services are performed.*

*\*Prices are based on billing prior to services being performed for maintenance scheduled during regular hours. If you require other billing arrangements please request revised pricing.*

**HOURS OF OPERATION:**

Normal: 7AM – 4PM Monday – Friday

Overtime: 4PM – 7AM Monday – Friday; 4PM Friday – 5PM Saturday; 2AM Monday – 7AM Monday

Double Time: 5PM Saturday – 2AM Monday; All Holidays

Travel time and time on site will be charged on all service calls. Current mileage charge is \$2.00/mile.

**CONTRACT RATES:**

Contract customers receive a 10% discount on the current, posted labor rates. After-hour service calls are subject to a four-hour minimum labor charge and a mileage charge (measured from our last stop to your site).

**ACCEPTANCE OF RENEWAL OFFER**

*Fidelity Engineering Corporation Terms and Conditions of Sale apply.*

**JEFFERSON CO. COMMISSION**

BY: \_\_\_\_\_

PRINTED: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**FIDELITY POWER SYSTEMS**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

***Please initial your choices, sign and return this page by fax, email, or regular mail to:***

Fidelity Power Systems

Attn: Stan Randall

25 Loveton Circle, Sparks, MD 21152

FAX (410) 771-9412

Email: [srandall@fidelityengineering.com](mailto:srandall@fidelityengineering.com)

***(A purchase order is also acceptable.)***

P.O. # \_\_\_\_\_

**NOTE: If tax exempt, please include a copy of your Tax Exemption Certificate.**

QUOTE FOR GENERATOR MAINTENANCE AGREEMENT



QUOTE EXPIRES: MAY 3<sup>RD</sup>, 2019

Project: JEFFERSON COUNTY

50 Technology Drive  
Coal Center, PA 15423

PH: (410) 257-5225  
FX: (410) 257-5227

BILLING CUSTOMER: JEFFERSON COUNTY  
ADDRESS: 128 INDUSTRIAL BLD.  
KEARNEYSVILLE, WV 25430  
CONTRACT POC: BILL POLK  
PH: 304-283-7096 (C)  
EMAIL: [bpolk@jeffersoncountywv.org](mailto:bpolk@jeffersoncountywv.org)  
SITE POC:  
PH:  
EMAIL:

This Maintenance Agreement (hereinafter "Agreement") defines maintenance services to be provided by Kelly Generator and Equipment, Inc. (hereinafter "KG&E") to maintain emergency generator equipment for JEFFERSON COUNTY MEDICAL DEPARTMENT (hereinafter "Customer") at MULTIPLE SITES.

1 This Agreement applies to maintenance services only. Any quoted parts or repairs provided are outside the scope of this Agreement. Pricing is based upon all services being performed during normal business hours, Monday – Friday, 7:00 a.m. – 3:30 p.m. Load banking priced to be performed during scheduled planned maintenance (if applicable). Price includes federal, use, property, or excise taxes, where applicable. Hazardous waste disposal fees are not included under this Agreement except for routine disposal of standard filters and oil. KG&E reserves the right to refuse to perform service if KG&E determines unsafe conditions exist at the site or with the equipment.

2 All pricing shall be based upon information provided to KG&E by the Customer. Pricing is subject to change if (a) KG&E scope of work is impacted by inaccurate information provided by the Customer; or (b) KG&E encounters concealed or unforeseen site conditions requiring modification of the scope of work. Any information provided to KG&E by the Customer that is intentionally inaccurate or falsely represented shall allow KG&E the option to void the Agreement.

3 Customer warrants that equipment covered by maintenance agreement is operational and in good working condition at inception of agreement. In the event this warranty is breached, KG&E shall be entitled to a change order for additional time and materials incurred as a result thereof.

4 Emergency Service: Emergency service between scheduled service dates will be provided at rates in effect at the time of service for labor, parts, and travel. Travel rates shall apply only for travel to locations accessible by public roads. Lodging and miscellaneous expenses shall be billed at cost.

5 This is a thorough inspection and reporting service. It is intended to replace the Customer's regular planned maintenance program, except for daily and weekly inspections and battery maintenance by the customer. Insofar as practical, KG&E shall maintain a complete service history and necessary drawings and service procedure data for reference in service of the equipment. It is agreed that the Agreement covers only those items as outlined and that it does not include any expense to repair damage caused by abuse, accident, theft, acts of a third party, forces of nature, alteration of equipment, or improper operation. It may be terminated at any time by either party upon thirty days' written notice, or other notice as required by law addressed to the last known address of the other party, and no claim for damages on account of such termination shall arise from either party.

Kelly Generator & Equipment, Inc.

Page 1 of 8

Sales • Service • Parts • Rentals

S:10-2019 RENTAL- PM's/PM's/ITC- JEFFERSON COUNTYJEFFERSON COUNTY.docx

8935.60

## QUOTE FOR GENERATOR MAINTENANCE AGREEMENT

### 6 Payment and Collection:

- A. This Agreement may be withdrawn by KG&E if not accepted within 30 days.
- B. Net 30 payment terms shall apply upon completion and approval of credit application; otherwise payment terms shall be COD; a service charge of 5% shall be applied to all past due accounts. In addition, prejudgment interest shall accrue at 1.5% per month. All payments shall be applied first to the payment of the service charge and prejudgment interest, and then to the payment of principal until the debt is paid in full.
- C. In the event KG&E brings suit to enforce this agreement, it shall be entitled to an award of reasonable attorney fees and litigation expenses incurred to enforce this Agreement, including the collection of past due accounts.
- D. Maryland law shall apply to the interpretation and enforcement of this agreement. The exclusive forum for all litigation involving the interpretation of this Agreement shall lie in the Circuit Court or District Court of Maryland for Calvert County.
- E. **EACH PARTY IRREVOCABLY WAIVES ITS RIGHTS TO TRIAL BY JURY IN ANY ACTION OR PROCEEDING ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE TRANSACTIONS RELATING TO ITS SUBJECT MATTER.**
- F. KG&E reserves the right to suspend performance of this Agreement in the event the Customer is past due on the payment of its account.

### 7 Additional contract terms and/or conditions:

- A. This term of this Agreement shall commence on the date the Agreement is signed by the Customer and shall renew automatically every year at the anniversary of the commencement date above unless cancelled by either party with 30 days' prior written notice as per above. Failure to provide 30 days' written notice of cancellation will result in a 20% parts restocking fee.
- B. KGE reserves the right to adjust pricing at the anniversary date up to 5% without further written notice.
- C. This Agreement may only be amended in a writing signed by the parties.
- D. Survival. Any of the terms and covenants contained in this Agreement which require the performance of either party after the Expiration and/or Termination shall survive the Expiration and/or Termination of the agreement.
- E. Waiver. Failure of either party at any time to require performance of any provision of this Agreement shall not limit the party's right to enforce the provision, nor shall any waiver of any breach of any provision be a waiver of any succeeding breach of any provision or a waiver of the provision itself for any other provision.
- F. Assignment. Except as otherwise provided within this Agreement, neither party hereto may transfer or assign this Agreement without prior written consent of the other party.
- G. Entire Agreement. This Agreement contains the entire understanding between and among the parties and supersedes any prior understandings and agreements among them respecting the subject matter of this Agreement.
- H. Agreement Binding. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties hereto.
- I. Good Faith, Cooperation, and Due Diligence. The parties hereto covenant, warrant and represent to each other good faith, complete cooperation, due diligence, and honesty in fact in the performance of all obligations of the parties pursuant to this Agreement. All promises and covenants are mutual and dependent.
- J. Counterparts. This Agreement may be executed in several counterparts and all so executed shall constitute one Agreement, binding on all the parties hereto even though all the parties are not signatories to the original or the same counterpart.

## QUOTE FOR GENERATOR MAINTENANCE AGREEMENT

### Covered Sites and Equipment List

**Site address: 102 Industrial Blvd. Kearneysville WV 25430 (Sherriff's Department)**

Semi-Annual:

Major Visit Price: \*\$830.00 4 HR LB \$1,475.00 Samples \$375.00 Minor Visit: \$310.00 Total: \*\$2,990.00

EQUIPMENT	MANUFACTURER	MODEL	SERIAL NUMBER	Size/ Fuel/ Voltage	Gen Location
Generator	KOHLER	25REOZJD	2176032	250KW/D/240	EASY OUTSIDE PULL NEXT TO
ATS	TBD	TBD	TBD	LOW VOLTAGE	
ENGINE	TBD	TBD	TBD		

**Site address: 28 Industrial Blvd. Kearneysville WV 25430 (911 Center)**

Semi-Annual:

Major Visit Price: \*\$1,390.00 4 HR LB \$1,600.00 Samples \$375.00 Minor Visit: \$310.00 Total: \*\$3,675.00

EQUIPMENT	MANUFACTURER	MODEL	SERIAL NUMBER	Size/ Fuel/ Voltage	Gen Location
Generator	KOHLER	350REOZDC	2143007	360KW/D/240	EASY OUTSIDE PULL NEXT TO
ATS	TBD	TBD	TBD	LOW VOLTAGE	
ENGINE	TBD	TBD	TBD		

**Site address: 1948 Wiltshire Rd #1, Kearneysville WV 25430 (Health Dept)**

Semi-Annual: Major Visit Price: \*\$540.00 Minor Visit: \$270.00 Total: \*\$810.00

EQUIPMENT	MANUFACTURER	MODEL	SERIAL NUMBER	Size/ Fuel/ Voltage	Gen Location
Generator	CAT	3116	DID NOT HAVE SERIAL NUMBER. UPLOADED TO DOCS	90KW/ D/ 480	EASY OUTSIDE PULL NEXT TO
ATS	TBD	TBD	TBD	LOW VOLTAGE	
ENGINE	CAT	3116 D1	1NJ00639		

**Site address: 419 SIXTEENTH AVE, RANSON WV 25438 (JCESA TRAINING)**

Semi-Annual: Major Visit Price: \*\$460.00 Minor Visit: \$270.00 Total: \*\$730.00

EQUIPMENT	MANUFACTURER	MODEL	SERIAL NUMBER	Size/ Fuel/ Voltage	Gen Location
Generator	KOHLER	50REZG	2272557	50KW/PROPANE/240	EASY OUTSIDE PULL NEXT TO
ATS	TBD	TBD	TBD	LOW VOLTAGE	
ENGINE	TBD	TBD	TBD		

**Site address: 116 Washington St Charles Town WV, 25414 (Mason Building)**

Semi-Annual: Major Visit Price: \*\$460.00 Minor Visit: \$270.00 Total: \*\$730.00

EQUIPMENT	MANUFACTURER	MODEL	SERIAL NUMBER	Size/ Fuel/ Voltage	Gen Location
Generator	CUMMINS	C60N6H	L140777321	60KW/PROPANE/208	EASY OUTSIDE PULL NEXT TO
ATS	TBD	TBD	TBD	LOW VOLTAGE	
ENGINE	TBD	TBD	TBD		

## QUOTE FOR GENERATOR MAINTENANCE AGREEMENT

### GENERATORS

#### MAINTENANCE SCHEDULE

(2) Inspections per contract term (12 MONTHS)  
(1) Major w/oil & filter change, (1) Minor Visit

### AUTOMATIC TRANSFER SWITCHES

#### MAINTENANCE SCHEDULE

(2) Inspections with transfer tests per contract term (12 MONTHS)  
Contract does not include maintaining high or medium voltage equipment, to include, but not limited to Automatic Transfer Switches, Switch Gear and Paralleling Gear. We can sub-contract this work out, at an additional cost, upon request.

### ANNUAL INSPECTION INCLUDES THE FOLLOWING

All steps performed below.  
Change engine oil.  
Remove and replace oil filter.  
Remove and replace fuel filter.(If applicable)  
Remove and clean air filter as necessary.

**KELLY GENERATOR & EQUIPMENT, INC.  
HAS EMERGENCY SERVICE AVAILABLE 24/7. IN THE EVENT OF AN AFTER  
HOURS EMERGENCY, PLEASE DIAL 1-877-616-2713.**

## QUOTE FOR GENERATOR MAINTENANCE AGREEMENT

The following inspection, maintenance, and operational checks will be made if applicable:

### A. FUEL SYSTEM

- Daytank Level
- Daytank Float Switch
- Supply / Transfer Pump Operation
- Solenoid Valve Operation
- Flexible Hose & Connections
- Piping
- Fuel Strainer
- Injection Pump Lines
- Fuel Filter(s)

### B. LUBRICATING SYSTEM

- Oil Level
- Oil Change
- Oil Leaks
- Lube Oil Heater
- Crankcase Breather
- Oil Filter

### C. COOLING SYSTEM

- Level
- Antifreeze Protection Level
- Fan & Alternator Belts
- Flexible Hose & Connections
- Water Pump
- Jacket Water Heater
- Louver, Motor & Controls
- Heat Exchanger
- Radiator
- Coolant Leaks

### D. EXHAUST SYSTEM

- Leakage
- Drain Condensation Trap
- Insulation & Fire Hazards
- Exhaust System Hangers & Supports
- Flexible Exhaust Section
- Excessive Back Pressure

### E. OPERATIONAL TEST

- Starter Operation
- AC Voltage
- AC Amperage
- Frequency
- Oil Pressure
- Water Temperature

### F. ELECTRICAL SYSTEMS

- Tighten Controls
- Wire Chafing
- Operation of Safeties & Alarms
- Operation of Switch & Rack Solenoid
- Relays
- P.C. Boards

### G. BATTERY SYSTEMS

- Battery Voltage
- Electrolyte Level
- Terminals Clean & Tight
- Specific Gravity
- Charger Operation
- Charge Rate
- Equalize Charge
- Load Test for 10 Seconds

### H. ENGINE

- General Condition
- Air Filter(s)
- Ignition Systems: Plugs, Coil, etc.
- Choke & Carburetor
- Turbo Charger Rotation & End Play
- Governor

### I. GENERATOR

- General Inspection
- Brush Condition & Rings
- Excitor
- Rotor & Stator
- Bearings
- Voltage Regulator

### J. TRANSFER SWITCH

- Loose Wires
- Contacts
- Relays
- Lights
- P.C. Boards
- Service Room or Housing Housekeeping
- DC Alternator Amperage
- Unusual Engine Noise, Vibration, etc.
- Transfer Switch Time Delay Start
- Time Delay Retransfer
- Time Delay Cooldown
- Restore Systems to Automatic Operations

## QUOTE FOR GENERATOR MAINTENANCE AGREEMENT

### PRICING

<p><b>1. Planned Maintenance Only (SEMI-ANNUAL): Includes 4 hr load bank and coolant, fuel and oil samples for 911 center/ Sheriff's Department 250kw and 360kw Gen.</b>                  Provided pricing for SEMI-ANNUAL maintenance to be performed during normal working hours (Monday – Friday, 7:00 a.m. – 3:30 p.m.) per the agreement. Price includes all travel costs, labor, parts and materials for the performance of maintenance listed in the agreement for the full contract term, unless otherwise noted. Provide emergency response within next business day (travel, parts, and labor billed separately). <i>Pricing based on generator(s) being located on ground level and easily accessible. Rooftop or difficult to reach generators will carry a surcharge based on KW size.</i></p>	Price: *\$8,935.00
<p><b>2. Optional: 2-hour Load Bank Test</b>                  Adder to perform One (1) Annual Two (2) Hour Load Bank Test on generator. Pricing is based upon load bank testing being performed during the minor maintenance visit, during KGE's normal working hours (7 AM-3:30, PM Mon.-Fri.). <i>Pricing based on generator(s) being located on ground level and easily accessible. Rooftop or difficult to reach generators will carry a surcharge based on KW size.</i>                  Initial Acceptance: _____ Date: _____</p>	DIESEL GENS #3 \$475.00 90KW PROPANE GENS 4-5 EVERY THREE YEARS \$475.00x2 50KW-60KW Total: \$1 425.00
<p><b>1. Optional: One (1) Annual Coolant, Fuel, &amp; Oil Sample for Laboratory Testing</b>                  Adder to perform oil, coolant, and fuel samples for laboratory testing. Sample will be taken during the major maintenance visit. Report to be sent to the customer within 7 – 10 business days.                  Initial Acceptance: _____ Date: _____</p>	\$125.00 per sample 1 DIESEL 90KW GEN \$375.00 2 PROPANE GENS (oil & coolant) Price: \$500.00 Total Price: \$875.00 samples to be taken

\*All Prices are in US Dollars

\*\*Plus, applicable sales tax

If tax exempt, please provide your Tax Exemption Certificate.

## QUOTE FOR GENERATOR MAINTENANCE AGREEMENT

### LABOR RATES FOR ADDITIONAL SERVICES;(COD Unless Credit Application Completed)

- 0.1 **Service Labor:** \$130.00 per hour, Monday through Friday, first eight (8) hours 7 a.m. to 3:30 p.m.
- 0.2 **Service Labor:** \$195.00 per hour, after eight (8) hours, Monday through Friday, all day Saturday.
- 0.3 **Service Labor:** \$260.00 per hour all day Sunday and Holidays.
- 0.4 **Travel/Standby Labor:** \$130.00 per hour, Monday through Friday, first eight (8) hours, 7 a.m. to 3:30 p.m.
- 0.5 **Travel/Standby Labor:** \$195.00 per hour, after eight (8) hours, Monday through Friday, and all day Saturday.
- 0.6 **Travel/Standby Labor:** \$260.00 per hour all day Sunday and Holidays.
- 0.7 **Mileage:** \$150.00 Flat Rate
- 0.8 **CGE (consumer goods fee):** \$30.00 Flat Rate; Per technician
- 0.9 **Environmental Fee:** 5% if applicable

**\*\*Note:** Above charges are portal to portal and are subject to change. Service labor (2 hour minimum) is defined as time spent actually servicing, testing, or repairing the equipment. Travel/standby labor is defined as time spent traveling to or from the site or in a standby or awaiting work status. In addition, any parking fees and/or permits are the responsibility of the customer and must be arranged prior to the date of service.

*Due to the design of the control system on the new generators and automatic transfer switches, a subcontractor, local manufacturer's representative, may be required for certain repairs. This is only pertaining to units that are not Generac equipment.*

*Due to multiple engineering variations of FIRE PUMP systems before Kelly Generator will run the fire pump a building engineer or building representative must first put the fire pump in bypass and give the Kelly Generator technician permission to start the fire pump. Kelly Generator Technician will only start and stop the fire pump, they will not place in bypass.*

QUOTE FOR GENERATOR MAINTENANCE AGREEMENT

**KELLY GENERATOR & EQUIPMENT, INC.**

**JEFFERSON COUNTY**

Samantha Clark

\_\_\_\_\_  
Authorized Customer Representative

Name: Samantha Clark for Todd Connolly

Print Name: \_\_\_\_\_

Title: Lead Contracts Coordinator

Title: \_\_\_\_\_

Date: APRIL 3<sup>RD</sup>, 2019

Date: \_\_\_\_\_

**Address for Notices:**

1955 Dale Lane  
Owings, MD 20736

**Address for Notices:**

**128 INDUSTRIAL BLD.  
KEARNEYSVILLE, WV 25430**

Attn: Samantha Clark  
Fax: (410) 257-5227  
Email: [sclark@kge.com](mailto:sclark@kge.com)

Attn: Todd Connolly  
Fax: (410) 257-5227  
Email: [tconnolly@kge.com](mailto:tconnolly@kge.com)

**Please submit "Service/Planned Maintenance"  
Purchase Orders to: [service@kge.com](mailto:service@kge.com)**

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 384,277.75	\$ -	\$ 384,277.75
	\$ -		
6.2% Tax Payable OASDI	\$ 22,823.44	\$ -	\$ 22,823.44
1.45% Tax Payable HI	\$ 5,337.79	\$ -	\$ 5,337.79
Fed Withholding	\$ 34,657.36	\$ -	\$ 34,657.36
WV State Withholding	\$ 16,187.18	\$ -	\$ 16,187.18
PERS Retirement Deduct 4.5%	\$ 9,929.69	\$ -	\$ 9,929.69
PERS Retirement Deduct 6%	\$ 3,870.26		\$ 3,870.26
Hosp. Pre-Tax	\$ 14,209.50		\$ 14,209.50
Cancer/ICU Pre-Taxed	\$ 299.85		\$ 299.85
Cancer/ICU Not Pre-Taxed	\$ 1,316.84		\$ 1,316.84
Optional Life Not Pre-Taxed	\$ 1,966.70		\$ 1,966.70
Christmas Club	\$ 4,725.00		\$ 4,725.00
Wage Attach #1	\$ 977.89		\$ 977.89
Wage Attach #3	\$ 500.00		\$ 500.00
DSRS Retirement Deduct 8.5%	\$ 6,162.14		\$ 6,162.14
457 - Nationwide	\$ 849.00		\$ 849.00
457I - Empower	\$ 1,780.00		\$ 1,780.00
457R - Roth	\$ 520.00		\$ 520.00
MD State Tax	\$ 604.53		\$ 604.53
D/VF	\$ 1,648.69		\$ 1,648.69
VA. State Tax	\$ 194.98		\$ 194.98
COLONIAL(PLUS)	\$ 81.60		\$ 81.60
Total Deductions	\$ 128,642.44	\$ -	\$ 128,642.44
Net Wages Total	\$ 255,635.31	\$ -	\$ 255,635.31
Payroll Date	2-May-2019		



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Angie Banks, Assessor

Department or Organization: **Assessor's Office**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 16, 2019**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

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

✚ **Certificate of Oaths for the Real Estate & Persona; Property Books - Discussion/Action**

\* *Exonerations*

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.](#)



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **May 16, 2019**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

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

- Review of Highmark Medical Insurance Renewal Options and Selection of Plan for FY2020
- Review of Delta Dental Renewal for FY2020
- Review of Hartford Group Life & Voluntary Life Insurance Renewal for FY2020-FY2021 (2 year contract)
- Review of NVA (National Vision Administrators LLC) Vision Insurance Renewal for FY2020-FY2023 (4 year contract)
- Review and Approval of FY2019 State Budget Revision 3 for the Coal Severance Fund
- Review and Approval of FY2019 State Budget Revision 5 for the General Fund

Please provide the County Commission with a description of your request or presentation, including any background information:  
Review and approval of employee medical and dental insurance plans for FY2020. Review and approval of life insurance plan with a 2 year contract covering FY19/20 and FY20/21, expiring 6/30/2021. Review and approval of vision insurance plan with a 4 year contract covering FY19/20, FY20/21, FY21/22, and FY22/23, expiring 6/30/2023. Review and approval of state budget revisions for the general fund and the coal severance tax fund.

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 accept Highmark of West Virginia health insurance renewal option number \_\_\_\_\_
- Motion to accept dental plan renewal from Delta Dental
- Motion to accept life insurance 2 year plan renewal from The Hartford Business Insurance
- Motion to accept vision 4 year plan renewal from National Vision Administrators, LLC
- Motion to accept FY19 State Budget Revision 3 for the Coal Severance Fund
- Motion to accept FY19 State Budget Revision 5 for the General Fund

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 COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 Fax: (304) 725-7916

Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT  
*Patricia A. Noland*

May 9, 2019

VICE PRESIDENT  
*Jane Tabb*

Honorable Commissioners  
Jefferson County, West Virginia

COMMISSIONER  
*Josh Compton*

Attached are the medical insurance renewal contracts for fiscal year 2019-2020 for Jefferson County employees.

COMMISSIONER  
*Ralph Lorenzetti*

### **FY2020 Summary**

COMMISSIONER  
*Caleb Wayne Hudson*

**Highmark Medical/Rx** includes several options for review. During the budget process, the County's insurance representative advised that the monthly premium for the current health insurance plan would increase by 4-7% for FY2020 and \$115,000 was included to cover this increase in the budget.

**Option REN1:** The medical insurance renewal premium for a plan that implements no changes to the current level of services provided to employees has increased by 4.74%. *The estimated cost of this renewal option (REN1) is \$114,000.*

**Option OPT1:** Option 1 proposes that the County increase the annual health insurance deduction for employees from 3,000/6,000 (Indiv/Family) to 4,000/8,000 with no other changes to employee copays or coinsurance amounts. The estimated plan increase for this option is 0.07% or \$1,642. The County currently provides employees with a Health Reimbursement Account (HRA) each fiscal year to cover out of pocket deductibles in excess of \$750 for individuals and \$1,500 for employee plus 1 or family coverage. The HRA account reimburses for the difference between the deductibles in excess of the HRA limits (750/1,500) and the plan deductible limits (3,000/6,000) at an annual expense of approximately \$150,000. If the County were to choose this option, the amount that the County would pay for those HRA reimbursements would increase. I estimate that the annual increase would amount to approximately \$75,000 to \$85,000. *The estimated cost of Option 1 would be approximately \$87,000 (\$1,642+85,000) and result in savings of \$27,000 for FY2020.*

**I recommend that the County choose renewal Option 1 (OPT1) insurance plan benefits.** This option increases the plan deductible from (3,000 indiv)/(6,000 family) to (4,000 indiv)/(8,000 family). That change would have no impact on County employee's as the County's HRA reimbursement would increase to cover the additional plan deductible amounts. Additionally, this plan includes no co insurance or copay changes, and does not require a change in employee paid premiums.

**Delta Dental** - No increase is proposed to the current rate for the County's existing dental plans. The total annual employer expense for FY2020 is estimated to be \$46,200 and is included in the approved budget. *I recommend renewing this contract.*

**Hartford Group Life & Voluntary Life** - Hartford is offering no increase to the current rate with a 2 year rate guarantee through FY 2021 (expiring 6/30/2021). The total annual employer expense for FY2020 is estimated to be \$28,800 and is included in the approved budget. *I recommend renewing this contract and accepting the 2 year rate guarantee.*

County Administrator  
*Stephanie Grove*

Deputy County Administrator  
*Sandy Slusher McDonald*

**NVA Vision Plan-** NVA is offering no increase to the current rate with a 4 year rate guarantee through FY 2023 (expiring 6/30/2023) which means the County will have paid the same rate for 8 years. The total annual employer expense for FY2020 is estimated to be \$13,800 and is included in the approved budget. *I recommend renewing this contract and accepting the 4 year rate guarantee.*

Sincerely,

A handwritten signature in blue ink that reads "Michelle Gordon". The signature is written in a cursive style with a large initial "M".

Michelle Gordon  
Finance Director  
[mgordon@jeffersoncountywv.org](mailto:mgordon@jeffersoncountywv.org)

Jefferson County Commission  
 Highmark Medical Insurance  
 FY20 Renewal Options

Plan	Ded	Conins	Conins Lim	OVSP/UR	ER	Drug	TMOOP	Employee Count:						Total	Inc/(Dec)
								88	11	1	20	33	153		
								SIN	EC	ECDN	ES	FAM			
Current Plan	3000/6000	100/80	1000/2000	25/35/50	125	Ret-10/20/40 MO-25/50/90	7350/14700	\$ 843.62	\$ 1,687.25	\$ 2,109.06	\$ 1,687.25	\$ 2,109.06	\$ 198,251		
Employee Portion								\$ 40.00	\$ 300.00	\$ 447.00	\$ 300.00	\$ 447.00	\$ 198,251	County monthly	
REN 1-Curr Plan Renew 1	3000/6000	100/80	1000/2000	25/35/50	125	Ret-10/20/40 MO-25/50/90	7350/14700	\$ 883.64	\$ 1,767.27	\$ 2,209.09	\$ 1,767.27	\$ 2,209.09	\$ 207,655	4.74%	
Employee Portion								\$ 40.00	\$ 300.00	\$ 447.00	\$ 300.00	\$ 447.00	\$ 207,655	County monthly	
Employee Totals								\$ 3,520	\$ 3,300	\$ 447	\$ 6,000	\$ 14,751	\$ 28,018	\$ -	
Employer Totals								\$ 74,240	\$ 16,140	\$ 1,762	\$ 29,345	\$ 58,149	\$ 179,637	\$ 9,403	
Premium Totals								\$ 77,760	\$ 19,440	\$ 2,209	\$ 35,345	\$ 72,900	\$ 207,655	\$ 9,403	

**OPTIONS**

Option 1	4000/8000	100/80	1000/2000	25/35/50	125	Ret-10/20/40 MO-25/50/90	7350/14700	\$ 844.22	\$ 1,688.43	\$ 2,110.54	\$ 1,688.43	\$ 2,110.54	\$ 198,391	0.07%
Option 2	3000/6000	100/80	1000/2000	25/50/75	125	Ret-10/30/50 MO-25/75/100	7350/14700	\$ 875.83	\$ 1,751.66	\$ 2,189.58	\$ 1,751.66	\$ 2,189.58	\$ 205,820	3.82%

**Notes:**

<p><b>Coins</b>      <b>Coinsurance</b>          The percentage of costs of a covered health care service you pay (20% for example) after you've paid your deductible.          1) Let's say your health insurance plan allows \$100 for an office visit and your coinsurance is 20%          - If you've paid your deductible-you pay 20% of \$100 or \$20. The Insurance Co. pays the rest.          - If you haven't met your deductible-you pay the full allowed amount, \$100.          2) Let's say deductible is 3000, co insurance is 20%, and TMOOP is 7350. Have \$12,000 in allowable costs.          - You'd pay the first 3000 (your deductible)          - You'll pay 20% of the remaining \$9,000, or \$1,800 (your coinsurance)          So your total out of pocket would be \$4,800. If you reach \$7,350, the insurance co will pay all covered services after that amount for the rest of the plan year.</p>	<p><b>TMOOP</b>      Total maximum out of pocket          Includes deductible, copays, and coinsurance per benefit period, network only</p> <p><b>Drug-</b>      RET- Retail Pharmacy      OVSP/UR      OV - Primary care Office Visit          MO- Mail Order      SP - Specialist office visit          UR - Urgent Care Center Visit</p>
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January 07, 2019

Jefferson County Commission  
 100 East Washington Street  
 Charles Town, WV 25414

RE: Contract Renewal for Jefferson County Commission  
 Delta Dental PPO<sup>SM</sup> Group# 15919

We appreciate your business and thank you for choosing Delta Dental of West Virginia. Your employees are among the millions nationwide who trust their smiles to Delta Dental.

We are pleased to present you with your dental plan contract renewal information. We are committed to providing you with quality plan designs combined with excellent customer service.

When reviewing your dental plan, we considered cost factors related to your group's dental service utilization and claims experience. Our analysis indicates that no change in your current rate is necessary.

We have calculated your rates based on the employer/employee contribution levels in your contract remaining the same. If the contribution levels and/or enrollment guidelines have changed or will change, please notify us immediately, as such a change may affect your renewal rate.

The following is the renewal information for your Delta Dental PPO<sup>SM</sup> dental plan:

<b><i>Effective Date</i></b>	<b><i>July 01, 2019</i></b>	
<b><i>Contract Term</i></b>	<b><i>July 01, 2019 - June 30, 2020</i></b>	
<b><i>% increase</i></b>	<b><i>0.00%</i></b>	
	<b><i>Current Rates</i></b>	<b><i>Renewal Rates</i></b>
<b><i>Enrollee Only</i></b>	<b><i>\$23.46</i></b>	<b><i>\$23.46</i></b>
<b><i>Enrollee + 1 Dependent</i></b>	<b><i>\$46.71</i></b>	<b><i>\$46.71</i></b>
<b><i>Family</i></b>	<b><i>\$70.04</i></b>	<b><i>\$70.04</i></b>

Delta Dental Insurance Company  
 Telephone: 800-521-2651

Delta Dental of California  
 Telephone: 888-335-8227

Delta Dental Mid-Atlantic Region  
 Delta Dental of Delaware, Inc.  
 Delta Dental of the District of Columbia  
 Delta Dental of New York, Inc.  
 Delta Dental of Pennsylvania (Maryland)  
 Delta Dental of West Virginia  
 Telephone: 800-932-0783

To renew your dental plan contract, please follow these steps:

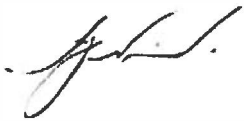
- 1) Review this letter for changes to your dental plan for July 01, 2019
- 2) Begin paying the rates outlined in this letter with your new contract term.

Upon your renewal you will receive a formal amendment to your contract. If you would like to review an amendment prior to renewing your plan, please contact your Account Manager and an amendment will be provided.

If you have any questions about your renewal, your Account Manager will be happy to help. We appreciate your continued confidence in Delta Dental. We are proud of our association with you and look forward to a long and mutually successful relationship.

Sincerely,

Delta Dental of West Virginia

A handwritten signature in black ink, appearing to read 'MohammadReza Navid', written in a cursive style.

MohammadReza Navid  
Group Vice President, Sales

The American Dental Association (ADA) annually updates its standard dental procedure coding system, which is a component of its Code on Dental Procedures and Nomenclature (CDT Code) reference manual. When the ADA changes the codes, carriers must adopt the changes. We process claims according to the current CDT reference manual. Changes made to comply with the CDT Code do not constitute a material change to your dental plan design.

**Summary of Contract Amendments to**

**Jefferson County Commission**

**Delta Dental PPO<sup>SM</sup>**

**OTHER INFORMATION**

Delta Dental's retro-termination policy for enrollees. As a reminder, Delta Dental's policy is that enrollment may be adjusted retroactively to the immediately preceding three months plus the current month billed if no claims have been processed after the requested termination date for the enrollee.

Provider reimbursement. As a reminder, Delta Dental's policy is to reimburse contracted dentists based on the network payment provisions for the geographic area in which the services are provided.

## **OHCA Notification**

Please be informed that consistent with the group application and group contract terms, Delta Dental considers its relationship with fully insured group health plans as subject to HIPAA's "Organized Health Care Arrangement" (OHCA) privacy rules as defined in 45 Code of Federal Regulations (C.F.R.) §164.501. Functionally, the exchange of enrollment information between Delta Dental and your group remains the same.

While a Business Associate Agreement is not required between Delta Dental and your fully insured group health plan within an OHCA, any Protected Health Information (PHI) exchanged or shared between the entities remains subject to HIPAA's minimum necessary rule and other privacy rules in addition to any applicable state laws and regulations governing the disclosure of individually identifiable health information.

Additionally, confidentiality requirements remain applicable to the exchange of information within an OHCA.

## July 01, 2019 - June 30, 2020 Renewal Calculation

Renewal Calculation	
Experience Period: November 01, 2017 - October 31, 2018	
Billed Premium Adjusted to Current Premium Level	\$76,048
Base Period Incurred Claims	\$57,126
Loss Ratio	75.12%
Annual Trend Rate	5.00%
Trend Months	20
Total Trend Adjustment	8.47%
Trended Loss Ratio	81.48%
Permissible Loss Ratio (100% - Administrative Cost (18.0%) - Margin (3.0%))	79.05%
Required Renewal Action (Trended Loss Ratio/Permissible Loss Ratio) - 1	3.08%
Actual Renewal Action	0.00%

SCHEDULE I

DELTA DENTAL SERVICE CONTRACT

<u>Group No.</u>	<u>Group Name</u>	<u>Effective Date</u>
<u>15919</u>	<u>JEFFERSON COUNTY COMMISSION</u>	<u>July 1, 2019</u>

1. TERMINATION DATE OF THIS CONTRACT PERIOD: June 30, 2020

2. GROUP DEFINITION:

- Primary Enrollee Only
- Primary Enrollee and One Dependent
- Primary Enrollee and All Dependents
- Primary Enrollee and Specified Dependents

3. PREMIUM PAYMENT:

The Company shall pay monthly in advance during the term of this Contract to Delta Dental as a Premium, the sum of \$Based on Census, in accordance with the rating method set forth in Schedule I, Section 4, on the first day of each calendar month, from which Premiums shall be paid the share of the cost of Services provided to Enrollees for which Delta Dental is obligated under this Contract. The Premium is subject to change, depending on the number of Enrollees reported to Delta Dental, as provided in Article II, and the number of Primary Enrollees, as provided in Article X, Paragraph B.

The Premium is calculated from the monthly rate level(s) set forth below in accordance with the rating method described in Schedule I, Section 4.

A. RATE LEVEL(S)

- 1. A Rate Level for a Primary Enrollee with no Dependents (1 Party) \$\_\_\_\_; a Rate Level for a Primary Enrollee with Spouse (2-Party) \$\_\_\_\_; a Rate Level for a Primary Enrollee with one (1) Dependent Child (Alternate 2-Party) \$\_\_\_\_; a Rate Level for a Primary Enrollee with Spouse and all Dependent Children (3-Party) \$\_\_\_\_; and a Rate Level for a Primary Enrollee with more than one (1) Dependent child without Spouse (Alternate 3-Party) \$\_\_\_\_ (5 STEP).

- \_\_\_\_\_ 2. A Rate Level for a Primary Enrollee with no Dependents (1-Party) \$\_\_\_\_\_; a Rate Level for a Primary Enrollee with Spouse (2-Party) \$\_\_\_\_\_; a Rate Level for a Primary Enrollee with a Dependent Child or Children (Alternate 2-Party) \$\_\_\_\_\_; and a Rate Level for a Primary Enrollee with all Dependents (Family) \$\_\_\_\_\_ (4 STEP).
- x   3. A Rate Level for a Primary Enrollee with no Dependents (1-Party) \$23.46; a Rate Level for a Primary Enrollee with one (1) Dependent (2-Party) \$46.71; and a Rate Level for a Primary Enrollee with more than one (1) Dependent (3-Party) \$70.04 (3 STEP).
- \_\_\_\_\_ 4. A Rate Level for a Primary Enrollee with no Dependents (Single) \$\_\_\_\_\_; a Rate Level for a Primary Enrollee with all Dependents (Family) \$\_\_\_\_\_ (2 STEP).
- \_\_\_\_\_ 5. A Rate Level that covers Primary Enrollees and all Dependents \$\_\_\_\_\_ (SUPER COMPOSITE).
- \_\_\_\_\_ 6. A Rate Level that covers only Primary Enrollees \$\_\_\_\_\_ (EMPLOYEE ONLY).

4. PROSPECTIVE RATING METHOD:

The Company's liability shall be limited to the deposit premium, as set forth in Schedule I, Section 3. All surpluses become the property of Delta Dental and all deficit amounts will be paid for out of Delta Dental reserves.

IN WITNESS WHEREOF, the parties hereto have caused this Dental Service Contract to be renewed with the substitution of this Schedule I for the Schedule I attached to the original contract; in all other respects the original contract shall remain in full force and effect.

JEFFERSON COUNTY COMMISSION

By: \_\_\_\_\_

Title: \_\_\_\_\_

DELTA DENTAL OF WEST VIRGINIA



By: \_\_\_\_\_

Title: EVP, Chief Legal Officer





Business Insurance  
Employee Benefits  
Auto  
Home

## Hartford Life and Accident Insurance Company

April 4, 2019

Susan Martin  
Millenium Insurance Group Inc  
135 E Main Street  
New Holland, PA 17557

**Re: July 1, 2019 Group Insurance Benefits Renewal Information for Jefferson County Commission**

Dear Sue:

We appreciate the opportunity to be your partner in delivering group benefits from The Hartford<sup>1</sup> to Jefferson County Commission and their employees. We look forward to renewing their Life benefits at this time and continuing our partnership for many years to come.

The attached letter contains renewal information for you to share with your client. **It is very important that you deliver the attached information to Jefferson County Commission by May 2, 2019 in order to ensure that we can provide timely and accurate service to your client. Please note -- this renewal information has not been sent to your client.**

I look forward to continuing this valuable partnership with you, and delivering on promises every day. I am happy to answer any questions you may have, so please contact me anytime.

Sincerely,

Andrew Reigle  
Account Executive, Group Benefits  
The Hartford  
1000 Continental Drive  
Ste 350  
King of Prussia, PA 19406  
Phone: 1-610-386-7894

The Hartford<sup>®</sup> is The Hartford Financial Services Group, Inc. and its subsidiaries, including issuing company Hartford Life and Accident Insurance Company. Home Office is Hartford, CT. The Hartford is the administrator and reinsurer for Group Benefits business written on Hartford Life Insurance Corporation (HLIC) paper. HLIC is in the process of changing its name to Talcott Resolution Life Insurance Company. All benefits are subject to the terms and conditions of the policy. Policies underwritten by the issuing companies listed above detail exclusions, limitations, reduction of benefits and terms under which the policies may be continued in force or discontinued. This document explains the general purpose of the insurance described, but in no way changes or affects the policy as actually issued. In the event of a discrepancy between this document and the policy, the terms of the policy apply. Complete details are in the Certificate of Insurance issued to each insured individual and the Master Policy as issued to the policyholder. Benefits are subject to state availability.

This proposal includes a quote(s) for one or more products, which are issued on the following forms: Accident Form Series includes GBD-2000, GBD-2300, or state equivalent. Accidental Death and Dismemberment Form Series for all states except PR, WA and CA includes GBD-1000 and GBD-1300, or state equivalent, and in PR, WA and CA Form 7582 and Form PA-5427, or state equivalent. Critical Illness Form Series includes GBD-2600, GBD-2700, or state equivalent. Disability Form Series includes GBD-1000, GBD-1200, or state equivalent. Life Form Series includes GBD-1000, GBD-1100, Z-PORT, or state equivalent. Hospital Indemnity Form Series includes GBD-2800, GBD-2900, or state equivalent.



Hartford Life and Accident Insurance Company

May 2, 2019

Tammy Shaffer  
 Jefferson County Commission  
 P.O. Box 208  
 Charles Town, WV 25414

**Re: July 1, 2019 Renewal Information for Your Group Insurance Benefits with The Hartford<sup>1</sup>**

Dear Tammy Shaffer:

Thank you for giving The Hartford the opportunity to provide benefits to the employees of Jefferson County Commission. We are committed to enhancing your employees' financial security and helping you provide attractive benefits. We look forward to renewing the Life benefits at this time.

To determine the renewal rate, The Hartford analyzes a variety of factors to ensure that you receive excellent benefits and valuable service at a competitive and affordable price. A careful review is conducted of your demographic information, industry classifications, experience results, and overall benefit package.

We have completed a comprehensive review of your benefit plan in order to determine the appropriate funding level for the upcoming new policy period, beginning July 1, 2019. The chart below summarizes the detailed renewal rate information. These renewal rates require that all coverage lines are renewed as a package.

Coverage and Policy Number	Volume	Current Rate	* Current Monthly Premium	Renewal Rate as of 07/01/2019	* Renewal Monthly Premium	Monthly Premium Change	Rate Guaranteed Until
Basic Life - 876205G	9,425,000	\$ 0.226 per 1000	\$ 2,130	No Change	No Change	\$ 0	07/01/2021
Supp. Life - 876205G	3,293,498	See details below	\$ 231	No Change	No Change	\$ 0	07/01/2021
Supp. Dep. Life - 876205G	164,675	See details below	\$ 16	No Change	No Change	\$ 0	07/01/2021
Basic ADD - 876205G	9,425,000	\$ 0.028 per 1000	\$ 264	No Change	No Change	\$ 0	07/01/2021

\* For policies that are list-billed by The Hartford, premium and volumes are based on the most recent list bill. For policies that are self-administered, premiums and volumes are based on the most recent census information that we have on file.

*With this rate structure the employer may be electing to partially support employer paid coverages with the rate for the employee paid coverages. This means that premiums paid for one coverage may cover the cost of another coverage under the Plan. When we quote rates with such partial support between the employee paid and employer paid coverages we do so with the understanding that the employer and employee coverages are part of a single ERISA plan sponsored by the employer and that the employer has determined that the rate structure is consistent with information provided to employees and with its ERISA obligations. For those cases that are not governed by ERISA, we are quoting the rates with the understanding that the employer has determined the rate structure is consistent with the information provided to employees. If our understanding is not accurate, please contact us.*

Prepare. Protect. Prevail.™



**THE  
HARTFORD**

Business Insurance  
Employee Benefits  
Auto  
Home

Coverage and Policy Number	Plan Name	Age Range	Current Rate	Renewal Rate as of 07/01/2019
Supp. Life - 876205G	Plan Design 1	UNDER 25	\$ 0.07 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	25 - 29	\$ 0.07 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	30 - 34	\$ 0.08 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	35 - 39	\$ 0.10 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	40 - 44	\$ 0.17 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	45 - 49	\$ 0.33 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	50 - 54	\$ 0.51 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	55 - 59	\$ 0.85 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	60 - 64	\$ 1.19 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	65 - 69	\$ 2.07 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	70 - 74	\$ 3.21 per 1000	No Change
Supp. Life - 876205G	Plan Design 1	75+	\$ 5.87 per 1000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	CHILD	\$ 0.102 per 10000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	UNDER 25	\$ 0.07 per 10000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	25 - 29	\$ 0.07 per 10000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	30 - 34	\$ 0.08 per 10000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	35 - 39	\$ 0.10 per 10000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	40 - 44	\$ 0.17 per 10000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	45 - 49	\$ 0.33 per 10000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	50 - 54	\$ 0.51 per 10000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	55 - 59	\$ 0.85 per 10000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	60 - 64	\$ 1.19 per 10000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	65 - 69	\$ 2.07 per 10000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	70 - 74	\$ 3.21 per 10000	No Change
Supp. Dep. Life - 876205G	Plan Design 1	75+	\$ 5.87 per 10000	No Change

Prepare. Protect. Prevail.™



Doing business with The Hartford is about much more than price. Our rich 200-year history of helping our customers prepare, protect and prevail, combined with our expertise in delivering Group Benefits, allows us to create solutions that honor our relationships and make good on our promises.

Our partnership – and what we have learned about your culture and business objectives – provides us real insight into how we can work together to reach your goals. We appreciate your business and look forward to being your group benefits carrier of choice for many years to come.

Sincerely,

Andrew Reigle  
Account Executive, Group Benefits  
The Hartford  
1000 Continental Drive  
Ste 350  
King of Prussia, PA 19406  
Phone: 1-610-386-7894

**cc: Millenium Insurance Group Inc**

The Hartford® is The Hartford Financial Services Group, Inc. and its subsidiaries, including issuing company Hartford Life and Accident Insurance Company. Home Office is Hartford, CT. The Hartford is the administrator and reinsurer for Group Benefits business written on Hartford Life Insurance Corporation (HLIC) paper. HLIC is in the process of changing its name to Talcott Resolution Life Insurance Company. All benefits are subject to the terms and conditions of the policy. Policies underwritten by the issuing companies listed above detail exclusions, limitations, reduction of benefits and terms under which the policies may be continued in force or discontinued. This document explains the general purpose of the insurance described, but in no way changes or affects the policy as actually issued. In the event of a discrepancy between this document and the policy, the terms of the policy apply. Complete details are in the Certificate of Insurance issued to each insured individual and the Master Policy as issued to the policyholder. Benefits are subject to state availability.

This proposal includes a quote(s) for one or more products, which are issued on the following forms: Accident Form Series includes GBD-2000, GBD-2300, or state equivalent. Accidental Death and Dismemberment Form Series for all states except PR, WA and CA includes GBD-1000 and GBD-1300, or state equivalent, and in PR, WA and CA Form 7582 and Form PA-5427, or state equivalent. Critical Illness Form Series includes GBD-2600, GBD-2700, or state equivalent. Disability Form Series includes GBD-1000, GBD-1200, or state equivalent. Life Form Series includes GBD-1000, GBD-1100, Z-PORT, or state equivalent. Hospital Indemnity Form Series includes GBD-2800, GBD-2900, or state equivalent.



NATIONAL VISION ADMINISTRATORS, LLC.

1200 Route 46 West, Clifton, NJ 07013 / 1 (800) 672-7723 / www.e-nva.com

April 26, 2019

Tammy Shaffer  
Jefferson County Commission  
100 East Washington Street  
Charlestown, WV 25414

RE: Vision Plan Renewal

Dear Ms. Shaffer:

NVA would like to take this opportunity to thank you for allowing us to service **JEFFERSON COUNTY COMMISSION** since **07/01/2015** for your vision needs.

The renewal rates have been provided below and are guaranteed for a period of 48 months, effective **07/01/2019**. Premium is subject to adjustment in the event of changes in benefits, contributions, or the number of eligible employees, or any future additional tax, fee or assessment imposed by the Federal or State Governments with associated administrative costs and expenses.

**Monthly Renewal Rates**

	EMPLOYEE ONLY	EMPLOYEE + ONE	EMPLOYEE + TWO OR MORE
PREMIUM	\$6.94	\$11.88	\$18.98

If you have any questions or require additional information, please call me at (973) 574-2465.

*Vinessa Lombardo*  
Vinessa Lombardo  
Account Executive



Ora Ash, Director  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26302  
 Phone: 627-2415 ext. 5114  
 Fax: 627-2417

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists (§ 11-8-26a)

CONTROL NUMBER

**2019**

FY

**002**

FUND

**3**

REV. NO.

**1 of 1**

PG. OF NO.

Jefferson County Commission

GOVERNMENT ENTITY

Person To Contact Regarding

P.O. Box 250

Budget Revision: **Michelle Gordon**

STREET OR PO BOX

Phone: **304-724-8425**

Fax: **304-725-7916**

Charles Town

25414

CITY

ZIP CODE

COUNTY

Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)**

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	118,221		12,029	106,192
698	Transfers/Reim. (Audit Findings)	70,000	7,529		77,529
908	Community Center		4,000		4,000
909	Historical Commission		500		500
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Expenditures**

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 16th day of May, 2019, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2019 budget revision number #3 to the Coal Severance Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

\_\_\_\_\_, and duly seconded by \_\_\_\_\_  
the vote was as follows:

Peter Onoszko	_____
Jane Tabb	_____
Patricia Noland	_____
Caleb Hudson	_____
Josh Compton	_____

Whereupon, Commissioner Compton declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Patricia Noland, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

\_\_\_\_\_  
Patricia Noland, President  
Jefferson County Commission

Jefferson County Commission  
State Budget Revision Entry

Budget Revision #3 of Coal Severance Fund FY19

Description	GL acct	Increase	Decrease
<b>11/1/2018 unanimous approval to contribute \$4,000 to Jefferson County Community Ministrities and fund it with Coal Severance Fund</b>			
Community Center - Contributions	002908.456700	4,000	
Co Comm Prof Services	002401.422300		(4,000)
<b>11/29/2018 unanimous approval to contribute \$500 to JCHLC for Duffields Depot asbestos removal</b>			
Hist Comm Trf to Other Govt	002909.456700	500	
Co Comm Prof Services	002401.422300		(500)
<b>8/16/2018 unanimous approval to fund part of the grant match requirement with Coal Severance Funds</b>			
Transfer to General Fund	002698.456601	7,529	
Co Comm Prof Services	002401.422300		(7,529)
Totals		12,029	(12,029)



4. Jennifer Myers, Jefferson County Parks and Recreation Commission
  - a. Presentation of Eugene M. Fuller Award for Program Excellence to JCPRC by the WV Recreation and Park Association
  - b. Presentation by Troy Truax of Michael Baker International on behalf of JCPRC of the draft Concept Master Plan for Sam Michaels Park to replace the park's outdated 2000 plan.
5. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
6. Bob Shefner and Gary Dungan, Jefferson County Community Ministries – provided the Commission and the audience with information regarding Community Ministries and requested \$4,000 in funding.

Need SBR to transfer funding from 002401.422300 to 002908.456700  
MGORDON

- **Motion by Mr. Compton to provide \$4,000 in funding to Jefferson County Community Ministries from the Coal Severance Fund. Motion seconded and unanimously approved.**

7. Annette Gavin Bates, Jefferson County Convention and Visitor's Bureau – provided and the Commission and the audience with the JCCVB Annual Report.
8. Interviews/Appointments
  - a. Jefferson County Community Criminal Justice Board -- one unexpired term ending July 3, 2020 for a member at large who is familiar with the community and has an interest in advancing access to substance abuse treatment.
    - **Motion by Ms. Tabb to appoint Micah Garrison to the JC Community Criminal Justice Board as a member at large for one unexpired term ending July 3, 2020. Motion seconded and unanimously approved.**
  - b. Jefferson County Property Safety Enforcement Agency Board – one unexpired term for Citizen Representative ending February 2, 2020
    - **Motion by Mr. Compton to appoint Sharon Wilt to the JC Property Enforcement Agency Board as a citizen representative for one unexpired term ending February 2, 2020. Motion seconded and unanimously approved.**
9. Bill Polk, Director, Jefferson County Maintenance



1. Angie Banks, Assessor - requested the approval of the following Exonerations:

NAME	TYPE	DISTRICT	TICKET#	AMOUNT
John and Delta Kuhn	PP	HFD	308149	\$61.09

- **Motion by Ms. Tabb to approve the exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET#	AMOUNT
Kimberly Stickman	PP	CTD	304480	\$32.89

- **Motion by Ms. Noland to approve the exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET#	AMOUNT
Dewey and Gretchen Wolf	PP	KTD	311539	\$263.16

- **Motion by Ms. Noland to approve the exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

2. Matt Harvey, Prosecuting Attorney - discussed staffing needs and potential hires within his office.

- **Motion by Ms. Noland to approve the hiring of Jamie Green, full time legal assistant at \$25,000 per year; Dianne Batt, part-time victim advocate at \$18.50 per hour at 20 hours per week; Adam Ward, assistant prosecuting attorney at \$80,000 per year; and Debra McLaughlin, assistant prosecuting attorney at \$90,000 per year. Motion seconded and unanimously approved.**

3. Martin Burke, Chair, Jefferson County Historic Landmarks Commission - requested \$3,000 to abate asbestos and remove debris from Duffields Depot.

- **Motion by Ms. Noland to grant \$500 to the Jefferson County Historic Landmarks Commission from the Coal Severance Fund with an additional \$2,500 in-kind contribution from the General County Fund for asbestos abatement**

Need budget revision to Coal Severance fund from 001401.422300 to 002909.456700 for \$500 for funding to JCHLC. Need BR for in-kind contribution to JCHLC of \$2,500 for 001.366M01 and 001909.456710. In -Kind represents the County's inclusion of JCHLC in payment for it's FY17 & FY18 audits.  
 MGORDON

**and debris removal from Duffields Depot. Motion seconded and unanimously approved.**

4. Charles M. Baisden, WV State Commander, Military Order of the Purple Heart - requested the Commission approve the Proclamation to Declare Jefferson County as a Purple Heart County in the State of West Virginia.
  - **Motion by Ms. Tabb to approve the Proclamation to Declare Jefferson County as a Purple Heart County in the State of West Virginia. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00am.
6. Lynn Fields, Probate Office
  - **Motion by Ms. Noland to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
  - a. Petition to Reopen the Estate of John T. DeLeonardo, II
    - **Motion by Ms. Noland to approve the Petition to Reopen the Estate of John T. DeLeonardo, II. Motion seconded and unanimously approved.**
  - b. Fiduciary Commissioner's Findings and Recommendations upon the Petition for Will Probate in Solemn Form for the Estate of Geraldine W. Bolyard, deceased.
    - **Motion by Ms. Noland to accept the Fiduciary Commissioner's findings and recommendations upon the Petition for Will Probate in Solemn Form for the Estate of Geraldine W. Bolyard, deceased. Motion seconded and unanimously approved.**
    - **Motion by Ms. Noland to recess as a Fiduciary Review Board. Motion seconded and unanimously approved.**
7. Nie Diehl, Director, Jefferson County Development Authority- requested the approval of the Resolution of Participation and Cooperation for the Local Economic Development Grant Program
  - **Motion by Ms. Noland to approve the Resolution of Support for the JCDA's application for the Local Economic Development (LED) grant of \$14,400 from the West Virginia Development Office. Motion seconded and unanimously approved.**

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2018**  
**THURSDAY, NOVEMBER 29, 2018**  
**9:30 A.M.**

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

*Need BR*

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- November 1, 2018
- November 13, 2018 - General Election Canvass

*Jane move  
Cal  
Unat*

*\$500 / 002.907.000  
05.527.000*

*for JCHLE*

**APPROVAL OF PURCHASE ORDERS**

- November 15, 2018

*\$2500 in kind contrib.*

**APPROVAL OF ACCOUNTS PAYABLE**

- November 8, 2018
- November 15, 2018
- November 29, 2018

*OO also*

**APPROVAL OF MANUAL CHECKS**

- November 9, 2018
- November 16, 2018
- November 30, 2018

**APPROVAL OF PAYROLL**

- November 1, 2018
- November 8, 2018 - Poll Workers
- November 15, 2018

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**



NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Annette Staley	Split Ticket	Shepherdstown	317362	\$61.09
Sam Staley				\$133.93

- **Motion by Ms. Tabb to approve the Split Ticket for Ticket No. 317362 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Carrie Thompson	Split Ticket	CTD	304627	\$44.64
Kevin Thompson				\$98.68

- **Motion by Ms. Noland to approve the Split Ticket for Ticket No.304627 as presented. Motion seconded and unanimously approved.**

2. President Trent Ogilvie – ROCKWOOL North America – provided comments and details regarding the company’s Ranson facility
3. The Commission recesses at 11:25 am  
The Commission reconvened at 11:35 am
4. Jacki Shadle, County Clerk – Employment Approval for Payroll Clerk
  - **Motion by Ms. Tabb to approve the hire of Tammy Schaffer as Payroll Clerk in the County Clerk’s Office at a salary of \$50,000 beginning August 31, 2018. Motion seconded and unanimously approved.**
5. Nikki Painter, County Clerk/Elections – Grant Application Approval
  - **Motion by Ms. Tabb to approve the Resolution supporting the HAVA grant application with a possible budget impact of \$7,528.34 from the Coal Severance Fund. Motion seconded and unanimously approved.**

Need Budget Revision to transfer funds to General County for HAVA grant match. MGORDON

6. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD Assets

- Discussion of Jefferson County Civil Action #17-C-282



Office of the Secretary of State  
State Capitol  
Charleston, West Virginia 25305

**Mac Warner**  
Secretary of State  
State of West Virginia

Telephone: (304) 558-6000  
Toll Free: 1-866-SOS-VOTE  
Fax: (304) 558-0900  
[www.wvsos.gov](http://www.wvsos.gov)

September 14, 2018

Jefferson County Commission  
Attn: Jacki Shadle, County Clerk  
100 East Washington Street  
P.O. Box 208  
Charles Town, WV 25414  
Via First-Class Mail

RE: Help America Vote Act Grant Award

Dear County Commissioners,

I am pleased to notify you that your request for grant funding under the Help America Vote Act of 2002 (HAVA) for the purposes of improving the administration of federal elections by enhancing election technology and making security improvements was approved by the State Election Commission upon recommendation by the HAVA Grant Board on September 11, 2018.

This letter details the state and federal requirements you must satisfy as a grant recipient. Please review this letter carefully and contact the undersigned with any questions or concerns regarding the following:

#### Grant Award Summary

Pursuant to the State Election Commission's authority in W. Va. Code § 3-1-48 and Code of State Rules (CSR) § 153-10-1 *et seq.*, HAVA grant funding in the amount of **\$46,707.20** will soon be provided by check from the Auditor's Office to your county address via First-Class Mail.

Pursuant to CSR § 153-10-3, the County Commission must spend or otherwise obligate these funds *within one hundred twenty (120) days* from receipt of the award. Failure to do so will result in a violation of the terms of the award and remedial action will be immediately taken by the Secretary of State's Office and/or the U.S. Election Assistance Commission.

The following breakdown reflects which items may be purchased with HAVA funds, as well as the total estimated cost of each provided by the county. The HAVA award is based on the matching percentage of the below costs provided in CSR § 153-10-3:

\$2,624.00 Purchase of backup ERM computer from ES&S

\$4,721.26	Two laptops and 3 towers (Dell)
\$439.95	Purchase of mobile fold out computer security cabinet to house ERM
\$50,188.96	Purchase of 64 integrated pollbook stands, integrated printer with power supply, power management board, and backup battery

#### Grant Denial Summary

HAVA funding for the below items were not granted by the SEC upon recommendation by the HAVA Grant Board for the following reasons:

18 Dell PC's and 2 Laptops at \$17,797.66 – HAVA Grant Board modified the request to permit the purchase of two laptops and 3 Dell Towers because there are 4 employees that access SVRS plus the county clerk. The HAVA Grant match was changed to \$2,360.63 for this request.

#### Sup-Recipient Grant Administration

Pursuant to Title 2 C.F.R. Subtitle A, Chapter II, Part 200 (2 CFR § 200), you must adhere to all applicable federal requirements including Office of Management and Budget (OMB) guidance.

**Therefore, please complete and submit the attached narrative report and summary of expenditures with required additional documents by December 31<sup>st</sup>, 2018. The original document may be scanned and submitted via e-mail to [DKersey@wvsos.com](mailto:DKersey@wvsos.com).** There must be included a list of equipment obtained with the funds and a description of how the funded purchases meet the goals of the HAVA State Plan. An electronic version of the report spreadsheet document will be provided upon request.

#### Federal Audit, Proper Usage and Matching Funds Requirements:

The Office of Inspector General will audit the management of these grant funds to ensure compliance with state and federal law. Please consider this notice that these funds are granted for the sole purpose(s) as applied for and outlined above. Any other use of these funds are expressly prohibited and is subject to civil and criminal penalties.

Furthermore, for equipment purchases of over \$5,000, 2 CFR 200.310 (regarding insurance generally) and particularly 2 CFR 200.13 provide requirements for the title, usage, management and maintenance of that equipment, including a physical inventory at least every two (2) years. For any capital improvements that increase the value of a building or site more than a *de minimis* amount, please refer to 2 CFR 200.310 (insurance) and 2 CFR 200.311 (real property). Please be aware of and be certain to comply with these requirements.

Finally, pursuant to CSR § 153-10-3.4, 5 and 6, as well as the certification provided in your signed HAVA Grant Request Cover Page, your county is responsible for its share of matching funds required to make the authorized purchases outlined above. If at any time your county cannot

make the required payments, you shall notify the Secretary of State's Office immediately and promptly mitigate any physical, financial and all other actual or potential damages.

Notice of Right to Appeal

Pursuant to CSR § 153-10-5.1.3, your County Commission has ten (10) calendar days from the electronic receipt of this letter to file a written appeal to the SEC, which must be signed by a majority of the County Commissioners and provide specific grounds and details in support of the appeal.

Following the appeal period the SEC will consider all appeals at a later-scheduled hearing held at the Secretary of State's Office in Charleston, WV. Appellants must appear in person to the hearing or otherwise the appeal will be dismissed with prejudice.

Respectfully yours,

A handwritten signature in blue ink, appearing to read "Don Kersey III", with a large, stylized flourish extending from the end of the signature.

Donald M. Kersey, III  
*Elections Director & Deputy Legal Counsel*

Cc: jeffersoncounty@wvsos.com  
File/chron

**Budget Information**

CFDA # 90.404

Non-Construction Program

Name of County:   
 Budget Period Start: 3/23/2018  
 Budget Period End: 3/23/2023

**IMPORTANT: you must attach (1) written explanations of how each purchased item below meets the goal of the HAVA State Plan, and (2) all invoices and proof of purchases made with HAVA funds.**

BUDGET CATEGORIES	PROGRAM CATEGORIES								TOTALS
	(a) Voting Equipment	(b) Election Auditing	(c) Voter Registration Systems	(d) Cyber Security	(e) Communications	(f) Physical Security	(g) Other	(f) Other	
1. PERSONNEL (including fringe)									\$ -
2. EQUIPMENT	\$ 52,812.96			\$ 4,721.26		\$ 530.88			\$ 58,065.10
3. SUBGRANTS (State use only)									\$ -
4. TRAINING									\$ -
5. ALL OTHER COSTS									\$ -
6. TOTAL DIRECT COSTS (1-6)	\$ 52,812.96	\$ -	\$ -	\$ 4,721.26	\$ -	\$ 530.88	\$ -	\$ -	\$ 58,065.10
7. HAVA Matching Funds	\$ 43,972.61	\$ -	\$ -	\$ 2,360.63	\$ -	\$ 373.96	\$ -	\$ -	\$ 46,707.20
8. County Matching Funds	\$ 8,840.35	\$ -	\$ -	\$ 2,360.63	\$ -	\$ 156.92	\$ -	\$ -	\$ 11,357.90
9. Total Cost	\$ 52,812.96	\$ -	\$ -	\$ 4,721.26	\$ -	\$ 530.88	\$ -	\$ -	\$ 58,065.10

A. Do you have an Indirect Cost Rate Agreement approved by the Federal government or some other non-federal entity?

If yes, please provide the following information:

B. Period Covered by the Indirect Cost Rate Agreement (mm/dd/yyyy-mm/dd/yyyy):

C. Approving Federal agency:

D. If other than Federal agency, please specify:

E. The Indirect Cost Rate is:

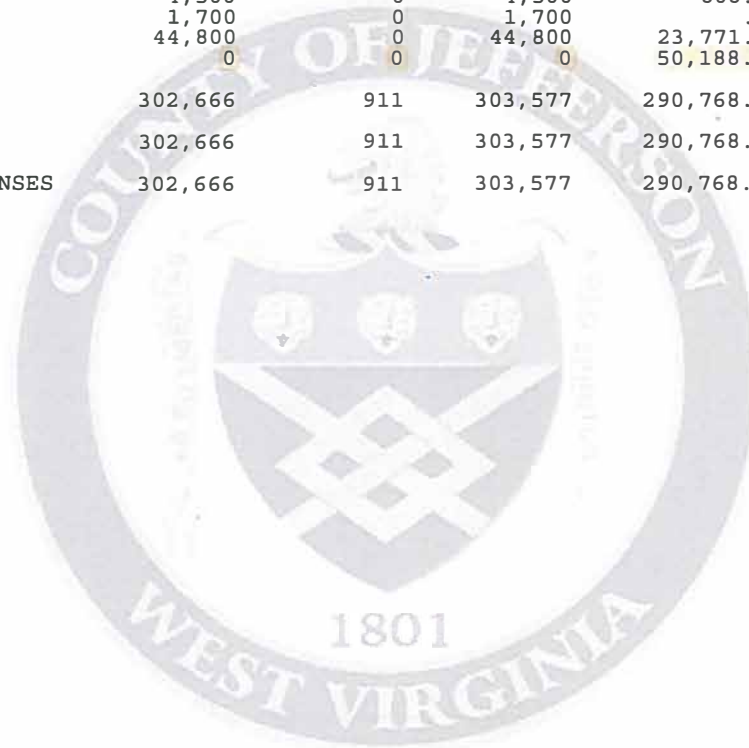
05/09/2019 13:41  
mgordon

Jefferson County, WV - Production  
YEAR-TO-DATE BUDGET REPORT

P 1  
glytbdud

FOR 2019 10

ACCOUNTS FOR: 001	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001413 ELECTIONS COUNTY CLERK								
001413	410300	EMPLOYEES SALARY	0	85,115	69,907.48	.00	15,207.52	82.1%
001413	410400	FICA TAX	0	9,804	4,973.58	.00	4,830.42	50.7%
001413	410401	MEDICARE EXPENSE	0	2,295	1,163.12	.00	1,131.88	50.7%
001413	410500	HEALTH INSURANCE	911	20,615	18,896.46	.00	1,718.54	91.7%
001413	410600	RETIREMENT	0	9,512	7,801.10	.00	1,710.90	82.0%
001413	410801	OVERTIME	0	10,000	7,423.20	.00	2,576.80	74.2%
001413	410802	PART TIME / EXTRA	0	63,000	56,452.50	.00	6,547.50	89.6%
001413	421200	PRINTING	0	1,700	776.11	.00	923.89	45.7%
001413	421400	TRAVEL	0	1,600	499.38	.00	1,100.62	31.2%
001413	421600	MAINT/REP EQUIPME	0	44,336	44,241.00	.00	95.00	99.8%
001413	421900	BLDG/EQUIP RENTAL	0	4,600	3,866.49	.00	733.51	84.1%
001413	422000	ADVERTISING / LEG	0	4,500	808.35	.00	3,691.65	18.0%
001413	422300	PROFESSIONAL SERV	0	1,700	.00	.00	1,700.00	.0%
001413	434100	MATERIALS AND SUP	0	44,800	23,771.03	.00	21,028.97	53.1%
001413	445900	CAPITAL OUTLAY-EQ	0	0	50,188.96	.00	-50,188.96	100.0%*
TOTAL ELECTIONS COUNTY CLERK		302,666	911	303,577	290,768.76	.00	12,808.24	95.8%
TOTAL GENERAL FUND		302,666	911	303,577	290,768.76	.00	12,808.24	95.8%
TOTAL EXPENSES		302,666	911	303,577	290,768.76	.00	12,808.24	



Ora Ash, Director  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26302  
 Phone: 627-2415 ext. 5114  
 Fax: 627-2417

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

Jefferson County Commission

GOVERNMENT ENTITY

CONTROL NUMBER

**2019**

FY

**001**

FUND

**5**

REV. NO.

**1 of 1**

PG. OF NO.

Person To Contact Regarding

Budget Revision: **Michelle Gordon**

Phone: **304-724-8425**

Fax: **304-725-7916**

P.O. Box 250

STREET OR PO BOX

Charles Town

25414

CITY

ZIP CODE

COUNTY

Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
322	Federal Grants	445,000	59,458		504,458
323	State Grants	15,000	4,250		19,250
366	Miscellaneous Revenue	38,558	2,500		41,058
388	Transfers From Other Funds	117,291	7,529		124,820
	#N/A				
	#N/A				
<b>NET INCREASE/(DECREASE) Revenues (ALL PAGES)</b>			<b>73,737</b>		

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
413	Elections-County Clerk	303,577	49,516		353,093
428	Data Processing	437,389	4,721		442,110
711	Emergency Services	267,579	17,000		284,579
909	Historical Commission	22,806	2,500		25,306
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
<b>NET INCREASE/(DECREASE) Expenditures</b>			<b>73,737</b>		

APPROVED BY THE STATE AUDITOR  
 BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Director, Local Government Services Division

\_\_\_\_\_  
 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 16<sup>th</sup> Day of May 2019, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2019 budget revision number #5 to the General County Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

\_\_\_\_\_, and duly seconded by \_\_\_\_\_  
the vote was as follows:

Ralph Lorenzetti	_____
Jane Tabb	_____
Patricia Noland	_____
Caleb Hudson	_____
Josh Compton	_____

Whereupon, Commissioner Compton declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Patricia Noland, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

\_\_\_\_\_  
Patricia Noland, President  
Jefferson County Commission

Jefferson County Commission  
State Budget Revision JE

**Budget Revision #5 of General Fund FY19**

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>
<b>Hazard Mitigation Planning Grant received for Homeland Security Department</b>			
Federal Grant	001.322IG0	(12,750)	
State Grant	001.323IG0	(4,250)	
Homeland Sec-Professional Svcs	001711.422300	17,000	
<b>Help America Vote Act (HAVA) Grant award received by the County Clerk-Elections Department</b>			
<b>Partial funding of Match requirements was approved on 8/16/2018 for \$7,528.34 to be funded by the</b>			
<b>Coal Severance Fund. Remaining Funding for Matching needs came from Elections and IT departments.</b>			
Federal Grant	001.322IG0	(46,708)	
Transfer from Coal Severance Fund	001.388TR2	(7,529)	
Co Clk Elections- C/O Equipment	001413.445900	50,189	
IT Dept - Computer Hardware	001428.435400	4,721	
Co Clk Elections- Materials & Supplies	001413.434100		(673)
<b>11/29/2018 unanimous approval for in-kind contribution of \$2500 to JCHLC for Duffields Depot</b>			
<b>asbestos removal</b>			
Hist Comm-In-Kind Contrib	001909.456710	2,500	
Misc Rev- In-Kind Contrib	001.366M01	(2,500)	
Total		673	(673)



FEMA-4273-DR-WV- 0005

4273DRWVP00000055, DLNS: 00000000, FIPS 054-00037, DATE

Jefferson County Commission 7%  
Planning

		ORIGINAL AWARD	COMMITTED	SPENT	REMAINING	DEOBLIGATION \$
<b>Total Grant</b>		\$ 60,000,000	\$ 60,000,000	\$ 18,237,810	\$ 41,762,190	\$ -
<b>Federal Share</b>		\$ 45,000,000	\$ 45,000,000	\$ 13,678,358	\$ 31,321,643	\$ -
<b>Non-Federal Share</b>		\$ 15,000,000	\$ 15,000,000	\$ 4,559,453	\$ 10,440,548	\$ -
Request For Funds	I CPR Date	Total Amount of Check	Federal Contribution	State Contribution	Amount Remaining	SmartLink Drawdown
1 Contractor	3/8/2019	\$ 17,000,000	\$ 12,750,000	\$ 4,250,000	\$ 43,000,000	\$ 12,750,000
2 Meeting supplies	3/8/2019	\$ 1,237,810	\$ 928,358	\$ 309,453	\$ 41,762,190	\$ 928,358
3		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
4		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
5		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
6		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
7		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
8		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
9		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
10		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
11		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
12		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
13		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
14		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
15		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
16		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
17		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
18		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
19		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
20		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
21		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
22		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
23		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
24		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
25		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
26		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
27		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
28		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
29		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
30		\$ -	\$ -	\$ -	\$ 41,762,190	\$ -
<b>Totals</b>		\$ 18,237,810	\$ 13,678,358	\$ 4,559,453	\$ 41,762,190	\$ 13,678,358

— need  
JV?  
Fed +  
State

# Letter of Credit Payment Request Hazard Mitigation Grant Program

Cost Share Rate: Federal 75% State 25% Request # 1

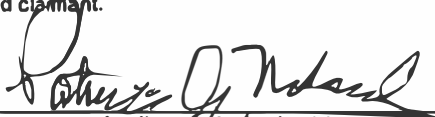
FEMA Identifier FEMA-4273-DR-WV-0005 Date: 3/8/2019

Applicant: Jefferson County Commission FIPS# 054-00037

Address: 28 Industrial Blvd. Suite 101, Kearneysville, WV 25430 Vendor #:

	Approved Amount	Amount Disbursed to Date	Amount Remaining	Amount Billed This Request	Amount Remaining After Request
Federal:	\$45,000,000	\$0.000	\$45,000,000	\$13,678,358	\$31,321,643
State:	\$15,000,000	\$0.000	\$15,000,000	\$4,559,453	\$10,440,548
Total:	\$60,000,000	\$0.000	\$60,000,000	\$18,237,810	\$41,762,190
Total Authorized Payment Amount:				\$18,237,810	

I certify that I am the fully qualified and authorized official of the herein claimant responsible for the examination and settlement of accounts and that the amounts claimed have been expended by the herein named claimant.

  
Applicant's Authorized Agent

3/13/2019  
Date

I certify that to the best of my knowledge and belief the data above are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested. I am familiar with the appropriate sections of Public Law 93-288.

\_\_\_\_\_  
State Project Officer Date

\_\_\_\_\_  
Governor's Authorized Representative Date

\_\_\_\_\_  
State Hazard Mitigation Officer Date

\_\_\_\_\_  
Director of Recovery Date

DEPT: HOMELAND SECURITY AND EMERGENCY MANAGEMENT  
TOTAL OF INVOICE(S): \$17,000.00

WARRANT #: 1004294307  
VENDOR CODE: 000000211969

W.AMT: \$17,000.00  
DATE: 04/19/2019

CHECK  
DESCRIPTION

INVOICE  
NUMBER

NET  
AMOUNT

DR 4273 EM 5-1 JEFFERSON COUNTY COMMISSION  
DR 4273 EM 5-1 JEFFERSON COUNTY COMMISSION

DR4273EM5-1JEFFERSON  
DR4273EM5-1JEFFERSON

\$12,750.00  
\$4,250.00

*Federal 322*  
*State 323*

For additional information, log on to Vendor Self Service at [www.wvoasis.gov](http://www.wvoasis.gov). If you need additional payment details, please contact MARTI BROWN, 304-558-5380X0000.

Learn more about the launching of your new State-wide accounting system (wvOASIS), visit us at [www.wvoasis.gov](http://www.wvoasis.gov)

REMOVE DOCUMENT ALONG THIS PERFORATION

CTL# 36492205

~~THIS WARRANT IS VOID IF SECURITY FEATURES DO NOT CHECK PROPERLY AND COPIES ARE MADE~~

# State of West Virginia

STATE WARRANT # 1004294307

PAYEE JEFFERSON CO COMMISSION

04/19/2019

\*\*\*\*\*\$17,000.00\*\*

WEST VIRGINIA TREASURY

STATE TREASURER

STATE AUDITOR

*By Need*

⑈ 1004 294307 ⑈ ⑆ 05 1902322⑆ 0005270537822⑈



December 17, 2018

Mr. Steve Allen, Director  
Jefferson County Homeland Security and Emergency Management  
28 Industrial Boulevard, Suite 101  
Kearneysville, WV 25430

**Re: Jefferson County Hazard Mitigation Plan  
JHC Project #0573**

Dear Mr. Allen:


Please find enclosed the final deliverables for the above-referenced project. We have included two reproducible paper copies as well as one master (i.e., editable) electronic copy and five distributable electronic copies.

According to our files, this project is now complete. We submitted Invoice 1368 on December 12, 2018, to cover the project costs.

Thank you for selecting JH Consulting, LLC for this project. We look forward to future opportunities in Jefferson County. Should you have any questions or comments, feel free to contact me at (304) 473-1009 or by email at [jharvey@jhcpreparedness.com](mailto:jharvey@jhcpreparedness.com).

Also, find us on Facebook (@JHConsultingLLC) and Twitter (@JHC\_Emergency) and join our conversations about emergency management and safety research.

Sincerely,



Jeffery W. Harvey, DEL, CEM  
Managing Member

Enclosures 8

**Michelle Gordon**

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**From:** Steve Allen  
**Sent:** Friday, May 3, 2019 12:37 PM  
**To:** Michelle Gordon  
**Cc:** Sandra McDonald  
**Subject:** Payment of J.H. Consulting invoice for Hazard Mitigation Planning grant  
**Attachments:** Hazard Mitigation Plan Invoice Letter of Payment Request Check.pdf

Good afternoon Michelle:

I am writing you to ask for guidance in the payment of our invoice from J.H. Consulting for the completion of our Hazard Mitigation Plan. This service was performed with the use of a grant, of which we just received the check from the State of WV for the final payment in the amount of \$17,000. I have included an attachment with the Letter of Request for payment to the State, the original invoice from J.H. Consulting, and a copy of the check from the State of WV. What do I need to do next in order to place this in the Tyler system for payment? The total amount of the check from the State is due to J.H. Consulting.

Thank You,

*Stephen S. Allen*

Stephen S. Allen  
Director

Jefferson County Homeland Security  
Emergency Management

28 Industrial Blvd., Suite 101  
Kearneysville, WV 25430

Phone (304) 728-3290  
Cell (304) 279-8233  
Fax (304) 728-3320

Email [sallen@jeffersoncountywv.org](mailto:sallen@jeffersoncountywv.org)

**Batch, Kelli R**

---

**From:** Steve Allen <sallen@jeffersoncountywv.org>  
**Sent:** Friday, March 8, 2019 11:41 AM  
**To:** Penix, Brian M; Batch, Kelli R  
**Cc:** Stephanie Grove; Steve Allen  
**Subject:** RE: Municipal resolutions accepting 2018 Jefferson County Multi-Jurisdictional Hazard Mitigation Plan  
**Attachments:** 2018 Hazard Mitigation Plan Itemized expenditure request to State of WV.pdf

Brian and Kelli:

With this correspondence I am requesting payment through our Hazard Mitigation Planning Grant for the amounts itemized and listed in the attached document. I have included all invoices for expenditures which were authorized by you in holding lunchtime meetings/work sessions in the development of our plan as well as the invoice for the development of the plan by J.H. Consulting. The costs incurred by the Jefferson County Commission in the plan are itemized by the meeting, vendor providing the service, the cost of the service, and what was provided to the attendees at the meeting along with sign-in sheets for each meeting. The invoice by J.H. Consulting is also included with the document. All are tallied with the name of the agency to receive the remit. Please inform me of any other documents which may be required for the process to take place.

Thank You,

*Stephen S. Allen*

Stephen S. Allen  
Director

Jefferson County Homeland Security  
And Emergency Management

28 Industrial Blvd., Suite 101  
Kearneysville, WV 25430

Phone (304) 728-3290  
Cell (304) 279-8233  
Fax (304) 728-3320

Email [sallen@jeffersoncountywv.org](mailto:sallen@jeffersoncountywv.org)

Disclaimer: The information contained in this electronic mail may be confidential or legally privileged. It is for the intended recipient(s) only. Should you receive this message in error, please notify the sender by replying to this email. Unless expressly stated, opinions in this message are those of the individual sender and not of Jefferson County Homeland Security and Emergency Management. Unauthorized use of the contents is strictly prohibited. While all care has been taken, JCHSEM is not responsible for the integrity of the contents of this electronic mail and any attachments included within.

**From:** Penix, Brian M [mailto:Brian.M.Penix@wv.gov]  
**Sent:** Monday, March 04, 2019 3:27 PM



www.jhcpreparedness.com  
www.jhcsafety.com

<b>Bill To</b>
Jefferson County Commission c/o JCHSEM ATTN: Steve Allen, Director 28 Industrial Blvd., Suite 101 Kearneysville, WV 25430

## Invoice

Terms	Date	Invoice #
Net 60	12/12/2018	1368

<b>JHC Project Number</b>
0573

Please remit to: JH Consulting, LLC

Jefferson HMP Update

Description	Amount
1- Project Management	\$560.00
2- Research	\$3,371.00
3- Document Preparation	\$6,952.00
4- Meeting Facilitation	\$4,995.00
5- Direct Cost	\$1,122.00
<b>Total</b>	<b>\$17,000.00</b>

Thank you for your business!



NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Annette Staley	Split Ticket	Shepherdstown	317362	\$61.09
Sam Staley				\$133.93

- **Motion by Ms. Tabb to approve the Split Ticket for Ticket No. 317362 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Carrie Thompson	Split Ticket	CTD	304627	\$44.64
Kevin Thompson				\$98.68

- **Motion by Ms. Noland to approve the Split Ticket for Ticket No.304627 as presented. Motion seconded and unanimously approved.**

2. President Trent Ogilvie – ROCKWOOL North America – provided comments and details regarding the company's Ranson facility
3. The Commission recesses at 11:25 am  
The Commission reconvened at 11:35 am
4. Jacki Shadle, County Clerk – Employment Approval for Payroll Clerk
  - **Motion by Ms. Tabb to approve the hire of Tammy Schaffer as Payroll Clerk in the County Clerk's Office at a salary of \$50,000 beginning August 31, 2018. Motion seconded and unanimously approved.**
5. Nikki Painter, County Clerk/Elections – Grant Application Approval
  - **Motion by Ms. Tabb to approve the Resolution supporting the HAVA grant application with a possible budget impact of \$7,528.34 from the Coal Severance Fund. Motion seconded and unanimously approved.**

Need Budget Revision to transfer funds to General County for HAVA grant match. MGORDON

6. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD Assets

- Discussion of Jefferson County Civil Action #17-C-282

**Michelle Gordon**

**From:** Michelle Gordon  
**Sent:** Thursday, May 9, 2019 3:08 PM  
**To:** Nikki Painter  
**Cc:** Jacki Shadle  
**Subject:** RE: HAVA Budget Revision

Hey Nikki

After I found a reference in my notes to Coal Severance funding for part of the grant match and talking to you about IT's payment for Equipment, I revised the budget revision as follows:

Description	GL acct	Increase	Decrease
<b>Help America Vote Act (HAVA) Grant award received by the County Clerk-Elections Department</b>			
<b>Partial funding of Match requirements was approved on 8/16/2018 for \$7,528.34 to be funded by the Coal Severance Fund. Remaining Funding for Matching needs came from Elections and IT departments.</b>			
Federal Grant	001.322IG0	(46,708)	
Transfer from Coal Severance Fund	001.388TR2	(7,529)	
Co Clk Elections- C/O Equipment	001413.445900	50,189	
IT Dept - Computer Hardware	001428.435400	4,721	
Co Clk Elections- Materials & Supplies	001413.434100		(673)

Michelle Gordon  
**Finance Director, Jefferson County**  
 Jefferson County Commission  
 O: 304.724.8425

**From:** Michelle Gordon  
**Sent:** Thursday, May 9, 2019 1:38 PM  
**To:** Nikki Painter <npainter@jeffersoncountywv.org>  
**Cc:** Jacki Shadle <jshadle@jeffersoncountywv.org>  
**Subject:** HAVA Budget Revision

Hey Nikki,

This is the proposed budget revision we talked about to reflect receipt of the HAVA Grant and correct any over budget amounts as a result of the HAVA grant expenditures. The net increase to Dept 413 is \$46,708.

Description	GL acct	Increase	Decrease
<b>Help America Vote Act (HAVA) Grant award received by the County Clerk-Elections Department</b>			
<b>Federal Grant</b>	<b>001.322IG0</b>	<b>(46,708)</b>	
<b>Co Clk Elections- C/O Equipment</b>	<b>001413.445900</b>	<b>50,189</b>	
<b>Co Clk Elections- Materials &amp; Supplies</b>	<b>001413.434100</b>		<b>(673)</b>

Michelle

*Michelle Gordon*

**Finance Director, Jefferson County**

Jefferson County Commission

124 East Washington Street

PO Box 250

Charles Town, WV 25414

O: 304.724.8425

F: 304.725.7916

[mgordon@jeffersoncountywv.org](mailto:mgordon@jeffersoncountywv.org)

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Office of the Secretary of State  
State Capitol  
Charleston, West Virginia 25305

**Mac Warner**  
Secretary of State  
State of West Virginia

Telephone: (304) 558-6000  
Toll Free: 1-866-SOS-VOTE  
Fax: (304) 558-0900  
www.wvsos.gov

September 14, 2018

Jefferson County Commission  
Attn: Jacki Shadle, County Clerk  
100 East Washington Street  
P.O. Box 208  
Charles Town, WV 25414  
Via First-Class Mail

RE: Help America Vote Act Grant Award

Dear County Commissioners,

I am pleased to notify you that your request for grant funding under the Help America Vote Act of 2002 (HAVA) for the purposes of improving the administration of federal elections by enhancing election technology and making security improvements was approved by the State Election Commission upon recommendation by the HAVA Grant Board on September 11, 2018.

This letter details the state and federal requirements you must satisfy as a grant recipient. Please review this letter carefully and contact the undersigned with any questions or concerns regarding the following:

#### Grant Award Summary

Pursuant to the State Election Commission's authority in W. Va. Code § 3-1-48 and Code of State Rules (CSR) § 153-10-1 *et seq.*, HAVA grant funding in the amount of **\$46,707.20** will soon be provided by check from the Auditor's Office to your county address via First-Class Mail.

Pursuant to CSR § 153-10-3, the County Commission must spend or otherwise obligate these funds *within one hundred twenty (120) days* from receipt of the award. Failure to do so will result in a violation of the terms of the award and remedial action will be immediately taken by the Secretary of State's Office and/or the U.S. Election Assistance Commission.

The following breakdown reflects which items may be purchased with HAVA funds, as well as the total estimated cost of each provided by the county. The HAVA award is based on the matching percentage of the below costs provided in CSR § 153-10-3:

\$2,624.00 Purchase of backup ERM computer from ES&S

\$4,721.26	Two laptops and 3 towers (Dell)
\$439.95	Purchase of mobile fold out computer security cabinet to house ERM
\$50,188.96	Purchase of 64 integrated pollbook stands, integrated printer with power supply, power management board, and backup battery

#### Grant Denial Summary

HAVA funding for the below items were not granted by the SEC upon recommendation by the HAVA Grant Board for the following reasons:

18 Dell PC's and 2 Laptops at \$17,797.66 – HAVA Grant Board modified the request to permit the purchase of two laptops and 3 Dell Towers because there are 4 employees that access SVRS plus the county clerk. The HAVA Grant match was changed to \$2,360.63 for this request.

#### Sup-Recipient Grant Administration

Pursuant to Title 2 C.F.R. Subtitle A, Chapter II, Part 200 (2 CFR § 200), you must adhere to all applicable federal requirements including Office of Management and Budget (OMB) guidance.

**Therefore, please complete and submit the attached narrative report and summary of expenditures with required additional documents by December 31<sup>st</sup>, 2018. The original document may be scanned and submitted via e-mail to [DKersey@wvsos.com](mailto:DKersey@wvsos.com). There must be included a list of equipment obtained with the funds and a description of how the funded purchases meet the goals of the HAVA State Plan. An electronic version of the report spreadsheet document will be provided upon request.**

#### Federal Audit, Proper Usage and Matching Funds Requirements:

The Office of Inspector General will audit the management of these grant funds to ensure compliance with state and federal law. Please consider this notice that these funds are granted for the sole purpose(s) as applied for and outlined above. Any other use of these funds are expressly prohibited and is subject to civil and criminal penalties.

Furthermore, for equipment purchases of over \$5,000, 2 CFR 200.310 (regarding insurance generally) and particularly 2 CFR 200.13 provide requirements for the title, usage, management and maintenance of that equipment, including a physical inventory at least every two (2) years. For any capital improvements that increase the value of a building or site more than a *de minimis* amount, please refer to 2 CFR 200.310 (insurance) and 2 CFR 200.311 (real property). Please be aware of and be certain to comply with these requirements.

Finally, pursuant to CSR § 153-10-3.4, 5 and 6, as well as the certification provided in your signed HAVA Grant Request Cover Page, your county is responsible for its share of matching funds required to make the authorized purchases outlined above. If at any time your county cannot

make the required payments, you shall notify the Secretary of State's Office immediately and promptly mitigate any physical, financial and all other actual or potential damages.

Notice of Right to Appeal

Pursuant to CSR § 153-10-5.1.3, your County Commission has ten (10) calendar days from the electronic receipt of this letter to file a written appeal to the SEC, which must be signed by a majority of the County Commissioners and provide specific grounds and details in support of the appeal.

Following the appeal period the SEC will consider all appeals at a later-scheduled hearing held at the Secretary of State's Office in Charleston, WV. Appellants must appear in person to the hearing or otherwise the appeal will be dismissed with prejudice.

Respectfully yours,

A handwritten signature in blue ink, appearing to read "Don Kersey III", with a large, stylized flourish extending from the end of the signature.

Donald M. Kersey, III  
*Elections Director & Deputy Legal Counsel*

Cc: jeffersoncounty@wvsos.com  
File/chron

**Budget Information**

CFDA # 90.404

Non-Construction Program

Name of County:   
 Budget Period Start: 3/23/2018  
 Budget Period End: 3/23/2023

**IMPORTANT: you must attach (1) written explanations of how each purchased item below meets the goal of the HAVA State Plan, and (2) all invoices and proof of purchases made with HAVA funds.**

BUDGET CATEGORIES	PROGRAM CATEGORIES								TOTALS
	(a) Voting Equipment	(b) Election Auditing	(c) Voter Registration Systems	(d) Cyber Security	(e) Communications	(f) Physical Security	(g) Other	(f) Other	
1. PERSONNEL (including fringe)									\$ -
2. EQUIPMENT	\$ 52,812.96			\$ 4,721.26		\$ 530.88			\$ 58,065.10
3. SUBGRANTS (State use only)									\$ -
4. TRAINING									\$ -
5. ALL OTHER COSTS									\$ -
6. TOTAL DIRECT COSTS (1-6)	\$ 52,812.96	\$ -	\$ -	\$ 4,721.26	\$ -	\$ 530.88	\$ -	\$ -	\$ 58,065.10
7. HAVA Matching Funds	\$ 43,972.61	\$ -	\$ -	\$ 2,360.63	\$ -	\$ 373.96	\$ -	\$ -	\$ 46,707.20
8. County Matching Funds	\$ 8,840.35	\$ -	\$ -	\$ 2,360.63	\$ -	\$ 156.92	\$ -	\$ -	\$ 11,357.90
9. Total Cost	\$ 52,812.96	\$ -	\$ -	\$ 4,721.26	\$ -	\$ 530.88	\$ -	\$ -	\$ 58,065.10

A. Do you have an Indirect Cost Rate Agreement approved by the Federal government or some other non-federal entity?

If yes, please provide the following information:

B. Period Covered by the Indirect Cost Rate Agreement (mm/dd/yyyy-mm/dd/yyyy):

C. Approving Federal agency:

D. If other than Federal agency, please specify:

E. The Indirect Cost Rate is:

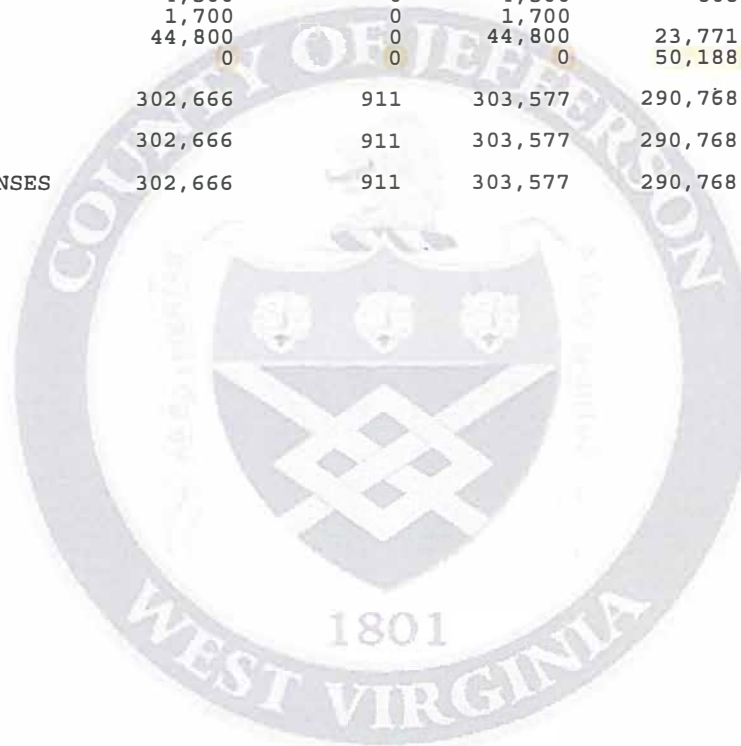
05/09/2019 13:41  
mgordon

Jefferson County, WV - Production  
YEAR-TO-DATE BUDGET REPORT

P 1  
glytbdud

FOR 2019 10

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001413 ELECTIONS COUNTY CLERK							
001413 410300 EMPLOYEES SALARY	85,115	0	85,115	69,907.48	.00	15,207.52	82.1%
001413 410400 FICA TAX	9,804	0	9,804	4,973.58	.00	4,830.42	50.7%
001413 410401 MEDICARE EXPENSE	2,295	0	2,295	1,163.12	.00	1,131.88	50.7%
001413 410500 HEALTH INSURANCE	19,704	911	20,615	18,896.46	.00	1,718.54	91.7%
001413 410600 RETIREMENT	9,512	0	9,512	7,801.10	.00	1,710.90	82.0%
001413 410801 OVERTIME	10,000	0	10,000	7,423.20	.00	2,576.80	74.2%
001413 410802 PART TIME / EXTRA	63,000	0	63,000	56,452.50	.00	6,547.50	89.6%
001413 421200 PRINTING	1,700	0	1,700	776.11	.00	923.89	45.7%
001413 421400 TRAVEL	1,600	0	1,600	499.38	.00	1,100.62	31.2%
001413 421600 MAINT/REP EQUIPME	44,336	0	44,336	44,241.00	.00	95.00	99.8%
001413 421900 BLDG/EQUIP RENTAL	4,600	0	4,600	3,866.49	.00	733.51	84.1%
001413 422000 ADVERTISING / LEG	4,500	0	4,500	808.35	.00	3,691.65	18.0%
001413 422300 PROFESSIONAL SERV	1,700	0	1,700	.00	.00	1,700.00	.0%
001413 434100 MATERIALS AND SUP	44,800	0	44,800	23,771.03	.00	21,028.97	53.1%
001413 445900 CAPITAL OUTLAY-EQ	0	0	0	50,188.96	.00	-50,188.96	100.0%*
TOTAL ELECTIONS COUNTY CLERK	302,666	911	303,577	290,768.76	.00	12,808.24	95.8%
TOTAL GENERAL FUND	302,666	911	303,577	290,768.76	.00	12,808.24	95.8%
TOTAL EXPENSES	302,666	911	303,577	290,768.76	.00	12,808.24	



1. Angie Banks, Assessor - requested the approval of the following Exonerations:

NAME	TYPE	DISTRICT	TICKET#	AMOUNT
John and Delta Kuhn	PP	HFD	308149	\$61.09

- **Motion by Ms. Tabb to approve the exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET#	AMOUNT
Kimberly Stickman	PP	CTD	304480	\$32.89

- **Motion by Ms. Noland to approve the exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET#	AMOUNT
Dewey and Gretchen Wolf	PP	KTD	311539	\$263.16

- **Motion by Ms. Noland to approve the exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

2. Matt Harvey, Prosecuting Attorney - discussed staffing needs and potential hires within his office.

- **Motion by Ms. Noland to approve the hiring of Jamie Green, full time legal assistant at \$25,000 per year; Dianne Batt, part-time victim advocate at \$18.50 per hour at 20 hours per week; Adam Ward, assistant prosecuting attorney at \$80,000 per year; and Debra McLaughlin, assistant prosecuting attorney at \$90,000 per year. Motion seconded and unanimously approved.**

3. Martin Burke, Chair, Jefferson County Historic Landmarks Commission - requested \$3,000 to abate asbestos and remove debris from Duffields Depot.

- **Motion by Ms. Noland to grant \$500 to the Jefferson County Historic Landmarks Commission from the Coal Severance Fund with an additional \$2,500 in-kind contribution from the General County Fund for asbestos abatement**

Need budget revision to Coal Severance fund from 001401.422300 to 002909.456700 for \$500 for funding to JCHLC. Need BR for in-kind contribution to JCHLC of \$2,500 for 001.366M01 and 001909.456710. In -Kind represents the County's inclusion of JCHLC in payment for it's FY17 & FY18 audits.

MGORDON

**and debris removal from Duffields Depot. Motion seconded and unanimously approved.**

4. Charles M. Baisden, WV State Commander, Military Order of the Purple Heart - requested the Commission approve the Proclamation to Declare Jefferson County as a Purple Heart County in the State of West Virginia.
  - **Motion by Ms. Tabb to approve the Proclamation to Declare Jefferson County as a Purple Heart County in the State of West Virginia. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00am.
6. Lynn Fields, Probate Office
  - **Motion by Ms. Noland to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
  - a. Petition to Reopen the Estate of John T. DeLeonardo, II
  - **Motion by Ms. Noland to approve the Petition to Reopen the Estate of John T. DeLeonardo, II. Motion seconded and unanimously approved.**
  - b. Fiduciary Commissioner's Findings and Recommendations upon the Petition for Will Probate in Solemn Form for the Estate of Geraldine W. Bolyard, deceased.
    - **Motion by Ms. Noland to accept the Fiduciary Commissioner's findings and recommendations upon the Petition for Will Probate in Solemn Form for the Estate of Geraldine W. Bolyard, decease. Motion seconded and unanimously approved.**
    - **Motion by Ms. Noland to recess as a Fiduciary Review Board. Motion seconded and unanimously approved.**
7. Nie Diehl, Director, Jefferson County Development Authority- requested the approval of the Resolution of Participation and Cooperation for the Local Economic Development Grant Program
  - **Motion by Ms. Noland to approve the Resolution of Support for the JCDA's application for the Local Economic Development (LED) grant of \$14,400 from the West Virginia Development Office. Motion seconded and unanimously approved.**

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2018**  
**THURSDAY, NOVEMBER 29, 2018**  
**9:30 A.M.**

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

*Need  
BR*

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- November 1, 2018
- November 13, 2018 - General Election Canvass

**APPROVAL OF PURCHASE ORDERS**

- November 15, 2018

**APPROVAL OF ACCOUNTS PAYABLE**

- November 8, 2018
- November 15, 2018
- November 29, 2018

**APPROVAL OF MANUAL CHECKS**

- November 9, 2018
- November 16, 2018
- November 30, 2018

**APPROVAL OF PAYROLL**

- November 1, 2018
- November 8, 2018 - Poll Workers
- November 15, 2018

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

*Jane move  
Cal  
Unar  
\$500  
Coal  
Sev.  
for JCHLE  
\$2500 in kind contrib.  
OO/also  
0002.909.000  
05.527.CR.000*



**NOTICE OF PUBLIC HEARING  
COUNTY COMMISSION OF JEFFERSON COUNTY**

The County Commission of Jefferson County will hold a public hearing on Thursday, May 16, 2019 at 7:00 p.m. in the County Commission meeting room located at the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

The County Commission of Jefferson County is revising the excise tax imposed for the privilege of transferring title to real estate from the rate of \$1.10 for each \$500 value or fraction thereof to the rate of \$1.35 for each \$500 value or fraction thereof as represented by such document defined in Article 22. Excise Tax on Privilege of Transferring Real Property, §11-22-1 Definitions, (4) Document. The excise tax revision is proposed to become effective on July 1, 2019.

At this meeting, there will be public input on the proposed revision to the County excise tax (i.e. property transfer tax) imposed for the privilege of transferring title to real estate. This public hearing is being held to satisfy the requirements defined in **Article 22. Excise Tax on Privilege of Transferring Real Property, §11-22-2. Rate of tax; when and by whom payable; additional county tax** as revised on July 1, 2017.

Anyone wishing to provide written or oral comment may do so at this meeting or send comments to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org).

By Order of the County Commission of Jefferson County  
Patricia Noland  
President



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Nikki Painter**

Department or Organization: **Elections**

Estimation of amount of time needed for appointment: **10 mins**

Date Requested – 1<sup>st</sup> Choice: **May 16, 2019**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Permanent Polling Place Location Change**

Please provide the County Commission with a description of your request or presentation, including any background information: **Precinct 35A & 35B currently vote at Shepherdstown Fire Hall but we have had to temporarily change the location during the last several elections. During the 2018 General Election, we used Asbury United Methodist Church (4257 Kearneysville Pike, Shepherdstown) and received positive feedback from poll workers, voters and the church. In order to avoid future temporary changes and voter confusion when the Fire Hall is unavailable, we would like to permanently change the voting location to Asbury United Methodist Church.**

Is this a funding request? **Y/N**

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 approve the permanent polling place location change for Precinct 35A & 35B from the Shepherdstown Fire Hall to Asbury United Methodist Church.**

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](http://www.jeffersoncountywv.org)



Name: Jeffrey Parsons

Department or Organization: County Commission / Sheriff Dept.

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: 10 May 2019

If a specific date is needed, please provide reason for specific date:

Date Requested – 2<sup>nd</sup> Choice: next available

Subject (Wording to be placed on agenda): Update Dog Barking Ordinance

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

Request wording be change for rural area county residents,  
All efforts have been exhaust with the sheriff dept.

Is this a funding request?  YES  NO

If so, how much? \$ N/A

Provide exact financial impact/request: N/A

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

Wording changed from two or more persons living in different households

Attach supporting documents for request, or request may be denied.

If not attached, explain: neighbors do not control dogs from barking  
Letter included from Sheriff dept. receipt for privacy fence

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

Contact information: 772 N Childs Rd Kearneysville WV 25430

Email address: jspnsc@yahoo.com Phone Number: 803 646 5528

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable





# 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

April 27, 2019

To: Jeffrey Parsons

Re: Barking Dog Complaint

From: Pete Dougherty, Sheriff

You came to the Jefferson County Sheriff's Office on April 26, 2019 and met with me to discuss your concern about the lack of the county to take action to resolve an on-going problem you have been having with barking dogs in your neighborhood of North Childs Road.

It appears you have been in contact with the Jefferson County Sheriff's Office on several occasions and our records specifically reported a call from you on July 19, 2018 where Sheriff's Corporal Windle responded to your residence. It is my understanding reviewing this matter that Corporal Windle spoke to you and your neighbor. He advised you of your options under Jefferson County's Ordinance related to barking dogs.

As we briefly discussed the ordinance when you came to my office last week the ordinance enacted by the Jefferson County Commission requires that to prosecute a complaint under this ordinance that barking, howling or yelping must occur for intermittently or continuously for more than 15 minutes and that a complaint to be acted upon requires that two persons living in separate households must file or register their complaints in order for these matters to be prosecuted.

There is nothing within the ordinance that restricts you or anyone adversely impacted limiting or precluding your right to file a civil cause of action for injury or damages from any noise which creates either a public or private nuisance under law.

As you are aware the current ordinance was enacted more than 10 years ago. If you believe it is not sufficient you are welcome to appear or write to the Jefferson County Commission to suggest changes.

Copy: File

136-5 Musket Dr.  
WINCHESTER, VA 22602



(540) 869-0577  
VA #2705133874

PROPOSAL SUBMITTED TO

PHONE

DATE

STREET

JOB NAME

CITY, STATE AND ZIP CODE

JOB LOCATION

ARCHITECT

DATE OF PLANS

JOB PHONE

We hereby submit specifications and estimates for:

290' of 8' TALL SOLID BOARD FENCING  
WITH CAPBOARD.  
CEDAR BOARDS  
BLACK CAPS  
ALL 6X6 POSTS

All Posts Set in Concrete

Contractor will comply with all local requirements for building permits, inspections and zoning.

Work to begin 3 to 6 weeks after Acceptance.

All work is guaranteed for 2 years.

Kidwell Fence is not responsible for placement of property markers.

Rock clause: Should Kidwell Fence incur digging that requires jack hammer or barring, there will be an additional charge of \$30.00 per hole.

There will be a 3% finance charge on all credit card payments.

This quote is good for \_\_\_\_\_ days.

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

dollars (\$ 7,800.00 )

Payment to be made as follows:

1/2 Down, Remaining COD

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strike, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Note: This transaction may be cancelled within 3 business days from the Acceptance Date by delivering notice to above address by midnight of the 3rd business day of transaction.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Signature

Est. Completion Date:

Date of Acceptance:

Approx. Start Date:

## ORDINANCE

*WHEREAS, the County Commission of Jefferson County, West Virginia regularly receives numerous public comments and complaints pertaining to barking, howling or yelping dogs and further that these complaints pertain directly to health, safety and welfare of the citizens of Jefferson County, and*

*WHEREAS, the County Commission of Jefferson County does hereby determine that barking, howling or yelping dogs constitute a public nuisance whenever two or more persons living in different households file or register their complaints about the same owner or custodian of barking, howling or yelping dogs, and*

*WHEREAS, Chapter 7, Article 1, Section three-k-k of the West Virginia Code of 1931, (W.Va. Code § 7-1-3-kk) as amended, authorizes county commissions to enact ordinances and issue orders for the elimination of hazards to public health and safety of the community and to abate or cause to be abated anything, which the county commission determines to be a public nuisance and further authorizes that such ordinances may provide for a misdemeanor penalty for violation thereof.*

**BE IT THEREFORE ENACTED AS FOLLOWS:**

Section 1.      *Definitions.*

*For purposes of this ordinance only the following items are defined:*

- (a) "Complaint" shall mean a written statement of the essential facts constituting the offense charged. It shall be made upon the oath of a law enforcement officer before a magistrate. The complaint shall set forth the facts of the allegation of disturbance of the peace caused by a barking, yelping, or howling dog, name the complainants with complete address and telephone number; name the owner or owners of the barking dog; and his or her complete address and telephone number; set forth the names, addresses, and telephone numbers of all persons who are impacted by the alleged barking dog and the approximate area of impact.*
- (b) "Residential area" shall mean any subdivision, development or other area used primarily for residential purposes located in Jefferson County but which is not within the boundaries of any municipality therein.*
- (c) "Public Nuisance" shall mean any dog or dogs that excessively bark, howl, or yelp intermittently or continuously for more than fifteen minutes in a fashion which creates unreasonably loud and disturbing noises of such a character, intensity, and duration as to disturb the peace, quiet, and good order and which gives rise to complaints from at least two persons, living in different households, regarding a breach or disturbance of the peace of others.*
- (d) "Household" shall mean any apartment, townhouse, unit, or freestanding home which serves as a residence of persons who live in that same dwelling, sharing its furnishings, facilities, accommodations, and expenses. A building with multiple apartments, townhouses, or units may, accordingly, contain multiple households.*
- (e) "Legal Hunting Activity" shall mean hunting of game that is in season by persons properly licensed to do so, unless exempted by law. Legal hunting activity may only occur on property which does not prohibit the same.*

Section 2.      *Procedures*

- (a) *It shall be unlawful for any person who is the owner or custodian of any dog or dogs in any residential area to allow or cause said dog or dogs to bark, howl, or yelp in a fashion which rises to the level of a public nuisance as defined herein.*
- (b) *Any person complaining of a violation of this Ordinance may contact local law enforcement officers who may then investigate the complaint's report and, if appropriate, such officers may file a complaint with the Jefferson County Magistrate Court. If it appears from the complaint that there is probable cause to believe an offense has been committed and that the defendant has committed it, a summons shall issue to any officer authorized by law to execute it. The summons shall issue in the same form as a warrant, except that it shall summon the defendant to appear before a magistrate at a stated time and place. An authorized person shall cause a copy of the complaint and summons to be served upon the alleged perpetrator or upon each of the alleged perpetrators.*
- (c) *The Clerk of the Jefferson County Magistrate Court shall notify the assigned Jefferson County Magistrate when any complaint has been filed and when service thereof has been made. The assigned Magistrate shall schedule a hearing on the complaint and notify the complainant or complainants and alleged perpetrator or perpetrators of the hearing date and time.*
- (d) *Upon request by the defendant, a hearing on the complaint shall be heard by the assigned Jefferson County Magistrate according to the West Virginia Rules of Criminal Procedure for Magistrate Courts.*

Section 3. *Nuisance Abatement and Penalties.*

- (a) *The Jefferson County Magistrate, having found that the owner or custodian of any dog or dogs has allowed said dog or dogs to become a public nuisance as defined herein, may order the owner or custodian to abate the public nuisance.*
- (b) *The Jefferson County Magistrate, having found that the owner or custodian of any dog or dogs has failed to comply with an order of abatement, may order the owner or custodian to pay to the State of West Virginia a fine of not less than \$50 nor more than \$300.*
- (c) *A second or subsequent violation of this ordinance within any six month period shall subject the owner or custodian of any dog or dogs to a fine of not less than \$100 nor more than \$500.*
- (d) *A third or subsequent violation of this ordinance within any six month period shall subject the owner or custodian of any dog to a fine of not less than \$200 nor more than \$500.*
- (e) *Repeated similar violations of this Ordinance which occur beyond twenty-four hours of the initial incident shall be considered separate offenses. Accordingly, an owner or custodian of any dog or dogs may receive one violation per twenty-four hour period.*

Section 4.      *Exempted Activities.*

- (a) *All activities within the boundaries of any municipality are exempt from the application of this ordinance.*
- (b) *This Ordinance is not enforceable against any dog which is exempted from the same by State or Federal law.*
- (c) *This Ordinance is not enforceable against any dog which is engaged in any legitimate farming activity, including but not limited to herding of livestock.*
- (d) *This Ordinance is not enforceable against any dog which is engaged in any legal hunting activity.*

Section 5. Severability.

*The several sections and subsections of this ordinance are severable, and if any section or subsections hereof shall be held unconstitutional, all the remaining sections or subsections shall remain valid.*

Section 6. Purpose.

*It is the purpose of this Ordinance to promote the public health and safety of the community and as such it should be liberally construed to give effect to the purposes hereof.*

Section 7. Appeals

*Appeals to the Circuit Court shall be made pursuant to the West Virginia Rule of Criminal Procedure for Magistrate Courts 20.1.*

Section 8. Civil Cause of Action not Precluded.

*Nothing contained in this Ordinance shall be construed to limit or preclude the right of any individual or entity from pursuing any civil cause of action otherwise authorized by law for either injury or damage arising from any noise which creates either a public or private nuisance under law.*

Dated: October 9, 2008

Frances B. Morgan, President



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **May 16, 2019**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Interview and Appointment to the Eastern Panhandle HOME Consortium Council of West Virginia – one three year term ending June 30, 2022 - 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



## Jessica Carroll

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**From:** Anthony Grant <tgrant@ransonwv.us>  
**Sent:** Friday, April 26, 2019 10:03 AM  
**To:** sandyMcDonald@jeffersoncountywv.org; Jessica Carroll  
**Subject:** Jefferson County HOME Consortium vacancy

Greetings,

Nancy Strine provided me with your e-mail addresses to inquire about filling the vacancy on the HOME Consortium board for Jefferson County. If there still is a vacancy, I am interested in being considered. I have been a resident of Jefferson County since 2003 and have been involved with planning and zoning as well as serving on the City Council of Ranson. I have also served as a board member for the Partnership for Affordable Housing.

If you have any questions, feel free to give me a call or send me an e-mail. My cell number is 305-596-1163.

Best Regards,

Tony Grant  
Planning Commission President  
City Councilman At-Large  
City of Ranson  
312 S. Mildred Street  
Ranson, WV 25438

**EASTERN PANHANDLE HOME CONSORTIUM COUNCIL OF WEST VIRGINIA**  
**MEMBERS 2019 (eff. March 2019 )**

**City of Martinsburg**

Ms. Mary Crawford  
Retired Branch Banking & Trust  
Martinsburg, WV 25401  
304-671-2797 cell [mcrawford58@icloud.com](mailto:mcrawford58@icloud.com)

Ms. Natalie Hoffmann  
937 Welltown Road  
Martinsburg, WV 25403  
304-268-2696 [hoffmann1@comcast.net](mailto:hoffmann1@comcast.net)

Mr. Gregory A. Janes  
108 Meadowbrook Drive  
Martinsburg, WV 25401  
304-671-9752 [greg.janesschr@gmail.com](mailto:greg.janesschr@gmail.com)

**Berkeley County**

Council Member James Barnhart  
Berkeley County Council  
400 W. Stephen Street, Suite 201  
Martinsburg, WV 25401  
304-264-1923 [jbarnhart@berkeleywv.org](mailto:jbarnhart@berkeleywv.org)

Mr. Ian Gingold  
City National Bank  
1700 W. King Street  
Martinsburg, WV 25401  
304-264-4550 [ian.Gingold@cityholding.com](mailto:ian.Gingold@cityholding.com)

Ms. Deborah Hammond  
33 Morningside Drive  
Falling Waters, WV 25419  
304-886-6385 [Bhammond8@comcast.net](mailto:Bhammond8@comcast.net)

**At Large**

Mr. Bill Clark, Executive Director  
Region 9 PDC  
400 W. Stephen St. Suite 301  
Martinsburg, WV 25401  
304-263-1743 x3603 [bclark@wvregion9.com](mailto:bclark@wvregion9.com)

**Jefferson County**

Commissioner Caleb Hudson  
Jefferson County Commission  
Charles Town, WV 25414  
304-725-8160  
[calebhudsonforjeffersonwv@gmail.com](mailto:calebhudsonforjeffersonwv@gmail.com)

Annette VanHilst  
22 Van Clevesville Rd  
Keameysville, WV 25430  
304-876-6984 [agvh@frontiernet.net](mailto:agvh@frontiernet.net)

Vacancy

**Morgan County**

Ms. Stefanie Allemong, Administrator  
Morgan County Commission  
77 Fairfax Street, Room 101  
Berkeley Springs, WV 25411  
304-258-8540 [sallemong@morgancountwv.gov](mailto:sallemong@morgancountwv.gov)

Ms. Audrey Morris, Executive Director  
Starting Points of Morgan Co.  
187 S. Green Street, Suite 3  
Berkeley Spring, WV 25411  
304-258-5600 [amorris@starting-points.org](mailto:amorris@starting-points.org)

Mark Hill, Asst. County Admin/Grant Administrator  
Morgan County Commission  
77 Fairfax Street, Room 101  
Berkeley Springs, WV 25411  
304-867-3134 [mhill@morgancountywv.gov](mailto:mhill@morgancountywv.gov)

**HOME Administrator**

Ms. Nancy S. Strine  
Community Development Department  
City of Martinsburg  
232 North Queen Street  
Martinsburg, WV 25401  
304-264-2131 x 278  
[nstrine@cityofmartinsburg.org](mailto:nstrine@cityofmartinsburg.org)

AGENDA REQUEST FORM  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Robert Edwards

Department or Organization: US Census Bureau

Estimation of amount of time needed for appointment: 5-10 min

Date Requested – 1<sup>st</sup> Choice: May 16

If a specific date is needed, please provide reason for specific date:

Date Requested – 2<sup>nd</sup> 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:

Signing & Acceptance of Proclamation

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. Approve sign proclamation.  
If not attached, explain:

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

Contact information: Robert Edwards

Email address: Robert.T.Edwards@2020census.gov Phone Number: 423 767-8538

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



# JEFFERSON COUNTY WV

## 2020 Census Partnership

WHEREAS the U.S. Census Bureau is required by the U.S. Constitution to conduct a count of the population and provides a historic opportunity to help shape the foundation of our society and play an active role in American democracy;

WHEREAS Jefferson County is committed to ensuring every resident is counted;

WHEREAS federal and state funding is allocated to communities, and decisions are made on matters of national and local importance based, in part, on census data and housing;

WHEREAS census data helps determine how many seats each state will have in the U.S. House of Representatives and is necessary for the accurate and fair redistricting of state legislative seats and voting districts;

WHEREAS information from the 2020 Census and American Community Survey are vital tools for economic development and increased employment;

WHEREAS the information collected by the census is confidential and protected by law;

WHEREAS a united voice from business, government, community-based and faith-based organizations, educators, media and others will enable the 2020 Census message to reach more of our citizens;

Now, therefore,

BE IT RESOLVED that Jefferson County is committed to partnering with the U.S. Census Bureau and will:

1. Support the goals and ideals for the 2020 Census and will disseminate 2020 Census information.
2. Encourage all residents to participate in events and initiatives that will raise the overall awareness of the 2020 Census and increase participation.
3. Provide Census advocates to speak to community organizations.
4. Support census takers as they help our community complete an accurate count.
5. Strive to achieve a complete and accurate count of all persons within our jurisdiction.

Adopted at Jefferson County, West Virginia this \_\_\_\_\_ day of \_\_\_\_\_.

Creation of the 2020 Jefferson County  
Complete Count Committee

WHEREAS the U.S. Census Bureau is required by the United States Constitution to conduct a count of all persons; and

WHEREAS the Census count requires extensive work, and the Census Bureau requires partners at the state and local level to insure a complete and accurate count;

WHEREAS the Jefferson County Complete Count Committee will bring together a cross section of community members who will utilize their local knowledge and expertise to reach out to all persons of our community;

WHEREAS the Jefferson County Complete Count Committee will work with the Census Bureau and the state of West Virginia to strive for an accurate count.

NOW THEREFORE, BE IT RESOLVED that Jefferson County establishes a 2020 Census Complete Count Committee, whose members include:

1. Name of member, can include what segment of the population the member represents, such as faith-based, education, media, etc.
2. Name of member
3. Name of member
4. Name of member
5. Name of member
6. Name of member
7. Etc.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Pete Dougherty, Sheriff**

Department or Organization: **Jefferson County Sheriffs Office**

Estimation of amount of time needed for appointment: **10 minutes**

Date Requested – 1<sup>st</sup> Choice:

*If a specific date is needed, please provide reason for specific date:*

**May 16, 2019 – position is vacant and needs to be filled.**

Date Requested – 2<sup>nd</sup> 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. Appointment to fill vacant Animal Control Officer I position**

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*):

[Item. 1] **I move that ..... be approved as an Animal Control Officer and Humane Officer effective ..... with a starting salary of \$32,574.**

[Item 2]

[Item 3]

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](http://www.jeffersoncountywv.org)



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 16, 2019**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> 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 renewal of County cable franchise agreement and related issues. Discussion/Action.
2. Discussion of Jefferson County Circuit Court Civil Action #18-P-132. Discussion/Action.
3. Discussion of EEOC Charge #533-2018-01557. Discussion/Action.
4. Discussion of Jefferson County Circuit Court Civil Action #18-C-171. Discussion/Action.
5. Discussion of EEOC Charge #533-2017-00706. Discussion/Action.
6. Discussion of and communication with FEMA regarding potential resolution. U.S. District Court (Northern District) Civil Action #3:18-CV-122. Discussion/Action.
7. Discussion of Jefferson County Circuit Court Civil Action #17-C-282. Discussion/Action.

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





WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

**Division of Highways**

1900 Kanawha Boulevard East • Building Five • Room 110  
Charleston, West Virginia 25305-0430 • (304) 558-3505

Byrd E. White, III  
Secretary of Transportation

Jimmy Wriston, P. E.  
Deputy Secretary/  
Acting Commissioner

April 26, 2019

Patsy Noland, President  
Jefferson County Commission  
124 E. Washington Street  
Charles Town, WV 25414

Dear Ms. Noland:

State Project: U219-340-0.00(02)  
Federal Project: NH-0340-(030)E  
US 340  
Virginia State Line to Charles Town Bypass  
Jefferson County

The Federal Highway Administration has approved the Final Environmental Impact Statement (FEIS) on April 16, 2019, for the proposed four lane upgrade of US 340 in Jefferson County, from the Virginia state line to the Charles Town Bypass, a distance of approximately five miles.

The FEIS is available for review and comment and can be viewed here:

<http://go.wv.gov/dotcomment>

Comments are due on the FEIS, June 7, 2019 and should be mailed or emailed to:

Mr. R. J. Scites, Engineering Director  
1334 Smith Street  
Charleston, WV 25301  
[Raymond.J.Scites@wv.gov](mailto:Raymond.J.Scites@wv.gov)

Should you have any questions, please contact me at (304) 558-9670 or by email at [Ben.L.Hark@wv.gov](mailto:Ben.L.Hark@wv.gov). Thank you very much.

Very truly yours,

Ben L. Hark  
Environmental Section Head  
Engineering Division

H:s