

AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION - APRIL-JUNE 2020
THURSDAY, APRIL 02, 2020
9:30 A.M.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

Due to the approval of the County Commission of Jefferson County Policy Declaration, other appointments will be rescheduled at a later date. In compliance with President Trump's directive to avoid gatherings of more than 10 individuals in an effort to slow the spread of the COVID-19 over the next 15 days, the public will not be admitted to the meeting room but is invited to attend via webcast and Zoom.

Join Zoom Meeting
<https://wvu.zoom.us/j/426875520>

Meeting ID: 426 875 520

Access from a desktop, laptop, iPad, or from a phone. You will be prompted to download the software. If accessing from a phone, you must have the Zoom app.

Consider having headphones - please mute yourself when you are not talking - when participating remember your video is streaming to others.

One tap mobile

+13126266799,,426875520# US (Chicago)

+16465588656,,426875520# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 426 875 520

Find your local number: <https://wvu.zoom.us/j/426875520>

Join by SIP

426875520@zoomcrc.com

Join by Skype for Business

<https://wvu.zoom.us/skype/426875520>

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SECOND QUARTERLY SESSION - APRIL-JUNE 2020
THURSDAY, APRIL 02, 2020
9:30 A.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

****DISCUSSION AND UPDATE REGARDING COVID-19 AND RELATED ISSUES - DISCUSSION/ACTION**

APPROVAL OF REQUISITIONS

- April 2, 2020

APPROVAL OF MINUTES

- March 5, 2020 - Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE

- March 12, 2020
- March 19, 2020
- March 26, 2020
- April 2, 2020

APPROVAL OF MANUAL CHECKS

- March 13, 2020
- March 20, 2020
- March 27, 2020
- April 3, 2020

APPROVAL OF PAYROLL

- March 5, 2020
- March 19, 2020

PUBLIC COMMENT

- Please submit comments via email to info@jeffersoncountywv.org. Your comments will be included in the minutes and agenda correspondence. Please remember to include your name.

PRESENTATIONS

1. 10:15 a.m. Stephen S. Allen, Director, Jefferson County Homeland Security and Emergency Management
 - 2018 EMPG application and request for payment - Discussion/Action
 - Regional COVID-19 update from Dr. Terrence Reidy, Jefferson County Health Department
 - Update from JCHSEM Director regarding COVID-19 county planning efforts
2. 10:30 a.m. Nikki Painter, Voter & Elections
 - Election Update - Discussion/Action
3. 10:45 a.m. Steven Holz and Benjamin Williams, Jefferson County Deputy Sheriff's Association
 - Pay Scale Request/Retention Concerns - Discussion/Action
4. 11:00 a.m. **BREAK**
5. 11:15 a.m. Appointments to the following:
 - Water Advisory Committee - two 3-year terms ending January 31, 2023 - Discussion/Action
 - Property Safety Enforcement Agency - two 2-year terms ending February 8, 2022 - Discussion/Action
 - Eastern Panhandle Transit Authority - two 3-year terms ending January 31, 2023 - Discussion/Action
6. 11:30 a.m. Stacie Rohn, Boys & Girls Club of the Eastern Panhandle
 - Jefferson County Club Update and request for funding support - Discussion/Action
7. 11:45 a.m. Doug Estopp, West Virginia Mine Wars Museum, Coal Country Tours
 - Request donation or loan of the old jail cells that were removed from the Old Jefferson County Jail during restoration - Discussion/Action
8. 12:00 p.m. Christina M. Vogt, Eastern Panhandle NOW
 - Support of Proclamation to make every March West Virginia Women in History Month - Discussion/Action
9. 12:15 p.m. Jeffrey A. Polczynski, ENP-Director of Communications
 - Resolution - 9-1-1 Public Safety Telecommunications as First Responders - Discussion/Action
10. 12:30 p.m. Christine Wimer, The Sunshine Petition - Discussion/Action

11. 12:45 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues - Discussion/Action
 - Discussion of EEOC Charge #533-2017-00706 and 533-2019-01397 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #19-P-69 - Discussion/Action
 - Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282) - Discussion/Action
 - Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1) - Discussion/Action
 - Report by Counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues, and matters related thereto - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #17-C-174 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #20-C-26 - Discussion/Action

NEW BUSINESS

12. Proclamation - April Fair Housing Month - Discussion/Action
13. Approval of Records Management and Preservation Grant Agreement and Certification - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Emergency COVID-19 Personnel Policies - Discussion/Action

COUNTY COMMISSION REPORTS

14. **ADJOURN**

CORRESPONDENCE/INFORMATION

Notice of intent to appoint to the Jefferson County Development Authority on April 16, 2020.

Comments from the March 19, 2020 meeting received from David Tabb.

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.



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 2, 2020**

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

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

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

****DISCUSSION AND UPDATE REGARDING COVID-19 AND RELATED ISSUES - DISCUSSION/ACTION**

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

Is this a funding request? Y/N [Click here to enter text.](#)

If so, how much? \$[Click here to enter text.](#)

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

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

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

REQUISITIONS TO BE APPROVED

April 2, 2020

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
CO. CLERK - ELECTIONS	20040	\$10,539.48	Panhandl Print and Design	Postage for postcard absentee
GRAND TOTAL		\$ 10,539.48		

Requisitions

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

Requisition: 2020/20040

Released, Nikki Painter, 03/30/2020

Total Cost: \$10,539.48

Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year* 2020 Requisition Number* 20040 Created Date* 03/30/2020

Department* (413) COUNTY CLERK ELECTIONS ... View

Commodity ... View

Description POSTAGE FOR WVSOS REQUIRED ABSENTEE MAILING

Buyer ...

Type (N) NORMAL

Purchase order

Review

Needed by 04/03/2020

PO Expiration

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

by ...

Items (1)

Add Item

Line	Description	Qty	UOM	Unit Price	Line Total	GL Account
1	POSTAGE FOR WVSOS REQUIRED ABSENTEE MAILING	1.00	EACH	\$10,539.48000	\$10,539.48	E (001413-421800) POSTAGE

Notifications (1)

Save

Cancel

INVOICE

Panhandle Print and Design
124 N Maple Ave
Martinsburg, WV 25401

Jefferson County Clerk - Elections

March 30, 2020

Postage for 40,514 postcard absentee ballot applications - \$10,539.48
(to be reimbursed by WVSOS)

Minutes

Jefferson County Commission

Thursday, March 5, 2020

A meeting of the Jefferson County Commission was held on Thursday, March 5, 2020 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; Jacqueline Shadle, Clerk of the County Commission; and Jim Eddy, Bailiff. (An audio tape of the Thursday, March 5, 2020 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Compton led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Tabb to approve the Board of Review and Equalization minutes for January 30 and February 4, 6, 11, 13, and 18, 2020 with noted corrections. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the February 4, 2020 FY21 Budget Public Forum minutes with noted correction. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the February 20, 2020 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Compton to approve the requisitions for March 5, 2020 in the amount of \$214,188.60 to include requisition nos 20034, 20035, and 20036. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
82923	AHA-ARTS & HUMANITIES ALLIANCE	301.73
82924	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	3,213.06
82925	BRIANNA L. GUSTAFSON	152.50
82926	CHOICE STAFFING INC	1,340.00
82927	DELTA DENTAL OF WV	6,571.89
82928	EASTERN PANHANDLE INVESTIGATIONS	1,525.00
82929	ESS ELECTION SYSTEMS & SOFTWARE	44,241.00
82930	FEDEX	153.96
82931	GUTTMAN OIL CO	3,177.26
82932	INFORMER SYSTEMS LLC	4,836.00
82933	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	446.79
82934	JEFFERSON CO CONVENTION AND VISITORS BUREAU	7,543.26
82935	JEFF CO PARKS & RECREATION COMMISSION	6,794.74
82936	JEFFERSON RENTAL	25.46
82937	JESSICA CARROLL	809.88
82938	JOSEPH MURPHY	50.98
82939	LANGUAGE LINE SERVICES	108.30
82940	LAURA STORM	488.25
82941	MERRI MCINTYRE	3,250.00
82942	MICHAEL MONAGHAN	110.50
82943	MILLENIUM INSURANCE GROUP	900.00
82944	MILLER'S SUPPLIES AT WORK	516.00
82945	MOTOROLA SOLUTIONS INC	1,970.00
82946	NICOLE NOBREGA	618.55
82947	R.E. MICHEL CO. LLC	72.03
82948	RETIREE HEALTH BENEFIT TRUST	8,646.00
82949	RONALD GARZA	110.50
82950	SOFTWARE SYSTEMS INC	74.00
82951	STACI HOVERMALE	958.84
82952	STATE OF WEST VIRGINIA	40,000.00
82953	TERESA HENDRICKS	542.54
82954	TODD FAGAN	36.41
82955	TRACY P HERRON-RICE	380.00
82956	WV ENHANCED 911 COUNCIL	70.00
82957	WV STATE TAX DEPARTMENT	8,527.94
82958	XEROX CORPORATION	1,049.77

TOTAL				149,613.14
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Motion by Ms. Noland to approve the Accounts Payable for February 27, 2020 in the amount of \$129,613.14. Motion seconded and unanimously approved.

CHECK #		VENDOR NAME		AMOUNT
82960		BOLAND TRANE SERVICES INC		\$ 4,324.34
82961		BONDED APPLICATORS OF MD INC		\$ 612.00
82962		BUREAU OF CHILD SUPPORT		\$ 298.16
82963		CAPITAL LIGHTING & SUPPLIES LLC		\$ 1,076.86
82964		CHOICE STAFFING INC		\$ 536.00
82965		COLONIAL LIFE		\$ 163.20
82966		DODSON SEPTIC SERVICE LLC		\$ 300.00
82967		EFTPS IRS TAXES		\$ 98,630.95
82968		EMPOWER RETIREMENT		\$ 2,610.00
82969		FIFTH THIRD BANK		\$ 103,535.20
82970		GUTTMAN OIL CO		\$ 2,863.54
82971		HIGHMARK WV		\$ 198,813.20
82972		P/R DEDUCTION		\$ 2,057.57
82973		JEFFERSON CO EMERGENCY SERVICES AGENCY		\$ 88.45
82974		JEFFERSON SECURITY BANK		\$ 4,870.00
82975		JEFFERSON CENTER		\$ 100.00
82976		P/R DEDUCTION		\$ 473.57
82977		KONE INC.		\$ 688.24
82978		P/R DEDUCTION		\$ 215.79
82979		MATTHEW HARVEY		\$ 355.35
82980		MOTOROLA SOLUTIONS INC		\$ 37,298.15
82981		NATIONAL VISION ADMIN.		\$ 1,820.42
82982		NATIONWIDE RETIREMENT SOLUTIONS		\$ 849.00
82983		OLD CHARLES TOWN LIBRARY		\$ 1,500.00
82984		PATRIOT FIRE AND SECURITY LLC		\$ 1,250.00
82985		RICE TIRES CO		\$ 1,045.92
82986		ROGER GOODWIN		\$ 82.50
82987		P/R DEDUCTION		\$ 2,016.15
82988		SPECIALTY BUSINESS SUPPLIES		\$ 1,174.00
82989		THE HARTFORD		\$ 4,037.60
82990		VERIZON WIRELESS SERVICES LLC		\$ 50.00
82991		P/R DEDUCTION		\$ 547.80
82992		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 16,459.42
82993		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 45,762.80

82994		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 500.00
82995		WV UNITED HEALTH SYSTEM		\$ 26.48
82996		WV ASSOCIATION OF COUNTIES		\$ 705.00
82997		XEROX CORPORATION		\$ 206.00
82998		XEROX FINANCIAL SERVICES		\$ 249.81
82999		GLOBAL SCIENCE & TECH		\$ 1,800.00
TOTAL				\$ 539,993.47

Motion by Mr. Lorenzetti to approve the Accounts Payable for March 5, 2020 in the amount of \$539,993.47. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
687	HD/8	ATTENTI		\$ 4,259.20
688	HD/8	FIFTH THIRD BANK		\$ 57.38
322	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 66,471.92
772	AV/56	MILLER'S SUPPLIES AT WORK		\$ 2,730.96
773	AV/56	MILLER'S SUPPLIES AT WORK		\$ 1,221.50
774	AV/56	FIFTH THIRD BANK		\$ 823.00
1741	CO/246	TYLER TECH		\$ 3,187.50
TOTAL				78,751.46

Motion by Mr. Compton to approve the Manual Checks for February 28, 2020 in the amount of \$78,751.46. Motion seconded and unanimously approved.

6-Mar-20

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
775	AV/56	FIFTH THIRD BANK		\$ 690.35
776	AV/56	WV ASSOC CO		\$ 235.00
777	AV/56	WVAGP		\$ 90.00
1742	CO/246	TYLER TECH		\$ 637.50
TOTAL				\$ 1,652.85

Motion by Ms. Noland to approve the Manual Checks for March 6, 2020 in the amount of \$1,652.85. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Payroll for February 20, 2020 in the amount of \$265,047.24. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was made by the following individuals: David Tabb.

Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

PRESENTATIONS

1. Virgie Moore, Church Without Walls Ministries of Jefferson County – requested a fee waiver for application related to C.U.P, Variance, and/or building permit.
 - It was the consensus of the Commission to postpone action on this item until further information was available.
2. Nikki Painter, Election – County Clerk’s Office – requested the approval of Poll Workers and Alternates for the 2020 Primary
 - **Motion by Ms. Tabb to approve the poll worker and alternate as presented for the 2020 Primary Election. Motion seconded and unanimously approved.**
3. Roger Goodwin, Chief County Engineer and Michelle Mason, Impact Fees Program Specialist – Impact Fees 2020 Recalculation Study – Request for Proposals (RFPs)
 - **Motion by Ms. Tabb to authorize issuance of request for proposals to hire a consultant to recalculate the impact fees. Motion seconded and unanimously approved (Note: Commissioner Lorenzetti abstained from this vote as his wife is an employee of WVU Medical).**

4. Roger Goodwin, Chief County Engineer – requested the approval of two complete bond releases and a permit fee refund request.
 - a. Seneca Crossing, LLC – Seneca Crossing Early Grading Permit (Files #S18-25 & 19-522)
 - **Motion by Mr. Compton to authorize a complete release of Irrevocable Letter of Credit #300025580-44 with United Bank in the amount of \$157,946.00 construction bond amount for Seneca Crossing, LLC – Seneca Crossing Early Grading Permit (File #S18-25 & 19-522. Motion seconded and unanimously approved.**
 - b. Family Adventure Resort, LLC – River Riders/Clarion Hotel Connector Roads ((File #S17-04)
 - **Motion by Ms. Noland to authorize a complete release of Irrevocable Letter of Credit #4527941-44 with United Bank in the amount of \$72,065.00 construction bond amount for Family Adventure Resort, LLC – River Riders/Clarion Inn Connector Roads (File #S17-04)**
 - c. Julio A. Saenz permit fee refund request
 - **Motion by Ms. Noland to authorize a refund of the building permit fees paid by Julio A. Saenz in the amount of \$109.00.**
5. Public Hearing – FY2020 HOME Investment Partnership Program – Nancy Strine, CDBG & HOME Administrator. President Tabb opened the public hearing at 11:01 am, and Ms. Strine provided the Commission and audience with information regarding the HOME Consortium program. The floor was then open for public comment, which was given by resident Galene Boyd, as she was curious how the HOME funds could potentially be used to help the elderly. There being no further comment, the public hearing was closed at 11:16 am.
 - **Motion by Ms. Noland to approve the Resolution approving the County’s participation in the FY2020 HOME Investment Partnership Program. Motion seconded and unanimously approved.**
6. Steve Allen, Director, JCHSEM
 - a. Recommendation from JCHSEM Steering Committee for appointments to the JCHSEM Steering Committee
 - **Motion by Ms. Tabb to approve the recommendation of the JCHSEM Steering Committee for the appointments of the following two people to serve**

on the JCHSEM Steering Committee, per their letter dated February 27, 2020 for a term of two years beginning March 5, 2020 – Jesse Hott of the American Red Cross, representing Mass Care; and Lyn Goodwin, representing the Jefferson County Development Authority. Motion seconded and unanimously approved.

b. Approval of OHSEM to apply for the 2020 State Homeland Security Grant

- **Motion by Mr. Compton to approve the Jefferson County Office of Homeland Security and Emergency Management’s Initial application for the 2020 Homeland Security Grant Program for improvements to the Emergency Operation Center. Motion seconded and unanimously approved.**

7. Nathan Cochran, Assistant Prosecuting Attorney

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

-Discussion of Renewal of County Cable Franchise Agreement, resolution of franchise fee audit and related issues

- Discussion of Jefferson County Circuit Court Civil Action#18-C-171
- Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397
- Discussion of Jefferson County Circuit Court Civil Action #19-C-96
- Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282)
- Discussion of EPA Administrative Complaint #04R-19-R3
- Discussion of Jefferson County Circuit Court Civil Action #19-AA-1
- Report by Counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board and organization of Jefferson County Emergency Services Agency, including potential structure, financial issues, and matters related therero.

- **Motion by Ms. Noland to enter into Executive Session to receive legal advice regarding the above listed matters. Motion seconded and unanimously approved.**
- **Motion by Mr. Hudson to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve the amendment to the Emergency Ambulance Service Fee Ordinance to add an additional citizen representative member to the ESA Board. Motion seconded and unanimously approved.**

8. The Commission recessed for lunch at 12:15 pm.

NEW BUSINESS

9. Legislative Updates

10. Discuss Commission Liaison to the Jefferson County Fire & Rescue Association – no action was taken on this item, and Commissioner Tabb remains the Commission liaison for the Jefferson County Fire and Rescue Association.

11. Continuation of FY21 Budget Deliberations

- **Motion by Mr. Lorenzetti to fund four Emergency Services Agency positions and temporarily remove the billing specialist position from the FY21 budget. Motion seconded and unanimously approved.**

12. The Commission adjourned at 2:40 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

Jane M. Tabb, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

**MARCH 12, 2010
CHECK REGISTER**

CHECK #	VENDOR NAME	AMOUNT
83000	AMANDA JOHNSON	\$ 203.59
83001	AMERIFLEX	\$ 121.60
83002	BEST BEST & KRIEGER LLP	\$ 50.00
83003	CHOICE STAFFING INC	\$ 577.88
83004	CITIZENS VOLUNTEER FIRE COMPANY	\$ 82,500.00
83005	CONTROL SYSTEMS INC	\$ 350.00
83006	EMILY MORROW	\$ 97.18
83007	FRANKLIN & PROKOPIK P.C.	\$ 1,147.50
83008	GARY DUNGAN	\$ 150.00
83009	GUTTMAN OIL CO	\$ 3,007.51
83010	J.C. EHRLICH	\$ 721.00
83011	JUSTTECH LLC	\$ 78.91
83012	MILLERS SUPPLIES AT WORK	\$ 72.91
83013	MONROE SYSTEMS FOR BUSINESS	\$ 400.93
83014	NATIONWIDE CAPITAL LLC	\$ 180,107.60
83015	R.E. MICHEL CO. LLC	\$ 506.32
83016	REVA MICKEY	\$ 150.00
83017	SHERIFF OF JEFFERSON COUNTY	\$ 23.03
83018	WV REGIONAL JAIL & CORRECTION FACILITY AUTH	\$ 52,206.50
83019	XEROX CORPORATION	\$ 1,094.87
83020	JEFFERSON DAY REPORT	\$ 1,631.80
83021	GENERAL CO FUND -004	\$ 24,890.88
TOTAL		\$ 350,090.01

13-Mar-20

MANUAL CHECKS			
Check#	Fund	VENDOR	Amount
689	HD/8	ATTENTI	\$ 4,300.80
690	HD/8	CDA	\$ 348.00
778	AV/56	SEGRA	\$ 594.00
323	FP/57	JEFFERSON CO FARMLAND PROT.	\$ 67,862.79
1743	CO/246	TYLER TECH	\$ 637.50
1225	IP/249	SHERIFF JEFFERSON CO -SCHOOL	\$ 96,345.12
1226	IP/249	SHERIFF JEFFERSON CO - LAW	\$ 1,178.41
1227	IP/249	SHERIFF JEFFERSON CO - PARKS	\$ 7,088.86
1228	IP/249	SHERIFF JEFFERSON CO - EMS	\$ 778.41
TOTAL			\$ 179,133.89

Jefferson County
Charles Town, West Virginia

03/11/2020 10:02
vfields

Jefferson County, WV - Production
A/P CASH DISBURSEMENTS JOURNAL

P 1
apcshdsb

CASH ACCOUNT:	999	10102	CASH-BANK OF CHARLES TOWN		DOCUMENT	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INVOICE DTL	DESC			
83000	03/12/2020	PRTD	19128 AMANDA JOHNSON	AJ2/2020	2005634	02/28/2020		AP200312	203.59
	Invoice: AJ2/2020			203.59 001412	421400	REIMB MILEGE TRAVEL			
							CHECK	83000 TOTAL:	203.59
83001	03/12/2020	PRTD	10172 AMERIFLEX	CBR03/20	2005716	03/06/2020		AP200312	121.60
	Invoice: CBR03/20			121.60 001401	422300	AMERIFLEX COBRA FEES MARCH 2020 PROFESSIONAL SERVICES			
							CHECK	83001 TOTAL:	121.60
83002	03/12/2020	PRTD	11093 BEST BEST & KRIEGER	870955	2005704	02/28/2020		AP200312	50.00
	Invoice: 870955			50.00 001401	422300	CABLE FRANCHISE RENEWAL 01-31-2020 PROFESSIONAL SERVICES			
							CHECK	83002 TOTAL:	50.00
83003	03/12/2020	PRTD	12218 CHOICE STAFFING INC	18960	2005731	03/08/2020		AP200312	577.88
	Invoice: 18960			577.88 001424	410300	TEMPORARY CUSTODIAL EMPLOYEES EMPLOYEES SALARY AND WAGES			
							CHECK	83003 TOTAL:	577.88
83004	03/12/2020	PRTD	12019 CITIZENS VOLUNTEER F 282		2005640	02/18/2020		AP200312	82,500.00
	Invoice: 282			82,500.00 001713	456700	CITIZENS FY20 ALLOCATION CONTR/TRSFR OTHR GOV UNIT			
							CHECK	83004 TOTAL:	82,500.00
83005	03/12/2020	PRTD	12223 CONTROL SYSTEMS INC	041237	2005730	03/05/2020		AP200312	350.00
	Invoice: 041237			350.00 001425	421600	LABOR TO RELOAD SOFTWARE ON NEW PC MAINT/REP EQUIPMENT			
							CHECK	83005 TOTAL:	350.00
83006	03/12/2020	PRTD	32184 EMILY MORROW	EM03/2020	2005692	02/29/2020		AP200312	97.18
	Invoice: EM03/2020			97.18 001412	421400	REIMB MILEAGE TRAVEL			
							CHECK	83006 TOTAL:	97.18
83007	03/12/2020	PRTD	15101 FRANKLIN & PROKOPIK	389129	2005705	02/23/2020		AP200312	45.00
	Invoice: 389129			45.00 001401	422300	EPA CIVIL RIGHTS COMPLAINT PROFESSIONAL SERVICES			

Jefferson County
Charles Town, West Virginia

03/11/2020 10:02
vfields

Jefferson County, WV - Production
A/P CASH DISBURSEMENTS JOURNAL

P 2
apcshdsb

CASH ACCOUNT: 999	10102	CASH-BANK OF CHARLES TOWN		DOCUMENT	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME	INVOICE					
INVOICE DTL DESC								
Invoice: 389128			389128	2005706	02/23/2020		AP200312	1,102.50
			1,102.50 001401	422300	EEOC-GAINEY JANUARY 2020 PROFESSIONAL SERVICES			
					CHECK		83007 TOTAL:	1,147.50
83008	03/12/2020	PRTD 36001 GARY DUNGAN	2020PRIMARY	2005737	03/04/2020		AP200312	150.00
		Invoice: 2020PRIMARY	150.00 001413	410802	REP BALLOT COMMISSIONER DUTIES PART TIME / EXTRA HELP			
					CHECK		83008 TOTAL:	150.00
83009	03/12/2020	PRTD 16074 GUTTMAN OIL CO	F575837581	2005661	03/01/2020		AP200312	3,007.51
		Invoice: F575837581	3,007.51 001717	434301	WEEKLY FUEL CHARGE AUTO SUPPLIES- FUEL ONLY			
					CHECK		83009 TOTAL:	3,007.51
83010	03/12/2020	PRTD 14022 J.C. EHRLICH	5939579	2005724	02/26/2020		AP200312	721.00
		Invoice: 5939579	37.00 001424	423000	PEST CONTROL SERVICES			
			684.00 001425	423000	CONTRACTED SERVICES			
					CHECK		83010 TOTAL:	721.00
83011	03/12/2020	PRTD 19127 JUSTTECH LLC	46260	2005660	01/31/2020		AP200312	78.91
		Invoice: 46260	78.91 001440	423002	Monthly usage fees CONTRACTED SVCS-PLANNING DEPT			
					CHECK		83011 TOTAL:	78.91
83012	03/12/2020	PRTD 22195 MILLERS SUPPLIES AT	1045674	2005717	03/06/2020		AP200312	72.91
		Invoice: 1045674	72.91 001406	434100	LABELS MATERIALS AND SUPPLIES			
					CHECK		83012 TOTAL:	72.91
83013	03/12/2020	PRTD 22009 MONROE SYSTEMS FOR B	IN112817	2005732	03/06/2020		AP200312	400.93
		Invoice: IN112817	400.93 001404	434100	CALCULATOR MATERIALS AND SUPPLIES			
					CHECK		83013 TOTAL:	400.93

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CASH ACCOUNT: 999	10102	CASH-BANK OF CHARLES TOWN							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	DOCUMENT	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
83014	03/12/2020	PRTD	23075 NATIONWIDE CAPITAL L 1205		2005722	03/06/2020	2020022	AP200312	180,107.60
	Invoice: 1205			180,107.60 001413	445900	FINAL LOAN PAYMENT - ELECTION EQUIP CAPITAL OUTLAY-EQUIPMENT			
						CHECK	83014	TOTAL:	180,107.60
83015	03/12/2020	PRTD	27116 R.E. MICHEL CO. LLC	48733600	2005725	02/20/2020		AP200312	199.18
	Invoice: 48733600			199.18 001425	43410000017	HVAC SUPPLIES FOR VISITORS CENTER PROJECT MATERIALS AND SUPPLIES			
	Invoice: 64401300			64401300	2005726	03/02/2020		AP200312	99.12
				99.12 001425	43410000017	HVAC SUPPLIES FOR VISITORS CENTER PROJECT MATERIALS AND SUPPLIES			
	Invoice: 63856300			63856300	2005727	03/02/2020		AP200312	110.35
				110.35 001425	43410000017	HVAC SUPPLIES FOR VISITOR CENTER PROJECT MATERIALS AND SUPPLIES			
	Invoice: 63843500			63843500	2005728	03/04/2020		AP200312	45.48
				45.48 001425	434100	HVAC SUPPLIES AT PUBLIC SERVICE MATERIALS AND SUPPLIES			
	Invoice: 71991300			71991300	2005729	03/06/2020		AP200312	52.19
				52.19 001425	43410000017	HVAC SUPPLIES FOR VISITORS CENTER MATERIALS AND SUPPLIES			
						CHECK	83015	TOTAL:	506.32
83016	03/12/2020	PRTD	36263 REVA MICKEY	2020PRIMARY	2005723	03/05/2020		AP200312	150.00
	Invoice: 2020PRIMARY			150.00 001413	410802	BALLOT COMMISSIONER DUTIES PART TIME / EXTRA HELP			
						CHECK	83016	TOTAL:	150.00
83017	03/12/2020	PRTD	28297 SHERIFF OF JEFFERSON	CW02/2020	2005673	02/28/2020		AP200312	23.03
	Invoice: CW02/2020			23.03 001404	434100	REIMB CHECKS ORDER MATERIALS AND SUPPLIES			
						CHECK	83017	TOTAL:	23.03
83018	03/12/2020	PRTD	28032 WV REGIONAL JAIL & C	0220/JB	2005534	02/24/2020		AP200312	-2,026.50
	Invoice: 0220/JB			-2,026.50 001704	434400	JE.BRANSON C/F PRISONERS REG JAIL FEE			
	Invoice: 02/2020CC			02/2020CC	2005536	02/24/2020		AP200312	-627.25
				-627.25 001704	434400	C.J.CALZADA C/F PRISONERS REG JAIL FEE			

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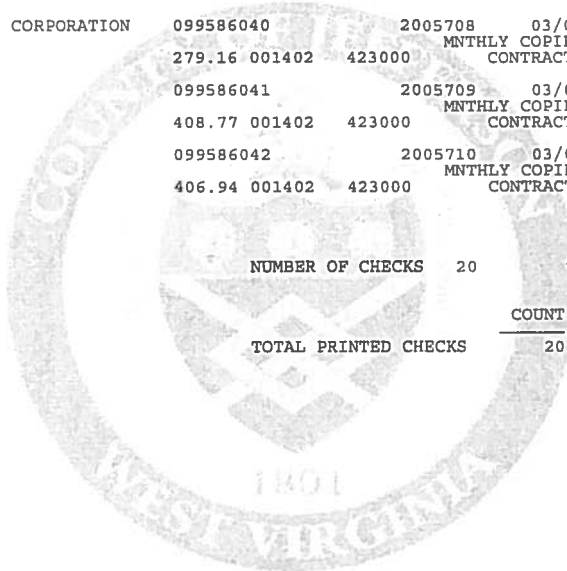
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CASH ACCOUNT: 999 10102 CASH-BANK OF CHARLES TOWN
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INVOICE DTL DESC

Invoice: 02/2020HD	02/2020HD	2005537	02/24/2020	AP200312	-1,351.00
	-1,351.00 001704 434400	HW.DIAMOND C/F PRISONERS REG JAIL FEE			
Invoice: 02/2020MG	02/2020MG	2005538	02/24/2020	AP200312	-2,123.00
	-2,123.00 001704 434400	CM. GEORGIE C/F PRISONERS REG JAIL FEE			
Invoice: 2120298E	2120298E	2005698	03/04/2020	AP200312	58,961.50
	58,961.50 001704 434400	FEB 2020 INMATE MAINT C/F PRISONERS REG JAIL FEE			
Invoice: AW2/2020	AW2/2020	2005707	03/06/2020	AP200312	-627.25
	-627.25 001704 434400	WELLER ACIA WAYNE C/F PRISONERS REG JAIL FEE			
		CHECK	83018 TOTAL:		52,206.50
83019 03/12/2020 PRTD Invoice: 099586040	33001 XEROX CORPORATION	099586040	2005708 03/01/2020	AP200312	279.16
	279.16 001402 423000	MNTHLY COPIER MAINT CONTRACTED SERVICES			
Invoice: 099586041	099586041	2005709	03/01/2020	AP200312	408.77
	408.77 001402 423000	MNTHLY COPIER MAINT CONTRACTED SERVICES			
Invoice: 099586042	099586042	2005710	03/01/2020	AP200312	406.94
	406.94 001402 423000	MNTHLY COPIER MAINT CONTRACTED SERVICES			
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	NUMBER OF CHECKS	20	*** CASH ACCOUNT TOTAL ***		323,567.33
		COUNT	AMOUNT		
	TOTAL PRINTED CHECKS	20	323,567.33		
		*** GRAND TOTAL ***			323,567.33



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CASH ACCOUNT: 010	101	CASH-STATE GRANTS FUND	DOCUMENT	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME	INVOICE	INVOICE DTL	DESC		
83020	03/12/2020	PRTD 19044	JEFFERSON DAY REPORT 2562004	2005674	03/03/2020	SG200312	1,631.80
	Invoice: 2562004			Parole Per Diem JC Day Report			
			1,631.80 010443	456800G2011	CONTRIBUTION/ TRANSFER OTHER		
				CHECK	83020	TOTAL:	1,631.80
			NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***		1,631.80
			TOTAL PRINTED CHECKS	COUNT	AMOUNT		
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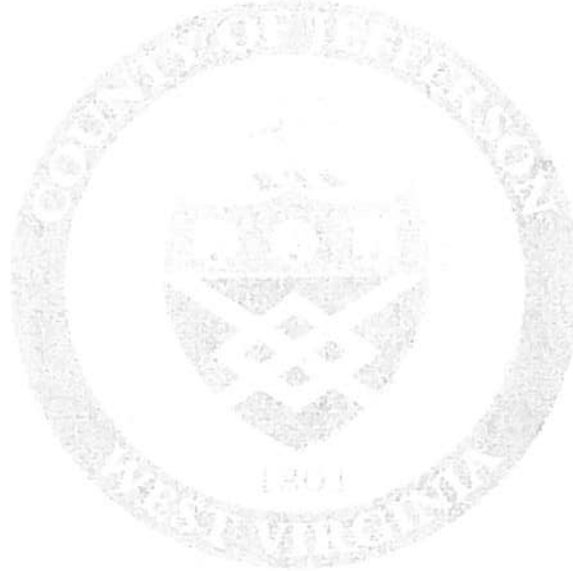
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CASH ACCOUNT: 004	101	CASH-GENERAL	SCHOOL FUND	DOCUMENT	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INVOICE DTL	DESC		
83021	03/12/2020	PRTD	16001 GENERAL COUNTY FUND-	GS03/20	2005738	03/10/2020	GS200312	24,890.88
						JAIL FEES XFER MARCH 2020		
						CONTR/TRSFR TO OTHR FUNDS		
				24,890.88	004415	456600		
						CHECK	83021 TOTAL:	24,890.88
						NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***
								24,890.88
						TOTAL PRINTED CHECKS	COUNT	AMOUNT
							1	24,890.88
								*** GRAND TOTAL ***
								24,890.88



CHECK REGISTER
MARCH 19, 2020

CHECK #	VENDOR NAME	AMOUNT
83023	84 LUMBER	\$ 159.75
83024	P/R DEDUCTIONS	\$ 406.85
83025	AT&T	\$ 93.32
83026	BUREAU OF CHILD SUPPORT	\$ 298.16
83027	CAPITAL LIGHTING & SUPPLIES LLC	\$ 119.57
83028	CHARLES VANGILDER	\$ 24.94
83029	CHOICE STAFFING INC	\$ 670.00
83030	CITY OF CHARLES TOWN	\$ 259.94
83031	CLERK OF JEFFERSON COUNTY COMMISSION	\$ 143.36
83032	COMPTROLLER OF MARYLAND	\$ 1,108.36
83033	DARYLL WIMER	\$ 19.83
83034	P/R DEDUCTIONS	\$ 3,303.34
83035	DOUGLAS PITTINGER	\$ 45.88
83036	EFTPS IRS TAXES	\$ 94,430.29
83037	EMPOWER RETIREMENT	\$ 2,610.00
83038	FEDEX	\$ 115.26
83039	FORREST RICHARD FEAGANS	\$ 12.69
83040	GUTTMAN OIL CO	\$ 5,476.26
83041	INSIGHT AUDIO VISUAL SERVICES	\$ 1,194.38
83042	J.D. POWER & ASSOC	\$ 285.00
83043	JEANNA HOLLER	\$ 9.59
83044	JEFFERSON SECURITY BANK	\$ 4,870.00
83045	JEFFERSON CENTER	\$ 100.00
83046	P/R DEDUCTIONS	\$ 1,188.50
83047	P/R DEDUCTIONS	\$ 165.64
83048	JUSTTECH LLC	\$ 92.78
83049	P/R DEDUCTIONS	\$ 509.91
83050	P/R DEDUCTIONS	\$ 1,124.27
83051	MILLERS SUPPLIES AT WORK	\$ 79.00
83052	NATIONWIDE RETIREMENT SOLUTIONS	\$ 849.00
83053	R.E. MICHEL CO. LLC	\$ 33.60
83054	P/R DEDUCTIONS	\$ 29.39
83055	RANSON POLICE DEPT	\$ 803.06
83056	RETIREE HEALTH BENEFIT TRUST	\$ 8,646.00
83057	ROBERT L PETERSON SR	\$ 39.17
83058	RONALD DANTZIC	\$ 37.23
83059	SELEX ES INC	\$ 37,440.00
83060	SOFTWARE SYSTEMS INC	\$ 1,159.00
83061	SSC-SOUTHERN STATES	\$ 134.98
83062	P/R DEDUCTIONS	\$ 6,500.00
83063	THE HARTFORD	\$ 2,425.70
83064	MOOREFIELD POLICE DEPARTMENT	\$ 322.20
83065	VA DEPT OF TAXATION	\$ 804.79
83066	WV ASSOCIATION OF CIRCUIT CLERK	\$ 775.00
83067	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 15,529.72

CHECK REGISTER
MARCH 19, 2020

CHECK #	VENDOR NAME	AMOUNT
83068	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 45,198.52
83069	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 500.00
83070	WV STATE TAX DEPARTMENT	\$ 34,681.46
83071	XEROX CORPORATION	\$ 2,334.50
TOTAL		\$ 277,160.19

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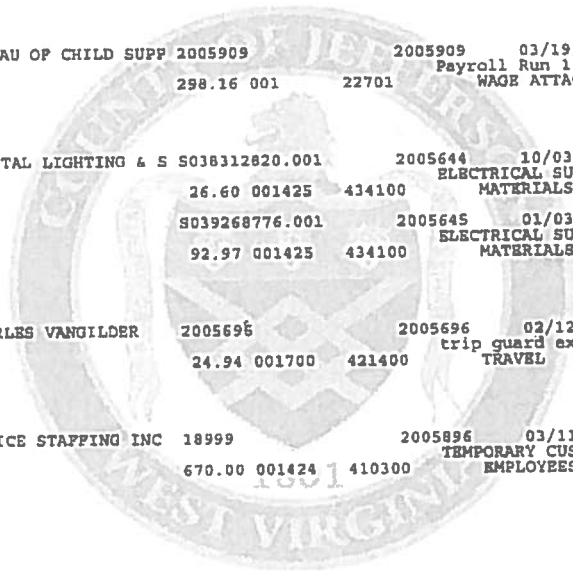
MANUAL CHECKS			
Check#	Fund	VENDOR	Amount
501	CS/2	EASTRIDGE HEALTH SYSTEM	\$ 3,200.00
779	AV/56	GLOBAL SCIENCE & TECH	\$ 655.40
780	AV/56	J.D. POWER & ASSOC	\$ 460.00
1744	CO/246	DEP DEPT OF ENVIRO. PROTECT.	\$ 99.00
TOTAL			\$ 4,414.40

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CASH ACCOUNT: 999	10102	CASH-BANK OF CHARLES TOWN	DOCUMENT	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME	INVOICE	INVOICE DTL	DESC		
83023	03/19/2020	PRTD 14082 84 LUMBER	0435-356400	2005893	03/11/2020	AP200319	159.75
		Invoice: 0435-356400					
			159.75 001425	43410000017	SUPPLIES FOR VISITORS CENTER PROJECT MATERIALS AND SUPPLIES		
					CHECK	83023 TOTAL:	159.75
83024	03/19/2020	PRTD 17132 [REDACTED]	HRA2020174	2005744	03/10/2020	AP200319	406.85
		Invoice: HRA2020174					
			406.85 001401	422301	EMPLOYEE HRA DEDUCTIBLE REIMBURSEMENT HRA-HEALTH REIMBURSEMENT ACCT		
					CHECK	83024 TOTAL:	406.85
83025	03/19/2020	PRTD 10073 AT&T	050 019 6520 JAN2020	2005544	02/16/2020	AP200319	93.32
		Invoice: 050 019 6520 JAN2020					
			93.32 001712	421100	MONTHLY LONG DISTANCE CHARGES TELEPHONE		
					CHECK	83025 TOTAL:	93.32
83026	03/19/2020	PRTD 11126 BUREAU OF CHILD SUPP	2005909	2005909	03/19/2020	AP200319	298.16
		Invoice: 2005909					
			298.16 001	22701	Payroll Run 1 - Warrant 2019PR WAGE ATTACHMENT - 1		
					CHECK	83026 TOTAL:	298.16
83027	03/19/2020	PRTD 29028 CAPITAL LIGHTING & S	S038312820.001	2005644	10/03/2019	AP200319	26.60
		Invoice: S038312820.001					
			26.60 001425	434100	ELECTRICAL SUPPLIES MATERIALS AND SUPPLIES		
		Invoice: S039268776.001					
			92.97 001425	434100	ELECTRICAL SUPPLIES MATERIALS AND SUPPLIES		
					CHECK	83027 TOTAL:	119.57
83028	03/19/2020	PRTD 100007 CHARLES VANGILDER	2005696	2005696	02/12/2020	AP200319	24.94
		Invoice: 2005696					
			24.94 001700	421400	trip guard expense Wiley to Sharpe TRAVEL		
					CHECK	83028 TOTAL:	24.94
83029	03/19/2020	PRTD 12218 CHOICE STAFFING INC	18999	2005896	03/11/2020	AP200319	670.00
		Invoice: 18999					
			670.00 001424	410300	TEMPORARY CUSTODIAL EMPLOYEES EMPLOYEES SALARY AND WAGES		



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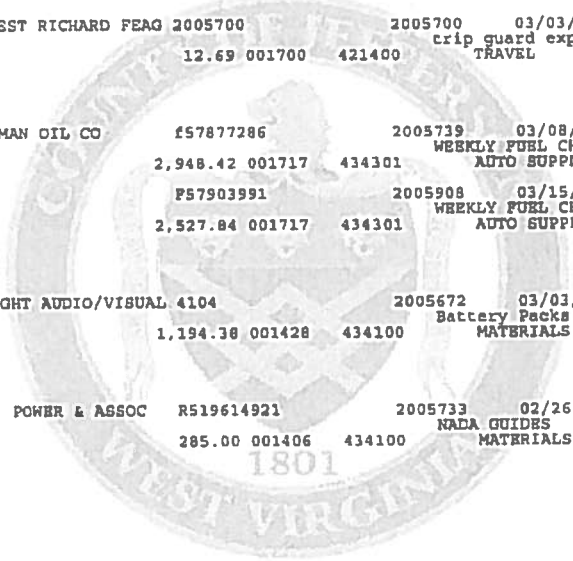
CASH ACCOUNT: 999	10102	CASH-BANK OF CHARLES TOWN	DOCUMENT	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME	INVOICE	INVOICE DTL DESC			
				CHECK		83029 TOTAL:	670.00
83030	03/19/2020	PRTD 12025 CITY OF CHARLES TOWN	011620	2005713	02/13/2020	AP200319	259.94
		Invoice: 011620			GNSP Speed Patrols		
			125.12 001700	410801	OVERTIME		
			134.82 001700	410801	OVERTIME		
				CHECK		83030 TOTAL:	259.94
83031	03/19/2020	PRTD 12279 CLERK OF JEFFERSON C	22120	2005525	02/21/2020	AP200319	143.36
		Invoice: 22120			DEPOSIT SLIPS AND CHECK REGISTERS		
			143.36 001402	434100	MATERIALS AND SUPPLIES		
				CHECK		83031 TOTAL:	143.36
83032	03/19/2020	PRTD 12297 COMPTROLLER OF MARYL	2005910	2005910	03/19/2020	AP200319	1,108.36
		Invoice: 2005910			Payroll Run 1 - Warrant 2019PR		
			1,108.36 001	22301	MARYLAND STATE TAX PAYABLE		
				CHECK		83032 TOTAL:	1,108.36
83033	03/19/2020	PRTD 32189 DARYLL WIMBER	2005699	2005699	02/13/2020	AP200319	19.83
		Invoice: 2005699			trip guard expenses for James & Martin		
			19.83 001700	421400	TRAVEL		
				CHECK		83033 TOTAL:	19.83
83034	03/19/2020	PRTD [REDACTED]	HRA2020176	2005755	03/11/2020	AP200319	3,303.34
		Invoice: HRA2020176			EMPLOYEE HRA DEDUCTIBLE REIMBURSEMENT		
			3,303.34 001401	422301	HRA-HEALTH REIMBURSEMENT ACCT		
				CHECK		83034 TOTAL:	3,303.34
83035	03/19/2020	PRTD 25149 DOUGLAS FITTINGER	2005693	2005693	02/18/2020	AP200319	45.88
		Invoice: 2005693			Trip guard expense Hall NJ to ERJ		
			45.88 001700	421400	TRAVEL		
				CHECK		83035 TOTAL:	45.88
83036	03/19/2020	PRTD 28316 EPTPS IRS TAXES	2005916	2005916	03/19/2020	AP200319	94,430.29
		Invoice: 2005916			Payroll Run 1 - Warrant 2019PR		
			47,467.84 001	221	FICA TAX PAYABLE		
			11,101.26 001	22101	MEDICARE TAX PAYABLE		
			35,861.19 001	222	FEDERAL WITHHOLDG TAX PAYABLE		

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CASH ACCOUNT: 999	10102	CASH-BANK OF CHARLES TOWN	DOCUMENT	INV DATE	PO	CHECK RUN	NET
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						CHECK 83036 TOTAL:	94,430.29
83037	03/19/2020	PRTD 14105 EMPOWER RETIREMENT	2005911	2005911	03/19/2020	AP200319	2,610.00
		Invoice: 2005911		Payroll Run 1 - Warrant 2019PR			
			615.00 001	22704	457 PLAN / NACO		
			1,995.00 001	22705	457I ING DEFRD COMP.		
						CHECK 83037 TOTAL:	2,610.00
83038	03/19/2020	PRTD 15002 FEDEX	695163734	2005900	03/10/2020	AP200319	115.26
		Invoice: 695163734		EXPRESS MAILING			
			30.19 001700	421800	POSTAGE		
			64.11 001401	421800	POSTAGE		
			20.96 001700	421800	POSTAGE		
						CHECK 83038 TOTAL:	115.26
83039	03/19/2020	PRTD 15100 FORREST RICHARD FEAG	2005700	2005700	03/03/2020	AP200319	12.69
		Invoice: 2005700		trip guard expense Daniel Long			
			12.69 001700	421400	TRAVEL		
						CHECK 83039 TOTAL:	12.69
83040	03/19/2020	PRTD 16074 GUTTMAN OIL CO	157877286	2005739	03/08/2020	AP200319	2,948.42
		Invoice: 157877286		WEEKLY FUEL CHARGE			
			2,948.42 001717	434301	AUTO SUPPLIES- FUEL ONLY		
		Invoice: F57903991	F57903991	2005908	03/15/2020	AP200319	2,527.84
			2,527.84 001717	434301	WEEKLY FUEL CHARGE		
					AUTO SUPPLIES- FUEL ONLY		
						CHECK 83040 TOTAL:	5,476.26
83041	03/19/2020	PRTD 18040 INSIGHT AUDIO/VISUAL	4104	2005672	03/03/2020	AP200319	1,194.38
		Invoice: 4104		Battery Packs for wireless Commission Meeting Room			
			1,194.38 001428	434100	MATERIALS AND SUPPLIES		
						CHECK 83041 TOTAL:	1,194.38
83042	03/19/2020	PRTD 19124 J.D. POWER & ASSOC	R519614921	2005733	02/26/2020	AP200319	285.00
		Invoice: R519614921		NADA GUIDES			
			285.00 001406	434100	MATERIALS AND SUPPLIES		
						CHECK 83042 TOTAL:	285.00

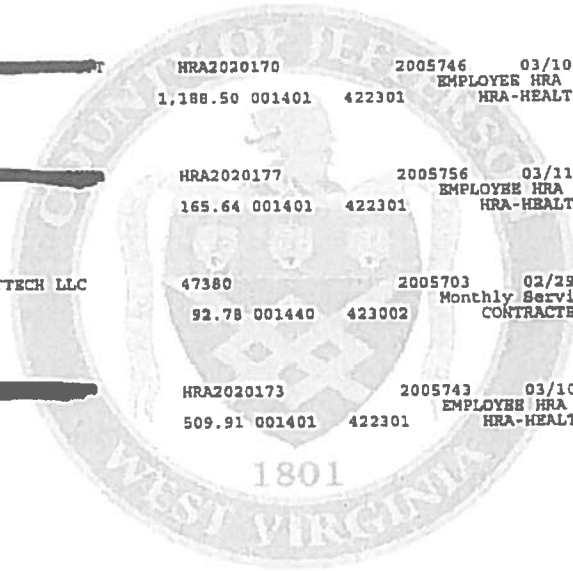


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CASH ACCOUNT: 999	10102	CASH-BANK OF CHARLES TOWN	DOCUMENT	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME	INVOICE	INVOICE DTL	DESC		
83043	03/19/2020	PRTD 17142 JEANNA HOLLER	2005694	2005694	03/03/2020	AP200319	9.59
		Invoice: 2005694		9.59 001700	421400	Trip guard expense Long TRAVEL	
						CHECK 83043 TOTAL:	9.59
83044	03/19/2020	PRTD 19075 JEFFERSON SECURITY B	2005912	2005912	03/19/2020	AP200319	4,870.00
		Invoice: 2005912		4,870.00 001	22710	Payroll Run 1 - Warrant 2019PR CHRISTMAS CLUB	
						CHECK 83044 TOTAL:	4,870.00
83045	03/19/2020	PRTD 19007 JEFFERSON CENTER	JCCOA/54	2005907	03/16/2020	AP200319	100.00
		Invoice: JCCOA/54		100.00 001403	423000	FLDNG/STPFNG ENV CONTRACTED SERVICES	
						CHECK 83045 TOTAL:	100.00
83046	03/19/2020	PRTD [REDACTED]	HRA2020170	2005746	03/10/2020	AP200319	1,188.50
		Invoice: HRA2020170		1,188.50 001401	422301	EMPLOYEE HRA DEDUCTIBLE REIMBURSEMENT HRA-HEALTH REIMBURSEMENT ACCT	
						CHECK 83046 TOTAL:	1,188.50
83047	03/19/2020	PRTD [REDACTED]	HRA2020177	2005756	03/11/2020	AP200319	165.64
		Invoice: HRA2020177		165.64 001401	422301	EMPLOYEE HRA DEDUCTIBLE REIMBURSEMENT HRA-HEALTH REIMBURSEMENT ACCT	
						CHECK 83047 TOTAL:	165.64
83048	03/19/2020	PRTD 19127 JUSTTECH LLC	47380	2005703	02/29/2020	AP200319	92.78
		Invoice: 47380		92.78 001440	423002	Monthly Service Charge CONTRACTED SVCS-PLANNING DEPT	
						CHECK 83048 TOTAL:	92.78
83049	03/19/2020	PRTD [REDACTED]	HRA2020173	2005743	03/10/2020	AP200319	509.91
		Invoice: HRA2020173		509.91 001401	422301	EMPLOYEE HRA DEDUCTIBLE REIMBURSEMENT HRA-HEALTH REIMBURSEMENT ACCT	
						CHECK 83049 TOTAL:	509.91

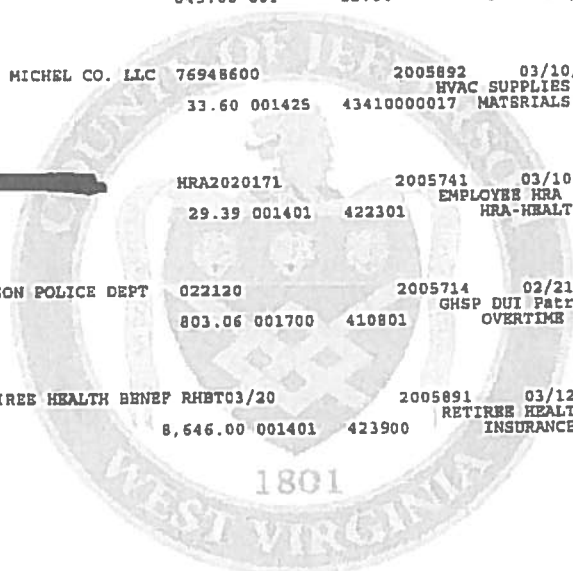


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apcshdsb

CASH ACCOUNT: 999	10102	CASH-BANK OF CHARLES TOWN		DOCUMENT	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE				
INVOICE DTL DESC								
83050	03/19/2020	PRTD	[REDACTED]	HRA2020172	2005742	03/10/2020	AP200319	1,124.27
	Invoice:						EMPLOYEE HRA DEDUCTIBLE REIMBURSEMENT	
				1,124.27 001401	422301		HRA-HEALTH REIMBURSEMENT ACCT	
							CHECK	83050 TOTAL: 1,124.27
83051	03/19/2020	PRTD	22195 MILLERS SUPPLIES AT	IN1048540	2005897	03/11/2020	AP200319	79.00
	Invoice:						SHREDDER	
				79.00 001406	434100		MATERIALS AND SUPPLIES	
							CHECK	83051 TOTAL: 79.00
83052	03/19/2020	PRTD	23029 NATIONWIDE RETIREMEN	2005913	2005913	03/19/2020	AP200319	849.00
	Invoice:						Payroll Run 1 - Warrant 2019PR	
				849.00 001	22704		457 PLAN / NACO	
							CHECK	83052 TOTAL: 849.00
83053	03/19/2020	PRTD	27116 R.E. MICHEL CO. LLC	76948600	2005892	03/10/2020	AP200319	33.60
	Invoice:						HVAC SUPPLIES FOR VISITORS CENTER	
				33.60 001425	43410000017		MATERIALS AND SUPPLIES	
							CHECK	83053 TOTAL: 33.60
83054	03/19/2020	PRTD	[REDACTED]	HRA2020171	2005741	03/10/2020	AP200319	29.39
	Invoice:						EMPLOYEE HRA DEDUCTIBLE REIMBURSEMENT	
				29.39 001401	422301		HRA-HEALTH REIMBURSEMENT ACCT	
							CHECK	83054 TOTAL: 29.39
83055	03/19/2020	PRTD	27119 RANSON POLICE DEPT	022120	2005714	02/21/2020	AP200319	803.06
	Invoice:						GHSP DUI Patrols	
				803.06 001700	410801		OVERTIME	
							CHECK	83055 TOTAL: 803.06
83056	03/19/2020	PRTD	27078 RETIREE HEALTH BENEF	RHBT03/20	2005891	03/12/2020	AP200319	8,646.00
	Invoice:						RETIREE HEALTH BENEFIT MARCH 2020	
				8,646.00 001401	423900		INSURANCE PREMIUM RETIREE	
							CHECK	83056 TOTAL: 8,646.00

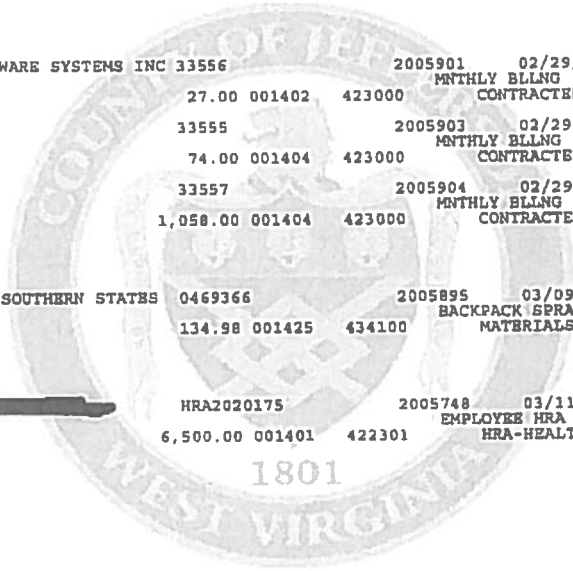


Jefferson County
Charles Town, West Virginia

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CASH ACCOUNT:	999	10102	CASH-BANK OF CHARLES TOWN	DOCUMENT	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INVOICE DTL	DESC		
83057	03/19/2020	PRTD	25158 ROBERT L PETERSON SR	2005695	03/03/2020		AP200319	39.17
	Invoice: 2005695			39.17 001700	421400	trip guard expense James, Martin, Wiley, TRAVEL		
						CHECK	83057 TOTAL:	39.17
83058	03/19/2020	PRTD	13038 RONALD DANTZIC	2005697	02/13/2020		AP200319	37.23
	Invoice: 2005697			37.23 001700	421400	trip guard expense Bruning and Johnson TRAVEL		
						CHECK	83058 TOTAL:	37.23
83059	03/19/2020	PRTD	28308 SELEX ES INC	6143M	02/25/2020	2020019	AP200319	37,440.00
	Invoice: 6143M			37,440.00 001700	434100	GRANT 2- ELSAG Plate Hunter LPR (Grant) MATERIALS AND SUPPLIES		
						CHECK	83059 TOTAL:	37,440.00
83060	03/19/2020	PRTD	28017 SOFTWARE SYSTEMS INC	33556	02/29/2020		AP200319	27.00
	Invoice: 33556			27.00 001402	423000	MONTHLY BILLING CONTRACTED SERVICES		
	Invoice: 33555			33555		2005903 02/29/2020 MONTHLY BILLING CONTRACTED SERVICES	AP200319	74.00
	Invoice: 33557			33557		2005904 02/29/2020 MONTHLY BILLING CONTRACTED SERVICES	AP200319	1,058.00
				1,058.00 001404	423000			
						CHECK	83060 TOTAL:	1,159.00
83061	03/19/2020	PRTD	37163 SSC-SOUTHERN STATES	0469366	03/09/2020		AP200319	134.98
	Invoice: 0469366			134.98 001425	434100	BACKPACK SPRAYER AND HERBICIDE MATERIALS AND SUPPLIES		
						CHECK	83061 TOTAL:	134.98
83062	03/19/2020	PRTD	[REDACTED]	HRA2020175	03/11/2020		AP200319	6,500.00
	Invoice: HRA2020175			6,500.00 001401	422301	EMPLOYEE HRA DEDUCTIBLE REIMBURSEMENT HRA-HEALTH REIMBURSEMENT ACCT		
						CHECK	83062 TOTAL:	6,500.00

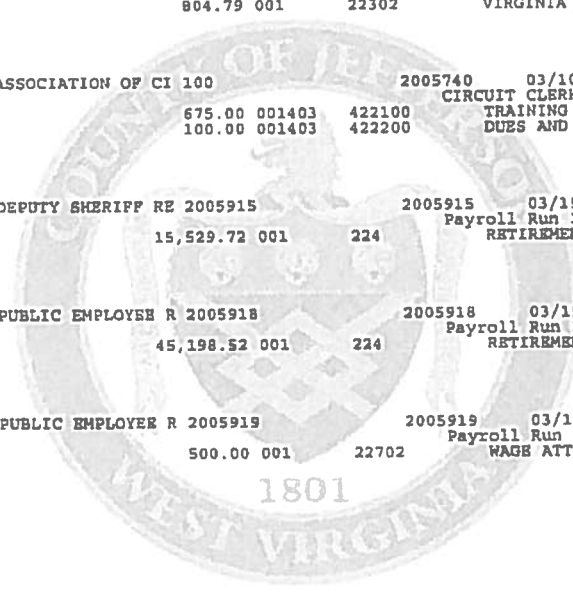


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Charles Town, West Virginia

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CASH ACCOUNT: 999	10102	CASH-BANK OF CHARLES TOWN								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	DOCUMENT	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
83063	03/19/2020	PRTD	17144 THE HARTFORD	HRT03/20B	2005719	03/06/2020		AP200319	2,425.70	
			Invoice: HRT03/20B	2,425.70 001	22502	LIFE INSURANCE PREMIUM BASIC MARCH 2020				
						LIFE INS PAYABLE-HARTFORD				
						CHECK		83063 TOTAL:	2,425.70	
83064	03/19/2020	PRTD	22208 MOOREFIELD POLICE DE	013020	2005712	01/30/2020		AP200319	322.20	
			Invoice: 013020	322.20 001700	410801	GHSP DUI Patrol Reimbursement				
						OVERTIME				
						CHECK		83064 TOTAL:	322.20	
83065	03/19/2020	PRTD	31047 VA DEPT OF TAXATION	2005917	2005917	03/19/2020		AP200319	804.79	
			Invoice: 2005917	804.79 001	22302	Payroll Run 1 - Warrant 2019PR				
						VIRGINIA STATE TAX PAYABLE				
						CHECK		83065 TOTAL:	804.79	
83066	03/19/2020	PRTD	28063 WV ASSOCIATION OF CI	100	2005740	03/10/2020		AP200319	775.00	
			Invoice: 100	675.00 001403	422100	CIRCUIT CLERK CONFERENCE REG & 2020 ANNUAL DUES				
				100.00 001403	422200	TRAINING AND EDUCATION				
						DUES AND SUBSCRIPTIONS				
						CHECK		83066 TOTAL:	775.00	
83067	03/19/2020	PRTD	28080 WV DEPUTY SHERIFF RE	2005915	2005915	03/19/2020		AP200319	15,529.72	
			Invoice: 2005915	15,529.72 001	224	Payroll Run 1 - Warrant 2019PR				
						RETIREMENT CONTRIB PAYABLE				
						CHECK		83067 TOTAL:	15,529.72	
83068	03/19/2020	PRTD	32031 WV PUBLIC EMPLOYER R	2005918	2005918	03/19/2020		AP200319	45,198.52	
			Invoice: 2005918	45,198.52 001	224	Payroll Run 1 - Warrant 2019PR				
						RETIREMENT CONTRIB PAYABLE				
						CHECK		83068 TOTAL:	45,198.52	
83069	03/19/2020	PRTD	32031 WV PUBLIC EMPLOYER R	2005919	2005919	03/19/2020		AP200319	500.00	
			Invoice: 2005919	500.00 001	22702	Payroll Run 1 - Warrant 2019PR				
						WAGE ATTACHMENT - 2				
						CHECK		83069 TOTAL:	500.00	



Jefferson County
Charles Town, West Virginia

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CASH ACCOUNT: 999 10102 CASH-BANK OF CHARLES TOWN
CHECK NO CHK DATE TYPE VENDOR NAME INVOICE DOCUMENT INV DATE PO CHECK RUN NET

INVOICE DTL DESC

83070 03/19/2020 PRD 28027 WV STATE TAX DEPARTM 2005914 2005914 03/19/2020 AP200319 34,681.46
Invoice: 2005914 34,681.46 001 223 Payroll Run 1 - Warrant 2019PR
STATE WITHHOLDING TAX PAYABLE

CHECK 83070 TOTAL: 34,681.46

83071 03/19/2020 PRD 33001 XEROX CORPORATION 800691181 2005662 02/21/2020 AP200319 2,334.50
Invoice: 800691181

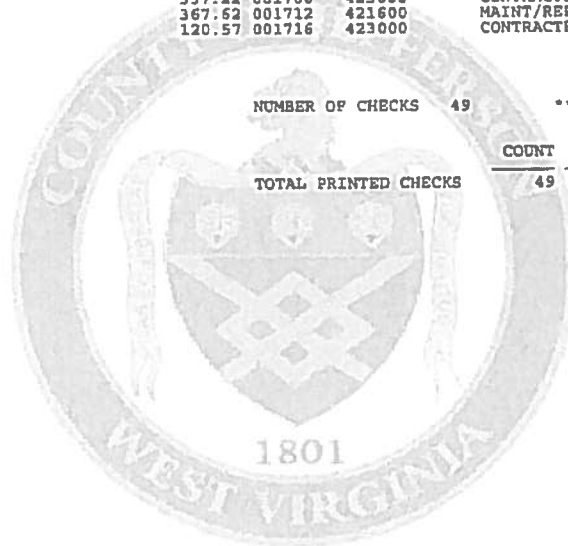
186.32 001401 423000 CONTRACTED SERVICES
106.53 001402 423000 CONTRACTED SERVICES
227.22 001403 423000 CONTRACTED SERVICES
71.10 001404 423000 CONTRACTED SERVICES
410.00 001405 423000 CONTRACTED SERVICES
71.10 001406 423000 CONTRACTED SERVICES
106.53 001425 423000 CONTRACTED SERVICES
126.42 001440 423001 CONTRACTED SERVICES
203.87 001440 423000 CONTRACTED SVCS-GIS DEPT
337.22 001700 423000 CONTRACTED SERVICES
367.62 001712 421600 MAINT/REP EQUIPMENT
120.57 001716 423000 CONTRACTED SERVICES

CHECK 83071 TOTAL: 2,334.50

NUMBER OF CHECKS 49 *** CASH ACCOUNT TOTAL *** 277,160.19

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	49	277,160.19

*** GRAND TOTAL *** 277,160.19



CHECK REGISTER**MARCH 26, 2020**

CHECK #	VENDOR NAME	AMOUNT
83072	BOLAND TRANE SERVICES INC	\$ 1,771.00
83073	DR. ROBERT E JONES III	\$ 1,000.00
83074	MAZZITTI & SULLIVAN EAP	\$ 936.00
83075	R.E. MICHEL CO. LLC	\$ 47.84
83076	SOFTWARE SYSTEMS INC	\$ 150.00
83077	TEK ADVISORS LLC	\$ 4,200.00
83078	WVCORP WV COUNTIES SELF INSURANCE RISK POOL	\$ 30,138.00
83079	XEROX FINANCIAL SERVICES	\$ 249.81
TOTAL		\$ 38,492.65

27-Mar-20

MANUAL CHECKS			
Check#	Fund	VENDOR	Amount
781	AV/56	MR. PRINT	\$ 551.27
782	AV/56	PRINT-O-STAT INC.	\$ 190.00
1745	CO/246	SHERIFF OF JEFF CO	\$ 180,107.60
TOTAL			\$ 180,848.87

DESCRIPTION	FUND 001 CO.	FUND 003 DOG	TOTAL
Gross Wages	\$412,297.58		\$412,297.58
2% Tax Payable OASDI	\$24,553.33		\$24,553.33
1.45% Tax Payable HI	\$5,742.43		\$5,742.43
Fed Withholding	\$38,039.43		\$38,039.43
WV State Withholding	\$17,710.04		\$17,710.04
PERS Retirement Deduct 4.5%	\$10,145.11		\$10,145.11
PERS Retirement Deduct 6%	\$4,902.44		\$4,902.44
Hosp. Pre-Taxed	\$13,956.00		\$13,956.00
Cancer/ICU Pre-Taxed	\$656.33		\$656.33
Cancer/ICU Not Pre-Taxed	\$950.20		\$950.20
Optional Life Not Pre Taxed	\$2,010.05		\$2,010.05
Christmas Club	\$4,870.00		\$4,870.00
Wage Attach #1	\$298.16		\$298.16
Wage Attach #2	\$26.48		\$26.48
Wage Attach #3	\$500.00		\$500.00
DSRS Retirement Deduct 8.5%	\$6,824.62		\$6,824.62
457 - Nationwide	\$849.00		\$849.00
457I - Empower	\$1,995.00		\$1,995.00
457R - Roth	\$615.00		\$615.00
MD State Tax	\$557.73		\$557.73
D/VF	\$1,663.90		\$1,663.90
VA State Tax	\$145.66		\$145.66
Colonial(Plus)	\$81.60		\$81.60
Uniforms			\$0.00
Total Deductions	\$137,092.51	\$0.00	\$137,092.51
Net Wages Total	\$275,205.07	\$0.00	\$275,205.07
Payroll Date	March 5, 2020		

DESCRIPTION	FUND 001 CO.	FUND 003 DOG	TOTAL
Gross Wages	\$398,802.50		\$398,802.50
6.2% Tax Payable OASDI	\$23,733.92		\$23,733.92
1.45% Tax Payable HI	\$5,550.63		\$5,550.63
Fed Withholding	\$35,861.19		\$35,861.19
WV State Withholding	\$16,971.42		\$16,971.42
PERS Retirement Deduct 4.5%	\$9,970.30		\$9,970.30
PERS Retirement Deduct 6%	\$4,901.92		\$4,901.92
Hosp. Pre-Taxed	\$13,956.00		\$13,956.00
Cancer/ICU Pre-Taxed	\$656.33		\$656.33
Cancer/ICU Not Pre-Taxed	\$950.20		\$950.20
Optional Life Not Pre Taxed	\$1,926.15		\$1,926.15
Christmas Club	\$4,870.00		\$4,870.00
Wage Attach #1	\$298.16		\$298.16
Wage Attach #3	\$500.00		\$500.00
DSRS Retirement Deduct 8.5%	\$6,439.16		\$6,439.16
457 - Nationwide	\$849.00		\$849.00
457I - Empower	\$1,995.00		\$1,995.00
457R - Roth	\$615.00		\$615.00
MD State Tax	\$550.63		\$550.63
D/VF	\$1,663.90		\$1,663.90
VA State Tax	\$139.84		\$139.84
Colonial(Plus)	\$81.60		\$81.60
Uniforms			\$0.00
Total Deductions	\$132,480.35		\$132,480.35
Net Wages Total	\$266,322.15	\$0.00	\$266,322.15
Payroll Date	March 19, 2020		

AGENDA REQUEST FORM
www.jeffersoncountyvva.org



Name: Stephen S. Allen, Director

Department or Organization: Jefferson County Office of Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: March 19, 2020

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

Date Requested – 2nd Choice: April 2, 2020

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

1. 2018 EMPG application and request for payment
2. ~~Regional COVID-19 update from Dr. Terrence Reidy from the Jefferson County Health Department. Update of COVID-19 county planning efforts from Stephen Allen from JC OHSEM.~~

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

1. The Emergency Management Performance Grant pays for a portion of the Emergency Management salaries, planning, etc. each year.
2. ~~Dr. Terrence Reidy serves as the Health Officer for Jefferson County. He will be providing a regional update on the Novel Coronavirus (COVID-19). Mr. Allen will be sharing information on county planning efforts.~~

Is this a funding request? No

If so, how much? N/A

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

1. I move to approve the application for the 2018 EMPG grant and associated request for payment.
2. No motion necessary.

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

If not attached, explain:

Attachment:

Is equipment needed? No Projector No Internet/Wi Fi No Telephone for conference call No

Contact information:

Email address: sallen@jeffersoncountyvva.org. Phone Number: 304-728-3290

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

WV Division of Homeland Security and Emergency Management

Billing for Local Expenditures

Jurisdiction: Jefferson Co Commission

Address: P.O. Box 250

Charles Town, WV 25414-0250

Grant: Emergency Management Performance Grant

Date: _____

Performance Period: January 1, 2018 to December 31, 2018

Financial Contribution Request Certification

I CERTIFY THAT THIS BILLING IS CORRECT AND JUST AND IS BASED UPON ACTUAL PAYMENT(S) OF RECORD TO VENDOR(S) BY THE POLITICAL SUBDIVISION; THAT PAYMENT HAS NOT BEEN RECEIVED; THAT THE POLITICAL SUBDIVISION COMPLIES WITH ALL STATUTES, REGULATIONS, AND ORDINANCES APPLICABLE TO PROCUREMENT.

Signature of Authorized Official

Title

Date

	Total Cost	Local Share	Federal Share
Approved Application	\$170,040	\$85,020	\$85,020
Amount Claimed	\$212,992	\$106,496	\$106,496
For DHSEM Use Only Below			
Approved Amount	[]	[]	[]
DHSEM Approval	[]	[]	[]

Authorization for Payment

DHSEM Director

Date

Amount Approved

WEST VIRGINIA DHSEM Homeland Security State Administrative Agency (SAA) Homeland Security Grant Program	REQUEST FOR REIMBURSEMENT
--	----------------------------------

<p style="text-align: center;">DHSEM/SAA APPROVAL</p> <p>I have reviewed the attached documentation and believe this expenditure falls within grant guidelines and that sufficient funds exist to process and pay.</p> <p>Homeland Security Grant Specialist _____</p> <p>I have reviewed the attached documentation and to the best of my knowledge and belief this expenditure falls within West Virginia's HS Strategy, Goals and Objectives and/or grant guidelines. I authorize this request for reimbursement to be processed and paid.</p> <p>HS SAA Representative _____</p> <p>I certify that this report presents actual receipts and expenditures of funds in accordance with the approved budget for this sub-grant.</p> <p>Grant Accountant/Auditor _____</p> <p>This RFR Corresponds with Financial Report # _____</p> <p>State Agencies: Please indicate the account that you would like the funding transferred to via IET.</p>	<p>Sub-grantee: Jefferson Co Commission</p> <p>Address: PO Box 250 Charles Town, WV 25414-0250</p> <hr/> <p>Subgrant Number: EMPG-18-19</p> <hr/> <p>Funds are hereby requested to cover expenditures</p> <p>FROM: _____ TO: _____</p> <p>Planning: \$ _____</p> <p>Equipment: \$ _____</p> <p>Training: \$ _____</p> <p>Exercises: \$ _____</p> <p>Organization: \$ 85,020</p> <p>TOTAL Requested Amount: \$ 85,020</p> <hr/> <p>DHSEM/SAA:</p> <p>OASIS - GRTAWD Document ID: _____</p> <p>OASIS - IN Document ID: _____</p>
---	--

CERTIFICATION:

I certify that this report contains actual receipts and expenditures of funds for the period covered, made in complete accordance with the grant guidelines and the approved budget for this sub-grant.

BY:

TYPED NAME & TITLE <i>Authorized Official or Grant Financial Officer ONLY</i>	SIGNATURE	DATE
---	------------------	-------------

State of West Virginia

Division of Homeland Security and Emergency Management

Emergency Management Performance Grant

Sub-Grant Award	
Sub-Grantee Name and Address	
Jefferson Co Commission P.O. Box 250	OASIS # 000000211969
Charles Town, WV 25414-0250	FEIN 556000333001
	DUNS 077414548

CFDA Number: 97.042	OASIS - GRTAWD Document ID
-------------------------------	-----------------------------------

Sub-Grant # 18-EMPG-19	Federal Grant Number EMP-2018-EP-00003
----------------------------------	--

Sub-Grant Period From: 1/1/2018 To: 12/31/2018

Grant Award Amount:	\$85,020
----------------------------	----------

By signing and accepting this award the sub-grantee agrees to comply with all conditions and assurances included in the application. I certify that this project will be implemented as described in the attached application or procedures will be followed to modify the award. We understand the required performance measures to receive funding as outlined in the grant guidance.

Sub-Grantee Authorized Official (printed name): _____

Sub-Grantee Authorized Official (signature): _____
(Commission President or Mayor)

Title: _____

Date: _____

For DHSEM Use Only Below

Emergency Management Performance Grant

The attached application has been reviewed, and the proposed project and expenditures as described in the application are within all state and federal guidelines, policies, and procedures which govern the Emergency Management Performance Grant.

I have reviewed this sub-grant award and there are sufficient funds to make this award.

EMPG Grant Representative: _____

Date: _____

I hereby authorize the awarding of funds to support the project as described in the attached application.

WV DHSEM Director: _____

Date: _____

2018 Emergency Management Performance Grant

Applicant: Jefferson County Commission

Project Title: 2018 Jefferson County, WV Homeland Security and Emergenc

	<u>Total Approved</u>
Planning	\$0
Organizational	\$85,020
Equipment	\$0
Training	\$0
Exercise	\$0
	<u>\$85,020</u>

	<u>Matching Funds</u>
Direct	\$85,020.00
In-Kind	\$0.00
Total	<u>\$85,020.00</u>

Balance \$0

Grant Amount: \$85,020

Project Period: January 1, 2018 to December 31, 2018

Stipulations and Restrictions No restrictions. Please submit signed paperwork by April 30.

Applicant Information

Recipient Name:	Jefferson County Commission
Type of Agency:	County
Address:	P.O. Box 250
City, State, Zip:	Charles Town, WV 25414-0250
Phone:	(304) 728-3282
WV DHSEM Region:	Region 3

Project Director:	Stephen S. Allen
Address:	28 Industrial Blvd., Suite 101
City, State, Zip:	Charles Town, WV 25414-2740
Phone:	(304) 728-3290
Email:	sallen@jeffersoncountywv.org

Fiscal Officer:	Michelle Gordon
Fiscal Agent:	Jefferson County Commission President
Address:	P.O. Box 250
City, State, Zip:	Charles Town, WV 25414-0250
Phone:	(304) 724-8425
Email:	mgordon@jeffersoncountywv.org

OASIS #:	000000211969
Applicant DUNS:	077414548
Applicant FEIN:	556000333001

Project Narrative

Project Title: 2018 Jefferson County, WV Homeland Security and Emergency Management Program

Overview

This grant will enhance and maintain all phases of the homeland security and emergency management program for our department (mitigation, preparedness, prevention, response, and recovery). Our county of 54,000 + residents continues to grow at an alarming rate, presenting us with unique needs in order to keep pace with the demands of our ever-growing population. The funds will primarily fund the salaries, in that our 3 full-time employees pay and benefits consume all, if not more, than the allotted funds available to us through the grant. With that said, we have a comprehensive emergency management program that meets the criteria for this grant.

Planning

Jefferson County will continue to participate in the Threat Hazard Identification and Risk Assessment (THIRA) using the "whole-community" approach to the planning process, engaging various stakeholders through the process. We will include utilizing LEPC meetings, planning meetings, one-on-one discussions as well as, reviewing previous AAR's and Improvement Plans. The Emergency Operations Plan (EOP) will be reviewed and, if deemed necessary, based upon the findings of CPG-101 evaluation matrix, and other information gained through "whole community" stakeholder information participation, will be updated to continue to revise our plan to "ESF-based" format. We expect to review the Basic Plan including the Direction and Control Annex for appropriateness for our needs, as well as the Public Health and Medical Services (ESF-8) this year. For 2018 we are also updating our Multi-Jurisdiction Hazard Mitigation Plan.

Organization

For the year 2018, Jefferson County employs a full time director (Stephen Allen), a full time deputy director/planner/program manager (James Sager) and a full time administrative assistant/public information officer/volunteer coordinator (Brianna Gustafson). All staff personnel have successfully passed a background investigation, have been sworn in per WV State Code 5-15-5, and each have been issued a state PIV-I Credential. We are all users of ETeam, HSIN, and have internet access, email support, and use ETeam during actual events and exercises, as well as, for weekly and monthly ETeam training requirements. The grant will allow for the salary and benefits for the 3 full-time employees as well as for cell phones for the employees and a "hot spot" for use by the Director for access to Computer Aided Dispatch (CAD) from his vehicle.

Equipment

We have a designated emergency operations center (EOC) complete with laptop computers and phones available for use by up to 17 representatives of our partner organizations which staff the EOC in the event of activations. We hope to update our audiovisual equipment (TV/monitors) by purchasing 4 new TV/monitors to enhance our ability to keep situational awareness and a common operating picture available to the EOC staff. Software contracts are also needed for the EOC and day-to-day emergency management for NIXLE, our alert notification system, Orion Damage Assessment software, and CERVIS, which helps us with volunteer management.

Training

Item 1-Public Information: We will complete at least 24 hours of training for the community this year, to include winter weather hazards training, Disaster Ready Kids training, having a booth for 7 days at the Jefferson County Fair, Disaster Preparedness for Senior Citizens and activities within our annual Program for Public Information.

Item 2-Training for Emergency Management Personnel

All JCHSEM staff has completed all required NIMS training and the FEMA Professional Development Series. All staff has completed IPAWS training. All emergency management staff will complete, at least, one training course during the year.

Exercise

Jefferson County will participate in the WV Homeland Security Region 3 Exercise Series: Derecho Super Cell (Planning Meetings, TTX, FE, FS, and AAR/IP meetings). All of these exercises are HSEEP-compliant and an AAR/IP is developed for them.

Matching

<u>Direct Cash Match</u>	<u>Justification/Explanation</u>	<u>Matching Funds</u>	DHSEM Use Only Approved Amount
County Commission	Cash match provided by the Jefferson County Commission	\$0	\$85,020
		\$0	\$0
		\$0	\$0
Total Direct Cash Match		\$0	\$85,020

<u>In-Kind Match</u>	<u>Justification/Explanation</u>	<u>Matching Funds</u>	Approved Amount
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
In-Kind Totals		\$0	\$0
Totals		\$0	\$85,020

Planning

<u>FOP Annexes Being Updated</u>	<u>Justification/Explanation</u>	<u>Requested Funds</u>	DHSEM Use Only <u>Approved Amount</u>
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0

Proposed Activity

<u>Justification/Explanation</u>	<u>Requested Funds</u>	<u>Approved Amount</u>
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$0	\$0
Totals	\$0	\$0

Organization

DHSEM Use
Only
Approved
Amount

Proposed Activity

Justification/Explanation

**Requested
Funds**

Cell telephone bills	Cell phones for each full time employee. Director, Deputy director, and Administrative assistant/PIO. Normal cost annually is \$2,400.	\$1,200	Approved
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0

Name

Position Title

Total Salary

Total Benefits

Total Salary/Benefits

**Requested
Funds**

**Approved
Amount**

Barbara J. Miller	Director	\$9,996	\$956	\$10,952	\$5,476	approved
Stephen S. Allen	Director	\$71,894	\$23,107	\$95,002	\$47,501	approved
Brandon Vallee	Administrative Asst/PIO/Volunteer Coordinator	\$42,676	\$16,843	\$59,520	\$29,760	approved
James M. Sager	Deputy Director/Planner/Program Manager	\$20,845	\$12,080	\$32,925	\$16,463	approved
					\$0	\$0
					\$0	\$0
					\$0	\$0
					\$0	\$0
Totals				\$198,399	\$100,400	\$85,020

**Total
represents
entire award**

--

<u>Equipment</u>					DHSEM Use Only
<u>Equipment Item</u>	<u>AEL</u>	<u>Requested Quantity</u>	<u>Justification/Explanation</u>	<u>Requested Funds</u>	<u>Approved</u>
50" TV/Monitor	04MD-03-DISP	4	Video Displays for Common Operating Picture for keeping EOC personnel aware of conditions. \$2000	\$1,000	Approved
Mounting brackets for 50" TV/Monitors	04MD-03-DISP	4	Wall mounting brackets for video displays. \$115	\$58	Approved
Martin-Yale folder machine	21GN-00-OCEQ	1	For fobling documents which are distributed to the public, businesses, and other governmental agencies. \$1376	\$688	Approved
Nixie Engage Notification System	04AP-09-ALRT	1	Mass Notification System. \$3800	\$1,900	Approved
CERVIS Volunteer Management System	21GN-00-CCEQ	1	Volunteer Management System for CERT and EOC staffing. \$1500	\$750	Approved
Futurity/ORION Damage Assessment System	04AP-03-GISS	1	Damage Assessment Software for disasters. \$1000	\$500	Approved
Totals				\$4,896	\$0
					Total represents entire award

Conditions and Assurances

This program is conditioned upon and subject to compliance with the following Conditions and Assurances. By attaching a signature to page one (1), item ten (10), of this grant application, the applicant certifies and assures that it will comply with the following Conditions and Assurances, Regulations, Policies, Guidelines and Requirements of WVDHSEM, as further clarified in the Administrative Manual for this program; and with U.S. Department of Homeland Security and all other relevant Federal/State Regulations, Policies and Guidelines. These Conditions and Assurances apply to all EMPG federal and matching funds expended for purposes associated with this award.

All correspondence to the WVDHSEM, which is required and/or occurs as a result or action of any of the following Special Conditions and Assurances, or as a result of the administration of any WVDHSEM grant program, should be addressed to;

WV Division of Homeland Security and Emergency Management
ATTN: Emergency Management Performance Grant
1703 Coonskin Drive
Charleston, WV 25311

1 LAWS OF WEST VIRGINIA:

This application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by WVDHSEM. In accordance with W. Va. Code Chapter 15-5-15, all emergency services staff must have undergone criminal background checks.

2 LEGAL AUTHORITY:

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

3 RELATIONSHIP:

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

4 OPERATIONAL WITHIN 90 DAYS:

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

5 WRITTEN APPROVAL OF CHANGES:

The sub-grantee must obtain prior written approval from WVDHSEM for all project changes (programmatic, fiscal or otherwise). Additionally, any budget revisions greater than 10% in aggregate must be approved by WVDHSEM.

6	<p>CIVIL RIGHTS COMPLIANCE:</p> <ol style="list-style-type: none"> 1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000 et seq. 2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794 3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq. 4. The Age-Discrimination Act of 1975, as amended, 20 U.S.C. 6101 et seq. 5. Americans with Disabilities Act of 1990 (ADA); All recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12101-12213).
7	<p>PRESS RELEASE:</p> <p>Release of information pertaining to this sub-grant must include the following information:</p> <ol style="list-style-type: none"> 1. Grant amount; 2. State involvement (WV Division of Homeland Security and Emergency Management, WVDHSEM); and, 3. Federal involvement (U.S. Dept. of Homeland Security), along with the name of the Federal Source (EMPG) including the CFDA # 97.042
8	<p>COMPLIANCE WITH FEDERAL RULES AND REGULATIONS:</p> <p>Sub-grantee will comply with Title 2, Part 200 of the Code of Federal Regulations (<i>Super Circular</i>). The Super Circular supersedes Circulars A-21, A-87, A-89, A-102, A-110, A-122, A-133.</p>
9	<p>ACCESS TO RECORDS AND EQUIPMENT:</p> <p>WVDHSEM, through any authorized representative, shall have access to and the right to examine all records, books, papers, documents, and equipment related to the sub-grant and to relevant books and records of contractors.</p>
10	<p>CONFLICT OF INTEREST:</p> <p>No public official or employee of the sub-recipient agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can be expected to result in any benefit to that individual or that individual's immediate family.</p>
11	<p>POLITICAL ACTIVITY:</p> <p>The restrictions of the Hatch Act, Pub. L. 93-433, 5 U.S.C. Chapter III, (as amended), concerning the political activity of government employees are applicable to state grantee staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by Title I grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns, except they may not be candidates for office.</p>

12	RELEASE OF INFORMATION:
<p>All records, papers and other documents kept by recipients of grant funds are required to be made available to WVDHSEM. These records and other documents submitted to WVDHSEM and its sub-grantees, including plans and application for funds, reports, etc., are subsequently required to be made available to the U.S. Department of Homeland Security under the terms and conditions of the Federal Freedom of Information Act, 5 U.S.C. §552.</p> <p>WVDHSEM recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information <u>under federal control</u> is subject to requests made pursuant to the Freedom of Information Act, 5 U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the US Division of Homeland Security FOIA Office, and may likely fall within one or more of the available exemptions under the Act.</p> <p>Sub-recipient must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult the WVDHSEM regarding concerns or questions about the release of potentially sensitive information under state and local laws.</p>	
13	NATIONAL AND STATE EVALUATION EFFORTS:
<p>The Sub-grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.</p>	
14	OBLIGATION OF PROJECT FUNDS:
<p>Funds may not, without prior written approval from WVDHSEM, be obligated prior to the effective start date or subsequent to the termination date of the project period.</p>	
15	USE OF FUNDS:
<p>Funds awarded through WVDHSEM may be expended ONLY for the purposes and activities specifically covered by the approved project description and budget. Further, this applies to funds awarded through budget revisions by WVDHSEM.</p>	
16	COMPLIANCE WITH FEDERAL PROCEDURES:
<p>Sub-recipient agrees to comply with all requirements as set forth in the Financial Guidance which governs this program.</p>	
17	ALLOWABLE AND UNALLOWABLE COSTS:
<p>Allowable and unallowable costs incurred under this grant shall be determined in accordance with the Super Circular and the WVDHSEM Allowable Cost Guidance.</p>	
18	NON-SUPPLANTING:
<p>Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The sub-grantee hereby certifies that Federal funds made available under this grant will not be used to supplant state and local funds. Approved full-time positions must hire an additional individual to "backfill" the position.</p>	

19 MATCHING CONTRIBUTION:

If matching funds are allocated, the applicant assures that those funds shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Cash matching contributions are subject to the same expenditure guidelines established by WVDHSEM and the U.S. Department of Homeland Security for this grant program. All sub-recipients must maintain records that clearly show the source, the amount and the timing of all cash matching contributions. There is no waiver provision for any cash match requirements.

20 PROJECT INCOME:

All income earned by the sub-recipients as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by WVDHSEM and the U.S. Department of Homeland Security for this grant program. All sub-recipients must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

21 CONSULTANT FEES:

Approval of this sub-grant does not necessarily indicate an approval of specific consultant rates. Please discuss rates with WVDHSEM.

22 SUSPENSION OF FUNDING:

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

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document; or,
- Other just cause.

23 SANCTIONS FOR NONCOMPLIANCE:

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

- Withholding of payments to the sub-grantee until the sub-grantee complies;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the sub-grantee until satisfactory assurance of future compliance has been received,

24 SUBMISSION/RELEASE OF PROPOSED PUBLICATIONS:

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

"This document [product] was prepared under a grant from the United States Department of Homeland Security, and the WV Division Homeland Security and Emergency Management. Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security, nor the WV Division Homeland Security and Emergency Management."

25 PROPERTY ACCOUNTABILITY:

The sub-recipient shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a sub-grant by WVDHSEM. This obligation continues as long as the property is retained by the sub-recipient, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from WVDHSEM. Sub-recipient assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program, with copies provided to the WVDHSEM. The WVDHSEM reserves the right to inspect and review any equipment purchased with this sub-grant.

26 REPORTS:

Each sub-recipient shall submit such reports as WVDHSEM shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

Programmatic Reporting: Sub-recipient must complete and remit for Quarterly Reports.

Financial Reporting: Sub-recipient MUST submit to WVDHSEM complete requests for reimbursements with all backup documentation. Sub-recipient must include signed AEL equipment list, financial recap sheets, form 85-20, and all relevant documentation for your requests. Instructions will be provided separately.

27 PURCHASING:

When making purchases relevant to the sub-grant, the sub-recipient will, at a minimum, abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government.

28 PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:

Sub-recipient acknowledges that WVDHSEM, and subsequently the U.S. Department of Homeland Security, reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes; (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support. Sub-Grantee agrees to consult with the WVDHSEM regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

29 ENVIRONMENTAL AND HISTORIC PRESERVATION:

Subgrantee shall comply with all applicable Federal, State, and local EHP requirements and shall provide any information requested to ensure compliance with applicable laws.

30 INFORMATION SYSTEMS & COMMUNICATIONS EQUIPMENT:

The sub-grantee agrees:

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

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

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

With respect to communications initiatives and equipment, the sub-grantee agrees to the following:

Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV State Interoperable Radio Network. Per Executive Order 5-14 all communications equipment requests must be reviewed and approved by the Statewide Interoperability Coordinator.

31	TIME EXTENSIONS;
<p>In general, time extensions for this program are unallowable. Unexpended sub-grant funds remaining at the close of the sub-grant period shall be deobligated.</p>	
32	USE OF GRANT FUNDS TO ENACT LAWS/POLICIES, ETC.:
<p>Sub-recipient understands and agrees that it cannot use any sub-grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.</p>	
33	PROGRAM ACCOUNTABILITY - FEDERAL AUDIT REQUIREMENTS:
<p>If an audit must be conducted pursuant to the Super Circular, a copy of the audit shall be submitted to SAA as well as to the Federal clearinghouse. <u>As of 10/1/04, the Federal clearinghouse is as follows:</u> Federal Audit Clearinghouse Bureau of the Census 1201 E. 10th Street Jeffersonville, IN 47132</p>	
34	PROGRAM ACCOUNTABILITY - STATE AUDIT REQUIREMENTS:
<p>1.) Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, sets forth the audit requirements of corporations, associations or other organizations which receive state funds or grants. These audit requirements do not apply to units of local and state government. If applicable, this grant shall adhere to the audit requirements set forth in §12-4-14 at the time of award. All funds disbursed by SAA are appropriated by the WV Legislature; therefore all funds disbursed by the WVDHSEM are considered state funds. The WVDHSEM will notify the Legislative Auditor when a sub-grant is awarded which falls under the requirements of the WV Code.</p> <p><u>As of 9/13/05, the requirements set forth by §12-4-14 are as follows:</u> Any corporation, partnership, association, individual or other legal entity (not to include a state spending unit or a local government as defined in § 6-9-1a of the West Virginia Code, as amended) which receives one or more state grants or sub grants in the amount of \$50,000 or more in the aggregate in a state fiscal year shall file with WVDHSEM a Report of the disbursement of these state funds. An OMB A-133 Audit or an audit conducted by a certified public accountant may be substituted for the Report. The Report shall be filed within two years of the end of the fiscal year in which the grant or subgrant closes. The Report shall be made by an independent certified public accountant and the scope of the Report is limited to showing how the state grant or subgrant funds were spent. The Report does not have to be a full-scope audit or review of the entity receiving state funds. Any entity failing to file a required Report is barred from subsequently receiving state grant or subgrant funds until the Report is filed and is otherwise in compliance with the provisions of West Virginia Code. If a Report is not required under this section of the WV Code then the grantee or sub-recipient shall file with SAA a sworn statement of expenditures made under the grant or sub-grant.</p> <p>The Sub-recipient assures that it has read, understands and is in full compliance with all requirements as set forth in Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with this section of the West Virginia Code, as amended.</p>	
35	EQUAL EMPLOYMENT OPPORTUNITY PLAN;
<p>Each sub-recipient certifies that it has executed and has on file, an Equal Employment Opportunity Plan,</p>	
36	VETERANS PREFERENCE;
<p>This program includes a provision that grantees utilizing funds to hire additional personnel give suitable preference in employment to military veterans, WVDHSEM defines "suitable preference" as the requirement that a sub-grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.</p>	

37 IMMIGRATION AND NATURALIZATION VERIFICATION:

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

38 PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act that, as well as the desire of WVDHSEM, to the greatest extent practicable, all equipment and products purchased with Federal funds made available under this grant should be American-made.

39 PERSONNEL TRAINING:

For projects involving payment of personnel or overtime pay, the WVDHSEM reserves the right to require training as a condition of the sub-grant before or at any time during the project period. Proof of training/certification on grant funded equipment must be provided, if applicable.

40 ACCOUNTING REQUIREMENTS:

Sub-recipient agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the sub-recipient's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, as defined in the pertinent Administrative Manual, must be retained and be available for audit purposes.

41 OFFICE OF GRANT OPERATIONS FINANCIAL GUIDE:

Sub-recipient agrees to comply with all requirements as set forth in the Financial Guidance which governs this program.

42 EQUIPMENT:

Sub-recipient purchasing equipment with grant funds are required to adhere to the established bidding procedures for their respective units of government and or agencies. All equipment must have a primary function of being used in support the EMPG program.

43 MARKING OF EQUIPMENT AND PUBLICATIONS:

Sub-recipient will ensure that, when practicable, any equipment purchased and publications produced with grant funding shall be prominently marked as follows: "Supported with funds provided by the U.S. Department of Homeland Security and WVDHSEM."

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

O.M.B. No. 1660-0025
Expires July 31, 2008

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions and searching existing data sources, gathering and maintaining the data needed and completing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0001). NOTE: Do not send your completed form to this address.

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

1. LOBBYING

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperative agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Standard Form-LLL "Disclosure of Lobbying Activities" attached
(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 87, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default, and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEE OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620-

A. The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about-

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

- (1) Abide by the term of the statement; and
- (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring on the workplace no later than five calendar days after such convictions;

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**
Department or Organization: **Voter & Elections**
Estimation of amount of time needed for appointment: 10 minutes
Date Requested – 1st Choice: **April 2, 2020**
If a specific date is needed, please provide reason for specific date:
Date Requested – 2nd Choice:

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

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

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*):

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

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</u>

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Steven Holz and Benjamin Williams**

Department or Organization: **Jefferson County Deputy Sheriff's Association**

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1st Choice: **April 2, 2020 as it would afford us more time for discussion with Commissioners**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: **March 19, 2020**

Subject (*Wording to be placed on agenda*): **Pay Scale Request / Retention Concerns**

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

The Jefferson County Deputy Sheriff's Association is an organization made up of active and retired members of the Jefferson County Sheriff's Department. Our membership is concerned over losing senior members over the past few years with numerous current members looking for other employment. We conducted a survey of the membership and it was expressed that a lack of a pay scale was the primary reason that they were leaving. We would like to present the commission with the reasons that we believe a pay scale would be beneficial in areas of retention and recruitment of new deputies. We believe we are on the verge of a staffing crisis.

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

Ultimately, we would like the Commission to approve a pay scale program but understand that this is the first step. At this point, we want the Commission to hear our concerns and the motion would be to approve a workshop with the DSA membership to discuss options for a pay scale to occur within the next 3 months.

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

I'm unsure what documentation is needed for this as we are not asking for any funding at this point. If there is some kind of documentation that you want, we can work towards getting it to you.

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

Contact information: **Steven Holz**
Email address: **JeffersonCountyWVDSA@gmail.com**

Phone Number: **304-886-7348**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: ~~March 19, 2020~~ 4-2-2020
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interviews/Appointments to the Jefferson County Water Advisory Committee – two three-year terms ending January 31, 2023.

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

2 3-year terms
1 Applicant +
Mary Sell

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 19, 2020 or as soon thereafter as the Commission may decide:

Water Advisory Committee - two three-year terms ending January 31, 2023

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 pm the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

Mary Thekla Sell
P.O. Box 895 | Charles Town, WV 25414

Jefferson County Commission
24 E. Washington Street
P.O. Box 250
Charles Town, WV 25414

Re: Jefferson Water Advisory Committee

Dear Madam President and County Commissioners,

I respectfully submit my application for re-appointment to the Jefferson County Water Advisory Committee for a three year term.

I have enjoyed the opportunity to work with the Commission and Staff, and the opportunity to promote the stewardship of water resources in Jefferson County.

Having served two terms, I feel that my experience and networking will be of value to continue to share my acquired knowledge as a Member of the Committee in order to serve Jefferson County. I feel it is particularly important to be inclusive to my fellow Water Advisory Committee members and to the diversity of our County residents.

I welcome the opportunity to speak to you and answer any questions you may have.

Sincerely yours,

Mary Thekla Sell
202-302-2789
takarofarm@aol.com

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: ~~March 19, 2020~~

4-2-2020

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interviews/Appointments to the Jefferson County Property Safety Enforcement Agency Board – two two-year terms for Citizen Representative ending February 8, 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

two 2-year terms - Citizen
*Sharon Wilt would like to be reappointed

NOTICE OF INTENT TO APPOINT

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 19, 2020 or as soon thereafter as the Commission may decide:

Jefferson County Property Safety Enforcement Agency: Two 2-year citizen representative terms ending February 8, 2022

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 pm the Monday prior to the scheduled appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

Jessica Carroll

From: Sandra McDonald
Sent: Wednesday, February 19, 2020 1:16 PM
To: Jessica Carroll
Subject: FW: Property Safety Enforcement Agency

From: Roger Goodwin
Sent: Wednesday, February 19, 2020 1:00 PM
To: Sandra McDonald <Sandy@jeffersoncountywv.org>
Cc: Roger Goodwin <rgoodwin@jeffersoncountywv.org>
Subject: FW: Property Safety Enforcement Agency

Sandy,

Please note below, Sharon Wilf's request to continue to serve on the Property Safety Enforcement Agency board.

Roger Goodwin, PE, CFM
Director & Chief County Engineer
Jefferson County Department of Engineering, Planning & Zoning
P.O. Box 716
Charles Town, WV 25414

From: sw25442 [<mailto:sw25442@aol.com>]
Sent: Wednesday, February 19, 2020 11:09 AM
To: Roger Goodwin <rgoodwin@jeffersoncountywv.org>
Cc: sw25442@aol.com
Subject: RE: Property Safety Enforcement Agency

Roger

Yes, I would like very much to be reappointed to the board.
The time went by so quickly and it has been enjoyable sitting on the board.
I would like to be considered for another term.
Thank you
Sharon

Sent from my U.S.Cellular® Smartphone

----- Original message -----

From: Roger Goodwin <rgoodwin@jeffersoncountywv.org>
Date: 2/19/20 10:10 AM (GMT-05:00)
To: 'sw25442' <sw25442@aol.com>

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: ~~March 19, 2020~~ 4/2/2020
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interviews/Appointments to the Eastern Panhandle Transit Authority – two three-year terms ending January 31, 2023 – 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

two 3-year term
*Jennifer Brockman would like to be reappointed
* Keryl Rustin would like to be appointed

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 19, 2020 or as soon thereafter as the Commission may decide:

Eastern Panhandle Transit Authority - two three-year terms ending January 31, 2023

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, by 12:00 pm on the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

Jessica Carroll

From: Jennifer Brockman
Sent: Wednesday, March 4, 2020 4:41 PM
To: Jessica Carroll; Stephanie Grove
Cc: Roger Goodwin; engineering; Planning Department; 'Elaine Bartoldson (ebartoldson@eptawv.com)'
Subject: EPTA Board Vacancy

Dear County Commissioners:

I have been informed that my term on the Eastern Panhandle Transit Authority Board of Directors has expired and I would like to request reappointment to this Board.

I was originally appointed in early 2014 to fulfill a position that expired 1/31/15. I continued to serve while the Commission recruited other interested citizens for the Board and eventually was reappointed for a 3 year term in early 2017 for a term that expired 1/31/20.

I continue to be interested in representing Jefferson County on this Board and encouraging continued coordination and expansion of the Authority's service in both Jefferson and Berkley Counties.

Please be aware that there is another Jefferson County vacancy on the Board and the Board and staff would encourage other interested Jefferson county residents in applying for this opening.

Thank you for your consideration.
Jennie Brockman

Jennifer M. Brockman, AICP
County Planner
Jefferson County Office of Planning and Zoning
116 E. Washington St
Charles Town, WV 25414
304-728-3228
planningdepartment@jeffersoncountywv.org

March 11, 2020

Ms. Jessica Carroll
Executive Administrative Assistant
Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414

Dear Ms. Carroll:

I am interested in applying for the position of board member, representing Jefferson County, of the Eastern Panhandle Transit Authority (EPTA). I have been a passenger on this mode of public travel since the early 2000's and know how imperative public transportation is to the Eastern Panhandle area. I am proud that the EPTA has progressed forward to expansion of routes in order to better serve our residents.

As the president of the Eastern Panhandle Chapter of the National Federation of the Blind of West Virginia, I encourage and recommend this transportation service. Becoming a board member will allow me the opportunity to listen, learn and support the endeavors of the EPTA. I am excited about the new plans the EPTA have undertaken to continue to offer our residents better quality service not only presently but also looking toward the future.

Thank you for this opportunity to apply.

Sincerely


Keryl Rustin



OLD CHARLES TOWN LIBRARY, INC.

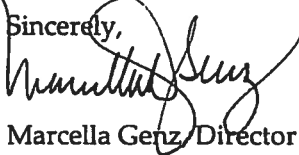
6 March 2020

To Whom It May Concern:

Keryl Rustin works tirelessly for those causes for which she is passionate. I was first introduced to Ms. Rustin when she came to the Charles Town Library to advocate for a digital reader for those who have impaired vision and to arrange to hold a meet and greet at the library to inform the leaders of Jefferson County of the need for a digital reader. This was a highly successful meeting resulting in a promise from the mayor of Charles Town to help raise funds for a digital reader for the Charles Town Library. The Charles Town Library will also be helping to raise the needed funds.

Ms. Rustin's talk at the Charles Town Library on International Women's Day is especially appropriate for one who advocates for an enabled, equal world and who challenges us to be aware of our biases. She is a graceful and persuasive speaker who can speak to difficult life experiences over which she has triumphed.

Sincerely,

A handwritten signature in black ink, appearing to read "Marcella Genz". The signature is fluid and cursive, with a large initial "M" and "G".

Marcella Genz, Director

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Keryl Rustin

Home Telephone Number: None

Work Address: N/A

Work Phone Number: N/A

Mobile Phone Number: 304.620.1723

E-mail Address: krnfbmbwv@gmail.com

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: Retired

Education: High School Yes

College Yes

Trade/Business School Yes

Are you a United States citizen? Yes X No__

Are you a West Virginia resident? Yes X No__

Are you a resident of Jefferson County? Yes X No__

Are you able to produce verification of residency? Yes X No__

(Proof of paying personal property tax, voter registration, etc.)

Address: 341 Cirrus Way, Kearneysville, WV 25430

Magisterial District: _____

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

Established the Eastern Panhandle Chapter of NFBWV;
actively serving as president; board member of National Federation of the Blind of West Virginia also see enclosed cover letter and letter of community outreach effort.
Organization Memberships and Positions Held: _____

President, Eastern Panhandle Chapter of NFBWV; member
of National Federation of the Blind; board member of NFBWV

Have you even been convicted of any felonies? If yes, please list. No

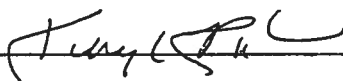
Date:	Offense:

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature:  Date: 3/11/2020

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Stacie Rohn

Department or Organization: Boys & Girls Club of the Eastern

Estimation of amount of time needed for appointment: 10-15 minutes Panhandle

Date Requested – 1st Choice:

If a specific date is needed, please provide reason for specific date: March 19, 2020

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Jefferson County Club Update and request for funding support.

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

2019 Update on Programs and Services offered in Jefferson County and presentation on Camp Mariposa.

Is this a funding request? Y N NO

If so, how much? \$5,000

Provide exact financial impact/request:

Support 5 members in the Jefferson Co. Club.

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

The Jefferson County Commission believes in the mission of the Boys & Girls Club and moves to support scholarships for 5 local youth.

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: Stacie Rohn, CEO

Email address: Director@bgcepwv.org Phone Number: 304-263-1832 or 304-671-674

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Mission: To enable all young people, especially those who need us most to reach their full potential as productive, caring, and responsible citizens.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Douglas Estep

Department or Organization: West Virginia Mine Wars Museum, Coal Country Tours

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: First available

~~March 19, 2020~~

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

April 02, 2020

Date Requested – 2nd Choice: First available

Subject (Wording to be placed on agenda):

Please provide the County Commission with a description of your request or presentation, including any background information: We are asking for a donation or loan of the old jail cells that were removed from the Old Jefferson during restoration about 10 years ago. The old cells have been in county storage since. Cells are to be part of on the treason trials at the WV Mine Wars Museum in Matewan, WV and to be installed in the related and rest Matewan jail. Any transportation and installation costs will be borne by the donee.

Is this a funding request? Y/N No

If so, how much? \$ NA

Provide exact financial impact/request:

Recommended motion: The Commission moves to donate (or loan) the jails cells from the old Jefferson Count West Virginia Mine Wars Museum in Matewan, WV.

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

If not attached, explain: N/A Recently confirmed with Bill Polk cells are still in storage

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

Contact information: Doug Estep

Email address: coalcountrytours@gmail.com

Phone Number: 540-233-0543

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: Christina M Vogt

Department or Organization: Eastern Panhandle NOW

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **4-2-2020**
If a specific date is needed, please provide reason for specific date:
3/19/20

Date Requested – 2nd Choice:

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

Have the Jefferson County Commission sign in support of the statewide proclamation to make every March West Virginia Women in History Month.

Please provide the County Commission with a description of your request or presentation, including any background information: Please see the attached proclamation. This is a statewide effort originating from the SOS office and will be endorsed county by county and at the state level. Numerous women’s groups are involved in this initiative.

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

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
To have the members of the Jefferson County Commission sign in support of this statewide initiative.

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: Christina Vogt
Email address: drchristinavogt@gmail.com

Phone Number: 304-300-5030

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

PROCLAMATION

Recognizing the Centennial Celebration of the 19th Amendment

Declaring March as West Virginia Women in History Month

WHEREAS, in 1848 people gathered in Seneca Falls, NY for the first time in a national display against the unfairness of depriving women of the right to vote, and

WHEREAS, the fight for women's suffrage lasted more than 72 years among women from all walks of life, political views and demographic backgrounds asking for the right to voice their opinions at the ballot box, and

WHEREAS, on June 4, 1919 both the United States House of Representatives and the United States Senate passed the 19th Amendment and sent the measure to the states for ratification, and

WHEREAS, on March 10, 1920, West Virginia became the 34th state to ratify the 19th Amendment and on August 26, 1920, the state of Tennessee became the 36th state to ratify the Amendment making it the law of the land thereby guaranteeing millions of American women the right to vote, and

WHEREAS, while most of the women who began the effort to secure the right to vote never lived to see the enfranchisement of women, for one hundred years now their daughters, granddaughters and great-granddaughters have been making their voices heard at the polls. The elections of 2020 have an unprecedented number of women running for public office, and

WHEREAS, the Centennial Anniversary of the ratification of the 19th Amendment represents an historical milestone to be celebrated.

NOW THEREFORE BE IT RESOLVED that the citizens and government leaders of Hampshire County find it fitting and proper to recognize the leadership role that West Virginia played in the ratification of the 19th Amendment to the United States Constitution and to acknowledge that our federal, state and local governments have benefitted immensely by the public service provided by women throughout West Virginia.

BE IT RESOLVED that the State of West Virginia, the County of Hampshire and the city/town of _____ will celebrate the 19th Amendment in an effort to promote the core values of our democracy as promised by the Constitution of the United States to inspire future generations to cherish and preserve the historic precedent established under the 19th Amendment.

BE IT FURTHER RESOLVED that to celebrate and commemorate West Virginia's ratification of the 19th Amendment and the role of women in our democracy that the March be declared:

West Virginia Women in History Month

AND FURTHER that a copy of this Proclamation be posted and presented to our citizens during the month of March and thereby celebrate the women who have served as leaders of our local government.

Approved by the following on this ____ day of _____ 2020.

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Jeffrey A. Polczynski, ENP-Director of Communications

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: 10 Minutes

Date Requested – 1st Choice: ~~March 19, 2020~~ 4/2/2020

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: **Timing in regards to upcoming National Public Safety Telecommunicators Week**

Subject: **Resolution – 9-1-1 Public Safety Telecommunicators as First Responders**

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

The purpose of this request is to present the resolution titled “9-1-1 Public Safety Telecommunicators as First Responders”.

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

Motion to approve the resolution as presented that recognizes the Public Safety Telecommunicators that staff and work at the Jefferson County Emergency Communications Center as “First Responders”

Attachments:

9-1-1 Public Safety Telecommunicators as First Responders

Resolution – 9-1-1 Public Safety Telecommunicators as First Responders

WHEREAS, 9-1-1 Public Safety Telecommunicators serve 24 hours a day, seven days a week, just the same as firefighters, law enforcement officers, and emergency medical service workers; and

WHEREAS, 9-1-1 Public Safety Telecommunicators make the same sacrifices in their personal lives as firefighters, law enforcement officers, and emergency medical service workers by leaving their families, friends, and the safety of their surroundings to handle the emergency 9-1-1 calls that save the lives, protect the property, and ensure the safety of our community during weather, chemical, and other emergency events; and

WHEREAS, 9-1-1 Public Safety Telecommunicators heroically answer 9-1-1 emergency calls around-the-clock whereby giving medical guidance, instructing callers on staying safe in difficult situations, and helping callers to safety during disasters, all the while promptly dispatching field responders to said emergency situations; and

WHEREAS, 9-1-1 Public Safety Telecommunicators must handle the stress of answering millions of calls each year - one call after another, daily - often being the hidden voice on the other end of the call as citizens experience the worst day of their lives. They hear the cries of devastation, listen to the screams for help, and are the support to a citizen as they cope with the loss of a loved one. Public Safety Telecommunicators handle all of this at the very same time that they keep their fellow emergency responders in the field apprised of the situation and safe from threat; and

WHEREAS, to honor the men and women who serve in this crucial position, the County Commission of Jefferson County recognizes the individuals that staff the Jefferson County Emergency Communications Center as true "First Responders."

THEREFORE, BE IT RESOLVED THAT the County Commission of Jefferson County does hereby proclaim the 9-1-1 Public Safety Telecommunicators in Jefferson County, West Virginia as "First Responders".

Adopted this (insert date here)

Attested:

Jane M. Tabb, President

Ralph Lorenzetti, Vice President

Patsy Noland, Commissioner

Josh Compton, Commissioner

Caleb Wayne Hudson, Commissioner

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Christine Wimer

Department or Organization: **The Sunshine petition**

Estimation of amount of time needed for appointment: 10 min

Date Requested – 1st Choice: **March 19**

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

Date Requested – 2nd Choice:

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

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

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: cwimer1@yahoo.com

Phone Number: 304-582-7064

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 19, 2020**

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

Date Requested – 2nd Choice:

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

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

1. Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues. Discussion/Action.
2. Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397. Discussion/Action.
3. Discussion of Jefferson County Circuit Court Civil Action #19-P-69. Discussion/Action.
4. Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282). Discussion/Action.
5. Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1). Discussion/Action.
6. Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto.
7. Discussion of Jefferson County Circuit Court Civil Action #17-C-174. Discussion/Action.
8. Discussion of Jefferson County Circuit Court Civil Action #20-C-26. 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

www.jeffersoncountywv.org



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 2, 2020**

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

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

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

Proclamation - April Fair Housing Month - Discussion/Action

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

Is this a funding request? Y/N [Click here to enter text.](#)

If so, how much? \$[Click here to enter text.](#)

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

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

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

Proclamation

By the Jefferson County Commission, West Virginia

WHEREAS: equal opportunity in housing is a right guaranteed to all Americans under Title VIII of the Civil Rights Act of 1968; and

WHEREAS: the 52nd anniversary of the National Fair Housing Law provides an opportunity for Americans to rededicate themselves to the principle of freedom of choice and reacquaint themselves with the rights and responsibilities that are theirs under the law; and

WHEREAS: implementation of the Fair Housing Policy of West Virginia requires positive commitment, involvement and support of each and every one of our citizens; and

WHEREAS: the Jefferson County Commission, West Virginia provides leadership in an effort to make fair housing a right that can be realized by all of our citizens;

NOW THEREFORE,
BE IT RESOLVED: that, I, the President of the Jefferson County Commission, West Virginia, do hereby proclaim April 2020 as

Fair Housing Month

in Jefferson County and encourage all citizens to support the practice and policy of fair housing in their personal lives, as well as in their workday duties.

President

Attest: _____



April is Fair Housing Month in the Jefferson County, WV

The Jefferson County Commission once again declares April as Fair Housing Month. The National Fair Housing Law is celebrating its 52nd anniversary this year. Equal opportunity in housing is a right guaranteed to all Americans under Title VII of the Civil Rights Act of 1968. While our community recognizes and practices this law throughout the year, this April is a chance to rededicate to the principle of freedom of choice and reacquaint the community with the rights and responsibilities that are theirs under the law.

The implementation of the Fair Housing Policy of West Virginia requires positive commitment, involvement and support of each and every one of our citizens. The Jefferson County Commission joins Governor Jim Justice in encouraging all citizens to support the practice and policy of fair housing in their personal lives, as well as in their workday duties.



Equal Opportunity Employer (EOE)
This community supports Fair Housing practices



**EQUAL HOUSING
OPPORTUNITY**

**We Do Business in Accordance With the Federal Fair
Housing Law**

(The Fair Housing Amendments Act of 1988)

**It is Illegal to Discriminate Against Any Person
Because of Race, Color, Religion, Sex,
Handicap, Familial Status, or National Origin**

In the sale or rental of housing or
residential lots

In the provision of real estate
brokerage services

In advertising the sale or rental
of housing

In the appraisal of housing

In the financing of housing

Blockbusting is also illegal

**Anyone who feels he or she has been
discriminated against may file a complaint of
housing discrimination:**

**1-800-669-9777 (Toll Free)
1-800-927-9275 (TTY)
www.hud.gov/fairhousing**

**U.S. Department of Housing and
Urban Development
Assistant Secretary for Fair Housing and
Equal Opportunity
Washington, D.C. 20410**

Sandra McDonald

From: Jennifer Wishmyer <jobrien@region9wv.com>
Sent: Wednesday, March 18, 2020 9:32 AM
To: Sandra McDonald; Rachel Snavely; Mark Hill; Stefanie Allemong; R Davis; Merki, Scott
Cc: BILL CLARK
Subject: Fw: April is Fair Housing Month
Attachments: Fair Housing Letter 2020.pdf; 2020 Fair Housing Month.pdf

Good morning all,

Proclaiming April Fair Housing month is a requirement for the HUD CDBG program. If you could please ad adoption of Fair Housing Proclamation to one of your Commission/Council meetings for April. I will put together individual proclamations and an ad to have put in the paper to acknowledge the proclamation.

More to follow....

Thank you,

Jennifer Wishmyer
Assistant Director
Eastern Panhandle Regional Planning and Development Council
400 W. Stephen Street, Suite 301
Martinsburg, WV 25401
304.263.1743
jwishmyer@region9wv.com
www.region9wv.com

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From: Halsey, Ryan J <Ryan.J.Halsey@wv.gov>
Sent: Wednesday, March 18, 2020 9:10 AM
To: Barb Zimnox <bzimnox@bhjmpc.org>; mikepap@bhjmpc.org <mikepap@bhjmpc.org>; AC Wiethe <awiethe@belomar.org>; Scott Hicks <hicks@belomar.org>; Jennifer Wishmyer <jobrien@region9wv.com>; BILL CLARK <BClark@region9wv.com>; 'Terry Lively' <tlively@regioneight.org>; Pam Keplinger <pkeplinger@regioneight.org>; acurl@regioneight.org <acurl@regioneight.org>; Shane Whitehair <swhitehair@regionvii.com>; Cary Smith <CSmith@regionvii.com>; Jim Marshall <Jmarshall@regionvii.com>; Sheena Hunt <sheenahunt@regionvi.com>; Dave Gibson <dgibson@regionvi.com>; Luke Peters <luke.peters@movrc.org>; Tim Meeks <tim.meeks@movrc.org>; Carol Jackson <carol.jackson@movrc.org>; John Tuggle <jtuggle@reg4wv.org>; Lesley Taylor <ltaylor@reg4wv.org>;

Cassandra Lawson <clawson@reg4wv.org>; Terry Martin <terrymartin@wvregion3.org>; SoJuana Ellis <sojuanaellis@wvregion3.org>; Colt@wvregion3.org <Colt@wvregion3.org>; Chris Chiles <cchiles@region2pdc.org>; Kathy Elliott <kelliott@region2pdc.org>; Lisa Wells <lwells@region2pdc.org>; 'Jason Roberts' <jasonroberts@regiononepdc.org>; Eric Combs <ericc@regiononepdc.org>; Jeff Johnson <jeffjohnson@regiononepdc.org>
Cc: Bush, James E <James.E.Bush@wv.gov>
Subject: April is Fair Housing Month

Good Morning,

The month of April serves as a time to celebrate the Fair Housing Act and recommit to ensuring all Americans have access to housing that is free from discrimination. The Fair Housing Act makes it unlawful to discriminate in housing transactions based on race, color, national origin, religion, sex, disability or family status.

As you may already know, all Community Development Block Grant (CDBG) recipients are responsible to affirmatively further fair housing. **Please share the attached letter and 2020 State Fair Housing Proclamation with all CDBG recipients in your region.** If you have any questions or need additional information, please email or call me at (304)957-2096. Thank you.

Ryan Halsey | CDBG Project Manager
Community Advancement and Development
A Division of the West Virginia Development Office
1900 Kanawha Boulevard East
Building 3, Suite 700
Charleston, WV 25305
(304) 558-2234 | wvcad.org  



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If you have received this information in error, please notify us immediately

March 16, 2020

Dear Local Government Official:

As the recipient of Community Development Block Grant (CDBG), provided by the U.S. Department of Housing and Urban Development (HUD), your local government is **required** to affirmatively further fair housing.

April 2020 marks the 52nd anniversary of the enactment of Title VIII of the Civil Rights Act of 1968 – Fair Housing Law. Fair Housing Law prohibits discrimination in the sale or rental of housing based upon race, color, religion, sex, national origin, disability or familial status.

Governor Justice has proclaimed April 2020 as Fair Housing Month in West Virginia. The proclamation commemorates this anniversary and emphasizes the policy of the State of West Virginia to provide its citizens with equal opportunity and access to housing.

You are reminded of your responsibility to implement appropriate activities to promote fair housing during the month of April throughout the year. Enclosed is a list of examples and resources your agency may find useful in promoting fair housing.

Fair Housing Month is an opportunity to review and initiate local policies designed to affirmatively further and promote fair housing choice.

Affirmative steps may include the passage of a fair housing resolution or the issuance of a special proclamation to bring the message of fair housing to the citizens of your community, newspaper ad or public service announcement. More importantly, local zoning and policies must also reflect a commitment to fair housing.

If you need additional information, please contact Ryan Halsey, CDBG Project Manager, at (304)957-2096 or send email to Ryan.J.Halsey@wv.gov.

Sincerely,



Jennifer Ferrell
Director
Community Advancement and Development

JLF: rjh

Proclamation

by Governor Jim Justice

Whereas, equal opportunity in housing is a right guaranteed to all Americans under Title VIII of the Civil Rights Act of 1968; and

Whereas, the 52nd anniversary of the National Fair Housing Law provides an opportunity for all Americans to rededicate themselves to the principle of freedom of choice and to reacquire themselves with the rights and responsibilities that are theirs under the law; and

Whereas, implementation of the fair housing policy of West Virginia requires the positive commitment, involvement, and support of each and every one of our citizens; and

Whereas, the departments and agencies of the State of West Virginia provide leadership in an effort to make fair housing a right that can be realized by all of our citizens.

Now, Therefore, Be it Resolved that I, Jim Justice, Governor of the Great State of West Virginia, do hereby proclaim *April 2020* as:

Fair Housing Month

in the Mountain State and encourage all citizens to support the practice and policy of fair housing in their personal lives, as well as in their workday duties.

In Witness Whereof, I have hereunto set my hand and caused the Great Seal of the State of West Virginia to be affixed.

Done at the Capitol, City of Charleston, State of West Virginia, this the Ninth day of March, in the year of our Lord, Two Thousand Twenty, and in the One Hundred Fifty-Seventh year of the State.




Jim Justice
Governor

By the Governor:


Mac Warner
Secretary of State



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 2, 2020**

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

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

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

Approval of Records Management and Preservation Grant Agreement and Certification - Discussion/Action

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

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

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

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

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

STATE OF WEST VIRGINIA
Agreement between the
Department of Arts, Culture and History
For and on behalf of Archives and History
For and on behalf of the Records Management and Preservation Board
and the Jefferson County Commission

This AGREEMENT is made and entered into this the **1st day of July 2020** by and between the State of West Virginia, the Department of Arts, Culture and History, and the Records Management and Preservation Board, hereinafter referred to as WVDACH, and the County Commission, hereinafter referred to as GRANTEE.

WHEREAS, the WVDACH is expressly authorized by Article 1, Chapter 29 of the *Code* of West Virginia, One Thousand Nine Hundred Thirty-One, as amended, on behalf of the Records Management and Preservation Board, in the exercise of its lawful duties, to administer state funds appropriated through the West Virginia Legislature from the public records and preservation revenue account to be granted by the Records Management and Preservation Board to county government entities participating in the County Records Management and Preservation Grant Program, Title 100 CSR1; and

WHEREAS, the GRANTEE submitted a request for funds to support a records project under the County Records Management and Preservation Grant Program, which the Records Management and Preservation Board approved on January 6, 2020 to provide the GRANTEE, as per Number 3 of this Agreement, and/or any provisos thereto stipulated by the Records Management and Preservation Board and agreed to by the GRANTEE.

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

1. The WVDACH and the GRANTEE agree to cooperate in the implementation of the records management and preservation project referenced above and in compliance with Records Management and Preservation Board rules, regulations and policies.
2. The term of this project shall be for fiscal year **July 1, 2020 through June 30, 2021**, or through completion of the project, whichever comes first.
3. The WVDACH agrees to grant to the GRANTEE the sum of \$10,000, the county must provide a cash match of at least ten percent (10%) of all grant funds expended. The Records Management and Preservation Board award must be expended as follows:

County Clerk: \$10,000, to purchase a large format color document scanner to digitize oversize books and maps.

4. The GRANTEE certifies that it has the required cash-matching capabilities as submitted in its referenced grant application.
5. The WVDACH only agrees to transfer funds to reimburse the grantee on a quarterly basis for eligible expenditures in the referenced grant as provided in the Grant Management Packet (Invoice and supporting documentation).
6. The GRANTEE agrees to comply with all applicable federal, state and county laws, rules, regulations and policies, including but not restricted to purchasing and competitive bidding rules and procedures for purchases of equipment, services, and hiring or employing staff or contract workers, promulgated thereunder.
7. The GRANTEE hereby represents that it possesses the legal authority to contract for this Agreement, as per copy of the resolution, motion or similar action which was clearly adopted by the County Commission; and further, that it has directed and authorized the official representative to act in connection with this Agreement.
8. The GRANTEE agrees to submit quarterly Project Status Reports, Project Financial Expenditure Status Reports, supporting documentation and forms. The Final Report is due within 90 days of completion of the grant project.
9. The GRANTEE agrees to provide Government Pricing for goods and services and to maintain accurate records in accordance with generally accepted accounting principles and procedures, and to comply with requirements of the Single Audit Act of 1984 and OMB Circular A-128, in connection with referenced grant.
10. The GRANTEE agrees to obtain prior approval from the director of Archives and History, as staff to the Records Management and Preservation Board, for any amendment to the scope of work, products, budget, or reporting requirements.
11. It is the understanding of all parties to this Agreement that the WVDACH, by joining in this Agreement, does not pledge, or promise to pledge, the assets of the State of West Virginia, and does not promise to pay any part of the contract sum provided in this agreement from the monies of the Treasury of the State of West Virginia, except such monies as shall be appropriated by the West Virginia Legislature.
12. The GRANTEE shall hold and save the WVDACH and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the GRANTEE.

13. This Agreement may be terminated with the consent of both parties or by either party because of non-performance by the other. Such termination must be in writing and GRANTEE must submit a final report, on the form provided in the Grant Management Packet, documenting work performed and expenditures incurred during the term of the Agreement. GRANTEE must request grant extensions in writing to the Director on or before April 1st of the grant year. The request must demonstrate a good faith effort to conduct and make progress on the project for which the RMPB funds were made available; include a statement explaining and providing justification for failure to complete the project and provide a written schedule and explanation for completion of the project within the period of time requested, this being no later than December 31 of the calendar year the grant was to have been completed. A county which receives a grant for the forthcoming fiscal year may not request an extension on the current fiscal year's grant.

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

President of the County Commission

Date

Director, Archives and History

Date

Records Management and Preservation Board Certification

I certify that I reviewed the Agreement for the County Records Management and Preservation Grant Program. I acknowledge that the grant requirements and county obligations were explained to me, and that I was given the opportunity to ask questions, and that I understand and will comply with these requirements.

I agree to have the grant Agreement signed by the President of the County Commission, and return it to Denise Ferguson, Archives and History, The Culture Center, Building 9, 1900 Kanawha Boulevard, East, Charleston, WV 25305-0300 within five working days.

County Grant Contact: _____

Phone Number: _____

E-mail: _____

Date: _____



Jim Justice
Governor of West Virginia

March 2, 2020

RECEIVED

MAR 06 2020

County Commission
of Jefferson County, WV

The Honorable Jane Tabb, President
Jefferson County Commission
Post Office Box 208
Charles Town, West Virginia 25414

Dear President Tabb:

It is my pleasure to announce a Records Management and Preservation Board grant award of \$10,000 to provide improvements for the office of the Jefferson County Clerk. Archives and History Director Joseph N. Geiger, Jr. of the West Virginia Department of Arts, Culture and History will be in contact with you soon regarding this project, which may commence on July 1, 2020.

I am confident the funds will be put to good use to improve the management and preservation of the county's records for the benefit of its citizens. Thank you for your efforts to enhance access to the public records of Jefferson County.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim Justice".

Jim Justice
Governor

cc: Joseph N. Geiger, Jr.



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 2, 2020**

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

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

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

Emergency COVID-19 Personnel Policies - Discussion/Action

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

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

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

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

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 16, 2020, or as soon thereafter as the Commission may decide:

Jefferson County Development Authority Board - one three-year term for Citizen Representative ending April 5, 2023.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday before the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

Sandra McDonald

From: David Tabb <sssi27@yahoo.com>
Sent: Wednesday, March 18, 2020 12:47 PM
To: Sandra McDonald
Subject: Public Comment - David Tabb

Public Comment for regular Jefferson County Commission meeting

March 19, 2020

It appears the Jefferson County Commission filed for an emergency meeting on March 16, 2020 at 4:56pm. Then had the meeting less than 20 hours later. This meeting is in violation of the 48-hour requirement.

Within your improper emergency meeting you have ignored the public's input and or the majority of the people who will do the work to take care of those in need. What I haven't seen is what you are doing other than telling everyone else what they can or can't do. You have stated no county employee can volunteer for fire/police/EMTs or other positions that my expose them to the Covid-19 virus. Well, I guess I will see how that works out. What is the role of Homeland Security on this pandemic?

The 20/21 budget is on the March 19, 2020 agenda with no public input. How can you approve a budget with the Parks and Recs receiving more funding than seven fire companies (\$577,500.00); Parks and Recs (\$803,892.00). You just had an emergency meeting because of the pandemic and you don't fund the emergencies services properly and tell county employees: you can't volunteer.

You did make sure that you are going to get paid whether you did your job or not.

Now, that you are going to use teleconferencing you need to pull back on the architect review for the County Courthouse Complex because you don't need the space.

This is just like the 2014 derecho, not prepared and waiting for someone to do your job and or pay for it.

ô I object to the 20/21 budget, as written.

I object to not having public input within the County Commission meetings.

I object to improper meetings with invalid postings.

I object to the anything affiliated with the new courthouse complex.

I object to any program to receive funding that is not required and ignore the county's responsibilities for emergency service and readiness.

Have a nice day!

David Tabb