

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**SECOND QUARTERLY SESSION - APRIL - JUNE 2020**  
**THURSDAY, MAY 21, 2020**  
**6:00 P.M.**

*\*\*In compliance with the Jefferson County Commission declaration approved May 7, 2020, the public will not be admitted to the meeting room but is invited to attend via virtual meeting.*

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- March 17, 2020 - Emergency Meeting
- March 19, 2020 - Regular Meeting
- March 24, 2020 - Emergency Meeting
- April 2, 2020 - Regular Meeting
- April 7, 2020 - Emergency Meeting
- April 8, 2020 - Special Session
- April 16, 2020 - Regular Meeting
- April 21, 2020 - Special Session - Lay the Levy
- May 7, 2020 - Regular Session

**APPROVAL OF REQUISITIONS**

- May 21, 2020

**APPROVAL OF ACCOUNTS PAYABLE**

- May 14, 2020
- May 21, 2020

**APPROVAL OF MANUAL CHECKS**

- May 15, 2020
- May 22, 2020

**APPROVAL OF PAYROLL**

- May 14, 2020

## ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

## PUBLIC COMMENT (20 minutes)

- Please submit comments via email to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org). Your comments will be included in the minutes and agenda correspondence. Please remember to include your name. You may also participate in public comment during the virtual meeting.

## PRESENTATIONS

1. 6:20 p.m. Angie Banks, Assessor
  - Certificate of Oaths for the Real Estate and Personal Property Books - Discussion/Action
2. 6:30 p.m. Elizabeth Wheeler, Director - Jefferson County Farmland Protection Board
  - Approval of purchase of two Agricultural Conservation Easements - Discussion/Action
3. 6:40 p.m. Michelle Gordon, Finance Director
  - Review and Approval of FY2020 State Budget Revision 4 for the Coal Severance Fund - Discussion/Action
  - Review and Approval of FY2020 Internal Budget Revisions 3, 4 and 5 for the General County Fund - Discussion/Action
  - Review and Approval of FY2020 State Budget Revisions 4 and 5 for the General County Fund - Discussion/Action
  - Review of FY21 Revenue Projections - Discussion/Action
4. 7:00 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
- Review and report on aspects of county policies and local government/component/agency/department involvement based on the C-19 - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #20-C-20 - Discussion/Action

5. 7:15 p.m. Nikki Painter, County Clerk/Elections
  - Polling Place Location Change for 2020 Primary and Election Night Reporting Procedures - Discussion/Action
  
6. 7:30 p.m. Pete Dougherty, Sheriff
  - Request to approve a Court Security Grant to upgrade the camera and add Americans with Disability Act compliant metal detectors. In light of current and future budget concerns the grant application is being requested without a county cash match - Discussion/Action
  - Request to approve a promotion of two deputies to the rank of Corporal (this effectively will fill the existing vacancies that are approved by the Jefferson County Civil Service Commission - Discussion/Action

#### **COUNTY ADMINISTRATOR REPORTS**

- County Guidelines for Public Access to building during COVID-19 - Discussion/Action
- 100,000 block grant for COVID-19 expenditures - Discussion/Action
- Revision for Policy 216A - Discussion/Action
- Discuss Jefferson County Declaration and related issues - Discussion/Action
- CARES Act funding - expenses for COVID-19 and how to distribute - Discussion/Action

#### **COUNTY COMMISSION REPORTS**

#### **7. ADJOURN**

#### **CORRESPONDENCE/INFORMATION**

Impact Fee Status Report for April 2020 received.

*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.*



## **SPECIAL SESSION**

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

At an Emergency Meeting of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Tuesday, March 17, 2020 beginning at 1:30 o'clock p.m.

**PRESENT:** Jane Tabb, President  
Josh Compton, Commissioner  
Caleb Hudson, Commissioner  
Ralph Lorenzetti, Vice President  
Patricia Noland, Commissioner  
Stephanie Grove, County Administrator  
Sandy McDonald, Deputy County Administrator  
Nathan Cochran, Assistant Prosecuting Attorney  
Pete Dougherty, Sheriff

**In re: Discussion regarding County Policies in response to the COVID-19 and related issues:**

The meeting was called to order by President Tabb and Commissioner Noland led the Pledge of Allegiance.

Stephanie Grove, County Administrator discussed the reduction of courthouse and county office hours and/or closure of the same, limit public access to County buildings and discussed the Jefferson County Policy Declaration. After discussion, motion by Commissioner Lorenzetti, seconded by Commissioner Tabb as amended, to approve the Jefferson County Policy Declaration. Motion passed unanimously.

Steve Allen, Director of Jefferson County Homeland Security and Emergency Management made comments regarding closure of buildings and recommendation from the State Homeland Security and Emergency Management that it is up to local counties to make their own decisions and develop policies.

There being no further business, the special session was adjourned at 2:47 pm.

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**Jane M. Tabb, President**

Respectively Submitted:  
Sandy S. McDonald  
Deputy County Administrator



## **Minutes**

### **Jefferson County Commission**

**Thursday, March 19, 2020**

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A meeting of the Jefferson County Commission was held on Thursday, March 19, 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 Ralph Lorenzetti and Jane Tabb. Also present were Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator; and Bailiff. Commissioners Josh Compton, Caleb Hudson, and Patricia Noland participated via telephone. (The archived meeting of the Thursday, March 19, 2020 meeting is available on the Jefferson County Commission website.)

Commission President Tabb commented that 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 by is invited to attend via webcast.

#### **PLEDGE OF ALLEGIANCE**

Commissioner Lorenzetti led the Pledge of Allegiance.

#### **APPROVAL OF REQUISITIONS**

**Motion by Mr. Compton to approve the Requisition for March 19, 2020 in the amount of \$147,380.00 to include requisition no 20038. Motion seconded and unanimously approved.**

#### **PUBLIC COMMENT**

Public comment was received by David Tabb by email. Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

#### **NEW BUSINESS**

1. Michelle Gordon, Finance Director - Approval of FY2021 Budget

- **Motion by Mr. Compton to approve the FY2021 Budget as presented. Motion seconded and unanimously approved.**
2. USDA updates crop yields based on farming history – Required to be signed by landowner not the producer. Commissioner Tabb recused herself due to a conflict of interest.
- **Motion by Mr. Compton to approve the USDA updates crop yields based on farming history document and to authorize Vice President Commissioner Lorenzetti to affix his signature to the document. Motion seconded and unanimously approved.**

### **PRESENTATIONS**

3. Matt Harvey, Prosecuting Attorney – Approval of new-hire, Kristina Shipley – part-time Victim Advocate position.
- **Motion by Mr. Compton to approve Kristina Shipley, part-time Victim Advocate position. Motion seconded and unanimously approved.**
4. Matt Harvey, Prosecuting Attorney – Approval of 2020-2021 VOCA Grant Application
- **Motion by Ms. Noland to approve the 2020-2021 VOCA Grant Application as presented. Motion seconded and unanimously approved.**
5. Elizabeth Wheeler, Director of the Jefferson County Farmland Protection Board – Approval of purchase of one Agricultural Conservation Easement.
- **Motion by Ms. Tabb to approve the purchase by the Jefferson County Farmland Protection Board for the Jefferson County Farmland Protection Program conservation easement on the property in Jefferson County owned by T. L. Magaha and Sons, Inc. (Property LLL). Motion seconded and unanimously approved.**
6. Jeffrey Polczynski, ENP-Director of Communications – Appointment Requests – Five full-time Public Safety Dispatchers.

- **Motion by Ms. Tabb to approve the appointment of the five public safety dispatchers as presented. Motion seconded and unanimously approved.**

7. Discussion and update regarding COVID-19 and related issues.

- **Motion by Ms. Tabb to authorize staff to send a letter to the WVDEP to reschedule the gas pipeline extension (permit no. WVR311281) and hold the public hearing in Jefferson County. Motion seconded and unanimously approved.**

8. The Commission adjourned at 7:10 pm on a motion by Ms. Tabb. Motion was seconded and unanimously approved.

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Jane M. Tabb, PRESIDENT

Respectfully submitted  
Sandy S. McDonald  
Deputy County Administrator



## **SPECIAL SESSION**

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

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Tuesday, March 24, 2020 beginning at 1:30 o'clock p.m.

**PRESENT:** Jane Tabb, President  
Josh Compton, Commissioner - By Phone  
Caleb Hudson, Commissioner - By Phone  
Ralph Lorenzetti, Vice President  
Patricia Noland, Commissioner - by Phone  
Stephanie Grove, County Administrator  
Sandy McDonald, Deputy County Administrator  
Nathan Cochran, Assistant Prosecuting Attorney  
Michelle Gordon, Finance Director  
Dawn Weimer, Administrative Assistant

**In re: Discuss County policies in response to the COVID-19, Governor Justice's Executive Order No. 9-20, the Federal Emergency Paid Sick Leave Act, and related issues:**

The meeting was called to order by President Tabb.

Stephanie Grove, County Administrator discussed the County policies in response to the COVID-19, Governor Justice's Executive order No. 9-20, the Federal Emergency Paid Sick Leave Act. Michelle Gordon, Finance Director gave a brief financial report. Motion by Ms. Tabb to extend the first Jefferson County Emergency Policy Declaration that was enacted on March 17, 2020 to April 3, 2020 at 11:59 p.m.. Motion passed unanimously.

There being no further business, the special session was adjourned at 3:02 pm.

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**Jane M. Tabb, President**

Respectively Submitted:  
Sandy S. McDonald  
Deputy County Administrator



## **Minutes**

### **Jefferson County Commission**

**Thursday, April 2, 2020**

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A meeting of the Jefferson County Commission was held on Thursday, April, 2020 during the second 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 (via phone) and Jane Tabb. Also present were Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator and Jim Eddy, Bailiff. (An audio tape of the Thursday, April 2, 2020 meeting is available through the Jefferson County Commission Office.)

#### **PLEDGE OF ALLEGIANCE**

Commissioner Compton led the Pledge of Allegiance.

#### **DISCUSSION AND UPDATE REGARDING COVID-19 AND RELATED ISSUES**

#### **APPROVAL OF MINUTES**

**Motion by Mr. Compton to approve the March 5, 2020 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.**

#### **APPROVAL OF REQUISITIONS**

**Motion by Mr. Compton to approve the Requisitions for April 2, 2020 in the amount of \$10,539.48 to include Requisition No. 20040. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

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
<b>TOTAL</b>		<b>\$ 350,090.01</b>

**Motion by Mr. Compton to approve the Accounts Payable for March 12, 2020 in the amount of 350,090.01. Motion seconded and unanimously approved.**

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		COMPROLLER 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
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
<b>TOTAL</b>				<b>\$ 277,160.19</b>

**Motion by Mr. Compton to approve the Accounts Payable for March 19, 2020 in the amount of \$277,160.19. Motion seconded and unanimously approved.**

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
<b>TOTAL</b>				<b>\$ 38,492.65</b>

**Motion by Mr. Compton to approve the Accounts Payable for March 26, 2020 in the amount of \$38,492.65. Motion seconded and unanimously approved.**

CHECK #		VENDOR NAME		AMOUNT
83081		AGENCY 360		\$ 2,197.00
83082		AHA-ARTS & HUMANITIES ALLIANCE		\$ 735.70
83083		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU		\$ 3,213.06
83084		ATLANTIC OCCUPSYCH, INC.		\$ 590.00
83085		BOLIVAR / HARPERS FERRY PUBLIC LIBRARY		\$ 20,625.00
83086		BUREAU OF CHILD SUPPORT		\$ 298.16
83087		CACH LLC		\$ 283.64
83088		CAPITAL LIGHTING & SUPPLIES, LLC		\$ 1,360.46
83089		CASTO & HARRIS INC		\$ 409.10
83090		CHOICE STAFFING INC		\$ 268.00
83091		COLONIAL LIFE		\$ 163.20
83092		DELTA DENTAL OF WV		\$ 13,190.49
83093		EASTERN PANHANDLE INVESTIGATIONS		\$ 550.00
83094		ECOWATER		\$ 125.00
83095		EFTPS IRS TAXES		\$ 95,603.31

83096		EMPOWER RETIREMENT		\$	2,630.00
83097		EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY		\$	5,000.00
83098		G & TRIPLE T LLC		\$	1,147.00
83099		P/R DEDUCTIONS		\$	3,250.00
83100		GUTTMAN OIL CO		\$	2,147.40
83101		HIGHMARK WV		\$	198,813.20
83102		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		\$	1,089.38
83103		JEFFERSON CO EMERGENCY SERVICES AGENCY		\$	557,836.75
83104		JEFFERSON CO CONVENTION AND VISITORS BUREAU		\$	18,392.44
83105		JEFFERSON CO CONVENTION AND VISITORS BUREAU		\$	7,500.00
83106		JEFFERSON COUNTY DEVELOPMENT AUTHORITY		\$	26,500.00
83107		JEFF CO PARKS & RECREATION COMMISSION		\$	77,512.36
83108		JEFFERSON DAY REPORT CENTER		\$	37,502.50
83109		JEFFERSON SECURITY BANK		\$	4,940.00
83110		JEFFERSON RENTAL		\$	282.66
83111		JOSEPH MURPHY		\$	15.96
83112		LANGUAGE LINE SERVICES		\$	42.90
83113		P/R DEDUCTIONS		\$	183.50
83114		LTBP DRYWALL		\$	3,520.00
83115		MILLENIUM INSURANCE GROUP		\$	900.00
83116		NATIONAL VISION ADMIN.		\$	1,827.52
83117		P/R DEDUCTIONS		\$	1,916.29
83118		NATIONWIDE RETIREMENT SOLUTIONS		\$	849.00
83119		OLD CHARLES TOWN LIBRARY		\$	22,125.00
83120		PANHANDLE PRINTING & DESIGN		\$	10,539.48
83121		PRIORITY DISPATCH		\$	8,625.00
83122		PSTC 911 CARES-PUBLIC SAFETY TRAINING CONSULTANTS		\$	1,933.00
83123		R.E. MICHEL CO. LLC		\$	61.72
83124		P/R DEDUCTIONS		\$	519.49
83125		SHEPHERDSTOWN PUB LIBRARY		\$	20,625.00
83126		SHERWIN-WILLIAMS		\$	510.54
83127		SOUTH JEFFERSON PUBLIC LIBRARY		\$	20,625.00
83128		TYLER TECHNOLOGIES		\$	1,275.00
83129		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$	16,064.00
83130		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$	44,960.40
83131		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$	500.00
83132		WVU WEST VIRGINIA UNIVERSITY		\$	3,700.00
83133		CENTRAL ATLANTIC LEGAL		\$	1,200.00
<b>TOTAL</b>				<b>\$</b>	<b>1,246,674.61</b>

**Motion by Mr. Lorenzetti to approve the Accounts Payable for April 2, 2020 in the amount of \$1,246,674.61. Motion seconded and unanimously approved. Please note Commissioner Noland abstained from voting on the Accounts Payable for April 2 as she attended the meeting via phone and was not present to review the April 2, 2020 Accounts Payable.**

**APPROVAL OF MANUAL CHECKS**

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
<b>TOTAL</b>				<b>\$ 179,133.89</b>

**Motion by Mr. Compton to approve the Manual Checks for March 13, 2020 in the amount of \$179,133.89. Motion seconded and unanimously approved.**

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
<b>TOTAL</b>				<b>\$ 4,414.40</b>

**Motion by Ms. Tabb to approve the Manual Checks for March 20, 2020 in the amount of \$4,414.40. Motion seconded and unanimously approved.**

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
<b>TOTAL</b>				<b>\$ 180,848.87</b>

**Motion by Mr. Compton to approve the Manual Checks for March 27, 2020 in the amount of \$180,848.87. Motion seconded and unanimously approved.**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
502	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 400.00
503	CS/2	JEFF CO COMMUNITY MINISTRIES		\$ 2,500.00
691	HD/8	FIFTH THIRD BANK		\$ 207.37
783	AV/56	MILLER'S SUPPLIES		\$ 92.31
784	AV/56	MONROE		\$ 1,435.00
1746	CO/246	STEPHENS AUTO CENTER		\$ 147,380.00
<b>TOTAL</b>				<b>\$ 152,014.68</b>

**Motion by Mr. Compton to approve the Manual Checks for April 3, 2020 in the amount of \$152,014.68. Motion seconded and unanimously approved. Please note Commissioner Noland abstained from voting on the Manual Checks for April 3, 2020 as she attended the meeting via phone and was not present to review the April 3, 2020 Manual Checks.**

### **APPROVAL OF PAYROLL**

**Motion by Ms. Tabb to approve the Payroll for March 5, 2020 in the amount of \$275,205.07. Motion seconded and unanimously approved.**

**Motion by Mr. Compton to approve the Manual Checks for March 19, 2020 in the amount of \$266,322.15. Motion seconded and unanimously approved.**

### **PUBLIC COMMENT**

Public comment was submitted via email by the following individual: David Tabb

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

## **PRESENTATIONS**

1. Stephen S. Allen, Director, Jefferson County Homeland Security and Emergency Management
  - a. Requested the approval of the 2018 EMPG application and request for payment.
- **Motion by Ms. Tabb to approve the 2018 EMPG grant application and associated request for payment, as presented. Motion seconded and unanimously approved.**
  - b. Update regarding COVID-19 planning efforts
2. Nikki Painter, County Clerk's Office – Elections – provided the Commission and the audience with an update regarding the 2020 Primary Election
  - Ms. Painter stated that, per the Secretary of State's Office, the 2020 Primary Election would be postponed until the June 9, 2020 and stated absentee applications would be mailed to registered voters in order for county residents to be able to vote via US mail if they so choose.
3. Steven Holz and Benjamin Williams, Jefferson County Deputy Sheriff's Association – provided the Commission with a discussion regarding the deputy pay scale and retention concerns.
  - No action was requested or taken on this item.
4. The Commission recessed for break at 11:00 am.  
The Commission reconvened at 11:15 am.
5. Interviews/Appointments to the following:
  - Jefferson County Water Advisory Committee
  - **Motion by Ms. Tabb to reappoint Mary Sell to the Jefferson County Water Advisory Committee for one three-year term ending January 31, 2023. Motion seconded and unanimously approved.**
  - Property Safety Enforcement Agency Board

- **Motion by Mr. Compton to reappoint Sharon Wilt to the Jefferson County Property Safety Enforcement Agency Board for a two-year term ending February 8, 2022. Motion seconded and unanimously approved.**
  - Eastern Panhandle Transit Authority
  - **Motion by Ms. Tabb to appoint Keryl Rustin to the Eastern Panhandle Transit Authority for a three-year term ending January 31, 2023. Motion seconded and unanimously approved.**
  - **Motion by Mr. Compton to reappoint Jennie Brockman to the Eastern Panhandle Transit Authority for a three-year term ending January 31, 2023. Motion seconded and unanimously approved.**
6. Stacie Rohn, Boys & Girls Club of the Eastern Panhandle – provided the Commission and the audience with an update on the activities of the Boys & Girls Club.
  7. Doug Estepp, West Virginia Mine Wars Museum, Coal County Tours – requested the donation or loan of the old jail cells that were removed from the Old Jefferson County Jail during restoration.
    - It was the consensus of the Commission to delay action on this item pending further research and discussion with the Jefferson County Historic Landmarks Commission.
  8. Christina M. Vogt, Eastern Panhandle NOW – requested the support of a Proclamation to declare March 2020 as West Virginia Women in History Month.
    - **Motion by Ms. Tabb to approve the Proclamation declaring March 2020 as West Virginia Women in History Month. Motion seconded and unanimously approved.**
  9. Jeffrey Polczynski, ENP, Director of Jefferson County Emergency Communications – requested the approval of a Resolution to declare 9-1-1 Public Safety Dispatchers as First Responders.
    - **Motion by Ms. Tabb to approve the Resolution as presented that recognizes the Public Safety Telecommunicators who staff and work at the Jefferson County Emergency Communications Center as “first responders.” Motion seconded and unanimously approved.**
  10. Christine Wimer, Citizen – made the Commission aware of the The Sunshine Petition, which is a petition to decrease the corporate limits of Ranson (initially annexed by the City of Ranson via pipe stem annexation) and return it to the County.

- It was the consensus of the Commission to defer discussion/action of this petition pending further legal review.

11. 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 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 Jefferson County Circuit Court Civil Action #19-AA-1
  - Discussion of Jefferson County Circuit Court Civil Action #17-C-174
  - Discussion of Jefferson County Circuit Court Civil Action #20-C-26
  - 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.
- Mr. Cochran indicated he had no substantial updates on the items listed above and asked to defer discussion on these matters to a later date due to time constraints.

## NEW BUSINESS

12. Proclamation to declare April as Fair Housing Month

- **Motion by Ms. Tabb to approve the Proclamation to declare April as Fair Housing Month. Motion seconded and unanimously approved.**

13. Approval of Records Management and Preservation Grant Agreement and Certification

- **Motion by Mr. Lorenzetti to approve the Records Management and Preservation Grant Agreement and Certification for a large format scanner/printer to digitize large, older record books in the Clerk's Office. Motion seconded and unanimously approved.**

## COUNTY ADMINISTRATOR REPORTS

- Emergency COVID-19 Personnel Policies
- **Motion by Mr. Compton to enter into Executive Session to discuss legal ramifications and liability regarding COVID-19 Personnel Policies. 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 delay implementation of the ZMM Contract for a Courthouse Complex study. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to approve the amended FMLA Leave Expansion and Emergency Paid Sick Leave Policy to allow employees eligible for expanded FMLA to choose whether to supplement their existing leave to receive full pay and remove the paid administrative leave section and revise that section to continue to allow employees to use COVID-19 paid administrative leave until the Commission can determine how administrative leave would be used in conjunction with the Emergency Paid Sick Leave Act. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to extend the first County Commission Emergency Declaration in Relation to COVID-19 be extended through 11:59 pm on April 30, 2020. Motion seconded and unanimously approved.**

14. The Commission adjourned on a motion by Mr. Hudson. Motion was seconded and unanimously approved.

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Jane Tabb, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant



**SPECIAL SESSION**

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

At an Emergency Meeting of the County Commission of said County and State continued and was held as a virtual meeting on Tuesday, April 7, 2020 beginning at 3:00 o'clock p.m.

**PRESENT FOR VIRTUAL MEETING:**

Jane Tabb, President  
Josh Compton, Commissioner  
Caleb Hudson, Commissioner  
Ralph Lorenzetti, Vice President  
Patricia Noland, Commissioner  
Stephanie Grove, County Administrator  
Sandy McDonald, Deputy County Administrator  
Nathan Cochran, Assistant Prosecuting Attorney  
Michelle Gordon, Finance Director  
Matt Harvey, Prosecuting Attorney  
Pete Dougherty, Sheriff  
Patricia Rucker, WV Senator

In re: Discuss the Jefferson County Health Department Shelter in Place Order issued in response to Executive Order 20-20.

The meeting was called to order by President Tabb.

Nathan Cochran, Assistant Prosecuting Attorney discussed the clarification needed from the Governor's office regarding golf courses in Jefferson County. Motion by Mr. Compton to ask the Governor for clarification on the initial order and ask what businesses are essential and who stays open. The motion failed due to no second.

Motion by Mr. Lorenzetti to ask the Jefferson County Health Department to contact the Governor and ask what businesses are essential via email or in writing. Motion seconded and passed unanimously.

Rachael Douglas made public comment.

There being no further business, the Emergency Meeting was adjourned.

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**Jane M. Tabb, President**

Respectively Submitted:  
Sandy S. McDonald  
Deputy County Administrator



**SPECIAL SESSION**

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

At an Special Meeting of the County Commission on Wednesday, April 8, 2020 beginning at 1:30 o'clock p.m.

**PRESENT:** Jane Tabb, President  
Josh Compton, Commissioner  
Caleb Hudson, Commissioner  
Ralph Lorenzetti, Vice President  
Patricia Noland, Commissioner  
Stephanie Grove, County Administrator  
Sandy McDonald, Deputy County Administrator  
Nathan Cochran, Assistant Prosecuting Attorney  
Michelle Gordon, Finance Director  
Dawn Weimer, Administrative Assistant

**In re: Discuss County policies in response to the COVID-19, consideration of hazard pay, and related issues:**

The meeting was called to order by President Tabb.

Stephanie Grove, County Administrator discussed the County policies in response to the COVID-19, regarding Hero/Hazard Pay. Motion Ms. Noland to authorize the County Administrator to contact Boards, Commissions, and Agencies to continue to meet and conduct business via teleconference. Motion was seconded and passed unanimously.

Michelle Gordon, Finance Director gave a brief financial report.

There being no further business, motion by Ms. Noland to adjourn. Motion was seconded and the meeting was adjourned at 2:28 pm.

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**Jane M. Tabb, President**

Respectively Submitted:  
Sandy S. McDonald  
Deputy County Administrator



## Minutes

### Jefferson County Commission

Thursday, April 16, 2020

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A meeting of the Jefferson County Commission was held on Thursday, April 16, 2020 during the second quarterly session at 6:00 p.m. The meeting was held via GoToWebinar. Present were Commissioners Ralph Lorenzetti and Jane Tabb. Also present were Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator; and Bailiff. Commissioners Josh Compton, Caleb Hudson, and Patricia Noland participated via telephone. (The archived meeting of the Thursday, April 16, 2020 meeting is available on the Jefferson County Commission website.)

Commission President Tabb commented that 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.

#### **PLEDGE OF ALLEGIANCE**

Commissioner Lorenzetti led the Pledge of Allegiance.

#### **APPROVAL OF ACCOUNTS PAYABLE**

CHECK #	VENDOR NAME	AMOUNT
83134	P/R DEDUCTIONS	\$ 1,034.36
83135	AT&T	\$ 68.55
83136	BOLAND TRANE SERVICES INC	\$ 4,434.92
83137	EASTERN PANHANDLE INVESTIGATIONS	\$ 1,025.00
83138	ESRI	\$ 14,700.00
83139	ESS ELECTION SYSTEMS & SOFTWARE	\$ 4,704.00
83140	FIFTH THIRD BANK	\$ 95,358.78
83141	FRANKLIN & PROKOPIK P.C.	\$ 112.50
83142	GUTTMAN OIL CO	\$ 1,393.43
83143	JACKIE SMITH, COURT REPORTER	\$ 114.75

83144		P/R DEDUCTIONS		\$ 165.39
83145		P/R DEDUCTIONS		\$ 410.79
83146		MARY K. HURLEY		\$ 46.20
83147		MILLERS SUPPLIES AT WORK		\$ 190.00
83148		MONTE CONNER		\$ 16.37
83149		RETIREE HEALTH BENEFIT TRUST		\$ 8,646.00
83150		VERIZON WIRELESS SERVICES LLC		\$ 50.00
83151		P/R DEDUCTIONS		\$ 1,590.05
83152		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 59,781.75
83153		XEROX CORPORATION		\$ 1,044.82
<b>TOTAL</b>				<b>\$ 194,887.66</b>

**Motion by Ms. Tabb to approve the Accounts Payable for April 9, 2020 in the amount of \$194,887.66. Motion seconded and unanimously approved.**

CHECK #		VENDOR NAME		AMOUNT
83155		BOLAND TRANE SERVICES INC		\$ 705.00
83156		BUREAU OF CHILD SUPPORT		\$ 298.16
83157		CACH LLC		\$ 283.64
83158		COAST TO COAST COMPUTER PRODUCTS		\$ 3,094.80
83159		EFTPS IRS TAXES		\$ 91,185.27
83160		EMPOWER RETIREMENT		\$ 2,630.00
83161		ESI ELECTRONIC SYSTEMS INC		\$ 715.41
83162		FIDELITY POWER SYSTEMS		\$ 1,580.75
83163		GUTTMAN OIL CO		\$ 2,797.59
83164		J.C. EHRLICH		\$ 721.00
83165		JEFFERSON SECURITY BANK		\$ 4,900.00
83166		KONE INC.		\$ 1,809.75
83167		NATIONWIDE RETIREMENT SOLUTIONS		\$ 849.00
83168		P/R DEDUCTIONS		\$ 1,201.06
83169		RICE TIRES CO		\$ 522.96
83170		SOFTWARE SYSTEMS INC		\$ 1,585.50
83171		TEK ADVISORS LLC		\$ 4,200.00
83172		THE HARTFORD		\$ 2,400.30
83173		THE HARTFORD		\$ 3,869.32
83174		WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.		\$ 1,948.17
83175		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 14,385.11
83176		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 45,023.40

83177		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 500.00
83178		XEROX CORPORATION	\$ 2,334.50
83179		GENERAL COUNTY-004	\$ 23,746.60
<b>TOTAL</b>			<b>\$ 213,287.29</b>

**Motion by Mr. Compton to approve the Accounts Payable for April 16, 2020 in the amount of \$213,287.29. Motion seconded and unanimously approved.**

### APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
692	HD/8	ATTENTI		\$ 4,896.00
693	HD/8	CDA		\$ 372.00
694	HD/8	REDWOOD TOXICOLOGY		\$ 272.00
324	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 63,254.45
785	AV/56	COMMERCIAL PRESS		\$ 580.00
786	AV/56	FIFTH THIRD BANK		\$ 2,612.48
787	AV/56	MILLERS SUPPLIES AT WORK		\$ 28.88
788	AV/56	MILLERS SUPPLIES AT WORK		\$ 909.00
789	AV/56	MR PRINT		\$ 1,617.32
790	AV/56	SEGRA		\$ 594.00
1229	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 261,352.75
1230	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 4,738.83
1231	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 20,249.83
1232	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 2,210.83
<b>TOTAL</b>				<b>\$ 363,688.37</b>

**Motion by Ms. Noland to approve the Manual Checks for April 10, 2020 in the amount of \$363,688.37. Motion seconded and unanimously approved.**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
791	AV/56	GLOBAL SCIENCE & TECH		\$ 298.96

792	AV/56	MONROE	\$ 288.00
793	AV/56	XEROX CORP	\$ 17.00
<b>TOTAL</b>			<b>\$ 603.96</b>

**Motion by Mr. Compton to approve the Manual Checks for April 17, 2020 in the amount of \$603.96. Motion seconded and unanimously approved.**

**APPROVAL OF REQUISITIONS**

**Motion by Mr. Compton to approve the Requisition for March 19, 2020 in the amount of \$147,380.00 to include requisition no 20038. Motion seconded and unanimously approved.**

**PUBLIC COMMENT**

Public comment was received by David Tabb by email.

Catherine Joswick made public comment.

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

**PRESENTATIONS**

1. Lynn Fields, Probate Office – Quarterly Review.

- **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to approve the Quarterly Estates that have been closed. Motion seconded and unanimously approved.**
- **No action was taken on the Petition to Remove Ahkenaton Bonaparte as administrator from the estate of Kriesta Watson, deceased and appoint Sheriff Pete Dougherty.**

2. Michelle Gordon, Finance Director.

- **Motion by Ms. Tabb to accept the FY21 risk and worker' compensation plan renewal from WVCorp Risk Pool. Motion seconded and unanimously approved.**

- **Motion by Ms. Tabb to accept Highmark of West Virginia health insurance renewal. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to accept the 2 year dental plan renewal from Delta Dental. Motion seconded and unanimously approved.**
3. Mary Sell, Jefferson County Water Advisory Committee – USGS Groundwater Quality Assessment of Jefferson County, WV, Preliminary Scope of Work and Budget Proposal.
- **Motion by Ms. Tabb support the initiative to have the Groundwater Quality Study done. Motion seconded and unanimously approved.**
4. Interviews and Appointments to the following:
- The following individuals were interviewed for the Jefferson County Planning Commission – three 3-year terms ending March 31, 2023: Chris Garcia, Amy Lindsay, Ray Bruning, Bob Aitcheson, Doug Rockwell, and Ron Thomas.
  - The following individuals were nominated: Donnie Fisher (Noland), Ron Thomas (Noland), Ray Bruning (Noland), Chris Garcia (Tabb), Doug Rockwell (Tabb), Amy Lindsay (Lorenzetti), Chris Garcia (Lorenzetti), and Ray Bruning (Lorenzetti).
- **Motion by Ms. Noland to close nominations. Motion seconded and passed unanimously.**
  - **Donnie Fisher (4 votes), Ron Thomas (4 votes), and Ray Bruning (3 votes) were reappointed to the Jefferson County Planning Commission for a 3 year term ending March 31, 2023.**

Interviews and Appointments to the following:

- The following individuals were interviewed for Jefferson County Development Authority one 3-year term ending April 5, 2023: Darah Kehnemuyl, Tim Ross, and Lorena Chambers.
- The following individuals were nominated: Lorena Chambers (Tabb), Tim Ross (Lorenzetti), and Darah Kehnemuyl (Compton). Darah Kehnemuyl was appointed with 3 votes.

**NEW BUSINESS**

Revise 2020 Holiday Schedule

- **Motion by Ms. Noland to the revised 2020 Holiday Schedule. Motion was seconded and passed unanimously.**

5. Stephanie Grove, County Administrator reports:

Review of COVID-19 related Policies

Letter to Governor concerning reimbursement of COVID-19 expenditures/losses

Discussion of \$100,000 grant for hero pay

6. Nathan Cochran, Assistant Prosecuting Attorney

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.
9. Review and report on aspects of county policies and local government/component/agency/department involvement based on C-19 crisis – Discussion/Action.

- **Motion by Ms. Tabb to enter into Executive Session to receive legal counsel concerning issues among dispatchers and regulations regarding 64 CSR. Motion was seconded and passed unanimously.**
- **Motion by Ms. Tabb to come out of Executive Session. Motion was seconded and passed unanimously.**
- **Motion by Ms. Tabb to direct Nathan Cochran to contact all first responder departments to make them aware of HIPAA regulations. Motion was seconded and passed unanimously.**

- **Motion by Ms. Tabb to authorize staff to send a letter to the WVDEP to reschedule the gas pipeline extension (permit no. WVR311281) and hold the public hearing in Jefferson County. Motion seconded and unanimously approved.**
7. The Commission adjourned at 10:17 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

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Jane M. Tabb, PRESIDENT

Respectfully submitted  
Sandy S. McDonald  
Deputy County Administrator



**SPECIAL SESSION TO LAY THE LEVY**

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

At a Special Session of the County Commission of said County and State continued and held on Tuesday, April 21, 2020, beginning at 9:30 o'clock a.m.

**PRESENT:** Jane Tabb, President  
Ralph Lorenzetti, Vice President  
Josh Compton, Commissioner  
Caleb Hudson, Commissioner  
Patricia Noland, Commissioner  
Stephanie Grove, County Administrator  
Sandy McDonald, Deputy County Administrator  
Michelle Gordon, Finance Director

**In re: LEVY ORDER AND LEVY RATES APPROVED FOR FISCAL YEAR 2020-2021**

The meeting was called to order at 9:30 a.m. by President Tabb.

The purpose of the meeting was to Lay the Levy for FY2020 - FY2021.

Public comment was received from David Tabb via email.

**Motion by Ms. Noland to approve the Levy rates for property taxation beginning July 1, 2020 as reflected in the Levy Order Rate Sheet and authorize the County Clerk to sign the Levy Order Rate Sheet as presented and forward the proper documents to the State Auditor's Office. Motion seconded and unanimously approved.**

**AUTHORIZED RATES**

Fourteen and thirty hundredths cents	(14.30) Class I Property
Twenty-eight and sixty hundredths cents	(28.60) Class II Property
Fifty-seven and twenty hundredths cents	(57.20) Class III and Class IV Property

There being no further business, motion by Ms. Noland to adjourn the Special Session to Lay the Levy. Motion seconded and passed unanimously.

Upon rising, the Commission adjourned until the regular meeting on Tuesday, April 21, 2020 at 9:41 a.m.

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Jane M. Tabb, PRESIDENT

Respectively Submitted:  
Sandy S. McDonald  
Deputy County Administrator



## Minutes

### Jefferson County Commission

Thursday, May 7, 2020

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A meeting of the Jefferson County Commission was held on Thursday, May 7, 2020 during the second quarterly session held virtually on GoTo Webinar per social distancing guidelines established to discourage the community spread of COVID-19. Present were Commissioners Josh Compton, Caleb Hudson, Ralph Lorenzetti, Patricia Noland and Jane Tabb. Also present were Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator, and Jessica Carroll, Executive Administrative Assistant.

#### PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

#### APPROVAL OF ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
83180	US POSTAL SERVICE	\$ 20,000.00

**Motion by Ms. Noland to approve the Accounts Payable for April 24, 2020, in the amount of \$20,000.00. Motion seconded and unanimously approved.**

CHECK #	VENDOR NAME	AMOUNT
83182	AHA-ARTS & HUMANITIES ALLIANCE	\$ 180.46
83183	AMERIFLEX	\$ 121.60
83184	BUREAU OF CHILD SUPPORT	\$ 248.31
83185	CACH LLC	\$ 282.59
83186	CASTO & HARRIS INC	\$ 1,341.54
83187	COMPTROLLER OF MARYLAND	\$ 1,701.19
83188	DR. ROBERT E JONES III	\$ 1,000.00
83189	EFTPS IRS TAXES	\$ 100,230.91
83190	EMPOWER RETIREMENT	\$ 2,630.00
83191	ESS ELECTION SYSTEMS & SOFTWARE	\$ 1,912.50

83192		FEDEX		\$ 334.43
83193		FIDELITY POWER SYSTEMS		\$ 4,059.75
83194		GUTTMAN OIL CO		\$ 1,515.91
83195		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		\$ 267.22
83196		JEFFERSON CO CONVENTION AND VISITORS BUREAU		\$ 4,511.59
83197		JEFF CO PARKS & RECREATION COMMISSION		\$ 4,063.90
83198		JEFFERSON SECURITY BANK		\$ 4,900.00
83199		P/R DEDUCTION		\$ 832.67
83200		LANGUAGE LINE SERVICES		\$ 186.37
83201		P/R DEDUCTION		\$ 431.48
83202		P/R DEDUCTION		\$ 1,916.85
83203		MILLERS SUPPLIES AT WORK		\$ 53.26
83204		NETMOTION		\$ 533.54
83205		NATIONWIDE RETIREMENT SOLUTIONS		\$ 849.00
83206		JEFFERSON CO DEMOCRATIC ASSOC		\$ 50.00
83207		SENCOMMUNICATIONS LLC		\$ 400.00
83208		TOWN OF BOLIVAR		\$ 71.15
83209		WV ASSOCIATION OF CIRCUIT CLERK		\$ 100.00
83210		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 16,305.30
83211		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 45,864.17
83212		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 500.00
83213		WV STATE TAX DEPARTMENT		\$ 51,430.12
83214		XEROX FINANCIAL SERVICES		\$ 249.81
83215		JEFFERSON DAY REPORT		\$ 1,532.30
<b>TOTAL</b>				<b>\$ 250,607.92</b>

**Motion by Ms. Noland to approve the Accounts Payable for April 30, 2020 in the amount of 250,607.92. Motion seconded and unanimously approved.**

CHECK #		VENDOR NAME		AMOUNT
83216		84 LUMBER		\$ 492.84
83217		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU		\$ 4,819.59
83218		COLONIAL LIFE		\$ 244.80
83219		DS SERVICES STANDARD		\$ 716.56
83220		DS SERVICES STANDARD		\$ 48.86
83221		DEBRA A YOUNG		\$ 653.72
83222		DELTA DENTAL OF WV		\$ 6,572.10
83223		FIFTH THIRD BANK		\$ 93,081.39
83224		GUTTMAN OIL CO		\$ 1,591.42

83225		HIGHMARK WV		\$ 200,079.54
83226		IPC TECHNOLOGIES INC.		\$ 7,205.00
83227		JAMES P HAYDEN		\$ 2,048.29
83228		JASON MICKEY		\$ 147.86
83229		JENNIFER M BROCKMAN		\$ 1,056.83
83230		MILLENIUUM INSURANCE GROUP		\$ 900.00
83231		MILLER'S SUPPLIES AT WORK		\$ 38.08
83232		MONROE SYSTEMS FOR BUSINESS		\$ 363.00
83233		NATIONAL BAND & TAG CO		\$ 1,870.00
83234		NATIONAL VISION ADMIN.		\$ 1,815.64
83235		OLD CHARLES TOWN LIBRARY		\$ 1,500.00
83236		RETIREE HEALTH BENEFIT TRUST		\$ 8,138.00
83237		THE HARTFORD		\$ 2,463.80
83238		THE HARTFORD		\$ 4,028.58
83239		VINCENT TIONG		\$ 87.33
83240		JEFFERSON DAY REPORT CENTER		\$ 1,850.70
<b>TOTAL</b>				<b>\$ 341,813.93</b>

**Motion by Ms. Noland to approve the Accounts Payable for May 7, 2020 in the amount of \$341,813.93. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
695	HD/8	ATTENTI		\$ 4,134.40
696	HD/8	FIFTH THIRD BANK		\$ 57.27
794	AV/56	MILLER SUPPLIES WORK		\$ 297.27
795	AV/56	MILLER SUPPLIES WORK		\$ 975.38
796	AV/56	MONROE		\$ 39.88
797	AV/56	PRINT-O-STAT		\$ 190.00
798	AV/56	SEGRA		\$ 599.50
<b>TOTAL</b>				<b>\$ 6,293.70</b>

**Motion by Ms. Tabb to approve the Manual Checks for May 8, 2020 in the amount of \$6,293.70. Motion seconded and unanimously approved.**

## APPROVAL OF PAYROLL

**Motion by Ms. Noland to approve the Payroll for April 30, 2020 in the amount of \$279,279.79. Motion seconded and unanimously approved.**

## PUBLIC COMMENT

Public comment was provided in writing by the following individuals: David Tabb

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

## PRESENTATIONS

1. Nikki Painter, County Clerk's Office/Elections – requested the approval of polling place changes for the 2020 Primary Election.
  - **Motion by Mr. Compton to approve the polling place changes as follows for the upcoming 2020 Primary Election: Precinct 7 will move from Ranson Elementary to the Ranson Civic Center and Precinct 29 will move from TA Lowery Elementary to Jefferson High School. Motion seconded and unanimously approved.**
2. Roger Goodwin, Chief County Engineer – requested a Complete Bond Release for Grace Baptist Church – Grace Baptist Church Site Work, Phase 1 (File #S17-03)
  - **Motion by Ms. Noland to authorize a complete release of Performance Bond No. 60126206 with Capitol Indemnity Corporation in the amount of \$189,019.00 construction bond amount for Grace Baptist Church – Grace Baptist Church Site Work, Phase 1 (File #S17-03). Motion seconded and unanimously approved.**
3. Roger Goodwin, Chief County Engineer and Michelle Mason, Impact Fee Program Specialist – requested the acceptance of the 2020 Impact Fee Recalculation Study.
  - **Motion by Ms. Tabb to accept the proposal from TischlerBise, in the amount of \$53,900.00, to recalculate the impact fees. Motion seconded and unanimously approved.**
4. Interviews/Appointments to the Jefferson County Historic Landmarks Commission – one unexpired term ending March 6, 2021.

- **Motion by Ms. Noland to appoint John Demer to the Jefferson County Historic Landmarks Commission for an unexpired term ending March 6, 2021. Motion seconded and unanimously approved.**

5. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of Renewal of County Cable Franchise Agreement, resolution of franchise fee audit and related issues
- 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 WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1)
- Discussion of Jefferson County Circuit Court Civil Action #19-P-69
- 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.
- Review and report on aspects of county policies and local government/component/agency/department involvement based on the COVID-19 crisis.

6. Pete Dougherty, Sheriff

- a. Request to approve and renew Intergovernmental Agreement with Bolivar regarding Hotel/Motel Fees
  - **Motion by Ms. Tabb to approve and renew the intergovernmental agreement with Bolivar regarding Hotel/Motel Fees Collection, as presented. Motion seconded and unanimously approved.**
- b. Request to approve and renew Intergovernmental Agreement with Bolivar for policing services.
  - **Motion by Ms. Tabb to approve and renew the intergovernmental agreement with Bolivar for policing services, as presented. Motion seconded and unanimously approved.**
- c. Request to approve a promotion of Corporal (to fill a vacancy since last year) effective May 24, 2020.
  - **Motion by Mr. Compton to approve the promotion of Albert Trey Hockman to Corporal, effective May 24, 2020 with an increase in salary in the amount of \$2,300. Motion seconded and unanimously approved.**
- d. Request to approve a promotion of Sergeant (to fill a vacancy since last year) effective May 24, 2020.

- **Motion by Ms. Noland to approve the promotion of Dustin Tabler to Sergeant effective May 24, 2020 with an increase in salary in the amount of \$3,080.85. Motion seconded and unanimously approved.**

## NEW BUSINESS

7. Jefferson County Hotspot Designation (JC)
  - Ms. Grove provided clarification regarding State's designation of Jefferson County as a COVID-19 "hotspot," stating the county is still allowed to open under the phased reopening guidelines; however, gatherings would be limited to five and the Health Department could potentially implement additional guidelines if necessary.

## COUNTY ADMINISTRATOR REPORTS

- Discuss Jefferson County Declaration and related issues.
    - **Motion by Ms. Tabb to extend the Jefferson County Declaration until at least, Friday, May 22, 2020, dependent upon further information from the State and the Jefferson County Health Department, with a more thorough discussion on the declaration to take place during the May 21, 2020 regularly scheduled County Commission meeting. Motion seconded and unanimously approved.**
  - Old Jail Cells – West Virginia Mine Wars Museum in Matewan, WV – it was the consensus of the Commission to delay action on this item until speaking with Martin Burke, Chairman of the Jefferson County Historic Landmarks Commission
8. The Commission adjourned at 11:18 am on a motion by Ms. Tabb. Motion was seconded and unanimously approved.

\_\_\_\_\_  
Jane Tabb, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

DESCRIPTION	FUND 001 CO.	FUND 003 DOG	TOTAL
Gross Wages	\$389,875.31		\$389,875.31
6.2% Tax Payable OASDI	\$23,177.88		\$23,177.88
1.45% Tax Payable HI	\$5,420.61		\$5,420.61
Fed Withholding	\$34,664.63		\$34,664.63
WV State Withholding	\$16,369.28		\$16,369.28
PERS Retirement Deduct 4.5%	\$9,998.85		\$9,998.85
PERS Retirement Deduct 6%	\$4,978.42		\$4,978.42
Hosp. Pre-Taxed	\$13,736.00		\$13,736.00
Cancer/ICU Pre-Taxed	\$656.33		\$656.33
Cancer/ICU Not Pre-Taxed	\$950.20		\$950.20
Optional Life Not Pre Taxed	\$2,014.29		\$2,014.29
Christmas Club	\$4,900.00		\$4,900.00
Wage Attach #1	\$248.31		\$248.31
Wage Attach #2	\$441.26		\$441.26
Wage Attach #3	\$500.00		\$500.00
Wage Attach #4			
DSRS Retirement Deduct 8.5%	\$5,882.30		\$5,882.30
457 - Nationwide	\$849.00		\$849.00
457I - Empower	\$1,845.00		\$1,845.00
457R - Roth	\$485.00		\$485.00
MD State Tax	\$675.55		\$675.55
D/VF	\$1,646.25		\$1,646.25
VA State Tax	\$179.26		\$179.26
Colonial(Plus)	\$81.60		\$81.60
Uniforms			\$0.00
Total Deductions	\$129,700.02	\$0.00	\$129,700.02
Net Wages Total	\$260,175.29	\$0.00	\$260,175.29
Payroll Date	May 14, 2020		



# REQUISITIONS TO BE APPROVED

May 21, 2020

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
Sheriff- Law Enforcement	20047	\$11,570.00	10-42 Tactical LLC	SRT Equipment
Sheriff- Law Enforcement	20049	\$26,177.00	10-42 Tactical LLC	SRT Vests and Equipment
<b>GRAND TOTAL</b>		<b>\$ 37,747.00</b>		



# Requisitions

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

**Requisition: 2020/20047**  
Released, Vincent Tiong, 05/11/2020

Total Cost: \$11,570.00

## Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year\* 2020  
Requisition Number\* 20047  
Created Date\* 05/11/2020

Department\* (700) LAW ENFORCEMENT View

Commodity ... View

Description SRT Equipment

Buyer ...

Type (N) NORMAL

Purchase order

Review

Needed by

PO Expiration

by

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

## Items (3)

Add Item

Line	Description	Qty	UOM	Unit Price	Line Total	GL Account
1	Safariland Delta 4 high cut helmet w/ Team Wendy C	10.00	EACH	\$950.00000	\$9,500.00	E (001700-434100-GRANT) MATERIALS AND SUPPLIES
2	Ops-Core Counterweights	10.00	EACH	\$52.00000	\$520.00	E (001700-434100-GRANT) MATERIALS AND SUPPLIES
3	Retro Fit LIB 2 Head Harness to ARC Rail Adapter	10.00	EACH	\$155.00000	\$1,550.00	E (001700-434100-GRANT) MATERIALS AND SUPPLIES

10-42 Tactical LLC  
 250 29th Street  
 Wheeling, WV 26003 US  
 304-232-4462  
 bryan@gotyoursixgear.com  
 www.1042tactical.com

# Invoice



**BILL TO**  
 ATTN: Cpl. Vincent Tiong  
 Jefferson County Sheriff's Office  
 102 Industrial Blvd., Suite 100  
 Kearneysville, WV 25430

**SHIP TO**  
 ATTN: Cpl. Vincent Tiong  
 Jefferson County Sheriff's Office  
 102 Industrial Blvd., Suite 100  
 Kearneysville, WV 25430

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1267	04/05/2020	\$11,570.00	05/05/2020	Net 30	

**SALES REP**  
 Wes Talkington

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/15/2019	Outside Sales - NON-taxable	Safariland Delta 4 high cut helmet with Team Wendy cam fit, Ops-Core Rail, Wilcox shroud and bungee velcro kit	10	950.00	9,500.00
	Outside Sales - NON-taxable	Ops-Core Counterweight SKU (39-99-101) Urban Tan	10	52.00	520.00
	Outside Sales - NON-taxable	Retro Fit LIB 2 Head harness to ARC RAIL adapter	10	155.00	1,550.00

Thank you for your working with us.

**BALANCE DUE**

**\$11,570.00**

# Requisitions

- Back
- Excel
- Miss
- Allocate
- Duplicate
- Custom Interface
- Notes
- Approvers
- Release
- Activate
- My Approvals
- Attach

Requisition: 2020/20049  
 Released, Vincent Tiong, 05/15/2020

Total Cost: \$26,177.00

## Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year\* 2020  
 Requisition Number\* 20049  
 Created Date\* 05/15/2020

Type (N) NORMAL  
 Purchase order  
 Review  
 Needed by  
 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

Department\* (700) LAW ENFORCEMENT  
 Commodity  
 Description SRT Vests and Equipment  
 Buyer

## Items (1)

Add Item

Line	Description	Qty	UOM	Unit Price	Line Total	GL Account
1	Safariland Shift 360 Carriers w/ Rifle plates and	10.00	EACH	\$2,617.70000	\$26,177.00	E (001700-434100-GRANT) MATERIALS AND SUPPLIES



10-42 Tactical LLC  
 250 29th Street  
 Wheeling, WV 26003 US  
 304-232-4462  
 bryan@gotyoursixgear.com  
 www.1042tactical.com

# Estimate



### ADDRESS

ATTN: Cpl. Vincent Tiong  
 Jefferson County Sheriff's Office  
 102 Industrial Blvd., Suite 100  
 Kearneysville, WV 25430

### SHIP TO

ATTN: Cpl. Vincent Tiong  
 Jefferson County Sheriff's Office  
 102 Industrial Blvd., Suite 100  
 Kearneysville, WV 25430

### ESTIMATE #

1059

### DATE

08/15/2019

### SALES REP

Wes Talkington

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/15/2019	Outside Sales - NON-taxable	Safariland Shift 360 Carrier AWS/FST Multicam (1314797)	10	480.00	4,800.00
	Outside Sales - NON-taxable	Shift 360 Ballistic Cummerbund HARDWIRE .68 (1220899)	10	430.00	4,300.00
	Outside Sales - NON-taxable	Lower Abdomen / Spine AWS HARDWIRE .68 (1315130)	20	195.00	3,900.00
	Outside Sales - NON-taxable	Protech III+ DT206C 10X12 Shooters cut Rifle plates X2	20	315.00	6,300.00
	Outside Sales - NON-taxable	Sheriff ID Patches	20	6.00	120.00
	Outside Sales - NON-taxable	Triple M4 mag carry set (1219262)	10	21.00	210.00
	Outside Sales - NON-taxable	HSGI taco tourniquet pouch 11TQ00	10	34.20	342.00
	Outside Sales - NON-taxable	HSGI single rifle taco Molle 11TA00	30	31.50	945.00
	Outside Sales - NON-taxable	HSGI double pistol taco 11PT02	10	47.00	470.00
	Outside Sales - NON-taxable	MAG-NET DUMP POUCH V2-MOLLE	10	45.00	450.00
	Outside Sales - NON-taxable	HSGI Leo Taco Molle (11PC00)	10	49.50	495.00
	Outside Sales - NON-taxable	HSGI Bleeder Blowout Pouch (12BP)	10	36.00	360.00
	Outside Sales - NON-taxable	HSGI Laser Slim Grip Padded Belt (33SLB)	10	100.00	1,000.00
	Outside Sales - NON-taxable	HSGI COBRA Rigger Belt 1.5 (31CF)	10	70.00	700.00
	Outside Sales - NON-	SAF Universal Belt Loop	10	25.00	250.00

Estimates are valid for 90 days from the date listed on this document due to vendor price variations.

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	taxable				
	Outside Sales - NON-taxable	SAF QLS-19 KIT	10	28.00	280.00
	Outside Sales - NON-taxable	SAF 6004-22 QLS Receiver Plate	10	17.00	170.00
	Outside Sales - NON-taxable	HSGI Multi Access Comm Taco Molle (11MAC0)	10	44.00	440.00
	Outside Sales - NON-taxable	HSGI Double Duty Flash Bang Taco (41SG02)	10	49.50	495.00
	Outside Sales - NON-taxable	SAF (3004-1) Leg Strap	10	15.00	150.00
		TOTAL			<b>\$26,177.00</b>

Accepted By

Accepted Date

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



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 21, 2020**

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

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

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

**☒ Certificate of Oaths for the Real Estate & Personal Property Books - 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.](#)



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



Name: Elizabeth Wheeler, Director

Department or Organization: **Jefferson County Farmland Protection Board**

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

Date Requested – 1<sup>st</sup> Choice: May 21, 2020

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

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

Subject (*Wording to be placed on agenda*): **Approval of purchase of one Agricultural Conservation Easement**

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

**The two attached Deeds of Easement for (LLL) have been approved by the Jefferson County Farmland Protection Board (Board) and reviewed and approved by the Planning and Zoning Office and the Office of the Prosecuting Attorney. Either easement is ready to close, and the Board plans to close only one of the options described below.**

**The Farmland Protection Board funds have been committed for the LLL easement since February 2018. The Board made a formal commitment with T.L. Magaha & Sons to complete the easement no later than May 30, 2020.**

**Easement Option No. 1 is for the 280.599 acre property to be purchased with matching funds from the American Battlefield Protection Program, with a cost to the Board of \$550,859.90.00**

**Easement Option No. 2 is for 175.827 acres of the property with a cost to the Board of \$690,473.00. The Board has an option to purchase the easement on the remaining 104.772 acres of the property in 2021 for the same price of \$3,927 per acre.**

**The Board was awarded \$613,930 through the American Battlefield Protection Program (ABPP) in November 2018 for the easement purchase and costs, subject to the qualifying appraisal. Due to numerous changes in ABPP leadership and staff and delays, the ABPP easement is in danger of not being completed by the deadline of May 30.**

**The Board is fully prepared to complete either easement. The preference is for the ABPP easement.**

Is this a funding request? Y/N NO

If so, how much? \$ 0

Provide exact financial impact/request:

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

**That the Jefferson County Commission approve the purchase by the Jefferson County Farmland Protection Board for the Jefferson County Farmland Protection Program one conservation easement on the property in Jefferson County owned by T.L. Magaha and Sons, Inc. (Property LLL).**

Attach supporting documents for request, or request may be denied. Map of easement location, Deed of Conservation Easement  
If not attached, explain:

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

Contact information:

Email address: [farmlandprotection@jcda.net](mailto:farmlandprotection@jcda.net)

Phone Number: 304-724-1414

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



DATE & INITIALS	REVISION DESCRIPTION
4-30-20 JSE	A/E
5-12-20 JSE	JCPB COMMENTS
	UPDATE ADJOURNER

PROJECT NO.:	FILE NAME:	DATE:	DESIGNED BY:	DRAWN BY:	CHECKED BY:
3984-2	3984-2 BFIELD EASE.DWG	7-1-19	X	JSE	JSE

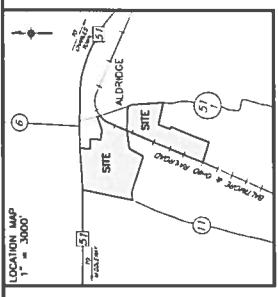
SCALE: 1"=400'

0' 400'

# BATTLEFIELD EASEMENT

JEFFERSON COUNTY FARMLAND PROTECTION BOARD  
ON LANDS OF  
T.L. MAGAHA & SONS, INC.  
DISTRICT 2 MAP 13 PARCEL 1  
DISTRICT 2 MAP 13 PARCEL 3.1  
DISTRICT 2 MAP 13, PARCEL 3.3  
DEED BOOK 406 PAGE 165

MIDDLEWAY & CHARLES TOWN DISTRICTS, JEFFERSON COUNTY  
WEST VIRGINIA



CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	940.29	388.11	385.41	S34°48'56"W
C2	286.50	132.75	131.26	N17°10'36"W
C3	914.82	89.34	89.31	N12°56'44"E

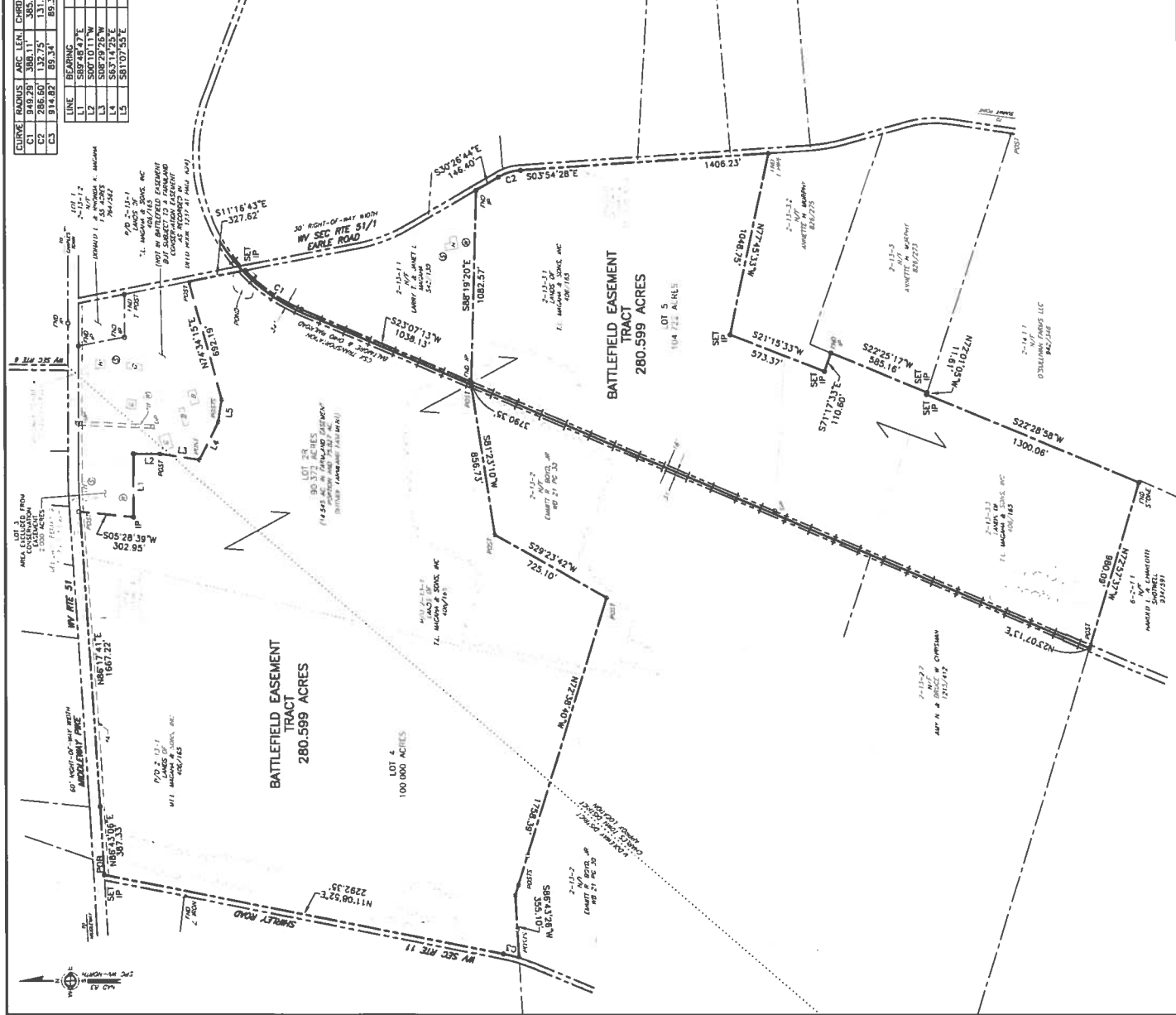
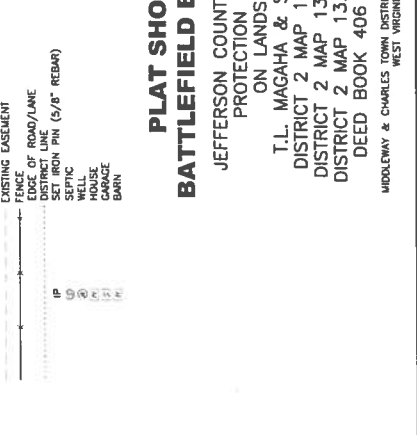
  

LINE	BEARING	DISTANCE
L1	S82°48'47"E	326.89
L2	S00°10'11"W	148.44
L3	S02°29'26"W	225.11
L4	S81°07'53"E	125.39

**GENERAL NOTES:**

- ACCORDING TO THE FLOOD INSURANCE RATE MAP FOR JEFFERSON COUNTY, PANEL 120 OF 245, MAP NUMBER 54037/0120E WITH AN EFFECTIVE DATE OF DECEMBER 18, 2006, NO PORTION OF SUBJECT PROPERTY IS IN A FLOOD HAZARD ZONE. THE FLOOD BOUNDARY PROPERTY BEING DESIGNATED AS BEING WITHIN ZONE X.
- THIS PLAN CREATES A BATTLEFIELD EASEMENT ONLY AND DOES NOT CREATE INADJACENT PARCELS OF GROUND, ANY FUTURE COMMERCIAL DEVELOPMENT, SUBDIVISIONS OR CREATION OF INDIVIDUAL PARCELS OF THIS LAND MUST ADHERE TO ALL RULES AND REGULATIONS OF THE AGENCIES INCLUDING, BUT NOT LIMITED TO, SETBACKS AND SOIL INFORMATION.
- THE DENIED BATTLEFIELD EASEMENT TO BE SUBJECT TO THE AMERICAN BATTLEFIELD PROTECTION PROGRAM TERMS OF EASEMENT.
- THE TOTAL AREA OF THE BATTLEFIELD EASEMENT TRACT IS 280.599 ACRES.
- THE LOTS SHOWN ON THIS PLAN REPRESENT THE PARCELS CREATED BY T.L. MAGAHA & SONS, INC. AND RECORDED IN DEED BOOK 406, PAGE 165 DATED 5/29/18, LATEST REVISION 5/11/20 AND RECORDED IN DEED BOOK 406, PAGE 165.

**BATTLEFIELD EASEMENT**  
EASEMENT TRACT = 280.599 ACRES  
PROPERTY OF T.L. MAGAHA & SONS, INC.  
TAX MAP: CHARLES TOWN DISTRICT 2 MAP 13 PARCEL 3.1 & 2-13-3.3  
REFERENCE: DEED BOOK 406 PAGE 165  
JEFFERSON COUNTY, W. VA.







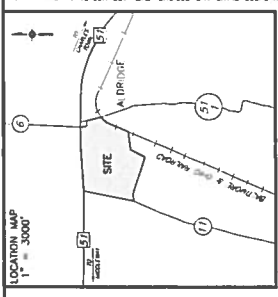
PROJECT NO:	3964-2
FILE NAME:	3964-2 TORP.DWG
DATE:	5-8-20
DESIGNED BY:	JSE
DRAWN BY:	JSE
CHECKED BY:	AHE
DATE:	5-12-20
DATE & INITIALS:	
REVISION DESCRIPTION:	

SCALE: 1"=400'

# EXHIBIT A PLAT SHOWING FARMLAND CONSERVATION EASEMENT

TO  
JEFFERSON COUNTY FARMLAND  
PROTECTION BOARD  
ON LANDS OF  
T.L. MAGAHA & SONS, INC.,  
DISTRICT 2 MAP 13 PARCEL 1  
DEED BOOK 406 PAGE 165

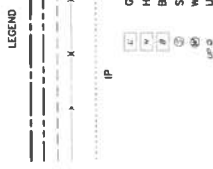
MIDDLEWAY & CHARLES TOWN DISTRICTS, JEFFERSON COUNTY  
WEST VIRGINIA



- EXEMPTIONS
- NO 100' DRAIN
  - NO 100' DRAIN
  - NO 100' DRAIN
  - NO 100' DRAIN

**GENERAL NOTES:**

- ACCORDING TO THE FLOOD INSURANCE RATE MAP FOR JEFFERSON COUNTY, PANEL 120 OF 245, MAP NUMBER 5403703020 WITH AN EFFECTIVE DATE OF NUMBER 18, 2009, THE SHADY AREA INDICATED ON THIS PLAN IS A 100 YEAR FLOOD BOUNDARY. PROPERTY BEING DESIGNATED AS BEING WITHIN ZONE X.
- THIS PLAN CREATES A CONSERVATION EASEMENT ONLY AND DOES NOT CREATE INDIVIDUAL PARCELS OF GROUND. ANY FUTURE CONVEYANCES, DEVELOPMENT, SUBDIVISIONS OR CREATIONS OF INDIVIDUAL PARCELS OF THIS LAND MUST ADHERE TO ALL RULES AND REGULATIONS OF THE JEFFERSON COUNTY SUBDIVISION AND DEVELOPMENT DEPARTMENT. IN ADDITION, THE CONSERVATION EASEMENT AREA IS SUBJECT TO THE TERMS AND CONDITIONS OF THE CONSERVATION EASEMENT DEED.
- THE SHADY AREA INDICATES A SEPARATE 14.545 ACRE AREA DEFINED AS A FARMLAND CONSERVATION EASEMENT WHICH ALSO CONTAINS A 2,000 ACRE RESIDENTIAL DWELLING CONSERVATION EASEMENT. THIS 14.545 ACRE FARMLAND EASEMENT IS RECORDED IN DEED BOOK 1337 AT PAGE 624.
- THE COMBINED AREA OF THE FARMLAND CONSERVATION EASEMENT DEPICTED ON THIS PLAN IS 175.827 ACRES.
- THE LOTS SHOWN ON THIS PLAT REPRESENT THE PARCELS CREATED BY A SUBDIVISION PLAN PREPARED FOR T.L. MAGAHA & SONS, INC., DATED 5/30/15, LAST REVISED 5/11/20 AND RECORDED IN



TOTAL EASEMENT  
TRACT  
T.L. MAGAHA & SONS, INC.  
175.827 ACRES

PLAT SHOWING  
CONSERVATION EASEMENT TO THE  
JEFFERSON COUNTY FARMLAND PROTECTION  
BOARD FROM T.L. MAGAHA & SONS, INC.,  
DISTRICT 2 MAP 13 PARCEL 1 DEED BOOK 406  
COUNTY CLERK IN JEFFERSON COUNTY IN  
DEED BOOK \_\_\_\_\_ PAGE \_\_\_\_\_



## DEED OF CONSERVATION EASEMENT

This **DEED OF CONSERVATION EASEMENT** ("Deed of Easement") is made this \_\_\_\_\_ day of \_\_\_\_\_ 2020, by **T. L. MAGAHA AND SONS, INC.**, a West Virginia corporation, having an address at 7924 Middleway Pike, Charles Town, WV 25414 ("Grantor"), and the **JEFFERSON COUNTY FARMLAND PROTECTION BOARD** ("JCFPB" or "Grantee") having its mailing address at P.O. Box 731, Charles Town, WV 25414. For purposes of this Deed of Easement, references to the rights, duties and obligations of Grantor and Grantee apply equally and in full force to any successors to the parties to this Deed of Easement.

WITNESSETH:

**WHEREAS**, Grantor is the sole owner in fee simple of certain real property in Jefferson County, West Virginia, consisting of 297.144 acres of land, more or less, described in a deed of record in the Office of the Clerk of the County Commission, Jefferson County, West Virginia (the "Clerk's Office") in Deed Book 406 Page 165 (the "Property");

**WHEREAS**, Grantor has subdivided the Property into four (4) separate lots of land identified as "Lot 2R," "Lot 3," "Lot 4," and "Lot 5" on that certain plat of subdivision entitled, "Final Plat Showing Magaha Minor Subdivision and Lot Merger of Lots 2R (Residual), Lot 3, Lot 4 & Lot 5 for T.L. Magaha & Sons, Inc." dated May \_\_, 2020, prepared by Keller Engineers, and recorded in the Clerk's Office in Plat Book \_\_\_\_\_, at Slide \_\_\_\_\_;

**WHEREAS**, pursuant to that certain Deed of Conservation Easement, dated March 20, 2020, and recorded in the Clerk's Office in Deed Book 1237, at Page 624 (the "March 2020 Conservation Easement"), Grantor conveyed to Grantee a perpetual conservation easement on a portion of the Property (now being a part of Lot 2R), as more particularly described in the March 2020 Conservation Easement (hereinafter referred to as "Farmland Parcel 2RA");

**WHEREAS**, Grantor desires to convey a perpetual conservation easement to Grantee on Lot 2R, less and except Farmland Parcel 2RA (hereinafter referred to as "Farmland Parcel 2RB"), and all of Lot 4, consisting in the aggregate of 175.827 acres of land, more or less (together, the "Protected Property"), which is more particularly described by metes and bounds on **Exhibit A** attached hereto and incorporated herein by this reference, and which is shown on that certain plat entitled "Plat Showing Conservation Easement to Jefferson County Farmland Protection Board on Lands of T.L. Magaha & Sons, Inc." dated May \_\_, 2020, and recorded in the Clerk's Office in Plat Book \_\_\_\_\_, at Slide \_\_\_\_\_, and incorporated herein by this reference (the "Easement Plat");

**WHEREAS**, the Protected Property possesses agricultural values, including prime, unique and significant soils, open space and natural values (collectively, "Conservation Values") of great importance to Grantor, the people of Jefferson County, and the people of the State of West Virginia, and all current and future generations of mankind;

**WHEREAS**, JCFPB has provided \$690,473.00 to purchase a farmland conservation easement on the Protected Property;

## DEED OF CONSERVATION EASEMENT

**WHEREAS**, the specific Conservation Values of the Protected Property are documented in an inventory of relevant features of the Property, on file at the offices of Grantee and incorporated by reference ("Baseline Documentation Report"), which consists of reports, maps, photographs, and other documentation that the parties agree provide an accurate representation of the Property at the time of this contract and which is intended to serve as an objective information baseline for monitoring compliance with the terms of this Deed of Easement Deed;

**WHEREAS**, Grantor and Grantee have the exclusive common purpose of preserving the agriculture and open space character of the Protected Property;

**WHEREAS**, Grantor further intends, as owner of the Protected Property, to convey to Grantee the right to preserve and protect the Conservation Values of the Property in perpetuity;

**WHEREAS**, the Legislature of the State of West Virginia ("Legislature") has recognized the importance and significant public benefit of conservation and preservation easements in its ongoing efforts to protect the natural, historic, agricultural, open-space and scenic resources of the State of West Virginia;

**WHEREAS**, the Legislature has declared that agriculture is a unique life support industry, and it recognizes the need to support the irreversible loss of agricultural land. The Legislature authorizes the State of West Virginia and its counties so desiring to protect agricultural land and woodland as open-space land, to develop programs and to accept qualifying properties voluntarily entered into the farmland protection program;

**WHEREAS**, the County Commission of Jefferson County, West Virginia ("County Commission") has declared that the agriculture community of Jefferson County provides sources of agricultural products for the citizens of the state, enhances tourism, protects worthwhile community values, institutions and landscapes which are inseparably associated with traditional farming, and controls urban expansion which is consuming land, topsoil and woodland of Jefferson County;

**WHEREAS**, the County Commission has resolved to provide landowners in Jefferson County an opportunity to voluntarily protect agricultural land by creating JCFPB and authorizing it to create and administer the Jefferson County Farmland Protection Program;

**WHEREAS**, JCFPB is a public agency established to provide landowners with an opportunity to voluntarily protect agricultural land in Jefferson County by the voluntary placement of conservation or preservation easements on eligible property; and

**WHEREAS**, Grantee affirms that this Deed of Easement represents a unique and valuable asset to the quality of life in Jefferson County and the state of West Virginia and that by the acceptance of this Deed of Easement that it will act in good faith to uphold the conservation easement and not seek to benefit from its conversion or elimination. Grantee agrees by accepting this grant to honor the intentions of Grantor stated herein and to preserve and protect in perpetuity

# DEED OF CONSERVATION EASEMENT

the Conservation Values of the Protected Property for the benefit of this generation and the generations to come in the future.

NOW, THEREFORE, in consideration of the above and the mutual covenants, good and valuable consideration, terms, conditions and restrictions contained herein, and pursuant to the laws of West Virginia, Grantor hereby voluntarily grants, bargains, and conveys to Grantee a conservation easement in perpetuity over the Protected Property of the nature and character and to the extent hereinafter set forth in this Deed of Easement. It is the purpose of this Deed of Easement to assure that the Protected Property will be retained forever in its natural, agricultural, and open space condition and to prevent any use of the Protected Property that will significantly impair or interfere with the Conservation Values of the Protected Property, including its qualifying prime, unique, state, locally important soils.

To achieve these objectives, the terms, conditions, and restrictions of this Deed of Easement are hereinafter set forth.

## I. TERMS, CONDITIONS AND RESTRICTIONS

Grantor reserves to itself, and to its successors and assigns, all rights accruing from its ownership of the Protected Property, including the right to engage in or permit or invite others to engage in all uses of the Protected Property that are not expressly prohibited herein and are not inconsistent with the purpose of this Deed of Easement. The following terms, conditions and restrictions clarify and govern the intent of Grantor and Grantee:

1. **Use and Quiet Enjoyment.** Grantor has the right to benefit from all aspects of the quiet enjoyment of the Protected Property. Grantor has the right to engage in any and all personal recreational uses of the Protected Property, including but not limited to hiking, touring, swimming, camping, biking, horse-back riding, hunting, and fishing, so long as such uses require no development of the land and are consistent with the Conservation Values.

2. **Agricultural Uses of the Land.** Grantor may engage in any and all agricultural uses of the Protected Property. For example, the production of plants and animals useful to man, including, but not limited to, forage, grain and field crops; pasturage, dairy and dairy products; poultry and poultry products; equestrian uses; livestock and fowl uses and livestock and fowl products; bees and apiary products; fruits nuts and vegetables of all kinds; nursery, floral and greenhouse products; aquaculture; a grain mill; and the processing and storage of the agricultural products produced principally on the Protected Property are permitted. Any secondary agricultural activity, including but not limited to farm mechanics, blacksmithing, or related activities, shall be considered an agricultural activity. However, such activities or businesses must be undertaken in the agricultural structures permitted under Part - Section 3 (Agricultural Structures) of this Deed of Easement and must be consistent with the Conservation Values.

3. **Agricultural Structures.** Grantor has the right to maintain, construct, and place agricultural structures contributing to the production, primary processing, direct marketing and storage of agricultural products produced principally on the Farmland Protection Property.

## DEED OF CONSERVATION EASEMENT

Agricultural structures shall be limited by the maximum square footage as described in Part I - Section 10 (Maximum Impervious Surface Coverage) of this Deed of Easement.

4. **Wells and Septic System.** Grantor shall have the right to install wells on or under the Protected Property for agricultural benefit. Grantor shall have the right to install a well and septic drain field on or under Farmland Parcel 2RB for the benefit of the existing single residential structure located on Farmland Parcel 2RA. The location of any well and/or septic field permitted hereunder shall be subject to the prior review and written approval of Grantee.

5. **Retail Sale of Farm Products.** Businesses directly related to the retail sale of farm products produced primarily on the Property that are supportive and agriculturally compatible may be established on the Protected Property. Such businesses include roadside stands or structures to facilitate the direct sale to the public of agriculture products.

6. **Activities for Charitable or Educational Purposes or to Foster Tourism.** Activities or businesses undertaken for charitable or educational purposes or to foster tourism may be conducted on the Protected Property in order to foster rural economic uses while protecting the rural character of the Protected Property. Such activities or businesses must be compatible with and supportive of the rural character of the Protected Property, and must remain incidental to the agricultural and open space character of the Protected Property.

(a) Non-agricultural commercial and industrial structures and uses are prohibited. Activities or businesses undertaken for charitable or education purposes or to foster tourism must be undertaken in the agricultural structures permitted under Part I - Section 3 (Agricultural Structures) of this Deed of Easement; no other structures are permitted on the Protected Property.

(b) Stables, horseback riding arenas both within and outside barns, and supporting pavilion(s) and buildings are considered agricultural buildings. Such buildings shall be limited by the maximum square feet as described in Part I - Section 10 (Maximum Impervious Surface Coverage) of this Easement.

(c) Accommodation of tourists and visitors is permitted but only in the agricultural structures permitted under Part I - Section 3 (Agricultural Structures) of this Deed of Easement, except for rural recreational activities such as hayrides, corn mazes, etc.

(d) Accommodation of overnight guests is prohibited.

(e) Commercial operation of dune buggies, motorcycles, all-terrain vehicles, hang gliders, aircraft, jet skis, motorized boats or any other types of mechanized vehicles (other than farm equipment) whether or not considered to foster tourism is prohibited.

(f) Extensive commitment of land resources as required by golf courses, racetracks, tennis clubs, baseball, soccer and other ball fields and similar uses whether or not considered to foster tourism is prohibited.

7. **Residential Dwellings and Non-Agricultural Structures.** Grantor and Grantee acknowledge that no residential dwellings or other non-agricultural structures currently exist on the Protected Property, and no residential dwellings or other non-agricultural structures shall be permitted on the Protected Property in the future.

## DEED OF CONSERVATION EASEMENT

8. **Transfer of Development Rights.** All other development rights not specifically reserved under this Deed of Easement are hereby extinguished and shall not be transferred to any other property pursuant to a transfer of development rights program or any other means or used to calculate permitted development density. The Protected Property and any portion thereof shall not be included as part of the gross area of other property not subject to this Deed of Easement for the purposes of determining density, lot coverage, or open spaces requirements under otherwise applicable laws, regulations or ordinances controlling land use and building density. No development rights that have been encumbered or extinguished by this Deed of Easement shall be transferred to any other lands pursuant to a transferable development rights scheme or cluster development arrangement or otherwise.

9. **Subdivision.** It is the intention of Grantor to protect the open space values of the Protected Property. Accordingly, subdivision of Lot 2R or Lot 4 is prohibited.

10. **Maximum Impervious Surface Coverage.** The total surface coverage of impervious surfaces on the Protected Property shall be subject to the limitations defined below.

(a) Impervious surfaces shall be defined as any material which covers land and inhibits the percolation of storm water directly into the soil, including, but not limited to, buildings, roofs, the area covered by permanent or nonpermanent structures, macadam and pavement, gravel and stone driveways and parking areas.

(b) The total surface coverage of the Protected Property by all impervious surfaces, including structures associated with agricultural uses as permitted under Part I - Section 3 (Agricultural Structures) of this Deed of Easement, driveways and parking areas, shall not exceed the square feet limitations stated below, which in aggregate is less than two percent (2%) of the total acreage of the Protected Property.

(c) The total impervious surface coverage of Farmland Parcel 2RB shall not exceed 66,060 square feet.

(d) The total impervious surface coverage of Lot 4 shall not exceed 87,120 square feet.

11. **Removal of Natural Resources.** Ditching, draining, diking, filling, excavating, removal of topsoil or sand, gravel or rock on the Protected Property are prohibited, except when such activities are conducted in order to carry out activities permitted under this Deed of Easement, are in accordance with a conservation plan, do not exceed one (1) acre in total area, and result in restoration of the area within a reasonable time period. The exploration, development, mining or extraction of minerals, oil, gas or any other hydrocarbon substance from the Protected Property is prohibited.

12. **Other Construction.** Except for agricultural structures permitted under Part I - Section 3 (Agricultural Structures) of this Deed of Easement, there shall be no constructing or placing of any buildings, manufactured homes, swimming pools or other recreational facilities, commercial lighting or any other temporary or permanent structure or facility on or above the Protected Property. Existing roads as identified in the Baseline Documentation Report may be maintained and repaired in their current state. New roads may be constructed only if they are necessary for agricultural operations. Paved roads are subject to the impervious surface limitations

## DEED OF CONSERVATION EASEMENT

referenced in Part I - Section 10 (Maximum Impervious Surface Coverage) of this Deed of Easement.

13. **Fences.** Existing fences may be repaired and replaced, and new fences may be built on the Protected Property as necessary for agricultural operations on the Protected Property, including customary management of livestock and to delineate the boundary of the Protected Property.

14. **Signs.** Except for no trespassing signs, for-sale signs, signs identifying this Deed of Easement, and signs to advertise an on-site activity or business, all other signs, advertisements and billboards of any nature are prohibited. The permitted signs may not exceed 15 square feet per sign. Notwithstanding the foregoing, signs that advertise agricultural products produced on farms in the vicinity of the property may be permitted with the prior written approval of Grantee.

15. **Wastes.** Dumping or storage of trash, garbage, hazardous substances, abandoned vehicles or machines or other material on the Protected Property is prohibited. However, composting of biodegradable material used or produced on the Protected Property to improve gardens and pastures on the Protected Property is permitted so long as composting and its application is consistent with a conservation plan.

16. **Utilities.** Grantor shall not sell, lease or grant an easement covering any portion of the Protected Property where such sale, lease or easement is for the purpose of construction and installation of underground or above-ground utility systems, including, but not limited to, water, sewer, power, fuel, sewerage pumping stations, and cellular telephone or other communication towers. Grantor may install utilities necessary to serve agricultural structures permitted under Part I - Section 3 (Agricultural Structures) of this Deed of Easement.

17. **Streams, Wetland and Water Bodies.** There shall be no pollution, alteration, depletion of surface water, natural water courses, lakes, ponds, marshes, wetlands, springs, subsurface water or any other water bodies, nor shall there be activities conducted on the Protected Property which would be detrimental to water purity or which could alter natural water level and/or flow in or over the Protected Property. Nothing in this Section shall prohibit the creation or dredging of farm ponds and allow the reasonable use of the available water of the Protected Property for agricultural purposes permitted by this Deed of Easement. Structures and facilities associated with irrigation, farm pond impoundment, and soil and water conservation on the Protected Property shall be considered an agricultural use. Expansion and construction of ponds and structures shall be in accordance with the conservation plan. Farm ponds shall not exceed two (2) acres in area.

19. **Irrigation Systems.** Subject to the provisions of Part I - Section 3 (Agricultural Structures) of this Deed of Easement, and Part I Section 10 (Maximum Impervious Surface Coverage) of this Deed of Easement:

(a) Grantor is permitted to construct, install, extend, locate, access, maintain, and repair above ground and below ground irrigation systems and supporting utility services that power the irrigation system, including but not limited to, piping, pumps, hydrants, cement pads,

## DEED OF CONSERVATION EASEMENT

covered structures for diesel or electrical pumps, access and cleanout points, and other components, in and along roads on the Protected Property, either existing as of the date of this Deed of Easement or as thereafter altered or changed with the written approval of Grantee, and in other locations on the Protected Property as Grantor deems necessary in its reasonable discretion to operate and maintain permitted agricultural activities under this Deed of Easement.

(b) Notwithstanding the foregoing, once constructed and installed, access, maintenance, and repair of the below ground and/or above ground irrigation system within previously-disturbed areas may be conducted without the prior written approval of Grantee.

### II. GENERAL PROVISIONS

1. **Access.** No right of access by the general public to any portion of the Protected Property is conveyed by this Deed of Easement.

2. **Rights of the Grantee.** To accomplish the purpose of this Deed of Easement the following rights are conveyed to Grantee or its agent by this Deed of Easement:

(a) To preserve and protect the Conservation Values of the Protected Property;

(b) To enter upon the Protected Property on a yearly basis (or more frequently if violations are observed or suspected) in order to monitor Grantor's compliance with and otherwise enforce the terms of this Deed of Easement; provided that such entry shall be upon prior reasonable notice to Grantor, and Grantee shall not unreasonably interfere with Grantor's use and quiet enjoyment of the Protected Property; and

(c) To prevent any activity on or use of the Protected Property that is inconsistent with the purpose of this Deed of Easement and to require the restoration of such areas or features of the Protected Property that may be damaged by any inconsistent activity or use, pursuant to Grantee's Remedies, below.

3. **Grantee Notification/Approval.** Grantor reserves for himself the right to engage in any and all activities not expressly prohibited herein and not inconsistent with the purpose of this Deed of Easement without seeking the approval of Grantee.

4. **Grantee's Remedies.**

(a) **Notice of Violation: Corrective Action.** If Grantee determines that Grantor is in violation of the terms of this Deed of Easement or that a violation is threatened, Grantee shall give written notice to Grantor of such violation and demand corrective action within 60 days sufficient to cure the violation and, where the violation involves injury to the Protected Property resulting from any use or activity inconsistent with the purpose of this Deed of Easement, to restore the portion of the Protected Property so injured to its prior condition in accordance with a plan approved by Grantee.

## DEED OF CONSERVATION EASEMENT

(b) **Injunctive Relief.** The Grantee, its successors or assigns shall have the right to enforce these restrictions by injunction and other appropriate proceedings, including, but not limited to, the right to require Grantor to restore the Protected Property to the condition existing at the time of this Deed of Easement in order to correct any violation(s) of this Deed of Easement. Grantee's rights under this Section apply equally in the event of either actual or threatened violations of the terms of this Deed of Easement, and Grantor agrees that Grantee shall be entitled to the injunctive relief in addition to such other relief to which Grantee may be entitled, including specific performance of the terms of this Deed of Easement, without the necessity of proving either actual damages or the inadequacy of otherwise available legal remedies.

(c) **Costs of Enforcement.** Any costs incurred by Grantee in enforcing the terms of this Deed of Easement against Grantor, including without limitation costs of suit and attorneys' fees, and costs or restoration necessitated by Grantor's violation of the terms of this Deed of Easement shall be borne by Grantor. If Grantor prevails in action to enforce the terms of this Deed of Easement, Grantor's costs of suit, including, without limitation, attorneys' fees, shall be borne by Grantee. Costs incurred by Grantee in enforcing the terms of this Deed of Easement against third parties shall be borne by Grantee.

(d) **Forbearance.** Forbearance by Grantee to exercise its rights under this Deed of Easement in the event of any breach of any term of this Deed of Easement by Grantor shall not be deemed or construed to be a waiver by Grantee of such term or of any subsequent breach of the same or any other term of this Deed of Easement or of any of Grantee's rights under this Deed of Easement. No delay or omission by Grantee in the exercise of any right or remedy upon any breach by Grantor shall impair such right or remedy or be construed as a waiver.

5. **Acts Beyond the Grantor's Control.** Nothing contained in this Deed of Easement shall be construed to entitle Grantee to bring any action against Grantor for any injury to or change in the Protected Property resulting from causes beyond Grantor's control including, without limitation, fire, flood, storm, and earth movement, or from any prudent action taken by Grantor under emergency conditions to prevent, abate, or mitigate significant injury to the Protected Property resulting from such causes. In the event the terms of this Deed of Easement are violated by acts of trespassers that Grantor could not reasonably have anticipated or prevented, Grantor agrees that Grantee has the right to pursue enforcement action against the responsible parties.

6. **Costs, Legal Requirements and Liabilities.** Grantor, its successors and assigns retain all responsibilities and shall bear all costs and liabilities of any kind related to the ownership, operation, upkeep, and maintenance of the Protected Property.

7. **Control.** Nothing in this Deed of Easement shall be construed as giving rise to any right or ability of Grantee to exercise physical or managerial control over the day-to-day operations of the Protected Property, or any responsibility to the Protected Property within the meaning of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (42 U.S.C. §§ 9602 et seq.).

## DEED OF CONSERVATION EASEMENT

8. **Taxes.** Grantor shall pay before delinquency all taxes, assessments, fees and charges of whatever description levied on or assessed against the Protected Property by competent authority, including any taxes imposed upon, or incurred as a result of, this Deed of Easement.

9. **Environmental Warranty.** Grantor warrants that it is in compliance with, and will remain in compliance with, all applicable Environmental Laws (hereinafter defined). Grantor warrants that there are no notices by any governmental authority of any violation or alleged violation of, noncompliance or alleged noncompliance with, or any liability under, any Environmental Law relating to the operations or conditions of the Protected Property. Grantor further warrants that it has no actual knowledge of a release or threatened release of Hazardous Materials (hereinafter defined), as such substances and wastes are defined by applicable Federal and State law. Moreover, Grantor hereby promises to hold harmless and indemnify Grantee against all litigation, claims, demands, penalties and damages, including reasonable attorneys' fees, arising from or connected with the release or threatened release of any hazardous materials on, at, beneath or from the Protected Property, or arising from or connected with a violation of any Environmental Laws by Grantor or any other prior owner of the Protected Property. Grantor's indemnification obligation will not be affected by any authorizations provided by Grantee to Grantor with respect to the Protected Property or any restoration activities carried out by Grantee at the Protected Property; provided, however, that Grantee will be responsible for any Hazardous Materials contributed after this date to the Protected Property by Grantee.

"Environmental Law" or "Environmental Laws" means any and all Federal, State, local or municipal laws, rules, orders, regulations, statutes, ordinances, codes, guidelines, policies, or requirements of any governmental authority regulating or imposing standards of liability or standards of conduct (including common law) concerning air, water, solid waste, hazardous materials, worker and community right-to-know, hazard communication, noise, radioactive material, resource protection, subdivision, inland wetlands and watercourses, health protection, and similar environmental health, safety, building, and land use as may now or at any time hereafter be in effect.

"Hazardous Materials" means any petroleum, petroleum products, fuel oil, waste oils, explosives, reactive materials, ignitable materials, corrosive materials, hazardous chemicals, hazardous wastes, hazardous substances, extremely hazardous substances, toxic substances, toxic chemicals, radioactive materials, infectious materials, and any other element, compound, mixture, solution, or substance which may pose a present or potential hazard to human health or the environment.

10. **Hold Harmless.** Grantor shall hold harmless, indemnify, and defend Grantee and its members, directors, officers, employees, agents, and contractors (collectively "Indemnified Parties") from and against all liabilities, penalties, costs, losses, damages, expenses, causes of action, claims, demands, or judgments, including, without limitation, reasonable attorneys' fees, arising from or in any way connected with: an injury to or the death of any person, or physical damage to any property, resulting from any act, omission, condition, or other matter related to or occurring on or about the Protected Property, regardless of cause, unless due solely to the negligence of any of the Indemnified Parties and only that negligent party shall be deprived of this protection.

## DEED OF CONSERVATION EASEMENT

**11. Proceeds for Extinguishment; Condemnation Awards.** The conveyance of the conservation easement granted hereunder (the "Easement") gives rise to a property right immediately vested in the Grantee. If circumstances arise in the future that render the purpose of the Easement impossible to accomplish, this Deed of Easement can only be terminated or extinguished, whether in whole or in part, by judicial proceedings in a court of competent jurisdiction. The amount of the proceeds or condemnation award to which the Grantee shall be entitled from any sale, exchange, involuntary conversion or condemnation of all or any portion of the Protected Property subsequent to such termination, extinguishment or condemnation, shall be an amount equal to the ratio of the appraised value of the Easement to the unrestricted fair market value of the Protected Property as these values are determined on the date of this Deed of Easement, or 56% of such proceeds or condemnation award. The Grantor is entitled to 44% of such proceeds or condemnation award. Of Grantor's 44% share, the owner of Farmland Parcel 2RB shall receive 43% and the owner of Lot 4 shall receive 57%.

The Grantee shall use its share of such proceeds or condemnation award for land conservation in a manner consistent with the conservation purposes set forth herein.

In making this Deed of Easement, Grantor has considered the possibility that uses prohibited by the terms of this Deed of Easement may become more economically valuable than permitted uses, and that neighboring properties may in the future be put entirely to such prohibited uses. Grantor believes that any such changes in the use of neighboring properties will increase the benefit to the public of continuation of this Deed of Easement, and Grantor and Grantee intend that any such changes shall not be deemed to be circumstances justifying the termination or extinguishment of this Deed of Easement.

**12. Condemnation.** If the Easement is taken, in whole or in part, by exercise of the power of eminent domain, the person or entity exercising the power of eminent domain must pay compensation at not less than the fair market value of the Protected Property determined without regard to the existence of the Easement. Grantor, upon receipt of notification of any pending condemnation action brought by any government entity affecting and/or relating to the Protected Property, shall notify the Grantee in writing, within thirty (30) days of receipt of said notification.

**13. Assignment.** This Deed of Easement is not transferable by the Grantee to any other local, county or state department, board, agency, commission or successor. In the event that the Jefferson Farmland Protection Board ceases to operate or exist, the rights of the Grantee under this Deed of Easement shall be transferred to an organization that is qualified under Section 170(h) of the Internal Revenue Code of 1986, as amended, and is a West Virginia-domiciled organization authorized to acquire and hold conservation easements under the West Virginia Conservation and Preservation Easements Act (WV Code 20-12-1, et seq., 1995).

The Grantee further covenants and agrees that the terms of the transfer or assignment will be such that the transferee or assignee will be required to continue to carry out in perpetuity the conservation purposes which the Easement was originally intended to advance. The transfer of the easement to a new or successor transferee or assignee will not create a financial obligation of any kind on the Grantor.

## DEED OF CONSERVATION EASEMENT

14. **Subsequent Transfers.** Grantor agrees to incorporate the terms of this Deed of Easement in any deed or other legal instrument by which they divest themselves of any interest in all or a portion of the Protected Property, including, without limitation, a leasehold interest.

15. **Estoppel Certificates.** Upon request by Grantor, Grantee shall within thirty (30) days execute and deliver to Grantor any document, including an estoppel certificate, which certifies Grantor's compliance with any obligation of Grantor contained in this Deed of Easement and otherwise evidences the status of this Deed of Easement as may be requested by Grantor.

16. **Notices.** Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other shall be in writing and either served personally or sent by certified mail, return receipt, addressed as follows:

To Grantor:

T.L. Magaha and Sons, Inc.  
c/o Larry T. Magaha, President  
2255 Earle Road  
Charles Town, West Virginia, 25414

To Grantee:

Jefferson County Farmland Protection Board  
P.O. Box 731  
Charles Town, WV 25414

or to such other address as either party from time to time shall designate by written notice to the other.

17. **Recordation.** Grantee shall record this instrument in timely fashion with the Office of the Clerk of the County Commission of Jefferson County, West Virginia and may re-record it at any time as may be required to preserve its rights in this Deed of Easement.

18. **Amendment.** If circumstances arise under which an amendment to or modification of this Deed of Easement would be appropriate, Grantor and Grantee are free to jointly amend this Deed of Easement; provided that no amendment shall be allowed that will invalidate this Deed of Easement or be inconsistent with the purpose of this Deed of Easement, and shall not affect its perpetual duration. Any such amendment shall be recorded as above specified. No such amendment shall be effective unless in writing and signed by all parties hereto.

19. **Conveyance of Lot 2R and Lot 4.**

(a) Grantor agrees that Lot 2R and Lot 4 may be conveyed together or separately, at different times to different transferees subject to the provisions of this Section 19.

## DEED OF CONSERVATION EASEMENT

(b) Grantor acknowledges and agrees that Farmland Parcel 2RA and Farmland Parcel 2RB comprise Lot 2R and can only be conveyed together in a conveyance of Lot 2R. For avoidance of doubt neither Lot 2R nor Lot 4 may be subdivided, and neither Farmland Parcel 2RA nor Farmland Parcel 2RB may be subdivided or separated from Lot 2R as separate subdivided parcels.

(c) The owner of Lot 2R shall be deemed a "Grantor" under the March 2020 Conservation Easement with respect to Farmland Parcel 2RA and shall be deemed a "Grantor" under this Deed of Easement with respect to Farmland Parcel 2RA, and the acceptance of a deed to Lot 2R shall be deemed an acknowledgement by the transferee under such deed that such transferee shall be bound by the covenants, terms, conditions and restrictions of the March 2020 Conservation Easement with respect to Farmland Parcel 2RA and be bound by the covenants, terms, conditions and restrictions of this Deed of Easement with respect to Farmland Parcel 2RB and the Protected Property as a whole.

(d) Each owner of Lot 4 shall be deemed a "Grantor" under this Deed of Easement, and the acceptance of a deed to Lot 4 shall be deemed an acknowledgement by the transferee under such deed that such transferee shall be bound by the covenants, terms, conditions and restrictions of this Deed of Easement as it applies to Lot 4 and the Protected Property as a whole.

(e) Notwithstanding the foregoing provisions of this Section 19, in construing or interpreting the covenants, terms, conditions and restrictions imposed on the Protected Property under and by this Deed of Easement, the Protected Property shall be deemed one tract of land even if Farmland Parcel 2RB and Lot 4 are owned by separate owners. All references herein to the Protected Property shall be deemed to refer to both of Farmland Parcel 2RB and Lot 4 collectively or each of Farmland Parcel 2RA and Lot 4 separately.

(f) Grantor hereby grants and conveys to Grantee a perpetual, non-exclusive access easement over and across Lot 2RA and Lot 2RB to and from Lot 2RA and Lot 2RB and from any public right of way abutting Lot 2RA and/or Lot 2RB to access each of Lot 2RA and Lot 2RB to perform monitoring activities and exercise any other rights granted to Grantee under this Deed of Easement or the March 2020 Conservation Easement.

(g) Grantor hereby grants and conveys to Grantee a perpetual, non-exclusive access easement over and across Lot 4 to and from Lot 4 and from any public right of way abutting Lot 4 to access Lot 4 to perform monitoring activities and exercise any other rights granted to Grantee under this Deed of Easement.

### 20. Other Provisions.

(a) **Controlling Law.** The interpretation and performance of this Deed of Easement shall be governed by the laws of the State of West Virginia.

(b) **Severability.** If any provision of this Deed of Easement, or the application thereof to any person or circumstance, is found to be invalid, the remainder of the provisions of this Deed of Easement, or the application of such provision to persons or circumstances other than those as to which it is found to be invalid, as the case may be, shall not be affected thereby.

## DEED OF CONSERVATION EASEMENT

(c) **No Forfeiture.** Nothing contained herein will result in a forfeiture or reversion of the Grantor's title in any respect.

(d) **Successors.** The covenants, terms, conditions, and restrictions of this Deed of Easement shall be binding upon, and inure to the benefit of, the parties hereto and their respective personal representatives, heirs, successors, and assigns and shall continue as a servitude running in perpetuity with the Protected Property.

(e) **Captions.** The captions herein have been inserted solely for convenience of reference and are not a part of this Deed of Easement and shall have no effect upon construction or interpretation.

(f) **Subordination.** Any mortgage or lien arising after the date of this Deed of Easement shall be subordinated to the terms of this Deed of Easement.

(g) **Title Warranties.** Grantor warrants that Grantor has good title to the Protected Property; that Grantor has the right to convey this Deed of Easement, and that the Protected Property is free and clear of any encumbrances.

(h) **Merger.** If Grantee at some future time acquires the underlying fee title in the Protected Property, the interest conveyed by this Deed of Easement will not merge with fee title but will continue to exist and be managed as a separate estate. The Grantor and Grantee explicitly agree that it is their express intent, forming a part of the consideration hereunder, that the provisions of the conservation easement deed set forth herein are to last in perpetuity, and that to that end no purchase or transfer of the underlying fee interest in the Protected Property by or to the local grantee, or any successor or assignee will be deemed to eliminate these conservation easement terms, or any portion thereof, pursuant to the doctrine of "merger" or any other legal doctrine.

(i) **Incorporation of Recitals.** The recitals set forth above are hereby incorporated herein by this reference.

**[Balance of Page Intentionally Left Blank]**

**[Signature Page(s) Follow(s)]**

**DEED OF CONSERVATION EASEMENT**

DECLARATION OF CONSIDERATION OF VALUE. The undersigned hereby declare under penalty of fine and imprisonment as provided by law, that the conveyance made by this document is a transfer of property right to State or County governmental entities, and therefore, is exempt from the West Virginia excise tax due on the transfer of real property.

IN WITNESS WHEREOF Grantor and Grantee have executed this Deed of Easement.

**GRANTOR:**

**T. L. MAGAHA AND SONS, INC.**

By \_\_\_\_\_  
Larry T. Magaha  
President

\_\_\_\_\_  
Date

**GRANTEE:**

**JEFFERSON COUNTY FARMLAND PROTECTION BOARD**

\_\_\_\_\_  
Robert E. Glenn  
President

\_\_\_\_\_  
Date

**DEED OF CONSERVATION EASEMENT**

STATE OF WEST VIRGINIA

COUNTY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of March, 2020, by Larry T. Magaha, as President of T. L. Magaha and Sons, Inc., a West Virginia corporation, on behalf of the corporation.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

STATE OF WEST VIRGINIA

COUNTY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of March, 2020, by Robert E. Glenn, President of JFCPB, on behalf of JFCPB.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**SCHEDULE OF EXHIBITS**

A-1. Legal Description of Property Subject to Easement



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



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1<sup>st</sup> Choice: **May 21, 2020**

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

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

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

- Review and Approval of FY2020 State Budget Revision 4 for the Coal Severance Fund
- Review and Approval of FY2020 Internal Budget Revisions 3, 4 and 5 for the General County Fund
- Review and Approval of FY2020 State Budget Revisions 4 and 5 for the General County Fund
- Review of FY21 Revenue Projections

Please provide the County Commission with a description of your request or presentation, including any background information:  
**FY21 COVID19 Revenue Loss Projections will be distributed on May 21, 2020. See General Fund State Budget Revision Number 5 for FY20 Revenue and Expenditure adjustments.**

Is this a funding request? Y/N No

If so, how much? \$ NA

Provide exact financial impact/request:

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

- Motion to accept FY20 State Budget Revision 4 for the Coal Severance Fund
- Motion to accept FY20 Internal Budget Revisions 3, 4 and 5 for the General County Fund
- Motion to accept FY20 State Budget Revisions 4 and 5 for the General County Fund

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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

**REQUEST FOR REVISION TO APPROVED BUDGET**

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

Jefferson County Commission

GOVERNMENT ENTITY

CONTROL NUMBER

**2020**

FY

**002**

FUND

**4**

REV. NO.

**1 of 1**

PG. OF NO.

Person To Contact Regarding

Budget Revision: **Michelle Gordon**

Phone: **304-724-8425**

Fax: **304-725-7916**

P.O. Box 250

STREET OR PO BOX

Charles Town

CITY

25414

ZIP CODE

COUNTY

Government Type

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

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

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

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

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

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	124,520		5,000	119,520
950	Social Services		5,000		5,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Expenditures**

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 21st day of May, 2020, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2020 budget revision number #4 to the Coal Severance Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

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

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

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

\_\_\_\_\_  
Jane Tabb, President  
Jefferson County Commission

Jefferson County Commission  
State Budget Revision Entry

Budget Revision #4 of Coal Severance Fund FY20

Description	GL acct	Increase	Decrease
Approval granted unanimously on 6/19/19 to provide a one-time funding request of \$5,000 to CASA EP to fund a volunteer recruitment campaign to serve children who have experienced neglect in Jefferson County.			
CASA-Social Service Contribution	002950.456800	5,000	
Co Comm Prof Services	002401.422300		5,000
Totals		5,000	5,000



- Motion by Tabb to approve the hiring of full-time employee Andrew Rosen for the Information Technology/Helpdesk Technician Level 2 at an annual salary of \$40,000 per year starting July 1, 2019. Motion seconded and unanimously approved.

c. Approval of new IT intern for the summer with previously approved stipend amount starting July 1, 2019.

- Motion by Mr. Compton to approve the new IT Intern Ethan Bevan for the summer with approved stipend in the amount of \$10/hr not to exceed \$200 per week. Motion seconded and unanimously approved.

5. Lori Kelly, CASA-EP Board of Directors – Funding Request for CASA Volunteer Outreach Campaign

- Motion by Ms. Noland to approve the funding request of \$5,000 from the Coal Severance Fund to fund a volunteer recruitment campaign to serve more children who have experienced abuse of neglect in Jefferson County. Motion seconded and unanimously approved.

002 950  
456800

6. Nathan Cochran, Assistant Prosecuting Attorney

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

- Discussion of Renewal of County Cable Franchise Agreement and related issues

- Discussion of EEOC Charge #533-2017-00706

- Discussion of Jefferson County Circuit Court Civil Action#18-C-171

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

- Discussion of Jefferson County Circuit Court Civil Action #19-P-69

- Discussion of and issues regarding Jefferson County's Ordinance relating to barking, howling, or yelping dogs

- Discussion of and issues regarding potential reimbursement of former Jefferson County Public Service District board member for successful defense of ethics complaint

- Discussion of an advisory committee or an alternative to the JCDA – process for implementing an alternative

- Motion by Ms. Noland to enter into Executive Session re: contractual matters and pending litigation. Motion seconded and passes on a vote of 4-1 with Mr. Lorenzetti opposing.
- Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.

**AGENDA REQUEST FORM**  
**www.jeffersoncountvww.org**



Name: Lori Kelly, CASA-EP Board of Directors

Department or Organization: **CASA (Court Appointed Special Advocates) of the Eastern Panhandle**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: June 6, 2019

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

Date Requested – 2<sup>nd</sup> Choice: July 18, 2019

Subject (*Wording to be placed on agenda*): Funding Request for CASA Volunteer Outreach Campaign

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

Is this a funding request? Y/N YES

If so, how much? \$5,000

Provide exact financial impact/request: Request will fund a new outreach campaign in Jefferson County to recruit volunteers to serve and improve the well-being of the most vulnerable children and families in the county. CASA volunteers make a life-changing difference for children who have experienced abuse or neglect. We believe every child experiencing this level of upheaval and trauma deserves to have a dedicated advocate speaking up for their best interest in court, at school, and in our community. To accomplish this, CASA recruits, educates, and empowers diverse community volunteers who ensure each child's needs remain a priority in an overburdened child welfare system. Children with a CASA spend less time in foster care, are less likely to re-enter foster care, and are more likely to finish high school, saving the county significant child welfare resources and improving family well-being for a critically underserved population.

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

Motion to approve the funding request of \$5,000 to fund a volunteer recruitment campaign to serve more children who have experienced abuse or neglect in Jefferson County.

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

(Attached)

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

Contact Information: Lori Kelly

Email address: casalorikelly@gmail.com

Phone Number: 304-671-4989

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

## **Brighter Futures, Stronger Communities**

### **The Problem**

There are approximately 5,000 victims of abuse or neglect in West Virginia, a rate of 12.8 per 1,000 children. Of these children, 45.7% were neglected, 70.4% were physically abused, and 4.1% were sexually abused. The number of child victims has increased 22% (**and growing**) in comparison to the number of victims in 2011 (CWLA, 2017 report). Within this problem exists an unfortunate crisis directly related to the opioid crisis; and that is, a significant number of infants must be removed at birth because they are born addicted to drugs. Once removed, these children continue to suffer, left to languish in the foster care system while the judicial process is conducted. For the drug addicted babies, becoming functional is going to be a challenging process for any adult involved. For the older children, instead of playing outside in their neighborhood and making happy family memories, they are attending court hearings, adjusting to new foster homes (most often siblings are separated) and transitioning into new schools.

In the Eastern Panhandle of Berkeley, Jefferson, and Morgan counties there are 656 children in active abuse and neglect cases before the court. With current resources, CASA-EP can only serve 25% of the children in need. Shockingly in the Panhandle today, there are 1,100 additional reports of abuse and neglect yet to be investigated. CASA-EP must ready itself for the future influx of these soon-to-be new cases.

In Jefferson County alone, there are 30-40 children who have experienced abuse and neglect and reside in foster, temporary care and/or group housing—and more will soon be in the system as the backlog in investigations are resolved.

**The challenge is real: Closing the gap between the 480 children (**and growing**) without a CASA Volunteer and the 140 who have one.**

### **The Solution**

CASA believes every child who's been abused or neglected deserves to have a dedicated advocate speaking up for their best interest in court, at school, and in our community. To accomplish this, CASA recruits, educates, and empowers diverse community volunteers who ensure each child's needs remain a priority in an overburdened child welfare system.

To advance our goal, CASA-EP will launch an outreach campaign using new tools provided by the National CASA Association to recruit new volunteers to advocate for all of Jefferson County's children and families in the child welfare system. National CASA engaged a leading national advertising agency to create this new—*Change a Child's Life*—campaign that will launch nationally on June 16. Our funding request to Jefferson County Commission will help us customize and localize this program for the Eastern Panhandle and purchase print, radio, and out-of-home media placements throughout Jefferson County encouraging residents to volunteer and help change the lives of our community's most vulnerable and underserved children.

After intensive training, our committed, vigilant, and persistent volunteers will offer hope where there has been little. Children who have experienced abuse or neglect fare better with a CASA volunteer by their side. Studies have shown:

- **THEY ARE More Likely to find a safe, permanent home.**
- **THEY ARE More Likely to succeed in school**
- **THEY ARE Half as likely to re-enter the foster care system**

#### **Our Request**

CASA-EP respectfully requests \$5,000 for the **Change a Child's Life** outreach campaign. Dollars will be spent as follows:

<b>TACTIC</b>	<b>BUDGET</b>
County-targeted digital advertising	\$1,500.00
Brochure printing	\$500.00
Out-of-home/billboard	\$3,000.00
<b>TOTAL</b>	<b>\$5,000.00</b>

***Thank you very much for your consideration of this critical, community service request!***



## Michelle Gordon

---

**From:** Angela Banks  
**Sent:** Monday, May 4, 2020 11:24 AM  
**To:** Michelle Gordon  
**Subject:** budget revision 406  
**Attachments:** Budget Revision 406.xlsx

See attached.

Angela Banks  
Assessor of Jefferson County  
104 E. Washington St.  
Charles Town, WV 25414  
304-728-3224 Phone  
304-728-3383 Fax





**Jefferson County Commission  
Internal Budget Revision Request  
IBR #5**

**Budget Revision Request for Fiscal Year Ending June 30, 2020**

Budget Line No.	Account Description	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
<b>County Commission</b>					
001401.410801	Co. Comm Overtime	1,000.00	500.00		1,500.00
001401.410500	Co. Comm Health Ins	223,866.00		500.00	223,366.00
To correct overage for overtime related to evening and special meetings.					
<b>Prosecuting Attorney</b>					
001405.410300	Pros Atty Wages	1,198,385.00		13,000.00	1,185,385.00
001405.410400	Pros Atty FICA	81,139.00		806.00	80,333.00
001405.410401	Pros Atty Medicare	18,983.00		189.00	18,794.00
001405.410600	Pros Atty Retirement	130,884.00		1,300.00	129,584.00
001405.410500	Pros Atty Health Ins	205,044.00	11,564.00		216,608.00
001405.421400	Travel	12,000.00		2,500.00	9,500.00
001405.421401	Travel-Witness Per Diem	-	2,500.00		2,500.00
001405.422100	Training & Education	-	950.00		950.00
001405.422900	Court Costs & Damages	-	2,781.00		2,781.00
To correct overages for employee insurance changes, training and unexpected court costs					
<b>IT Data Processing</b>					
001428.410300	IT Wages	\$ 165,537.00		\$ 13,000.00	152,537.00
001428.410600	IT Retirement	\$ 16,555.00		\$ 1,300.00	15,255.00
001428.410802	IT PT Wages	\$ -	\$ 12,800.00		12,800.00
001428.422100	IT Training	\$ -	\$ 1,500.00		1,500.00
001428.423000	IT Contracted Services	\$ 1,000.00	\$ 3,000.00		4,000.00
001428.434100	IT Materials & Supplies	\$ 27,500.00	\$ 3,000.00		30,500.00
001428.435400	IT Computer Hardware	\$ 85,600.00		\$ 6,000.00	79,600.00
To Reclass savngs in FT wages to use as a PT Intern. Training needed for inexperienced staff and unexpected need for contracted services for 911.					
Approved by the Commission on 10/31/2019.					
<b>Engineering Department</b>					
001440.43410	Eng - Materials & Supplies	\$ 3,100.00		\$ 66.00	3,034.00
001440.422300	Eng- Prof Services	\$ -	\$ 66.00		66.00
Increase budget for Prof services for unexpected court case filing charges.					
<b>Sheriff's Law Enforcement</b>					
001700.410300	LEO Wages	2,043,898.00		33,044.00	2,010,854.00
001700.410400	LEO FICA	175,879.00		2,148.00	173,731.00
001700.410401	LEO Medicare	41,137.00		479.00	40,658.00
001700.410600	LEO Retirement	297,574.00		3,304.00	294,270.00
001700.410500	LEO Health Ins	512,727.00	38,975.00		551,702.00
001700.421800	LEO Postage	1,000.00	1,000.00		2,000.00
001700.421600	LEO Maint/Rep Eqpt	2,000.00		1,000.00	1,000.00
001700.445900	LEO C/O Equipment	-	14,930.00		14,930.00
001700.434100	LEO Materials & Supplies	176,900.00		14,930.00	161,970.00
To correct overages for employee insurance changes and other miscellaneous items					
<b>Animal Control</b>					
001716.421600	An Ctl-Maint/Rep Eqpt		121.00		121.00
001716.434500	An Ctl Uniforms	2,000.00	350.00		2,350.00
001716.422300	An Ctl Professional Services	11,000.00		471.00	10,529.00
To correct overages for miscellaneous items					

**Jefferson County Commission  
Internal Budget Revision Request  
IBR #5**

**Budget Revision Request for Fiscal Year Ending June 30, 2020**

Budget Line No.	Account Description	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
					-
<b>Central Garage</b>					
001717.434300	Auto Supplies	-	1,200.00		1,200.00
001717.434100	Materials & Supplies	48,000.00		1,200.00	46,800.00
To correct overage in Auto supplies					\$ -
<b>Totals</b>		\$ 5,257,842.00	\$ 94,737.00	\$ 94,737.00	\$ 5,257,842.00

Name of requesting department: Michelle Gordon 05-07-2020  
 Date Requested: \_\_\_\_\_

Approving signature: 

Date Submitted to County Commission: 05/21/2020  
 Date Approved: 05/21/2020

Authorizing Signature: \_\_\_\_\_

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

**REQUEST FOR REVISION TO APPROVED BUDGET**

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

CONTROL NUMBER

**2020**

FY

**001**

FUND

**4**

REV. NO.

**1 of 1**

PG. OF NO.

Person To Contact Regarding

Budget Revision: **Michelle Gordon**

Phone: **304-724-8425**

Fax: **304-725-7916**

P.O. Box 250

STREET OR PO BOX

Charles Town

CITY

25414

ZIP CODE

COUNTY

Government Type

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	6,138,631	164,943		6,303,574
309	Hotel Occupancy Tax	807,450	50,000		857,450
322	Federal Grants	270,000	29,588		299,588
323	State Grants		58,646		58,646
330	Sheriff's Earnings	192,600	35,100		227,700
382	Refunds/Reimbursements (External Sources)	178,500	4,500		183,000

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

350,349

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

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

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	2,060,608	11,766		2,072,374
402	County Clerk	715,203	40,931		756,134
404	Sheriff-Treasurer	543,544	1,000		544,544
405	Prosecuting Attorney	1,816,077	59,444		1,875,521
406	Assessor	537,199		11,745	525,454
407	Assessor's Valuation Fund	529,664	7,572		537,236
412	Agricultural Agent	136,777	406		137,183
413	Elections-County Clerk	303,533	59,062		362,595
424	Courthouse	1,120,540	192		1,120,732
425	Other Buildings	623,734	26,978		650,712
428	Data Processing	567,681		8,104	559,577
431	Economic Development	652,503		29,530	622,973

**NET INCREASE/(DECREASE) Expenditures**

350,349

APPROVED BY THE STATE AUDITOR

BY:

Director, Local Government Services Division

Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE



**EXPENDITURES (CONT'D)**

Jefferson County Commission

LGSD: BR

Jefferson County Commission CONTROL NUMBER

**2020 001**

**4**

BUDGET REVISION REQUEST-SUPPLEMENT

FY

FUND

REV#

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	FY INCREASE	FUND DECREASE	REVISED AMOUNT
440	Engineering	1,468,501	26,550		1,495,051
696	Transfers to Financial Stab FUnd	2,316,214	53,607		2,369,821
697	Contributions to Comms/Authorities		50,000		50,000
698	Transfers/Reim. (Audit Findings)	1,667,598	116,028		1,783,626
699	Contingencies	2,519,582		80,393	2,439,189
700	Sheriff-Law Enforcement	4,290,371	38,485		4,328,856
711	Emergency Services	270,436	1,050		271,486
712	Communication Center	2,136,051		13,240	2,122,811
717	Central Garage	325,280	290		325,570
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures (this page)

192,377

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 21st Day of May 2020, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2020 budget revisions number #4 & #5 to the General County Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

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

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

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

\_\_\_\_\_  
Jane Tabb, President  
Jefferson County Commission

Jefferson County Commission  
 State Budget Revision JE

**Budget Revision #4 of General Fund FY20**

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>
<b>1. Record allocation of health insurance increase for FY20</b>			
Co Comm Health Insurance	001401.410500		(79,982)
Co Comm Retireee Insurance	001401.423900	11,748	
Co Comm HRA Health Reimbursement Acct	001401.422301	80,000	
Co Clk Health Ins	001402.410500	538	
Tax Office Health Insurance	001404.410500	1,000	
Pros Atty Health Insurance	001405.410500	35,496	
Assr Health Insurance	001406.410500	1,862	
Ag Agent Health Insurance	001412.410500	406	
Elections Health insurance	001413.410500	416	
Cthse Health Ins	001424.410500		(16,955)
IT Health Ins	001428.410500		(8,104)
Dev Auth Health ins	001431.410500		(29,530)
Eng-Health ins	001440.410500	22,050	
LEO-Health Ins	001700.410500	3,385	
Hmld Sec-Health Ins	001711.410500		(9,380)
Comm Ctr Health Ins	001712.410500		(13,240)
Ctl Gar Health Ins	001717.410500	290	
<b>2. Record Adjustment to the beginning fund balance of FY20 to reflect ending fund balance from FY19</b>			
General Fund-Beginning Fund Balance	001.299001	(164,943)	
Transfers to Capital Outlay Fund	001698.456609	164,943	
<b>3. Record Adjustment for BERP Training Grant, DHS, CFDA 97.067, 19-SHS-HSGPHS, EMW-2019-SS-00006-S01</b>			
Federal Grant Revenue	001.322IG0 G2023	(10,430)	
DHS-Dues & Subscriptions	001711.422200 G2023	50	
DHS-Materials & Supplies	001711.434100 G2023	3,000	
DHS-Travel	001711.421400 G2023	3,700	
DHS-Equipment	001711.445900 G2023	3,680	
<b>4. Adjust Electricity based on FY20 trend</b>			
Other Bldgs-Electricity	001424.421100	17,147	
Transfers to Capital Outlay Fund	001698.456609		(17,147)
<b>5. Adjust Telephone based on FY20 Trend</b>			
Courthouse-Telephone	001425.421100	26,978	
Transfers to Capital Outlay Fund	001698.456609		(26,978)
<b>6. Record Adjstment for Appraisal reimbursement &amp; expense-Engineering Dept</b>			
Refunds/Reimbursements	001.382M00	(4,500)	

Jefferson County Commission  
State Budget Revision JE

**Budget Revision #4 of General Fund FY20**

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>
Eng-Professional Services	001440.422300	4,500	
7. Adjustment for Bolivar Hotel Occupancy Tax that the Sheriff is now collecting on their behalf.			
Contr/Trf Bolivar Hotel Occup	001697.456700	50,000	
Hotel Occupancy Tax	001.309OT1	(50,000)	
8. To record PT wages for VOCA Grant Award-16-VA-096			
Pros Atty-PT Wages	001405.410802	22,245	
Pros Atty-FICA	001405.410400	1,379	
Pros Atty-Medicare	001405.410401	324	
Federal Grant Revenue	001.322IG0	(19,158)	
Transfers to Capital Outlay Fund	001698.456609		(4,790)
9. To record increase in Sheriff Security Services and increase in OT			
Sheriff Earnings-Security Services	001.330CS4	(32,000)	
Sheriff Earnings-Circuit Court Fees	001.330CS2	(3,100)	
LEO-Overtime	001700.410801	29,336	
LEO Fica	001700.410400	1,819	
LEO Medicare	001700.410401	425	
LEO Retirement	001700.410600	3,520	
10. To record wage & benefit shortfall in the Clerk of the County Commission's department due to employee turn around and an upcoming employee retirement. The Commission approved up to \$35k in contingency for emergency funding on 2-6-2020. Since then, a long term employee has filed for retirement on 6-30-2020. The department cut travel and training, but is still not able to absorb the cost of that long-term employee's leave payouts and needs an additional \$5,393 funding with Contingency.			
Wages	001402.410300	6,504	
FICA	001402.410400	403	
Medicare	001402.410401	94	
Health Insurance	001402.410500	38,641	
Travel	001402.421400		(2,790)
Maint/Rep Eqpt	001402.421600		(100)
Postage	001402.421800	51	
Training / Education	001402.422100		(2,410)
Fund Bal-Contingency for Emergencies	001699.467510		(40,393)
11. To Correct GL account in SBR 3 for Contingency for Emergencies, used FB Reserve-Financial Stabilization Fund in Error.			
Fund Balance Resrve -Fin Stab Fund	001696.456600	40,000	
Fund Bal-Contingency for Emergencies	001699.467510		(40,000)

Jefferson County Commission  
 State Budget Revision JE

**Budget Revision #4 of General Fund FY20**

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>
12. To record position transfers between general county funded dept 406 and assessor's valuation fund funded dept 407. A net savings of \$21,179 is generated for the General County Fund by the Assessor's position change request.			
Assr Wages	001406.410300		(7,731)
Assr FICA	001406.410400		(479)
Assr Medicare	001406.410401		(112)
Assr Health Insurance	001406.410500		(3,825)
Assr Retirement	001406.410600		(1,460)
Fund Balance Resrve -Fin Stab Fund	001696.456600	13,607	
AVF Wages	001407.410300	6,132	
AVF FICA	001407.410400	380	
AVF Medicare	001407.410401	89	
AVF Health Insurance	001407.410500	945	
AVF Retirement	001407.410600	26	
Transfers in from Assessor Valuation Fund	001.399TR0	(7,572)	
13. Estimated amount for absentee ballot mailings that will be reimbursed by the State.			
Elections-Postage	001413.421800 COVID	10,540	
Elections-Supplies	001413.434100 COVID	48,106	
State Grant Revenue	001.323IG0	(58,646)	
<b>Total</b>		<b>305,406</b>	<b>(305,406)</b>



2

JEFFERSON COUNTY, WEST VIRGINIA  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND (Unaudited)  
For the Fiscal Year Ended June 30, 2019

	Budgeted Amounts		Actual Modified Accrual Basis	Actual Amounts Budget Basis	Variance with Final Budget Positive (Negative)
	Original	Final			
<b>REVENUES</b>					
Taxes:					
Ad valorem property taxes	\$ 14,412,702	14,412,702	\$ 14,135,403	\$ 14,135,403	\$ ( 277,299)
Alcoholic beverages tax	49,180	49,180	43,303	43,303	( 5,877)
Hotel occupancy tax	726,600	769,000	771,492	771,492	2,492
Gas and oil severance tax	64,040	85,640	85,562	85,562	( 78)
Other taxes	807,820	813,383	893,670	893,670	80,287
Licenses and permits	340,335	340,335	328,777	328,777	( 11,558)
Intergovernmental:					
Federal	445,000	504,458	485,770	485,770	( 18,688)
State	15,000	19,250	20,323	20,323	1,073
Charges for services	4,342,980	3,315,780	3,567,091	3,567,091	251,311
Fines and forfeitures	100,000	100,000	97,087	97,087	( 2,913)
Interest and investment earnings	32,170	31,900	36,954	36,954	5,054
Reimbursements	173,600	233,600	267,937	267,937	34,337
Payments in lieu of taxes	20,000	20,000	19,296	19,296	( 704)
Contributions and donations	--	--	220	220	220
Miscellaneous	3,518,600	3,538,358	3,714,056	3,714,056	175,698
Total revenues	25,048,027	24,233,586	24,466,941	24,466,941	233,355
<b>EXPENDITURES</b>					
Current:					
General government	11,265,983	11,455,245	11,259,760	11,259,760	195,485
Public safety	12,775,096	11,935,613	10,895,233	10,895,233	1,040,380
Health and sanitation	79,980	79,980	79,980	79,980	--
Culture and recreation	1,469,888	1,500,588	1,497,725	1,497,725	2,863
Social services	20,000	20,000	20,000	20,000	--
Capital outlay	--	45,000	40,628	40,628	4,372
Total expenditures	25,610,947	25,036,426	23,793,326	23,793,326	1,243,100
Excess (deficiency) of revenues over expenditures	( 562,920)	( 802,840)	673,615	673,615	1,476,455
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers in	804,250	904,070	1,033,645	1,033,645	129,575
Transfers (out)	( 83,980)	( 600,755)	( 600,755)	( 600,755)	--
Proceeds from the sale of assets	--	--	10,922	10,922	10,922
Total other financing sources (uses)	720,270	303,315	443,812	443,812	140,497
Net change in fund balance	157,350	( 499,525)	1,117,427	1,117,427	1,616,952
Fund balance - beginning (restated Note III J)	4,634,541	5,186,147	5,186,147	5,186,147	--
Fund balance - ending	\$ 4,791,891	\$ 4,686,622	\$ 6,303,574	\$ 6,303,574	\$ 1,616,952

The notes to the financial statements are an integral part of this statement.

Need Budget Revision  
to Beg FB for F20 Bud.  
001.299001  
001.698.456609 164,943 Trf  
164,943 Trf  
CLO Fund

**Jefferson County**  
Charles Town, West Virginia

1  
glytbdud

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

05/07/2020 10:20  
mgordon

FOR 2020 10

JOURNAL DETAIL 2019 1 TO 2019 13

ACCOUNTS FOR: GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND	-30,080,878	-31,588,224	-22,316,477.58	-1,348,381.30	.00	-9,271,746.42	70.6%
001401 COUNTY COMMISSION	2,039,121	2,060,608	1,696,260.56	180,243.95	0.00	339,347.44	83.5%
001402 COUNTY CLERK	715,203	715,203	606,600.40	75,154.21	0.00	108,602.60	84.8%
001403 CIRCUIT CLERK	638,440	638,440	517,841.13	65,684.38	0.00	120,598.87	81.1%
001404 SHERIFF AND TREASURER	543,544	543,544	421,157.58	51,291.71	0.00	122,386.42	77.5%
001405 PROSECUTING ATTORNEY	1,816,077	1,816,077	1,514,381.55	198,989.10	0.00	301,695.45	83.4%
001406 ASSESSOR	534,258	537,199	438,715.55	44,483.67	0.00	98,483.45	81.7%
001407 ASSESSORS VALUATION FUND	529,664	529,664	430,021.12	57,706.49	0.00	99,642.88	81.2%
001408 STATEWIDE COMPUTER NET	43,110	43,110	8,527.94	.00	0.00	34,582.06	19.8%
001412 AGRICULTURAL AGENT	136,777	136,777	105,740.27	14,783.86	0.00	31,036.73	77.3%
001413 ELECTIONS COUNTY CLERK	303,533	303,533	166,183.20	15,791.48	28,645.73	108,704.07	64.2%
001415 MAGISTRATE COURT	3,000	3,000	2,071.20	.00	0.00	928.80	69.0%
001424 COURTHOUSE (MAINTENANCE)	1,139,493	1,120,540	857,614.69	85,744.87	7,205.00	255,720.31	77.2%
001425 OTHER BUILDINGS	597,200	623,734	455,298.52	16,210.24	0.00	168,435.48	73.0%
001428 IT DATA PROCESSING	567,681	567,681	395,500.84	31,326.54	27,888.86	144,291.30	74.6%
001431 REGIONAL DEVELOPMENT AUTH	19,795	19,795	19,794.26	57,901.19	0.00	176,695.47	72.9%
001440 ENGINEERING-PLANNING-ZONING	652,503	652,503	475,807.53	157,690.37	0.00	256,579.99	82.5%
001696 FINANCIAL STABILIZATION	1,468,501	1,468,501	1,211,921.01	157,690.37	0.00	2,316,214.00	0.0%
001697 CONTR/TRF OTH STATUTORY ENTIT	2,365,476	2,316,214	.00	71.15	0.00	-38,172.90	100.0%
001698 TRANSFERS TO OTHER FUNDS	0	0	38,172.90	.00	0.00	1,067,598.00	36.0%
001699 CONTINGENCIES	214,024	1,667,598	600,000.00	.00	0.00	2,519,582.00	0.0%
001700 SHERIFF LAW ENFORCEMENT	2,519,582	2,519,582	.00	.00	0.00	2,519,582.00	0.0%
001701 SHERIFF SVC OF PROCESS	4,239,346	4,290,371	3,481,989.99	417,923.85	30,068.55	778,312.46	81.9%
001704 REGIONAL JAIL	19,100	19,100	9,095.81	.00	0.00	10,004.19	47.6%
001711 HOMEMAND SECURITY	1,500,000	1,500,000	610,266.50	30,687.00	0.00	889,733.50	40.7%
001712 COMMUNICATIONS CENTER	270,436	270,436	195,676.25	24,544.72	0.00	74,759.75	72.4%
001713 FIRE DEPARTMENTS	2,136,051	2,136,051	1,551,447.09	192,139.64	0.00	584,603.91	72.6%
001715 AMBULANCE AUTHORITY	577,500	577,500	577,500.00	.00	0.00	.00	100.0%
001716 ANIMAL CONTROL	2,231,347	2,231,347	2,231,347.00	557,836.75	0.00	.00	100.0%
001717 CENTRAL GARAGE	261,889	261,889	193,805.56	24,729.95	0.00	68,083.44	74.0%
001800 LOCAL HEALTH DEPT	345,280	325,280	212,781.31	13,798.58	0.00	112,498.69	65.4%
001900 PARKS AND RECREATION	80,380	80,380	66,983.30	6,698.33	0.00	13,396.70	83.3%
001903 ARTS AND HUMANITIES	771,280	771,280	630,896.60	77,653.07	0.00	140,383.40	81.8%
001909 HISTORICAL COMMISSION	16,149	16,149	11,131.58	180.46	0.00	5,017.42	68.9%
001911 VISITORS BUREAU	23,913	23,913	16,483.10	267.22	0.00	7,429.90	68.9%
001916 LIBRARIES	411,225	411,225	285,789.58	4,511.59	0.00	125,435.42	69.5%
001953 PUBLIC TRANSPORTATION	330,000	330,000	330,000.00	82,500.00	0.00	.00	100.0%
TOTAL GENERAL FUND	20,000	60,000	60,000.00	5,000.00	0.00	.00	100.0%
TOTAL GENERAL FUND	0	0	-1,889,673.66	1,143,163.07	118,808.14	1,770,865.52	100.0%
TOTAL REVENUES	-30,080,878	-31,588,224	-22,316,477.58	-1,348,381.30	.00	-9,271,746.42	
TOTAL EXPENSES	30,080,878	31,588,224	20,426,803.92	2,491,544.37	118,808.14	11,042,611.94	

PRIOR FUND BALANCE  
CHANGE IN FUND BAL - NET OF REVENUES/EXPENSES  
REVISED FUND BALANCE

6,303,574.68  
1,889,673.66  
8,193,248.34

G2023

BERPTing (3) Grant

# State of West Virginia

Division of Homeland Security and Emergency Management

## Homeland Security Grant Program

CFDA Number:  
97.067

OASIS - GRTAWD Document ID  
2000003799

### Sub-Grant Award

Sub-Grantee Name and Address

FEIN  
55-6000333

Jefferson Co Commission

P.O. Box 250  
Charles Town, WV 25414-0241

DUNS  
074-741-4548

OASIS ID#  
00000211969

Sub-Grant #  
19-SHS-53

Federal Grant Number  
EMW-2019-SS-00006-S01

Sub-Grant Period

From: 10/1/2019  
To: 8/31/2022

Major Program: HSGPHS  
Program: HSLMIR  
Program Period: HS 2019

Total Grant Award Amount: \$10,430

By signing and accepting this award the sub-grantee agrees to comply with all special conditions and assurances included in the application. I certify that this project will be implemented as described in the attached application.

Sub-Grantee Authorized Official:  
(Agency Head - Mayor, Commission President, etc)

*Robert DeLoach*

Title: *County Commission President*

Date: *10/19/19*

### For DHSEM Use Only Below

#### Homeland Security Grant Program Certification

The attached application has been reviewed, and the proposed project and expenditures as described in the application fall within all state and federal guidelines which govern the Homeland Security Grant Program and sufficient funds exist to make this award.

I have reviewed this sub-grant award. All project activities fall within West Virginia's Homeland Security Strategy Goals and Objectives and the proposed expenditures are within the grant guidelines.

HSGP Grant Representative: \_\_\_\_\_

Date: *11/4/19*

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

WV DHSEM Director: \_\_\_\_\_

Date: *11/5/19*

Need H2O BR

4-18-20 (3) BERP trng

# Homeland Security Grant Program

**Applicant:** Jefferson County Homeland Security & Emergency Management

**Jurisdiction Name:** Jefferson Co Commission

**Project Title:** BERP Training

	<u>Matching Funds</u>	<u>Requested Funds</u>	<u>Total Approved</u>
Planning	\$0	\$0	\$0
Equipment	\$0	\$3,680	\$3,680
Training	\$0	\$6,750	\$6,750
Exercise	\$0	\$0	\$0
	<u>\$0</u>	<u>\$10,430</u>	<u>\$10,430</u>

**Grant Amount:** \$10,430      **Law Enforcement?** No

**Core Capability 1:** Intelligence and Information Sharing

**Core Capability 2:** Situational Assessment

**Core Capability 3:** On-Scene Security, Protection and Law Enforcement

**Project Description: (including gap)** This will involve conducting a Bovine Emergency Response Program training course. This training is intended for first responders (including Fire Service, Law Enforcement and EMS), emergency management, public health, public safety communicators, animal control, governmental, administrative, and others who may provide support, assistance or aid to those dealing with bovine or large animal emergencies.

This training will provide agricultural and traditional responders with an introduction, some performance skills and understanding, relative to some of the unique situations for emergency responders that motor vehicle incidents with bovines can present. The knowledge and skills gained will assist in the effective preparation and response to this type of emergency and the unique situations that are presented. The BERP course will be a 1 day course providing an overview of response and issues present in incidents involving bovines and other large animals. The lectures will include background and response actions, biosecurity, proper animal care and handling, humane euthanasia, mortality handling and disposal. The hands-on training provides knowledge and skills in animal handling, euthanasia, triage, and containment.

**Stipulations / Requirements:** Continue coordination with the WVDA.

## Applicant Information

<b>Agency Name:</b>	Jefferson County Homeland Security & Emergency Management
<b>Primary Discipline:</b>	Emergency Management Agency
<b>Type of Agency:</b>	County
<b>Address:</b>	28 Industrial Blvd., Suite 101
<b>City, State, Zip:</b>	Kearneysville, WV 25430
<b>Phone:</b>	(304) 728-3290
<b>County:</b>	JEFFERSON
<b>WV DHSEM Region:</b>	Region 3

<b>Project Director:</b>	Stephen S. Allen
<b>Address:</b>	28 Industrial Blvd., Suite 101
<b>City, State, Zip:</b>	Kearneysville, WV 25430
<b>Phone:</b>	(304) 728-3290
<b>Email:</b>	<a href="mailto:sallen@jeffersoncountywv.org">sallen@jeffersoncountywv.org</a>

<b>Vendor Agency (OASIS):</b>	Jefferson Co Commission
<b>Vendor Address (OASIS):</b>	P.O. Box 250
<b>City, State, Zip (OASIS):</b> (include +4 Zip code)	Charles Town, WV 25414-0241
<b>Fiscal Point of Contact:</b>	Michelle Gordon
<b>Fiscal Officer Phone:</b>	(304) 724-8425 or (304) 725-7916
<b>Fiscal Officer Email:</b>	<a href="mailto:mgordon@jeffersoncountywv.org">mgordon@jeffersoncountywv.org</a>

<b>OASIS Vendor ID #:</b>	000000211969
<b>Applicant DUNS:</b> (9 digits for DUNS)	074-741-4548
<b>Applicant FEIN:</b>	55-6000333

## Project Summary

**Project Title:** BERP Training

This will involve conducting a Bovine Emergency Response Program training course. This training is intended for first responders (including Fire Service, Law Enforcement and EMS), emergency management, public health, public safety communicators, animal control, governmental, administrative, and others who may provide support, assistance or aid to those dealing with bovine or large animal emergencies.

This training will provide agricultural and traditional responders with an introduction, some performance skills and understanding, relative to some of the unique situations for emergency responders that motor vehicle incidents with bovines can present. The knowledge and skills gained will assist in the effective preparation and response to this type of emergency and the unique situations that are presented. The BERP course will be a 1 day course providing an overview of response and issues present in incidents involving bovines and other large animals. The lectures will include background and response actions, biosecurity, proper animal care and handling, humane euthanasia, mortality handling and disposal. The hands-on training provides knowledge and skills in animal handling, euthanasia, triage, and containment.

**Project Description:**  
(including gap)

### How was this gap identified?

In the space below, please provide the year the THIRA was completed and submitted; the year and basic findings of a real-world event; and/or the Exercise name and the year the exercise was completed.

**Jurisdictional THIRA?** N/A

**Real-World Event?** N/A

**Exercise AAR/IP?** Evacuation Drill at the schools

**2019 Priorities:** School Safety and Security

**Core Capability 1:** Intelligence and Information Sharing  
**Core Capability 2:** Situational Assessment  
**Core Capability 3:** On-Scene Security, Protection and Law Enforcement

**WV Homeland Security Strategy Coordination:**  
  
Objective 2.6 – Promote safety and security efforts at public and private schools and universities in West Virginia, in conjunction with local law enforcement agencies

**Milestones:**  
  
Milestone 1: Promote course  
Milestone 2: Order supplies/equipment  
Milestone 3: Conduct course  
Milestone 4:  
Milestone 5:  
Milestone 6:  
Milestone 7:  
Milestone 8:

**Sustainment**  
Does your organization have the capacity to implement this project and the ability to sustain the project objectives (including equipment maintenance and replacement) beyond the grant period?  
  
**No**

**Will a contractor be used on this project?**  
  
If Yes, please complete contractor tab. **No**

**Estimated Time to Complete Project?** **0-3 Months**

**Planning**

<u>Proposed Activity</u>	<u>Justification/Explanation</u>	<u>Applicant Funds</u>	<u>Requested Grant Funds</u>	DHSEM Use Only Approval Status
		\$0	\$0	
		\$0	\$0	
		\$0	\$0	
<b>Totals</b>		\$0	\$0	\$0

Additional Justification (optional):

# Equipment

Equipment Item*	AEL**	Requested Quantity	Justification/Explanation	Applicant Funds	Requested Grant Funds	DHSEM Use Only Approval Status
Panel Trailer	16AC-02-AHEL	1	To haul supplies and equipment		\$2,500	Approved
Panels	16AC-02-AHEL	10	Panels to house large animals		\$800	Approved
Utility Gate. (panel)	16AG-02-AHEL	2	Gates into the corral		\$270	Approved
Panel equipment	16AC-02-AHEL		Misc supplies to set up panels		\$110	Approved
<b>Totals</b>				\$0	\$3,680	\$3,680

Additional Justification (optional):

# Training

		DHSEM Use Only		
<u>Training Requested*</u>	<u>Justification/Explanation</u>	<u>Applicant Funds</u>	<u>Requested Grant Funds</u>	<u>Approval Status</u>
Bovine Emergency Response Program	WVU BVM CEU Application		\$50	Approved
Bovine Emergency Response Program	STUDENT MANUALS & SHIPPING		\$2,500	Approved
Bovine Emergency Response Program	T-SHIRTS		\$500	Approved
Bovine Emergency Response Program	Meals (lunch during training)		\$500	Approved
Bovine Emergency Response Program	Break		\$250	Approved
Bovine Emergency Response Program	Room Rental		\$250	Approved
Bovine Emergency Response Program	Travel for Instructors (meals, lodging, mileage)		\$1,900	Approved
Bovine Emergency Response Program	Stock Truck Rental <i>meals</i>		\$800 <i>meals</i>	Approved
<b>Totals</b>		\$0	\$6,750	\$6,750

Additional Justification:



# Contractor Description Form

Will a Contractor be Used?

What contractor will likely be used?

(If specific contractor has not been selected, please mark as unknown)

For what categories will contractor be used?

Planning

Equipment

Training

Exercise

What is the total estimated cost for contractor?

If using a contractor, please make special note of Special Condition #45.

Explain how the contractor will be used:

Explain why your agency is unable to complete project without a contractor:

Explain how your agency will monitor work of the contractor:

Please provide any additional justification for contractor:

## 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) 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 the Homeland Security State Administrative Agency (HS SAA), as further clarified in the Policies and Procedures Manual for this program; U.S. Department of Homeland Security guidance; and all other relevant Federal/State regulations, policies, and guidelines. These Conditions and Assurances apply to all Homeland Security Grant Program (Federal) and agency funds expended for purposes associated with this project. All correspondence to the HS SAA, which is required and/or occurs as a result or action of any of the following Conditions and Assurances, or as a result of the administration of any HS SAA grant program, should be addressed to:

WV Division of Homeland Security and Emergency Management  
Homeland Security State Administrative Agency  
1703 Coonskin Drive, Charleston, WV 25311-1025

### 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 the HS SAA.

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

### 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 HS SAA explaining the delay in implementation. Upon receipt of the 90-day letter, HS SAA may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

### 5 Civil Rights Compliance:

Sub-grantee will comply with all federal civil rights laws, including Title VI of the Civil Rights Act, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

### 6 Written Approval of Changes:

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

### 7 Press Release:

Release of information pertaining to this sub-grant must include the following information:

1. Grant amount;
2. State Involvement (WV Division of Homeland Security and Emergency Management); and,
3. Federal involvement (U.S. Dept. of Homeland Security).

### 8 Compliance with Federal Rules and Regulations:

Sub-grantee will comply with Title 2, Part 200 of the Code of Federal Regulations (Super Circular). The Super Circular supersedes Circulars A-21, A-87, A-89, A-102, A-110, A-122, A-133.

**9 Program Accountability – Federal Audit Requirement – Super Circular:**

If an audit must be conducted pursuant to the Super Circular, a copy of the audit shall be submitted to HS SAA as well as to the Federal clearinghouse.

The Federal clearinghouse address is as follows:

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

**10 Program Accountability – State Audit Requirements:**

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 HS SAA are appropriated by the WV Legislature; therefore all funds disbursed are considered state funds. The HS SAA will notify the Legislative Auditor when a sub-grant is awarded which falls under the requirements of the WV Code.

As of 9/13/05, the requirements set forth by §12-4-14 are as follows: 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 the HS SAA 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 sub-grant 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 sub-grant 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 sub-grant 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-grantee shall file with HS SAA a sworn statement of expenditures made under the grant or sub-grant.

The Sub-grantee 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.

**11 Access to Records, Equipment, Training, & Exercises:**

The HS SAA, through any authorized representative, shall have access to and the right to examine all records, books, papers, documents, equipment, training, and/or exercises related to the sub-grant and to relevant books and records of contractors.

**12 Conflict of Interest:**

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

**13 National and State Evaluation Efforts:**

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

**14 Political Activity:**

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.

**15** **Obligation of Project Funds:**

Funds may not, without prior written approval from the HS SAA, be obligated prior to the effective start date or subsequent to the termination date of the project period. All invoices must be dated within the approved sub-grant period.

**16** **Elements of a Viable Continuity Capability:**

The Continuity Plan is the roadmap for the Implementation and management of the Continuity Program. The National Continuity Policy: Federal Continuity Directive 1 and Federal Continuity Directive 2 outline the following ten (10) overarching continuity requirements: Essential Functions, Orders of Succession, Delegations of Authority, Continuity Facilities, Continuity Communications, Vital Records Management, Human Capital, Tests-Training-Exercises, Devolution of Control & Direction, and Reconstitution. If utilizing sub-grant funding for the development of a Continuity Plan, the Plan must address each of these ten (10) elements in order to be eligible to be reimbursed for approved/allowable costs.

**17** **Use of Funds:**

Funds awarded through the HS SAA may be expended ONLY for the purposes and activities specifically covered by the sub-grantee's approved project description and budget. Any change in the project or the budget must receive PRIOR approval from DHSEM-SAA.

**18** **Release of Information:**

All records, papers and other documents kept by recipients of grant funds are required to be made available to the HS SAA. These records and other documents submitted to the HS SAA and its 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.

The HS SAA 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 under federal control 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 Federal Division of Homeland Security FOIA Office, and may likely fall within one or more of the available exemptions under the Act.

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

**19** **Allowable and Unallowable Costs:**

Allowable costs incurred under this grant shall be determined in accordance with the Super Circular.

**20** **Non-supplanting:**

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.

**21** **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 the HS SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees 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.

<b>22</b>	<b>Project Income:</b>
	All income earned by the sub-grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by the HS SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.
<b>23</b>	<b>Consultant Fees:</b>
	Approval of this sub-grant does not necessarily indicate an approval of specific consultant rates. Please discuss rates with the HS SAA.
<b>24</b>	<b>Purchasing:</b>
	When making purchases relevant to the sub-grant, the sub-grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government.
<b>25</b>	<b>Reports:</b>
	Each sub-grantee shall submit reports as deemed reasonably necessary by the HS SAA for monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.
<b>26</b>	<b>Environmental &amp; Historical Preservation (EHP):</b>
	Sub-grantee shall comply with all applicable Federal, State, and local EHP requirements and shall provide any information requested to ensure compliance with applicable laws.
<b>27</b>	<b>Suspension of Funding:</b>
	HS SAA may suspend, in whole or in part, terminate, or impose other sanctions on any sub-grantee funds for the following reasons: <ul style="list-style-type: none"> <li>• Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;</li> <li>• Failure to submit reports;</li> <li>• Filing a false certification in this application or in another report or document; or,</li> <li>• Other just cause.</li> </ul>
<b>28</b>	<b>Sanctions for Noncompliance:</b>
	In the event of the sub-grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, the HS SAA may impose such contract sanctions, as it may deem appropriate, including but not limited to: <ul style="list-style-type: none"> <li>• Withholding of payments to the sub-grantee until the sub-grantee complies;</li> <li>• Cancellation, termination or suspension of the contract, in whole or in part; or,</li> <li>• Refrain from extending any further assistance to the sub-grantee until satisfactory assurance of future compliance has been received.</li> </ul>
<b>29</b>	<b>Immigration and Naturalization Verification:</b>
	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.
<b>30</b>	<b>Use of Grant Funds to Enact Laws:</b>
	Sub-grantee understands and agrees that shall not 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.

<b>31</b>	<b>Property Accountability:</b>
<p>The sub-grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a sub-grant by the HS SAA. This obligation continues as long as the property is retained by the sub-grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from the HS SAA. Sub-grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program, with copies provided to the HS SAA. The HS SAA reserves the right to inspect and review any equipment purchased with this sub-grant</p>	
<b>32</b>	<b>Communications Equipment:</b>
<p>With respect to communications initiatives and equipment, the sub-grantee agrees to the following:  Communications equipment shall be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per WV Code §15-14-4, all communications equipment requests must be reviewed and approved by the Statewide Interoperability Coordinator. <a href="http://www.slrn.wv.gov">www.slrn.wv.gov</a></p>	
<b>33</b>	<b>Equipment:</b>
<p>Sub-grantees purchasing equipment with grant funds shall adhere to the established bidding procedures for their respective units of government and/or agencies. All equipment shall have a primary function of being used for homeland security purposes, and be available statewide (if practical) for use during emergencies and training/exercise events.</p>	
<b>34</b>	<b>Marking of Equipment and Publications:</b>
<p>Sub-grantee shall 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 the WV DHSEM."</p>	
<b>35</b>	<b>Patents and/or Copyrights and Rights in Data:</b>
<p>Sub-grantee acknowledges that the HS SAA, 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 shall consult with the HS SAA regarding the allocation of any patent rights that arise from, or are purchased with, this funding.</p>	
<b>36</b>	<b>Time Extensions:</b>
<p>Time extensions are allowable; however, the HS SAA will review and approve extension requests on a case by case basis only if the extension is warranted. Lack of planning by the sub-grantee is not a justified reason for an extension.</p>	
<b>37</b>	<b>Equal Employment Opportunity Plan:</b>
<p>Each sub-grantee certifies that it has executed and has on file, an Equal Employment Opportunity Plan.</p>	
<b>38</b>	<b>Veterans Preference:</b>
<p>This program includes a provision that grantees utilizing funds to hire additional personnel give suitable preference in employment to military veterans. HS SAA 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>	
<b>39</b>	<b>Submission/Release of Proposed Publications:</b>
<p>The sub-grantee shall submit one copy of all reports and proposed publications resulting from this agreement to the HS SAA 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:</p> <p>"This document [product] was prepared under a grant from the United States Department of Homeland Security and the WV Division of 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 State of West Virginia."</p>	

<b>40</b>	<b>Purchase of American-made Equipment/Products:</b>
<p>It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act, as well as the desire of HS SAA that <u>to the greatest extent practicable</u>, all equipment and products purchased with Federal funds made available under this grant should be American-made.</p>	
<b>41</b>	<b>Personnel Training:</b>
<p>The HS SAA 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 shall be provided, upon request within 10 business days.</p>	
<b>42</b>	<b>Accounting Requirements:</b>
<p>Sub-grantee shall record all project funds and costs following <u>generally accepted accounting procedures</u>. A unique account number or cost recording shall separate all project costs from the sub-grantee's other or general expenditures. Adequate documentation for all project costs and income shall be maintained. Adequate documentation of financial and supporting material, as defined in the pertinent Administrative Manual, shall be retained and be available for audit purposes.</p>	
<b>43</b>	<b>Financial Guide:</b>
<p>Sub-grantee shall comply with all requirements as set forth in the Financial Guide which governs this program.</p>	
<b>44</b>	<b>Davis-Bacon and Related Acts:</b>
<p>Subgrantee agrees to comply with the Davis-Bacon and Related Acts, which applies to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates. The Davis-Bacon Act prevailing wage provisions applies to the "Related Acts," under which federal agencies assist construction projects through grants, loans, loan guarantees, and insurance. For prime contracts in excess of \$100,000, contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek. The overtime provisions of the Fair Labor Standards Act may also apply to DBA-covered contracts. For more information, check the following US Department of Labor website link.  <a href="https://www.dol.gov/whd/govcontracts/dbra.htm">https://www.dol.gov/whd/govcontracts/dbra.htm</a></p>	
<b>45</b>	<b>Contractor Planning Requirements:</b>
<p>All subgrants utilizing a contractor will submit copies of agendas, notes/minutes, and sign-in sheets for meetings between subgrantee and contractor(s). Subgrantees <b>MUST</b> include a list of planned and completed meeting dates. These documents <b>MUST</b> be submitted with monthly progress reports. Copies of all final work products (i.e. plans, SOPs/SOGs, exercise documentation) must be submitted prior to the final request for reimbursement.</p>	

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 17 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 cooperating 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 Stand 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 67, 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 in the workplace no later than five calendar days after such convictions;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or

(2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

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Check  if there are workplaces on file that are not identified here.

Sections 17.830 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.

Signature of Authorized Official: 

Date:

# 2019 Homeland Security Grant Program Compliance Requirements

The **FEMA Preparedness Grants Manual** (April 2019 version) and the **2019 Notice of Funding Opportunity (NOFO) for the Fiscal Year 2019 Homeland Security Grant Program (HSGP)** outline specific requirements for sub-recipient. The sub-recipient **MUST** comply with and the recipient (DHSEM) must track the following requirements:

1. ALL sub-recipients **MUST** complete the *National Cybersecurity Review* by December 31, 2019;

The Grant Programs Directorate Information Bulletin No. 439 (released April 12, 2019) provides supplemental guidance on required cybersecurity activities. HSGP sub-recipients must complete the NCSR by the end of Calendar Year 2019. The 2019 *National Cybersecurity Review* (NCSR) will be open from October through December 2019. The Chief Information Officer (CIO), Chief Information Security Officer (CISO), or equivalent for each subrecipient should complete the NCSR. If there is no CIO/CISO, the most senior cybersecurity professional should complete the assessment. The NCSR is available at no cost to the user and takes approximately 2-3 hours to complete. DHSEM will send out directions and the link to the survey to the Project Director when it is available.

2. Only equipment listed as approved for HSGP funding on the FEMA Authorized Equipment List (AEL) can be purchased (<https://www.fema.gov/authorized-equipment-list>);
3. Environmental Planning and Historic Preservation (EHP) Compliance;

DHS/FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by DHS/FEMA including grant-funded projects, comply with Federal EHP regulations, laws, and Executive Orders, as applicable. Sub-recipients proposing projects that have the potential to impact the environment, including but not limited to the construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction including replacement of facilities, must participate in the EHP review process. The EHP review process involves the submission of a detailed project description along with supporting documentation so that DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources or historic properties. In some cases, DHS/FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive order, regulations, and policies. Contact [Matthew.J.Blackwood@dhs.gov](mailto:Matthew.J.Blackwood@dhs.gov) for details.

4. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326; and
5. Sub-recipients must retain award documents for at least three years from the date of closeout.

I have read and agree to comply with the above listed requirements.

Sub-recipient: JEFFERSON COUNTY COMMISSION

Authorized Official: (printed name) PATRICIA NOLAND

Authorized Official: (signature) Patricia DeLoraine

Date: 10/17/19

Title: PRESIDENT



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Account 001425 421301 ELECTRICITY

001425-421301 Electricity

Current Year Monthly Amounts

Per	CY Actual	CY Encumbrance	CY Bud Transfer	CY Budget	CY Available	CY Cumul Actuals	CY Cumul Budget
00 SDY	00	00	00	00	00	00	00
01 JUL	22,442.23	00	00	250,400.00	272,842.23	-22,442.23	250,400.00
02 AUG	22,061.31	00	00	00	22,061.31	380.92	250,400.00
03 SEP	24,187.11	00	00	00	24,187.11	23,806.19	250,400.00
04 OCT	23,800.17	00	00	00	23,800.17	47,606.36	250,400.00
05 NOV	21,159.68	00	00	00	-21,159.68	68,766.04	250,400.00
06 DEC	21,927.24	00	00	00	21,927.24	90,693.28	250,400.00
07 JAN	54,294.92	00	00	00	-54,294.92	144,988.20	250,400.00
08 FEB	7,159.25	00	00	00	-7,159.25	152,147.45	250,400.00
09 MAR	00	00	00	00	00	152,147.45	250,400.00
10 APR	00	00	00	00	00	152,147.45	250,400.00
11 MAY	00	00	00	00	00	152,147.45	250,400.00
12 JUN	00	00	00	00	00	152,147.45	250,400.00
13 EOY	00	00	00	00	00	152,147.45	250,400.00
TOTALS	152,147.45	00	00	250,400.00	00	00	00

FY20 Budget 250,400

FY20 YTD 152,147

FY20 Est to June 115,000

267,147

FY20 Budget Revision

17,147 BR



001424-421100  
telephone

5

M

Account 001424 421100 TELEPHONE

Current Year Monthly Amounts

Per	CY Actual	CY Encumbrance	CY Bud Transfer	CY Budget	CY Available	CY Cumul Actuals	CY Cumul Budget
00 SOY	00	00	00	00	00	00	00
01 JUL	9,871.67	00	00	115,000.00	105,128.33	9,671.67	115,000.00
02 AUG	10,244.16	7,200.00	00	00	-17,444.16	20,115.83	115,000.00
03 SEP	13,347.33	00	00	00	-13,347.33	33,463.16	115,000.00
04 OCT	15,120.87	00	00	00	-15,120.87	48,584.03	115,000.00
05 NOV	10,162.78	00	00	00	-10,162.78	58,746.81	115,000.00
06 DEC	15,983.62	-7,200.00	00	00	-8,783.62	74,730.43	115,000.00
07 JAN	10,071.01	00	00	00	-10,071.01	84,801.44	115,000.00
08 FEB	12,176.96	00	00	00	-12,176.96	96,978.40	115,000.00
09 MAR	00	00	00	00	00	96,978.40	115,000.00
10 APR	00	00	00	00	00	96,978.40	115,000.00
11 MAY	00	00	00	00	00	96,978.40	115,000.00
12 JUN	00	00	00	00	00	96,978.40	115,000.00
13 EOY	00	00	00	00	00	96,978.40	115,000.00
TOTALS	96,978.40	00	00	115,000.00	00	00	00

FY20 Budget 115,000

FY20 YTD 96,978

FY20 Est  
to June 45,000  
141,978

FY20 Budget  
revision 26,978 BR



6. Engineering

**Michelle Gordon**

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**From:** Roger Goodwin  
**Sent:** Friday, August 23, 2019 1:16 PM  
**To:** Michelle Gordon  
**Cc:** Roger Goodwin; Michelle Mason  
**Subject:** Engineering Professional Services

Michelle,

I see in my current budget report, the Professional Services line item shows \$4500 overspent. However, we received the \$4500 reimbursement check from Bluestone Land LLC; and Michelle Mason sent it to the sheriff's tax office to be deposited. This will cover the overage in the budget. Thanks!

**Roger Goodwin, PE, CFM**  
**Director & Chief County Engineer**  
Jefferson County Department of Engineering, Planning & Zoning  
P.O. Box 716  
116 East Washington Street, Suite 100  
Charles Town, WV 25414

304-728-3257  
[Engineering@jeffersoncountywv.org](mailto:Engineering@jeffersoncountywv.org)

001440.422300 BR \$4500  
offset  
By revenue 001.382m00 \$4500

Receipt Inquiry



- ← Back
- 🔍 Browse
- 🖨️ Output
- 🖨️ Print
- 🖥️ Display
- 📄 PDF
- 💾 Save
- 📊 Excel
- 📄 Word
- ✉️ Email
- 📅 Schedule
- 📎 Attach
- D Dup Receipt
- M Misc Info
- V View Audit

Receipt Information

Year/Bill 2020 1400  
 Cat/Type 02 MS View Bill  
 Activity Payment  
 Amount 4,500.00 Receipt 1400  
 Batch 139 Bank Code  
 Transaction 1406  
 Paid By Ref. 52862  
 Comment 52862

Customer/Property

Customer No. ...   
 Property Code

External System

Batch ID  
 Batch Number  
 Payment ID

Source

Effective Date 08/26/2019   
 Processing Date 08/26/2019   
 Entry Date/Time 08/26/2019 10:16   
 Clerk scarr  
 Department 402 CO CLERK  
 Source Payment Entry   
 Contract

Journal Information

GL Effective Date 08/26/2019   
 Post Date 08/26/2019   
 Year/Period/Journal 2020 2 98   
 Misc Description REIMB CO FOR APPRAISAL

Status

Batch Status 40 - Completed   
 Reversal Status Not Reversed   
 Voided  
 Reason

CHARGE ALLOCATION GL ALLOCATION TENDERS REFERENCES

Line	Chg Code	Chg Description	Interest	Principal
1	GR001	MISCELLANEOUS CAS	0.00	4,500.00

Receipt \$4500  
 001.382m00

**Jefferson County**  
Charles Town, West Virginia

No. 7

1  
| P  
| glacting

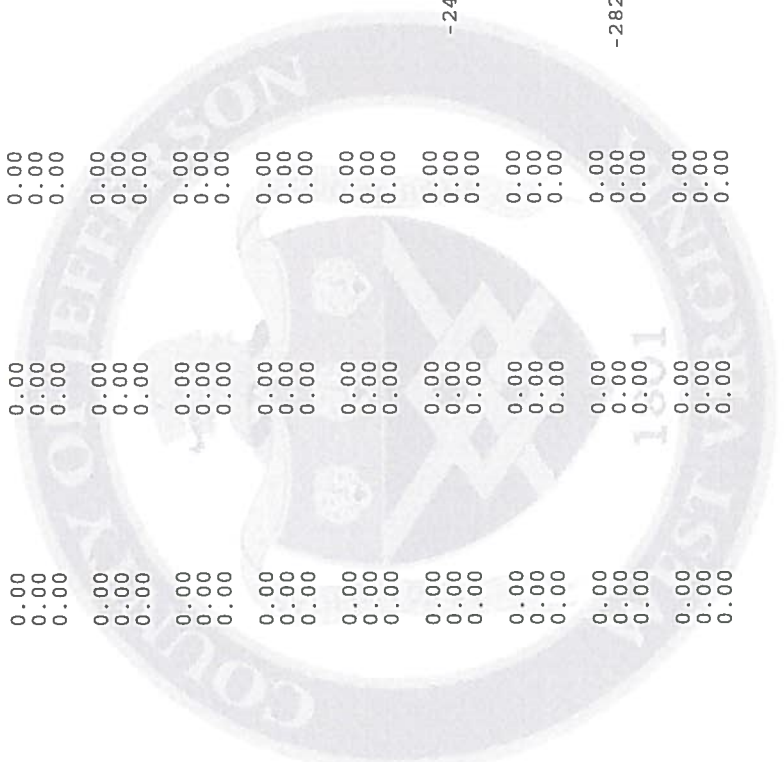
Need budget revision FY20.  
\$38,193 Fiscal YTD, estimated \$45,000 since COVID Closures

05/06/2020 09:23 | Jefferson County, WV - Production  
mgordon | Account Monthly Data

Account: 001.3090T1.

- HOTEL OCCUPANCY TAX-BOLIVAR

Per	CY Actual CY Cumul LY Bud	CY Actual CY CFWD Act LY Budget	CY Enc Dtl CY CFWD Enc LY2 Actual	CY Enc LTD Bud Trns LY2 Encumb	CY Bud Trns LTD Budget LY2 Bud Trns	CY Budget LY Actual LY2 Budget	CY Available LY Cumul Act	CY Cumul Act LY Enc
00 SOY	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00
01 JUL	-1164.79 0.00 0.00	-1164.79 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	1164.79 0.00 0.00	-1164.79 0.00 0.00
02 AUG	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	-1164.79 0.00 0.00
03 SEP	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	-1164.79 0.00 0.00
04 OCT	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	-1164.79 0.00 0.00
05 NOV	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	-1164.79 0.00 0.00
06 DEC	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	-1164.79 0.00 0.00
07 JAN	-36936.96 0.00 0.00	-36936.96 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	36936.96 0.00 0.00	-38101.75 0.00 0.00
08 FEB	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	-38101.75 0.00 0.00
09 MAR	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	-38101.75 0.00 0.00
10 APR	-71.15 0.00 0.00	-71.15 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	71.15 -240.97 -240.97	-38172.90 0.00 0.00
11 MAY	-19.65 0.00 0.00	-19.65 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	19.65 -240.97 -240.97	-38192.55 0.00 0.00
12 JUN	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 -3067.41 -3067.41	-38192.55 0.00 0.00
13 EOY	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 -3067.41 -3067.41	-38192.55 0.00 0.00



05/06/2020 09:23 | Jefferson County, WV - Production  
mgordon | Account Monthly Data

Account: 001.3090T1.

- HOTEL OCCUPANCY TAX-BOLIVAR

Per	CY Actual	CY Actual Dtl	CY CFWD Enc	CY Enc	CY Enc Dtl	CY Bud Trns	CY Budget	CY Available	CY Cumul Act
	CY Cumul Bud	CY CFWD Act	LY2 Actual	LY2 Enc	LY2 Encumb	LTD Bud Trns	LY Actual	LY Cumul Act	LY Enc
TOTALS	-38192.55	-38192.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	-3067.41	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



VOCA Grant  
 need to mos of PT wages in FY20 = \$22,245 +

8 Pros Atty

DIVISION OF JUSTICE and COMMUNITY SERVICES  
 1124 Smith Street, Suite 3100  
 Charleston, West Virginia 25301-1323  
 Telephone (304) 558-8814  
 FAX (304) 558-0391

1,379 FICA  
 324 Medicare  
 23948  
 X 80% Grant  
 19158 Fed  
 4790 Gen

GRANT ADJUSTMENT NOTICE

Victims of Crime Assistance (VOCA) Program

Page 1 of 6

Grantee Name and Address

Jefferson County Commission  
 P.O. Box 729  
 Charles Town, WV 25414

Project Number

23,948  
 16-VA-096

Adjustment Number

7

Authorized Official

Patsy Noland

Date

March 14, 2019

Project Title

VOCA

Nature of Adjustment

Budget Adjustment/Supp. Award

Section I - Supplemental Awards and Deobligation

Commitment Number

16-VA-096

Section II - Changes

Section III - Other Adjustments and Information

Pursuant to the attached correspondence, DJCS approves the following budget adjustment due to the supplemental award. The new budget total is \$91,262.

Please be advised, due to the supplemental award, the matching funds requirement has increased. It is the responsibility of the subgrantee to match the full amount of matching funds, \$22,816.

The adjusted budget is as follows:

Categories	Approved Budget	Adjustments	FINAL Adjusted Budget
Personnel/Contractual	\$79,683	+\$9,579	\$89,262
Travel/Training	\$2,000		\$2,000
Space	\$0		\$0
Other	\$0		\$0
<b>Total</b>	<b>\$81,683</b>	<b>+\$9,579</b>	<b>\$91,262</b>

Cc: Matthew Harvey-Project Director  
 Michelle Gordon -Fiscal Officer  
 Posting  
 Grant File

↳ 9579-6mos x2 = 19158 80%  
 4790 20%

Typed Name and Title of Program Manager

Jessica Tornabene  
 Criminal Justice Specialist II

Signature of Program Manager

Jessica Tornabene

Detailed Project Cost by Budget Category	Requested VOCA Funds	Matching Funds	Recommendation
<u>Personnel / Contractual:</u> 1 - F/T Advocate salary Debra Young Salary Match  P/T Advocate 80 hrs. month @ 18.50 hourly FICA 7.65% - W/C 0.22% -  <u>Travel / Training</u>  <u>Space:</u>  <u>Other:</u>		2395 <del>\$2,394.72</del>  \$8,880.00 ✓ \$679.32 ✓ \$19.54 ✓ ] 698.86	DJCS Use Only
	9579		
Total Requested VOCA Funds	<del>\$9,578.86</del>	2395	
Total Matching Funds		<del>\$2,394.72</del>	
Total of Recommendation (DJCS Only)			\$11,974 total

project funds



## OFFICE of THE PROSECUTING ATTORNEY

MATTHEW L. HARVEY  
*Prosecuting Attorney of  
Jefferson County, West Virginia*

---

120 South George Street \* P.O. Box 729 \* Charles Town, West Virginia 25414 \* Phone: (304) 728-3243  
Criminal Fax: (304) 728-3293 \* Civil Fax: (304) 728-3353 \* Magistrate Fax: (304) 728-3381

March 12, 2019

WV Division of Justice & Community Services  
Sydney Cavender  
1124 Smith Street, Suite 3100  
Charleston, WV 25301-1323

Re: VOCA Grant #16-VA-096 - Request for Supplemental Funding

Dear Ms. Cavender;

We are requesting your approval of Supplemental Funding for an additional Part-time Advocate for the current Grant period. The Supplemental Funds requested are for a six-month period with the anticipation of commencing on April 2019 and ending on September 30<sup>th</sup>, 2019, the end of the VOCA Grant year. Please, see attached Budget Detail and Budget Justification.

Regards,

*Debra A. Young*

Debra A. Young  
Jefferson County Victim Assistance Program  
PO Box 729  
Charles Town, WV 25414  
Phone – 304-725-6550  
Email – [dyoung@jeffersoncountywv.org](mailto:dyoung@jeffersoncountywv.org)

*LOMOS -  
need 12 mos in FY20*



Account Monthly Data

⑨ JCSO OT/  
Security Svcs. M

- ← Back
- 🔍 Search
- 📄 Output
- 🖨️ Print
- 📺 Display
- 💾 Save
- D  
Curr Month  
Detail
- M  
Monthly  
Totals

Account: 001      330CS4      SHERIFF EARN-SECURITY SERVICES

Current Year Monthly Amounts

Per	CY Actual	CY Encumbrance	CY Bud Transfer	CY Budget	CY Available	CY
00 SOY	.00	.00	.00	.00	.00	
01 JUL	-8,403.50	.00	.00	-79,100.00	-70,696.50	
02 AUG	-8,427.00	.00	.00	.00	8,427.00	
03 SEP	-14,430.50	.00	.00	.00	14,430.50	
04 OCT	-8,162.00	.00	.00	.00	8,162.00	
05 NOV	.00	.00	.00	.00	.00	
06 DEC	-16,774.50	.00	.00	.00	16,774.50	
07 JAN	-8,994.00	.00	.00	.00	8,994.00	
08 FEB	-9,460.50	.00	.00	.00	9,460.50	
09 MAR	-9,183.00	.00	.00	.00	9,183.00	
10 APR	.00	.00	.00	.00	.00	
11 MAY	.00	.00	.00	.00	.00	
12 JUN	.00	.00	.00	.00	.00	
13 EOY	.00	.00	.00	.00	.00	
TOTALS	-83,835.00	.00	.00	-79,100.00	.00	

LEO Security Svc Revenue

FY20 Budget 79,100

FY20 YTD 83,835

FY20 Est. to June 27,265

FY20 Rev Proj 111,100

FY20 Bud Revision 32,000 BR



Jefferson County Commission  
 Clerk of the County Commission  
 Wages and Benefits Projection for FY20

GL	Description	FY20 Budget	Estimated Actual			FY20 Budget Revision Needed
			FY20 YTD	FY20 Estimate	Total FY20	
001402.410300	Wages	427,654	350,850	83,308	434,158	(6,504)
001402.410400	FICA					(403)
001402.410401	Medicare					(94)
001402.410500	Health Insurance	76,840	94,628	20,853	115,481	(38,641)
001402.421400	Travel	3,550	260	500	760	2,790
001402.421600	Maint/Rep Eqpt	200	-	100	100	100
001402.421800	Postage	150	151	50	201	(51)
001402.422100	Training / Education	3,750	340	1,000	1,340	2,410
<b>Total Budget Revision Needed</b>						<b>(40,393)</b>

## Michelle Gordon

**From:** Jacki Shadle  
**Sent:** Wednesday, May 6, 2020 10:36 AM  
**To:** Michelle Gordon  
**Subject:** RE: Budget Revision

Good morning Michelle,

This looks good and thank you for your help with this.

## Jacki Shadle

County Clerk  
 Jefferson County  
 100 East Washington Street  
 Charles Town, WV 25414  
 Ph: (304)728-3347  
 Fax: 304-728-1957  
 Please Visit Us Online: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

**From:** Michelle Gordon  
**Sent:** Wednesday, May 6, 2020 10:12 AM  
**To:** Jacki Shadle  
**Subject:** Budget Revision

Hey Jacki,

I'm working on final FY20 budget revisions.... I think you'll need the revisions below to correct the health insurance overage and Gail's payouts. Since travel and training are on hold due to the COVID19 expenditure restrictions, I included those accounts (partially). I did not include materials and supplies because Gail indicated that she needs to purchase printers this fiscal year and you may need to purchase other required or mandated items.

Let me know if anything proposed isn't ok with you. The final overage for your department is \$40,393. The Commission only approved up to \$35k to be funded with Contingency for Emergencies, but I'll recommend the full \$40,393 as we were not anticipating that Gail would retire and your budget is too small to absorb her payouts.

Michelle

Jefferson County Commission Clerk of the County Commission Wages and Benefits Projection for FY20						
GL	Description	FY20 Budget	Estimated Actual		FY20 Budget	Revision Needed
			FY20 YTD	FY20 Estimate		
001402.410.300	Wages	427,854	350,850	82,308	434,158	(6,564)
001402.410.400	FICA					(403)
001402.410.401	Medicare					(94)
001402.410.900	Health Insurance	78,840	94,828	20,839	115,481	(38,641)
001402.421.400	Travel	3,290	160	500	760	2,790
001402.421.600	Maint/Rep Equip	200	-	100	100	100
001402.421.900	Postage	150	151	90	261	(91)
001402.422.100	Training / Education	3,750	840	1,000	1,340	2,410
<b>Total Budget Revision Needed</b>						<b>(40,393)</b>

Line 17 should be GL 001699.456600-Contingency for Emergencies. Need to correct the GL account at the State

05/06/2020 12:13  
 mgordon  
 Jefferson County, WV - Production  
 JOURNAL INQUIRY

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	06	97 BUA 12/26/2019	01/03/2020	SBR3	mgordon	1	N	Hist	2020	
LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3	LINE DESCRIPTION	ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	001401	410300	SBR3	SBR3		SBR3 POSITION CHANGES		18,264.00		
	001.401.GG.410300.					EMPLOYEES SALARY AND WAGES				
2	001401	410400	SBR3	SBR3		SBR3 POSITION CHANGES		1,132.00		
	001.401.GG.410400.					FICA TAX				
3	001401	410401	SBR3	SBR3		SBR3 POSITION CHANGES		265.00		
	001.401.GG.410401.					MEDICARE EXPENSE				
4	001401	410600	SBR3	SBR3		SBR3 POSITION CHANGES		1,826.00		
	001.401.GG.410600.					RETIREMENT				
5	001424	410300	SBR3	SBR3		SBR3 POSITION CHANGES		12,815.00		
	001.424.GG.410300.					EMPLOYEES SALARY AND WAGES				
6	001424	410400	SBR3	SBR3		SBR3 POSITION CHANGES		795.00		
	001.424.GG.410400.					FICA TAX				
7	001424	410401	SBR3	SBR3		SBR3 POSITION CHANGES		186.00		
	001.424.GG.410401.					MEDICARE EXPENSE			544.00	
8	001424	410600	SBR3	SBR3		SBR3 POSITION CHANGES				
	001.424.GG.410600.					RETIREMENT				
9	001717	410802	SBR3	SBR3		SBR3 POSITION CHANGES		18,579.00		
	001.717.GG.410802.					PART TIME / EXTRA HELP				
10	001717	410400	SBR3	SBR3		SBR3 POSITION CHANGES		1,152.00		
	001.717.GG.410400.					FICA TAX				
11	001717	410401	SBR3	SBR3		SBR3 POSITION CHANGES		269.00		
	001.717.GG.410401.					MEDICARE EXPENSE				
12	001696	456600	SBR3	SBR3		SBR3 POSITION CHANGES		14,739.00		
	001.696.GG.456600.					FIN STAB FUND-FUND BAL RESERVE				
13	001	299001	SBR3	SBR3		SBR3 POSITION CHANGES		741,732.00		
	001.299001					FUND BALANCE-UNASSIGNED-BUDGET				
14	001698	456609	SBR3	SBR3		SBR3 FY19 END FB				
	001.698.GG.456609.					SBR3 FY19 END FB				
15	001	366M00	SBR3	SBR3		SBR3 INSURANCE CLAIMS		12,372.00		
	001.366M00.					MISCELLANEOUS REVENUE				
16	001700	434300	SBR3	SBR3		SBR3 INSURANCE CLAIMS				
	001.700.PS.434300.					AUTO SUPPLIES				
17	001696	456600	SBR3	SBR3		SBR3 TRAIN FUNDING		40,000.00		
	001.696.GG.456600.					FIN STAB FUND-FUND BAL RESERVE				
18	001953	456700	SBR3	SBR3		SBR3 TRAIN FUNDING		40,000.00		
	001.953.SS.456700.					CONTR/TRSFR OTHER GOV UNIT				
19	001	285	SBR3	SBR3		APPROPRIATIONS		754,104.00		1
	001.285					ESTIMATED REVENUES				
20	001	286	SBR3	SBR3		** JOURNAL TOTAL		754,104.00		
	001.286					** GRAND TOTAL		754,104.00		





**Dave Hardy**  
Secretary of Revenue



**Dale W. Steager**  
State Tax Commissioner

**STATE TAX DEPARTMENT**

March 31, 2020

Angela Banks  
Assessor of Jefferson County  
Jefferson County Courthouse  
104 E. Washington Street  
Charles Town, West Virginia 25414

Dear Ms. Banks:

This letter is to advise you that the Property Valuation Training and Procedures Commission would not object to your transferring Jason Mickey back to the Assessor Valuation Fund since he was originally approved to be paid out of the Assessor Valuation Fund on March 26, 2009.

Since this individual will be paid from the County Valuation Fund again, your office must retain this hiring approval information for audit purposes.

If I can be of further assistance to you, please feel free to contact me at 304-558-0785 or [Leroy.E.Barker@wv.gov](mailto:Leroy.E.Barker@wv.gov).

Sincerely,


A handwritten signature in cursive script that reads "Leroy Barker".

Leroy Barker  
Assistant Director  
Property Valuation Training  
and Procedures Commission

LB

Jefferson County Commission  
 Assessor Revisions  
 Wages and Benefits Projection for FY20

GL	Description	FY20 Budget	FY20 YTD	Estimated Actual		FY20 Budget Revision Needed
				FY20 Estimate	Total FY20	
001406.410300	Assr Wages	253,609	208,597	37,281	245,878	(7,731)
001406.410400	Assr FICA					(479)
001406.410401	Assr Medicare					(112)
001406.410500	Assr Health Insurance	90,319	72,901	13,593	86,494	(3,825)
001406.410600	Assr Retirement	33,175	27,078	4,637	31,715	(1,460)
Total Budget Revision Needed						(13,607)
001407.410300	AVF Wages	373,800	311,180	68,752	379,932	6,132
001407.410400	AVF FICA					380
001407.410401	AVF Medicare					89
001407.410500	AVF Health Insurance	65,496	54,024	13,748	67,772	945
001407.410600	AVF Retirement	38,083	30,222	6,875	37,097	26
Total Budget Revision Needed						7,572

Approval:  Angela Banks, Assessor

Michelle Gordon  
**Finance Director, Jefferson County**  
 Jefferson County Commission  
 124 East Washington Street  
 PO Box 250  
 Charles Town, WV 25414  
 O: 304.724.8425  
 F: 304.725.5611  
[mgordon@jeffersoncountywv.org](mailto:mgordon@jeffersoncountywv.org)  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

**Michelle Gordon**

**From:** Nikki Painter  
**Sent:** Monday, April 20, 2020 8:17 AM  
**To:** Stephanie Grove; Michelle Gordon  
**Subject:** FW: 2020 HAVA CARES Act Grant Notification and Information for Reimbursement  
**Attachments:** 2020 HAVA CARES Act Grant Notification.pdf; 2020 HAVA CARES ACT INSTRUCTIONS (Attachment A).docx.pdf; 2020 HAVA CARES ACT COVER PAGE (Attachment B).pdf; 2020 HAVA CARES ACT Request (Attachment C).pdf; Certification Regarding Lobbying (Attachment D).pdf; 2020 HAVA CARES ACT Additional Temp Hours (Attachment E).pdf; WV-CARES NGA.pdf

We finally received our packet from the Secretary of State's office for election reimbursement. I'm passing it on in case either of you would like to see what they sent.

Nikki

absentee  
Ballots  
 Printing - 18,106.25  
 Postage - 10,539.48  
 28,645.73  
 Panhandle  
invoices  
Sofa ✓

**From:** Brittany Westfall [mailto:Bwestfall@wvsos.com]  
**Sent:** Friday, April 17, 2020 11:44 AM  
**Cc:** Alexis R. Brown <ABrown@wvsos.com>; David Gilpin <DGilpin@wvsos.com>; Dottie Underwood <DUnderwood@wvsos.com>; Elaine Tuckwiller <ETuckwiller@wvsos.com>; Lee Dean <LDean@wvsos.com>; Lisa Blake <LBlake@wvsos.com>; Missi Kinder <mkinder@wvsos.com>; Nathan Martin <NMartin@wvsos.com>; Shane Kirtner <SKirtner@wvsos.com>; Matthew Gallagher <MGallagher@wvsos.com>  
**Subject:** 2020 HAVA CARES Act Grant Notification and Information for Reimbursement

Dear County Clerks and Staff,

Attached are the 2020 HAVA CARES Act Grant Notification and materials necessary for application to the HAVA Grant Board.

Sincerely,

Will have extra mailings.  
 Estimating an add'l  
 30K  
 total 58,645.73 ± 1



State Capitol Building  
 Charleston, WV 25305

Chuck Flannery  
 Deputy Secretary & Chief of Staff  
 West Virginia Secretary of State's Office  
 304-558-6000 Office  
 304-368-6337 Direct Dial  
 304-558-0900 Fax



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# Purchase Order Browse



- Back
- Accept
- Cancel
- Search
- Output
- Print
- Display
- PDF
- Save
- Excel
- Word

Buy Id	Year	Per	PO	PO Date	S	Dept.	Order Amount
mgordon	2020	10	2020026	04/24/2020	8	413	18,106.25
sandy	2020	9	2020025	03/30/2020	8	413	10,539.48

28,645.73

Total Invoices so far.

25152 PANHANDLE PRNT & DES has 2 PO(s) for: 28,645.73 18,106.25

Search / Filter



Jefferson County, West Virginia

05/07/2020 15:03  
mgordon

Jefferson County, WV - Production  
PURCHASE ORDER CURRENT LIST

P 1  
pomaintn

Purchase Order Type: Normal Fiscal Yr/Per 2020/09 PO# 02020025  
 Batch 1 PO Date 03/30/2020  
 Requisition 00020040  
 Department Code 413 COUNTY CLERK ELECTIONS  
 Allocation Code 00000000  
 Buyer ID sandy Michelle Gordon  
 Needed By Date 04/03/2020  
 General Commodity Vendor 025152 PANHANDLE PRINTING & DESIGN  
 124 N MAPLE AVE  
 MARTINSBURG, WV 25401  
 Ship To Address CO CLK COUNTY CLERK'S OFFICE  
 100 E WASHINGTON ST  
 P O BOX 208  
 CHARLES TOWN, WV 25414  
 Ship To Reference  
 Shipping Method  
 Bill To Address CO CLK COUNTY CLERK'S OFFICE  
 100 E WASHINGTON ST  
 P O BOX 208  
 CHARLES TOWN, WV 25414  
 PO Description POSTAGE FOR WVSOS REQUIRED ABSENTEE MAILING  
 Special Handling None Status Printed Distribution 1  
 Total PO Amount \$10,539.48  
 Liquidated \$10,539.48  
 Open Encumbrance \$ 0.00

Line Item Details

Line 001	Commodity						
Req	20040	Qty	1.00	UOM EACH	Unit Price	10,539.48	000
%Disc	0.00	Credit	0.00	Freight	0.00	Sales Tax	0.00
Qty Received					1.00	Line Item Total	\$10,539.48
Qty Canceled					0.00	Liquidated	\$10,539.48
						Canceled	\$ 0.00
						Line Item Open Encumbrance	\$ 0.00

Description  
POSTAGE FOR WVSOS REQUIRED ABSENTEE  
MAILING

Department 413 1099 Box O Capital AssetN Needed By 04/03/2020  
Quote Bid  
Work Order: Task:

Allocation Details				Encumbered Amt	Bud
Org	Obj	Proj	Description		
001413	421800	COVID	POSTAGE	\$10,539.48	A
			Liquidated	\$10,539.48	
			Canceled	\$ 0.00	



Jefferson County, West Virginia

05/07/2020 15:04  
mgordon

Jefferson County, WV - Production

P 1  
poinquiry

PURCHASE ORDER

02020026-00 FY 2020 H

BILL TO

COUNTY CLERK'S OFFICE  
100 E WASHINGTON ST  
P O BOX 208  
CHARLES TOWN , WV 25414

VENDOR

PANHANDLE PRINTING & DESIGN  
124 N MAPLE AVE

SHIP TO

COUNTY CLERK'S OFFICE H  
100 E WASHINGTON ST  
P O BOX 208  
CHARLES TOWN, WV  
25414

MARTINSBURG, WV 25401

Requisition  
20042

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
04/24/20	025152			COUNTY CLERK ELECTIONS

LN	DESCRIPTION	QTY	UOM	UNIT PRICE	NET PRICE
001	ABSENTEE APPLICATION POSTCARD	1.00		18106.250	18,106.25
				PO TOTAL	18,106.25

\*\* END OF REPORT - Generated by Michelle Gordon \*\*

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

**REQUEST FOR REVISION TO APPROVED BUDGET**

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

CONTROL NUMBER

**2020**  
 FY  
**001**  
 FUND  
**5**  
 REV. NO.  
**1 of 1**  
 PG. OF NO.

Jefferson County Commission  
 GOVERNMENT ENTITY

Person To Contact Regarding  
 Budget Revision: **Michelle Gordon**  
 Phone: **304-724-8425**  
 Fax: **304-725-7916**

P.O. Box 250  
 STREET OR PO BOX  
 Charles Town 25414  
 CITY ZIP CODE

COUNTY  
 Government Type

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
301-12	Tax Loss Restoration		13,260		13,260
306	Gas & Oil Severance Tax	88,130	12,422		100,552
307	Horse & Dog Racing Tax	10,440		3,309	7,131
308	Wine & Liquor Tax	11,650	243,494		255,144
309	Hotel Occupancy Tax	857,450		186,712	670,738
318	Building Permits	357,500	71,582		429,082
<b>NET INCREASE/(DECREASE) Revenues (ALL PAGES)</b>			<b>-261,604</b>		

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

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

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
698	Transfers/Reim. (Audit Findings)	1,783,626		74,892	1,708,734
900	Parks & Recreation	771,280		84,092	687,188
903	Arts & Humanities	16,149		3,734	12,415
909	Historical Commission	23,913		5,530	18,383
911	Visitor's Bureau	411,225		93,356	317,869
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
<b>NET INCREASE/(DECREASE) Expenditures</b>			<b>-261,604</b>		

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

AUTHORIZED SIGNATURE  
 OF ENTITY

APPROVAL  
 DATE

**REVENUES (CONT)**

Jefferson County Commission

LGSD BR

Jefferson County Commission CONTROL NUMBER

2020 001

5

BUDGET REVISION REQUEST-SUPPLEMENT-REVENUES

FY

FUND

REV #

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
323	State Grants	58,646	2,175		60,821
324	Other Grants		20,000		20,000
329	Sheriff's Service of Process	19,100		2,555	16,545
330	Sheriff's Earnings	227,700	4,590		232,290
331	County Clerk's Earnings	207,000	22,133		229,133
332	Circuit Clerk's Earnings	58,770	2,270		61,040
333	Prosecuting Attorney's Earnings	1,554	614		2,168
340	Rents & Concessions	313,987	1,669		315,656
346	Emergency 911 Fee	1,962,900	4,110		1,967,010
362	Regional Jail Operations Partial Reim.	98,000		16,889	81,111
365	Interest Earned	32,871	8,152		41,023
366	Miscellaneous Revenue	42,172	9,327		51,499
367	Sheriff's Commission	11,600		2,440	9,160
370	Gaming Income	479,400	57,210		536,610
371	Recycling Programs		567		567
373	Video Lottery	2,868,000		535,568	2,332,432
382	Refunds/Reimbursements (External Sources)	183,000	12,294		195,294
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (THIS PAGE)

-412,341

Jefferson County Commission  
 State Budget Revision JE

**Budget Revision #5 of General Fund FY20**

<u>Description</u>	<u>GL acct</u>		<u>Increase</u>	<u>Decrease</u>
Record annual adjustments for FY20 trends and COVID19 revenue loss.				
TAX LOSS RESTORATION	001.301T12		(13,260)	
GAS AND OIL SEVERANCE TAX	001.306OT0	12,422.49	(12,422)	
HORSE RACING TAX	001.307OT0	(3,308.64)		3,309
WINE AND LIQUOR TAX	001.308OT0	243,494.18	(243,494)	
BUILDING PERMIT FEES	001.318LP0	71,582.25	(71,582)	
STATE GRANTS	001.323IG0	2,174.92	(2,175)	
OTHER GRANTS	001.324IG0	20,000.00	(20,000)	
SHERIFFS SERVICE OF PROCESS	001.329CS0	(2,555.00)		2,555
SHERIFF EARN - CIRCUIT COURT	001.330CS2	4,590.00	(4,590)	
COUNTY CLERK EARNINGS	001.331CS0	20,875.29	(20,875)	
CO CLK PRESERVATION FUND	001.331CS2	1,258.10	(1,258)	
CIRCUIT CLERK EARNINGS	001.332CS0	2,270.04	(2,270)	
PROSECUTING ATTORNEY EARNINGS	001.333CS0	(1,554.00)		1,554
PROS ATTY FR CIRCUIT CLERK	001.333CS1	2,168.32	(2,168)	
RENT - COUNTY FARM LAND	001.340CS2	1,669.00	(1,669)	
EMG COMMUNICATN-DEED CONV E911	001.346CS2	4,110.00	(4,110)	
JAIL FEES	001.362FF0	(16,888.50)		16,889
INTEREST EARNED-VIDEO LOTTERY	001.365II6	8,152.29	(8,152)	
MISCELLANEOUS REVENUE	001.366M00	9,327.48	(9,327)	
SHERIFFS COMMISSION	001.367M00	(2,439.83)		2,440
TABLE GAMES	001.370OT0	57,210.35	(57,210)	
RECYCLING AND SCRAP REVENUE	001.371M00	566.50	(567)	
VIDEO LOTTERY	001.373OT0	(522,584.94)		522,585
LOCAL - VIDEO LOTTERY	001.373OT1	(12,982.89)		12,983
REIM: PCARD AND CC REBATES	001.382M03	7,445.94	(7,446)	
REIM: COMMUNICATION CENTER	001.382M04	4,847.70	(4,848)	
Transfer to Capital Outlay Fund	001698.456609			(74,892)
HOTEL OCCUPANCY TAX	001.309OT0	(186,711.84)		186,712
Parks-Contrib Transfer-Hotel Occ	001900.456700			(84,092)
CVB-Contrib Transfer-Hotel Occ	001911.456700			(93,356)
AHA-Contrib Transfer-Hotel Occ	001903.456700			(3,734)
JCHLC-Contrib Transfer-Hotel Occ	001909.456700			(5,530)
<b>Total</b>			<b>(487,423)</b>	<b>487,423</b>



Jefferson County Commission  
 FY20 Revenue Projection Adjustments

GL	Pr Description	2020 Budget	2020 Actual	2020 May-June	2020 Estimated	2020 Bud (Dec)/Inc
001.301T12	TAX LOSS RESTORATION	-	13,260.51	-	13,260.51	13,260.51
001.306OT0	GAS AND OIL SEVERANCE TAX	88,130.00	100,552.49		100,552.49	12,422.49
001.307OT0	HORSE RACING TAX	10,440.00	6,381.36	750.00	7,131.36	(3,308.64)
001.308OT0	WINE AND LIQUOR TAX	11,650.00	255,144.18		255,144.18	243,494.18
001.309OT0	HOTEL OCCUPANCY TAX	807,450.00	560,738.16	60,000.00	620,738.16	(186,711.84)
001.318LP0	BUILDING PERMIT FEES	357,500.00	323,651.25	105,431.00	429,082.25	71,582.25
001.323IG0	STATE GRANTS	-	2,174.92		2,174.92	2,174.92
001.324IG0	OTHER GRANTS	-	20,000.00		20,000.00	20,000.00
001.329CS0	SHERIFFS SERVICE OF PROCESS	19,100.00	14,195.00	2,350.00	16,545.00	(2,555.00)
001.330CS2	SHERIFF EARN - CIRCUIT COURT	6,500.00	10,590.00	500.00	11,090.00	4,590.00
001.331CS0	COUNTY CLERK EARNINGS	207,000.00	197,875.29	30,000.00	227,875.29	20,875.29
001.331CS2	CO CLK PRESERVATION FUND	-	1,158.10	100.00	1,258.10	1,258.10
001.332CS0	CIRCUIT CLERK EARNINGS	58,770.00	54,040.04	7,000.00	61,040.04	2,270.04
001.333CS0	PROSECUTING ATTORNEY EARNINGS	1,554.00	-		-	(1,554.00)
001.333CS1	PROS ATTY FR CIRCUIT CLERK	-	1,868.32	300.00	2,168.32	2,168.32
001.340CS2	RENT - COUNTY FARM LAND	1,000.00	2,669.00		2,669.00	1,669.00
001.346CS2	EMG COMMUNICATN-DEED CONV E911	-	3,710.00	400.00	4,110.00	4,110.00
001.362FF0	JAIL FEES	98,000.00	81,111.50		81,111.50	(16,888.50)
001.365II6	INTEREST EARNED-VIDEO LOTTERY	7,000.00	13,652.29	1,500.00	15,152.29	8,152.29
001.366M00	MISCELLANEOUS REVENUE	42,172.00	51,499.48		51,499.48	9,327.48
001.367M00	SHERIFFS COMMISSION	11,600.00	9,160.17		9,160.17	(2,439.83)
001.370OT0	TABLE GAMES	479,400.00	508,749.35	27,861.00	536,610.35	57,210.35
001.371M00	RECYCLING AND SCRAP REVENUE	-	566.50		566.50	566.50
001.373OT0	VIDEO LOTTERY	2,768,300.00	2,219,748.06	25,967.00	2,245,715.06	(522,584.94)
001.373OT1	LOCAL - VIDEO LOTTERY	99,700.00	80,717.11	6,000.00	86,717.11	(12,982.89)
001.382M03	REIM: PCARD AND CC REBATES	12,000.00	19,445.94		19,445.94	7,445.94
001.382M04	REIM: COMMUNICATION CENTER	11,000.00	14,847.70	1,000.00	15,847.70	4,847.70
<b>Totals</b>						<b>(274,860.79)</b>

Jefferson County Commission  
Video Lottery Revenue

0013730T0

0013730T1

	Actual Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Change from FY12	
						%	Cumulative
FY12	4,269,886	4,269,886	4,700,000	3.6%	355,824		
FY13	3,632,491	3,632,491	4,100,000	-14.9%	302,708		(637,395)
FY14	3,365,543	3,365,543	3,303,301	-7.3%	280,462		(904,343)
FY15	3,237,305	3,237,305	3,224,793	-3.8%	269,775	-24.2%	(1,032,581)
FY16	3,263,264	3,263,264	3,114,553	0.8%	271,939	-23.6%	(1,006,622)
FY17	3,183,192	3,183,192	3,140,000	-2.5%	261,667	-25.5%	(1,086,694)
FY18	3,038,421	3,038,421	3,020,000	-4.5%	265,266	-28.8%	(1,231,465)
FY19	2,999,871	2,999,871	2,941,500	-1.3%	245,125	-29.7%	(1,328,386)
FY20	2,300,466	2,332,433	2,868,000	-4.4%	239,000	-46.1%	(1,401,886)
FY21			2,834,600	-1.2%			(1,435,286)
			Avg Dec FY15-19	-2.3%			(5,899,100)
			Avg Dec FY12-19	-3.7%			

Video Lottery Revenue  
FY20 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY20 Total Revenue	FY20 Budget	Projected Variance	Decrease Over PY
07/19	348,845						-7.0%
08/19	490,253						-3.0%
09/19	279,215						28.6%
10/19	195,876						-19.5%
11/19	230,043						-5.3%
12/19	176,231						-5.9%
01/20	255,689						-4.1%
02/20	179,051						-4.2%
03/20	140,119						16.0%
04/20	5,144						-25.6%
05/20	-	-5.5%	3,000				
06/20	-	18.7%	28,967				
Totals	<u>2,300,466</u>		<u>31,967</u>	<u>2,332,433</u>	<u>2,868,000</u>	<u>(535,567)</u>	

Jefferson County Commission  
Table Games Revenue

0013700T000

	Act Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Decrease from FY12	
						%	Cumulative
FY12	1,596,516	1,596,516	920,000	35.2%	133,043		
FY13	1,556,473	1,556,473	1,800,000	-2.5%	129,706		(40,043)
FY14	1,032,251	1,032,251	1,163,539	-33.7%	86,021		(564,265)
FY15	891,153	891,153	943,444	-13.7%	74,263	-44.2%	(705,363)
FY16	853,009	853,009	790,000	-4.3%	71,084	-46.6%	(743,507)
FY17	736,572	736,572	740,000	-13.2%	61,381	-53.9%	(859,944)
FY18	634,044	634,044	617,700	-13.9%	52,837	-60.3%	(962,472)
FY19	635,683	635,683	544,200	0.3%	52,974	-60.2%	(960,833)
FY20	508,749	536,610	479,400	-24.6%	44,717	-66.4%	(1,019,864)
FY21			564,400	17.7%			
			Avg Dec FY15-19	-9.0%			(3,875,594)
			Act Dec FY12-19	-5.7%			

Table Games Revenue  
FY20 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY20 Total Revenue	FY20 Budget	Projected Variance	Decrease Over PY
07/19	46,710						-14.3%
08/19	40,566						-22.5%
09/19	54,100						-14.0%
10/19	63,273						-26.6%
11/19	54,034						-20.8%
12/19	49,450						-10.7%
01/20	59,903						-12.5%
02/20	52,404						-20.9%
03/20	63,725						-0.4%
04/20	24,584		-				10.0%
05/20	-	-7.5%	-				
06/20	-	2.6%	27,861				
Totals	<u>508,749</u>		<u>27,861</u>	<u>536,610</u>	<u>479,400</u>	<u>57,210</u>	

Jefferson County Commission  
 Engineering & Planning  
 1-318LPO Building Permit Fees

FY18				FY19				FY20			
Month	Planning	Engineering	Amount	Month	Planning	Engineering	Amount	Month	Planning	Engineering	Amount
7/31/2017	7,720.51	14,238.47	21,958.98	7/31/2018	835.22	22,993.60	23,828.82	7/31/2019	3,380.67	24,470.36	27,851.03
8/31/2017	1,819.20	28,969.20	30,788.40	8/31/2018	38,043.91	20,370.61	58,414.52	8/31/2019	2,800.44	42,441.18	45,241.62
9/30/2017	3,200.19	18,301.97	21,502.16	9/30/2018	3,803.14	18,980.70	22,783.84	9/30/2019	1,850.45	27,254.88	29,105.33
10/31/2017	4,307.77	15,494.92	19,802.69	10/31/2018	4,200.61	15,619.22	19,819.83	10/31/2019	1,850.46	29,912.65	31,763.11
11/30/2017	900.13	15,108.01	16,008.14	11/30/2018	865.36	26,815.78	27,681.14	11/30/2019	21,882.37	18,482.60	40,364.97
12/31/2017	1,405.12	15,424.95	16,830.07	12/31/2018	1,960.39	10,437.71	12,398.10	12/31/2019	15,836.49	31,471.54	47,308.03
1/31/2018	11,470.00	22,618.04	34,088.04	1/31/2019	8,962.24	13,620.00	22,582.24	1/31/2020	1,254.34	31,471.54	32,725.88
2/28/2018	1,200.54	15,585.41	16,785.95	2/28/2019	1,381.10	15,515.26	16,896.36	2/28/2020	6,175.48	20,131.98	26,307.46
3/31/2018	2,000.11	17,385.31	19,385.42	3/31/2019	5,520.37	22,749.54	28,269.91	3/31/2020	3,976.13	39,104.80	43,080.93
4/30/2018	857.08	21,921.04	22,778.12	4/30/2019	750.43	25,368.04	26,118.47	4/30/2020	-	-	-
5/31/2018	1,380.09	29,113.16	30,493.25	5/31/2019	2,600.45	37,016.18	39,616.63	5/31/2020	-	-	-
6/30/2018	3,760.22	21,466.25	25,226.47	6/30/2019	5,700.86	24,410.81	30,111.67	6/30/2020	-	-	-
FY2018	40,020.96	235,626.73	275,647.69	FY2019	74,624.08	253,897.45	328,521.53	FY2020	59,006.83	264,741.53	323,748.36
	14.5%	85.5%	9.1%		22.7%	77.3%	19.2%		18.2%	81.8%	
	Estimate Thru June		FY2020	Estimate Thru June		FY2020		Estimate Thru June		FY2020	
	FY18 Projection		275,647.69	FY19 Projection		328,521.53		FY20 Projection		429,179.81	
	FY18 Budget		275,647.69	FY19 Budget		340,140.00		FY20 Budget		357,500.00	
	(Deficit)/Surplus		0.00	(Deficit)/Surplus		(11,618.47)		(Deficit)/Surplus		71,679.81	31%

1.31451613

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



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 21, 2020**

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

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

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

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

1. Discussion of renewal of County cable franchise agreement, 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.
9. Review and report on aspects of county policies and local government/component/agency/department involvement based on the C-19. Discussion/Action.
10. Discussion of Jefferson County Circuit Court Civil Action #20-C-20. Discussion/Action.

Is this a funding request?    Y/N **NO**

If so, how much?                \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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



Name: **Nikki Painter**

Department or Organization: **County Clerk/Elections**

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

Date Requested – 1<sup>st</sup> Choice: **May 21, 2020**

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

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

Subject (*Wording to be placed on agenda*): **Polling Place Location Change for 2020 Primary and Election Night Reporting Procedures**

Please provide the County Commission with a description of your request or presentation, including any background information: **Camp Hill Wesley Church (Pct 14) has decided they will not let us use the building for the Primary Election. We will move this precinct to Harpers Ferry Middle School. Legal ads have been published and notices have been sent to the affected voters.**

**Due to COVID-19 concerns and to adhere to the current guidelines, we would like to keep the courthouse closed to the public on election night. We will work with IT to stream the results room live on our website. We will still post unofficial results to our website and to the Secretary of State's website as they come in from the precincts.**

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

If so, how much? **\$**

Provide exact financial impact/request:

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

**To approve the polling place location changes as presented.**

**To approve closing the courthouse to the public on election night and offering it on livestream on the county website.**

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable

**RECEIVED**

**MAY 14 2020**

County Commission  
of Jefferson County, WV

1:11 pm



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



Name: **Pete Dougherty, Sheriff**

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

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

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

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

**May 21, 2020.**

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

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

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

- 1. Request to approve a Court Security Grant to upgrade the camera and add Americans with Disability Act compliant metal detectors. In light of current and future budget concerns the grant application is being requested without a county cash match.**
- 2. Request to approve a promotion of two deputies to the rank of Corporal [this effectively will fill the existing vacancies that are approved by the Jefferson County Civil Service Commission. ]**

Is this a funding request?

If so, how much? The first item is one that has no funding required from the County. This does not require any additional adjustment to the Sheriff's Law Enforcement Budget. It will effectively fill all the existing Corporal positions. Unless there is future resignations or retirements there will be no additional promotions.

Provide exact financial impact/request:

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

**[Item 1] I move that the Jefferson County Commission approve the Court security Grant and authorize the President to sign on behalf of the Commission.**

**[Item 2] I move that \_\_\_\_\_ - and \_\_\_\_\_ be approved for the promotion to Corporal effective June, 7 2020 and that their compensation be increased by \$2,299.22**

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:

**RECEIVED**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

**County Commission  
of Jefferson County, WV**

*11:51 AM*





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

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 21, 2020**

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

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

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

- 1) County Guidelines for Public Access to buildings during COVID-19.
- 2) 100,000 block grant for COVID-19 expenditures
- 3) Revision to Policy 216A
- 4) Discuss Jefferson County Declaration and related issues – Discussion/Action
- 5) CARES Act funding – Expenses for COVID-19 and how to distribute – 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.](#)



# Impact Fee Status Report

## April 2020

### Office of Impact Fees

#### Summary

Date Range: Wednesday 1 through Thursday 30 April 2020

Report Date: 4 May 2020

Process Number Range: 2000089-2000116

Total Applications: 28

Total Non-Exempt: 26

*Of which:*

Commercial: 0

Residential: 26

*Of which:*

County: 17

Municipal: 9

Total Exempt: 2

*Of which:*

Commercial: 0

Residential: 2

*Of which:*

County: 2

Municipal: 0

Tables 1 through 7 summarize impact fee processing for April 2020. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

**Table 1. Form 100 Tallies**

	Exempt	Commercial	Residential	Total
1 – 30 April 2020	2	0	26	28
Fees collected		\$0.00	\$163,766.00	<b>\$163,766.00</b>
<i>Of which</i>				
School Impact Fee			\$148,326.00	<b>\$148,326.00</b>
Law Enforcement Fee		\$0.00	\$2,648.00	<b>\$2,648.00</b>
Parks & Recreation Fee			\$11,544.00	<b>\$11,544.00</b>
EMS Fee		\$0.00	\$1,248.00	<b>\$1,248.00</b>

**Table 2. Financial Data – Office of Impact Fees General Account (3111776)**

Description	Amount
Opening Statement Balance (1 April 2020)	\$288,552.24
March Deposits (1 – 30 April 2020)	\$163,766.00
School March Transactions (withdraws via transfer on 13 April 2020)	(\$261,352.75)
Law March Transactions (withdraws via transfer on 13 April 2020)	(\$4,738.83)
Parks & Rec March Transactions (withdraws via transfer on 13 April 2020)	(\$20,249.83)
EMS March Transactions (withdraws via transfer on 13 April 2020)	(\$2,210.83)
Interest Earned (30 April 2020)	\$73.32
<b>Ending Statement Balance (30 April 2020)</b>	<b>\$163,839.32</b>
<i>Outstanding Credits (deposits through 1 May 2020)</i>	<i>\$0.00</i>

**Table 3. Financial Data – School Impact Fee Account (3107582)**

Description	Amount
Opening Balance (1 April 2020)	\$4,338,578.74
March Transactions (deposits via transfer on 13 April 2020)	\$261,352.75
Interest Earned (30 April 2020)	\$1,847.42
<b>Ending Balance (30 April 2020)</b>	<b>\$4,601,778.91</b>

**Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)**

Description	Amount
Opening Balance (1 April 2020)	\$161,589.00
March Transactions (deposits via transfer on 13 April 2020)	\$4,738.83
Interest Earned (30 April 2020)	\$67.58
<b>Ending Balance (30 April 2020)</b>	<b>\$166,395.41</b>

**Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)**

Description	Amount
Opening Balance (1 April 2020)	\$268,681.90
March Transactions (deposits via transfer on 13 April 2020)	\$20,249.83
Interest Earned (30 April 2020)	\$115.42
<b>Ending Balance (30 April 2020)</b>	<b>\$289,047.15</b>

**Table 6. Financial Data –EMS Impact Fee Account (3122816)**

Description	Amount
Opening Balance (1 April 2020)	\$10,436.10
March Transactions (deposits via transfer on 13 April 2020)	\$2,210.83
Interest Earned (30 April 2020)	\$4.84
<b>Ending Balance (30 April 2020)</b>	<b>\$12,651.77</b>

**Table 7. Total Impact Fees as of 1 May 2020/1**

Description	Amount
Office of Impact Fees General Account	\$163,839.32
School Impact Fee Account	\$4,601,778.91
Law Enforcement Fee Account	\$166,395.41
Parks & Recreation Impact Fee Account	\$289,047.15
EMS Impact Fee Account	\$12,651.77
<b>Total Impact Fees</b>	<b>\$5,233,712.56</b>

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

**Table 8. Pending April 2020 Fee Transfers /1**

Account	30 April 2020 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$4,601,778.91	\$148,392.72	\$4,750,171.63
Law Enforcement Fee Account	\$166,395.41	\$2,648.74	\$169,044.15
Parks & Recreation Impact Fee Account	\$289,047.15	\$11,549.13	\$300,596.28
EMS Impact Fee Account	\$12,651.77	\$1,248.73	\$13,900.50
<b>Total Impact Fees</b>	<b>\$5,069,873.24</b>	<b>\$163,839.32</b>	<b>\$5,233,712.56</b>

/1 This table represents each of the impact fee category account totals as of 30 April 2020 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in April 2020 are listed in table 1 of the General Account (3111776); these transactions will be processed in May 2020. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

## Form 100 Transaction Summary Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Wednesday 1 through Thursday 30 April 2020

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
<b>Exempt Applications</b>											
2000091	04/06/2020	Klein	Steven	06 Kabletown	1048	383	17	7	\$0.00	04/06/2020	Form 200
2000104	04/20/2020	McGowan	Shawn	09 Shepherdstown	1211	361	7C	51	\$0.00	04/20/2020	Form 200

**Category Count: 2**

**Category Total \$0.00**

**Non-Exempt Applications**

2000089	04/01/2020	Lutman Land		03 Charles Town	1237	37	1	97	\$6,255.00	04/01/2020	N/A
2000090	04/06/2020	Abelow	Eugene and Sarah	06 Kabletown	1231	288	8D	61	\$6,423.00	04/06/2020	N/A
2000092	04/09/2020	Hathaway	David	02 Charles Town	1236	400	23A	228	\$6,700.00	04/09/2020	N/A
2000093	04/09/2020	Gladhill	Maurice	02 Charles Town	952	565	4G	23	\$6,700.00	04/09/2020	N/A
2000094	04/09/2020	President's		08 Ranson Corp	1059	359	8G	3	\$6,524.00	04/09/2020	N/A
2000095	04/09/2020	President's		08 Ranson Corp	1059	359	8G	7	\$6,524.00	04/09/2020	N/A
2000096	04/09/2020	Kris Messner	Waters Edge	07 Middleway	1236	70	23	3.2	\$6,700.00	04/09/2020	N/A
2000097	04/09/2020	Kris Messner	Waters Edge	07 Middleway	1236	70	23	3.3	\$6,700.00	04/09/2020	N/A
2000098	04/09/2020	Kris Messner	Waters Edge	07 Middleway	1236	70	23	3.4	\$6,700.00	04/09/2020	N/A
2000099	04/13/2020	Snelson	William	07 Middleway	1235	316	8	2.19	\$6,700.00	04/13/2020	N/A
2000100	04/16/2020	Bemazzoli	Matt and Emily	09 Shepherdstown	1220	454	4	6.74	\$6,700.00	04/16/2020	N/A
2000101	04/16/2020	Gladhill	Maurice	02 Charles Town	952	565	4G	39	\$277.00	04/16/2020	N/A
2000102	04/16/2020	Austin	Christopher and	07 Middleway	1232	683	6	14.30	\$6,700.00	04/16/2020	N/A
2000103	04/20/2020	Stillwell	Joseph	02 Charles Town	1215	232	21E	51-52	\$6,700.00	04/20/2020	N/A
2000105	04/27/2020	Gladhill	Maurice	02 Charles Town	952	565	4G	46	\$277.00	04/27/2020	N/A
2000106	04/27/2020	Lutman Land		02 Charles Town	1237	176	23F	89	\$6,700.00	04/27/2020	N/A
2000107	04/27/2020	Lutman Land		09 Shepherdstown	1236	521	18	30	\$6,700.00	04/27/2020	N/A
2000108	04/30/2020	Holly	Julian S. and	09 Shepherdstown	1200	342	7	12.4	\$6,700.00	04/30/2020	N/A
2000109	04/30/2020	J Hess Group		09 Shepherdstown	1238	529	8D	D9	\$6,700.00	04/30/2020	N/A
2000110	04/30/2020	President's		08 Ranson Corp	1059	359	8G	10	\$7,281.00	04/30/2020	N/A
2000111	04/30/2020	President's		08 Ranson Corp	1059	359	8G	11	\$7,281.00	04/30/2020	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
<b>Non-Exempt Applications</b>											
2000112	04/30/2020	President's		08 Ranson Corp	1059	359	8G	12	\$7,281.00	04/30/2020	N/A
2000113	04/30/2020	President's		08 Ranson Corp	1059	359	8G	13	\$7,281.00	04/30/2020	N/A
2000114	04/30/2020	President's		08 Ranson Corp	1059	359	8G	14	\$7,281.00	04/30/2020	N/A
2000115	04/30/2020	President's		08 Ranson Corp	1059	359	8G	15	\$7,281.00	04/30/2020	N/A
2000116	04/30/2020	Daugherty	Patrick and Brandy	04 Harpers Ferry	1231	408	6	32.2	\$6,700.00	04/30/2020	N/A
<b>Category Count: 26</b>							<b>Category Total \$163,766.00</b>				
<b>TOTAL APPLICATIONS: 28</b>							<b>Grand Total \$163,766.00</b>				