

**AGENDA (Revised)**  
**JEFFERSON COUNTY COMMISSION**  
**FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2021**  
**THURSDAY, NOVEMBER 18, 2021**  
**6:00 P.M.**  
County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

*This meeting will be accessible live through GoToWebinar. Invites will be posted on Facebook and email alerts.*

*The meeting will be limited to the number of in-person attendees due to COVID 19 restrictions. Five (5) attendees will be allowed in the meeting room at a time. Please email [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) no later than 5:00 p.m. prior to the meeting to be added to the list. There is no registration needed for public comment.*

---

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- November 4, 2021 - Regular Meeting

**APPROVAL OF REQUISITIONS**

- November 4, 2021

**APPROVAL OF ACCOUNTS PAYABLE**

- November 10, 2021
- November 18, 2021

**APPROVAL OF MANUAL CHECKS**

- November 11, 2021
- November 19, 2021

**APPROVAL OF PAYROLL**

- November 10, 2021

## ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

## PRESENTATIONS

1. 6:05 p.m. Angie Banks, Assessor  
- Approval of Exonerations
2. 6:10 p.m. Matthew Harvey, Prosecuting Attorney  
- Discussion of staffing needs and request approval to hire new employees
3. 6:20 p.m. Tom Hansen, Sheriff  
- Grant Award  
- Hire Part-time Bailiff
4. 6:30 p.m. Michelle Gordon, Finance Director  
- Highmark One-time Premium Credit issued: Discuss options for the employee portion of the premium credit  
- Review of FY22 financials as of 10/31/2021
5. 6:40 p.m. **Russell Burgess, IT Director**  
**- Jefferson County GigReady Program Participation**
6. 6:50 p.m. **PUBLIC COMMENT** *\*\*You may participate in public comment during the virtual meeting by raising your hand. 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 include your name.*
7. 7:05 p.m. Nathan Cochran, Assistant Prosecuting Attorney
  1. Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto
  2. Discussion of legal issues regarding proposed solar text amendment including bonding, comprehensive plan, and related matters, including Jefferson County Civil Action No.'s 2021-C-33 through 37 and Jefferson County Civil Action No.'s 2021-C-46 through 50
  3. Report by counsel regarding County Commission's assignment of drafting new solar text amendment and presentation of draft amendment. Discussion and potential action by County Commission, including potential referral to Planning Commission, and/or other action required by law

4. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property
5. Report by counsel on opioid case. (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170)

#### **NEW BUSINESS**

8. Discuss Early Voting Locations (CA)

#### **COUNTY ADMINISTRATOR REPORTS**

#### **COUNTY COMMISSION REPORTS**

9. ADJOURN

#### **CORRESPONDENCE/INFORMATION**

The Jefferson County Assessor's office will be closed the week of December 6<sup>th</sup> - 10<sup>th</sup> for staff training.

Notice of Special Session on Friday, November 19, 2021 at 9:30 a.m. regarding the proposed changes in magisterial districts, precincts and polling place locations.

Notice of Public Hearing December 2, 2021 at 11:00 a.m. regarding a Zoning Map Amendment (rezoning) for the property designated as Tax District Kabletown (06), Map: 12; Parcels: 12,12.2, 12.3, 12.4, 12.5, 12.8, 12.9, 12.10, and 12.11.

Notice of Public Hearing December 2, 2021 at 11:15 a.m. regarding proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA21-01.

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



**Minutes**

**Jefferson County Commission**

**Thursday, November 4, 2021**

---

A meeting of the Jefferson County Commission was held on Thursday, November 4, 2021 during the fourth quarterly session at 9:30 a.m. The meeting was held in person & via GoToWebinar. Present were, Steve Stolipher, President, Tricia Jackson, Vice President, Clare Ath, Caleb Hudson, and Jane Tabb. Also present were Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator, and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, November 4, 2021 meeting is available on the Jefferson County Commission website.)

**PLEDGE OF ALLEGIANCE**

Commissioner Stolipher led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**Motion by Mr. Stolipher to approve the October 21, 2021 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.**

**APPROVAL OF REQUISITIONS**

**Motion by Mr. Stolipher to approve the Requisition for November 4, 2021 in the amount of \$14,945.55. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

CHECK#		VENDOR NAME		AMOUNT
85404		AHA-ARTS & HUMANITIES ALLIANCE		\$ 949.61
85405		AT&T		\$ 316.85
85406		BUREAU OF CHILD SUPPORT		\$ 492.93

85407		CITY OF CHARLES TOWN	\$ 112.00
85408		COMPILED TECHNOLOGIES LLC	\$ 20,360.00
85409		COMPTROLLER OF MARYLAND	\$ 1,518.85
85410		DELTA DENTAL OF WV	\$ 6,431.00
85411		DR. ROBERT E JONES III	\$ 1,000.00
85412		EFTPS IRS TAXES	\$ 94,938.31
85413		EMPOWER RETIREMENT	\$ 6,023.37
85414		FEDEX	\$ 142.14
85415		GUTTMAN OIL CO	\$ 3,997.45
85416		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$ 1,406.13
85417		JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 23,740.16
85418		JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 10,633.06
85419		JEFFERSON COUNTY DEVELOPMENT AUTHORITY	\$ 26,500.00
85420		JEFF CO PARKS & RECREATION COMMISSION	\$ 21,384.42
85421		JEFFERSON SECURITY BANK	\$ 4,370.00
85422		LANGUAGE LINE SERVICES	\$ 48.66
85423		MATTHEW BENDER	\$ 523.11
85424		MILLENNIUM INSURANCE GROUP	\$ 900.00
85425		NATIONWIDE RETIREMENT SOLUTIONS	\$ 834.00
85426		DONALD & PAMELA PINE	\$ 656.11
85427		MARK & CHRISTINE WHITMORE	\$ 97.50
85428		TIMOTHY & SUSAN PAULIN	\$ 1,301.17
85429		RICE TIRES CO	\$ 545.52
85430		SPIRIT OF JEFFERSON	\$ 79.26
85431		STATE TAX DEPARTMENT	\$ 822.21
85432		THE JOURNAL	\$ 55.67
85433		TOWN OF BOLIVAR	\$ 10,633.06
85434		W B MASON CO. INC	\$ 270.74
85435		WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 17,225.76
85436		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 44,788.40
85437		WV STATE TAX DEPARTMENT	\$ 33,451.89
85438		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	\$ 5,000.00
85439	GS/004	GENERAL CO - SHERIFF OF JEFFERSON CO	\$ 13,917.39
85440	FG/009	SHERIFF OF JEFFERSON CO	\$ 4,859.43
85441	SG/010	JEFFERSON DAY REPORT CENTER	\$ 40,262.40
85442	BS/011	SHERIFF OF JEFFERSON CO	\$ 9,489.67
85443	AM/053	AXION STAFFING GROUP	\$ 1,886.89
<b>TOTAL</b>			<b>\$ 411,965.12</b>

**Motion by Mr. Stolipher to approve the Accounts Payable for October 28, 2021 in the amount of \$411,965.12. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
85444		BOLAND TRANE SERVICES INC		\$ 3,040.00
85445		CAPITAL ELECTRIC		\$ 13.23
85446		EDITH COOPER		\$ 2,997.91
85447		KONE BROOKLYN		\$ 594.83
85448		LAURA STORM		\$ 534.12
85449		LAURA STORM		\$ 260.96
85450		MICHAEL MONAGHAN		\$ 2,746.50
85451		NATIONAL VISION ADMIN.		\$ 1,752.40
85452		OLD CHARLES TOWN LIBRARY		\$ 1,500.00
85453		CERTIFIED PAYMENTS		\$ 420.00
85454		SHERWIN-WILLIAMS		\$ 42.07
<b>TOTAL</b>				<b>\$ 13,902.02</b>

**Motion by Mr. Stolipher to approve the Accounts Payable for November 4, 2021 in the amount of \$13,902.02. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
763	HD/8	ENVIVO HEALTH LLC		\$ 472.00
764	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,643.17
929	AV/56	MONROE		\$ 1,388.41
<b>TOTAL</b>				<b>\$ 3,503.58</b>

**Motion by Mr. Stolipher to approve the Manual Checks for October 29, 2021 in the amount of \$3,503.58. Motion seconded and unanimously approved.**

MANUAL CHECKS				
8-Oct-21				
Check#	Fund	VENDOR		Amount
917	CW/O59	VALLEY GUN II		\$ 3,000.00
OCT 1,2021				
437	SF/O73	JPATS USMS		\$ 3,634.00
TOTAL				\$ 6,634.00

**Motion by Mr. Stolipher to approve the Manual Checks for November 5, 2021 in the amount of \$6,634.00. Motion seconded and unanimously approved.**

**PAYROLL APPROVAL**

**Motion by Mr. Stolipher to approve the Payroll for October 28, 2021 in the amount of \$266,792.63. Motion seconded and unanimously approved.**

**PRESENTATIONS**

1. Angela Banks, Assessor – presented the following Exonerations and Apportionments for approval:

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Joyce Edwards	RE	SD	27327	\$242.92

- **Motion by Mr. Stolipher to approve the Exoneration for Ticket No. \$242.92 as presented by the Assessor. Motion seconded and unanimously approved.**
2. Interviews and Appointments to the Jefferson County Development Authority Board of Director – one unexpired term for Citizen Representative ending April 5, 2022 and one three-year term for Labor Representative ending April 5, 2024.

- Citizen Representative
    - Mr. Stolipher offered his nomination to John Custer (Stolipher, Jackson, Ath)
    - Ms. Tabb offered her nomination to Andrew Mollohan (Tabb, Hudson)
    - **After receiving the majority vote, John Custer was appointed to the Jefferson County Development Authority Board of Directors as a Citizen Representative for an unexpired term ending April 5, 2022.**
  
  - Labor Representative
    - **Motion by Mr. Stolipher to appoint Kurk Turney to the Jefferson County Development Authority Board of Directors as the Labor Representative for a three-year term ending April 5, 2024. Motion seconded and unanimously approved.**
3. Nikki Painter, Chief Deputy Clerk
- a. Approval of Increased Letter of Credit for United Bank
    - **Motion by Mr. Stolipher to approve the increased Letter of Credit for United Bank from \$2 million dollars to \$3.5 million dollars, for a total of \$5.5 million dollars total. Motion seconded and unanimously approved.**
  - b. Redistricting Map Presentation and Publication Requirements
    - **Motion by Mr. Stolipher to approve the draft map and order as presented for publication, with a public hearing to be held on Friday, November 19, 2021 at 9:30 am. Motion seconded and unanimously approved.**
4. Lynn Fields, Probate Office – requested the appointment of a Fiduciary Commissioner in the estate of Ronald R. Saul, deceased. – Ms. Painter presented this item for Ms. Fields, and stated the family involved in the Estate had withdrawn their request at this time, therefore no action was necessary.
5. John Thomas, Thomas Management Group and Sunnyside Investment, LLC. – requested a zoning change on a 53 +/- acres in Sunnyside Industrial Park on Wheatland Road from Industrial-Commercial to Residential-Light Industrial-Commercial.
- **Motion by Mr. Stolipher to schedule a public hearing on the rezoning request submitted by Thomas Management Group and Sunnyside Investment, LLC. for a zoning change on 53 +/- acres in Sunnyside Industrial Park on Wheatland Road from Industrial-Commercial to Residential-Light**

**Industrial-Commercial, on Thursday, December 2, 2021 at 11:00 am. Motion seconded and unanimously approved.**

6. Alexandra Beaulieu, Zoning Administrator – provided an overview of the Planning Commission’s recommended text amendment to the Jefferson County Zoning Ordinance related to short-term rentals (File #ZTA21-01); the draft text amendment includes revisions to Article 2 Definitions; Article 8 Supplemental Use Regulations (creation of Section 8.16 Short Term Rentals); and Appendix C Principal Permitted and Conditional Uses Table.
  - **Motion by Mr. Stolipher to schedule a public hearing on Thursday, December 2, 2021 at 11:15am to receive public input on the proposed text amendment to the Jefferson County Zoning Ordinance regarding the creation of Short Term Rental provisions (File #ZTA21-01). Motion seconded and unanimously approved.**
7. Roger Goodwin, Chief County Engineer, Jefferson County Department of Engineering, Planning, and Zoning
  - a. Release of the \$10,000.00 site stability bond/Tolling of Bond Agreement for B.C.Partners, Inc. for the Breckenridge East Subdivision, Phase 1A, Lots 23-45; Parcels A, B & Residue (File #07-32); and, allowing the recording of the merger deed merging the subdivision back to its original state prior to the recordation of the final plat as found in Plat Book 25 at Page 188 (and 188 A-D)
    - **Motion by Ms. Tabb to authorize a complete release of the remaining funds being held in Cash-in-Escrow Account #33065469 with the Bank of Charles Town as security for the site stability bond/Tolling of Bond Agreement for BC Partners, Inc., for the Breckenridge East Subdivision, Phase 1A, Lots 23-45, Parcels A, B & Residue (File #07-31), which is secured by Cash-in-Escrow with the Bank of Charles Town, Charles Town, WV, once the merger deed has been recorded and documentation provided to staff. Motion seconded and unanimously approved.**
  - b. - Release of the \$10,000.00 site stability bond/Tolling of Bond Agreement for B.C.Partners, Inc. for the Breckenridge East Subdivision, Phase 1A, Lots 1-9; Parcels C and Residue (File #12-01); and, allowing the recording of the merger deed merging the subdivision back to its original state prior to the recordation of the final plat as found in Plat Book 25 at Page 343 (and 343 A-B).
    - **Motion by Mr. Stolipher to authorize a complete release of the remaining funds being held in Cash-in-Escrow Account #33065442 with the Bank of Charles Town as security for the site stability bond/Tolling of Bond Agreement for BC Partners, Inc., for the Breckenridge East Subdivision, Phase 1A, Lots 1-9, Parcels C & Residue (File #12-01), which is secured by**

**Cash-in-Escrow with the Bank of Charles Town, Charles Town, WV, once the merger deed has been recorded and documentation provided to staff. Motion seconded and unanimously approved.**

8. Steve Allen, Director, Director, JCHSEM – requested the signing of CRS Recertification Request for 5-year verification and recertification in the Community Rating System for the reduction of flood insurance premiums for residents and businesses located in Jefferson County.

- **Motion by Mr. Stolipher to approve the signing of the CRS Community Certification form acknowledging Jefferson County’s continued participation in the activities outlined in the Community Rating System. Motion seconded and unanimously approved.**

9. Public Comment – no public comment was received during this meeting.

10. Nathan Cochran, Assistant Prosecuting Attorney

- a. 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.
- b. Discussion of legal issues regarding proposed solar text amendment including bonding, comprehensive plan, and related matters, including Jefferson County Civil Action No.’s 2021-C-33 through 37 and Jefferson County Civil Action No.’s 2021-C-46 through 50
- c. Report by Counsel regarding County Commission’s assignment of drafting new solar text amendment and presentation of draft amendment. Discussion and potential action by County Commission, including potential referral to Planning Commission, and/or other action required by law.
- d. Consider matters involving or affecting the construction, planning, or purchase, sale or lease of property.

- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice regarding the items listed above and to discuss matters pertaining to personnel. Motion seconded and unanimously approved.**

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

- **Motion by Ms. Jackson to reconsider her motion made during the October 21, 2021 County Commission meeting nad request the Planning Commission review the solar text amendment and consider application of the existing Comprehensive Plan in light of the Judge’s Order. Motion seconded and passes on a vote of 4-0 with Commissioner Stolipher abstaining.**

## OLD BUSINESS

### 11. County Administrator – Separation of Employment

- **Motion by Mr. Stolipher to agree to the amendments to Ms. Grove’s Separation of Employment agreement as discussed in Executive Session. Motion seconded and passes on a vote of 4-1 with Ms. Tabb opposing.**

### 12. Comprehensive Audit – WV State Auditor’s Office – Mr. Stolipher informed the Commission and the public that he’d been in touch with State Auditor’s Office regarding this matter, and that he’d hopefully have more information regarding this matter during the next regularly scheduled County Commission meeting.

## NEW BUSINESS

### 13. Vendor Disbarment (JT)

- **Motion by Ms. Tabb to request the County Commission review the county vendor list. Motion seconded and unanimously approved.**

### 14. County Clerk and Tyler Technology public presentation of the County’s financial system

- **Motion by Ms. Tabb to request Tyler Technology to present information to the public concerning the internal controls and processes of the County financials once the Jefferson County page of the State Auditor’s Checkbook website is live. Motion seconded and unanimously approved.**

### 15. Assignment of Interim County Administrator until position of County Administrator is filled – Compensation during temporary assignment

- **Motion by Mr. Stolipher to appoint Sandy McDonald as the Interim County Administrator until the position is filled, with the increased compensation amount of \$103,454.00 to begin on December 1, 2021 per County policy. Motion seconded and unanimously approved.**

16. County Administrator Position – discuss job description and advertisement of Recruitment Announcement

- **Motion by Ms. Jackson to approve the advertisement for the position of County Administrator at a Grade 10, with Interim County Administrator Ms. McDonald to collect the incoming applications. Motion seconded and unanimously approved.**

17. The Commission adjourned at 12:42 p.m. on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

---

Steve Stolipher, PRESIDENT

Respectfully submitted  
Jessica Carroll  
Executive Administrative Assistant



**REQUISITIONS TO BE APPROVED**

**November 18, 2021**

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
MAINTENANCE	22026	\$ 25,391.00	Chriswell Chevrolet	Animal Control Vehicle
LAW ENFORCEMENT	22017	\$ 25,378.88	INTRENSIC, LLC	body cams and licenses
<b>GRAND TOTAL</b>		<b>\$ 50,769.88</b>		



DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$398,467.41		\$398,467.41
6.2% Tax Payable OASDI	\$23,627.05		\$23,627.05
1.45% Tax Payable HI	\$5,525.77		\$5,525.77
Fed Withholding	\$34,553.91		\$34,553.91
WV State Withholding	\$16,616.27		\$16,616.27
PERS Retirement Deduct 4.5%	\$9,236.10		\$9,236.10
PERS Retirement Deduct 6%	\$5,466.99		\$5,466.99
Hosp. Pre-Taxed	\$15,093.00		\$15,093.00
Cancer/ICU Pre-Taxed	\$486.29		\$486.29
Cancer/ICU Not Pre-Taxed	\$841.96		\$841.96
Optional Life Not Pre Taxed	\$1,925.58		\$1,925.58
Christmas Club	\$4,390.00		\$4,390.00
Wage Attach #1	\$492.93		\$492.93
Wage Attach #2	\$988.72		\$988.72
Wage Attach #3			\$0.00
DSRS Retirement Deduct 8.5%	\$6,251.16		\$6,251.16
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$5,203.24		\$5,203.24
457R - Roth	\$910.00		\$910.00
MD State Tax	\$742.53		\$742.53
D/VF	\$1,806.57		\$1,806.57
VA State Tax	\$162.43		\$162.43
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$135,202.34	\$0.00	\$135,202.34
Net Wages Total	\$263,265.07	\$0.00	\$263,265.07
Payroll Date	November 10, 2021		



**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: **November 18<sup>th</sup>, 2021**

*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*):

✚ **Approval of Exonerations**

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

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text.](#)



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



Name: **Matthew Harvey**

Department or Organization: **Prosecuting Attorney**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **November 18, 2021**

*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 staffing needs and request approval to hire new employees.**

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

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

Provide exact financial impact/request:

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

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

If not attached, explain:

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

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: Tom Hansen

Department or Organization: Sheriff's Office

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice next meeting

*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*): Grant Award  
Hire Part-time Bailiff

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

The Sheriff's Office has received a Homeland Security grant award notification for the purchase of Shields for the SRT Team. The project was funded in full at \$7,400 and does not require a match.

I am requesting to hire Jennifer Deal as a part-time a bailiff. She would just be added to the list of those available to call upon to fill the slots and would not require additional funding.

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*):

I move to accept the grant award from WV Homeland Security and authorize the President to sign the documents.

I move to approve the hire of Jennifer Deal as a part-time Bailiff at a starting pay of \$13/hr eligible to start immediately.

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

Phone Number: 304-728-3205

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

not applicable



**State of West Virginia**  
Emergency Management Division

**FY 2021 Homeland Security Grant Program Award**

<u>CFDA Number</u> 97.067	<u>Federal Grant Award</u> EMW-2021-SS-00017	<u>OASIS-GRTAWD Document ID</u>
<u>Subgrant Period</u> From: 9/1/2021 To: 12/31/2022	<u>Subgrant #</u> 21-LE-44	Major Program: HSGDHS Program: LELLECE Program Period: HS2021

<u>Subgrantee Name and Address</u>  Jefferson County Commission/Sheriff P.O. Box 250 Charlestown WV, 25414	<u>FEIN</u> 55-6000333
	<u>DUNS</u> 0747414548
	<u>OASIS ID</u> 211969

<b>TOTAL GRANT AWARD</b>	<b>\$7,400</b>
--------------------------	----------------

By signing and accepting this award, the subgrantee agrees to comply with all conditions and assurances included in the application. I certify that this project will be implemented as described in the application.

Subgrantee Authorized Official: \_\_\_\_\_

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

**Homeland Security Program Certification**

The attached application has been reviewed and the proposed project and expenditures 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 application and the project activities are consistent with the WV Homeland Security Strategy Goals and Objectives.

HSGP Grant Representative \_\_\_\_\_ Date \_\_\_\_\_

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

HSSAA Director \_\_\_\_\_ Date \_\_\_\_\_

State of West Virginia  
 Homeland Security Grant Program

FY 2021 HS Grant Application

**Project Information**

<b>Applicant</b>	Jefferson County Commission/Sheriff		
<b>Project Director</b>	Deborah Lowe		
<b>Phone</b>	304-728-3205	<b>Email</b>	dlowe@jeffersoncountywv.org
<b>Vendor Agency (OASIS)</b>	Jefferson County Commission		
<b>Fiscal Contact</b>			
<b>Phone</b>		<b>Email</b>	
<b>Discipline</b>	LE		
<b>Law Enforcement</b>	Yes	<b>Priority</b>	Law Enforcement Capability
<b>Jurisdiction</b>	Jefferson County		
<b>Project Title</b>	Jefferson County Sheriff SRT Equipment		
<b>Project Description</b>	This project will help fund additional equipment for the Jefferson County Sheriff Special Response Team.		

**Project Funding**

	<b>Requested</b>	<b>Approved</b>	<b>Match</b>	<b>Total</b>
<b>Planning</b>				
<b>Organization</b>				
<b>Equipment</b>	\$18,630	\$7,400		\$7,400
<b>Training</b>				
<b>Exercise</b>				
<b>Total</b>	\$18,630	\$7,400		\$7,400

**National Preparedness System Integration**

<b>Core Capabilities</b>	On Scene Security, Protection & law Enforcement		
4.1	Which objectives of the State Homeland Security Strategy does this support?		
	4.2		
<b>Sustainment</b>	Does the applicant have the capacity to implement and sustain the project (including equipment maintenance and replacement) beyond the grant period?		
	Yes		
<b>Project Justification</b>	Supports Terrorism prevention and preparedness	Closes a capability gap or sustains an existing capability	Helps support a culture of national preparedness by overcoming a logistical, technological, legal, policy or other impediment
	Yes		
	Help improve preparedness for all-hazard threats	Protect residents, visitors and assets from high risk threats and hazards	Facilitate quick response to save lives, protect property and the environment, and meet basic human needs
	Yes	Yes	Yes

**Environmental & Historic Preservation**

Will this project require submission of an EHP screening form?	No
--	----

**Stipulations and Requirements**

--





State of West Virginia  
 Homeland Security Grant Program

FY 2021 HS Grant Application

**Equipment**

Item	AEL #	Justification/Explanation	Requested Funding	Approved Funding	Allowed
Shields	01LE-01-SHLD		\$7,400	\$7,400	Yes
Rounds/bolts/ magazines	0303-01-NLTA		\$11,238	\$0	No

**Additional Justification, Explanation or Comments:**

State of West Virginia  
 Homeland Security Grant Program

FY 2021 HS Grant Application

**Training**

Course Requested	Justification/Explanation	Requested Funding	Approved Funding	Allowed
		<b>Total Training</b>		

**Additional Justification, Explanation or Comments:**

**Exercise**

Proposed Activity	Justification/Explanation	Requested Funding	Approved Funding	Allowed
		<b>Total Planning</b>		

**Additional Justification, Explanation or Comments:**

**FY 2021 Homeland Security Grant  
Program Sub-grant Project Application  
Coversheet**

**Project Title:** Jefferson County SRT Equipment

**Applicant Agency:** Jefferson County Commission

**OASIS ID# for Applicant:** 000000211969

**Project Point of Contact:** Deborah Lowe

**Contact Phone Number:** 304-728-3205

**Contact Email:** [dlowe@jeffersoncountywv.gov](mailto:dlowe@jeffersoncountywv.gov)

**Estimated total cost of project:** \$18630.00

**Certifications**

Applicants should include a statement affirming compliance with these certifications in their project synopsis.

1. If funded, the applicant will implement the project as described in the grant award.
2. The applicant will comply with all federal and state guidelines and will adhere to the conditions and assurances of the grant award.
3. Leadership of the applicant agency are aware of this proposal submission.
4. The applicant verifies that all equipment that is being requested through this project is allowable for the State Homeland Security Grant Program on the FEMA Authorized Equipment List (AEL).
5. If this project includes planning, training, or equipment related to the Statewide Interoperable Radio Network (SIRN), the applicant has coordinated this project with Regional Interoperability Committee or the Statewide Interoperability Executive Committee to assure compliance with the WV Statewide Communications Interoperability Plan.  
*Contact information for the Regional Interoperability Committees can be located at <https://sirn.wv.gov/sirc/frics/>*

Please attach a project synopsis that includes all the information outlined in the HSGP Project Application Instructions, and any supporting documentation. The information should be sent to [HSSAA@wv.gov](mailto:HSSAA@wv.gov). No signatures are required on the proposal submission.

### **Synopsis**

The proposed project is for equipment for the Jefferson County Sheriff's Office Special Response Team.

The requests is for the following items with the associated AEL of 03O3-01NLTA (\$11,237.96):

Marking Rounds in various colors and size  
Conversion Bolt  
Magazine

The request also includes Shields that have an AEL of 01LE-01-SHLD (\$7390).

Quotes are attached to support costs.

Because this project is for the purchase of SRT Equipment. it will assist in addressing the core capability of On-Scene Security, Protection, and Law Enforcement and the Program Priority of Law Enforcement Capability Enhancement.

After award. it is anticipated that the project could be completed in 3 – 6 months.

### **Certifications**

The following certifications are made:

If funded, the applicant will implement the project as described in the grant award.

The applicant will comply with all federal and state guidelines and will adhere to the conditions and assurances of the grant award.

The Sheriff of Jefferson County is aware of this proposal submission.

The applicant verifies that all equipment that is being requested through this project is allowable for the State Homeland Security Grant Program on the FEMA Authorized Equipment List (AEL).

This project does NOT include planning, training, or equipment related to the Statewide Interoperable Radio Network (SIRN).

## 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 Emergency Management Division  
Homeland Security State Administrative Agency  
1124 Smith St, Suite 3100, Charleston, WV 25301**

### 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>
<p>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.</p>	
<b>23</b>	<b>Consultant Fees:</b>
<p>Approval of this sub-grant does not necessarily indicate an approval of specific consultant rates. Please discuss rates with the HS SAA.</p>	
<b>24</b>	<b>Purchasing:</b>
<p>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.</p>	
<b>25</b>	<b>Reports:</b>
<p>Each sub-grantee shall submit reports as deemed reasonably necessary by the HS SAA for monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.</p>	
<b>26</b>	<b>Environmental &amp; Historical Preservation (EHP):</b>
<p>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.</p>	
<b>27</b>	<b>Suspension of Funding:</b>
<p>HS SAA may suspend, in whole or in part, terminate, or impose other sanctions on any sub-grantee funds for the following reasons:</p> <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>
<p>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:</p> <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>
<p>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.</p>	
<b>30</b>	<b>Use of Grant Funds to Enact Laws:</b>
<p>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.</p>	

<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.sirn.wv.gov">www.sirn.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:  "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>	

**40 Purchase of American-made Equipment/Products:**

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

**41 Personnel Training:**

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.

**42 Accounting Requirements:**

Sub-grantee shall record all project funds and costs following generally accepted accounting procedures. 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.

**43 Financial Guide:**

Sub-grantee shall comply with all requirements as set forth in the Financial Guide which governs this program.

**44 Davis-Bacon and Related Acts:**

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.  
<https://www.dol.gov/whd/govcontracts/dbra.htm>

**45 Contractor Planning Requirements:**

All subgrants utilizing a contractor will submit copies of agendas, notes/minutes, and sign-in sheets for meetings between subgrantee and contractor(s). Subgrantees MUST include a list of planned and completed meeting dates. These documents MUST 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.

U. S. 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

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions and searching existing data sources, gathering and maintaining the data needed and completing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, U.S. 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. 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, distributions  
(b) Establishing an on-going drug free awareness program to inform employees about-

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

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

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

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

(e) Notifying the agency, in writing, with 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)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Section 17.630 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: \_\_\_\_\_



**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: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **November 18, 2021**

*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*):

- Highmark One-time Premium Credit Issued: Discuss options for the employee portion of the premium credit– Discussion / Action
- Review of FY22 financials as of 10/31/2021

Please provide the County Commission with a description of your request or presentation, including any background information: We were notified that Highmark has provided a one-time health insurance premium credit to the County. The total credit to the County is \$197k. Of that, 167k offsets the County's portion of health insurance premiums and 30k is attributable to employee paid deductions.

The Department of Labor (DOL) has not issued guidance that specifically addresses how employers should handle any COVID-19-related premium credits under ERISA. However, the DOL has addressed how ERISA's fiduciary rules apply to medical loss ratio (MLR) rebates that employers receive from their carriers under the Affordable Care Act's MLR rules. **While the premium credits are not the same as MLR rebates (for example, the credits are applied to future premium obligations and not actually paid out to the employer), the same general fiduciary rules apply to both situations.**

The DOL establishes that if the employer and participants each paid a fixed percentage of the premiums, the percentage of the rebate equal to the percentage of the cost paid by participants is a plan asset under ERISA. The County must decide how to use these funds for the exclusive benefit of the plan's participants and beneficiaries. For example, the credit could be shared with participants in the form of a premium holiday, reduced payroll deductions over a period of time or benefit enhancements.

Guidance has indicated that employers typically pass the employee portion of the credit on to employees in the form of a "premium holiday" and this is my recommended approach. To do this, health insurance deductions would not be withheld from employee paychecks for the month of December as a "premium holiday". This would impact employee's enrolled in the plan as of 11/30/2021 and the paychecks received on 12/09/2021 and 12/23/2021.

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

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

Provide exact financial impact/request:

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

- Motion to approve a health insurance, employee premium holiday for the month of December 2021 for existing plan participants.

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



614 Market Street  
P.O. Box 1948  
Parkersburg, WV 26101  
Phone: (868)763-9469

Jefferson County Commission  
[Redacted]  
P.O. Box 208  
Charles Town, WV 25414

**REGULAR  
INVOICE SUMMARY**  
Page 1 of 11

BILL ACCOUNT NUMBER:	[Redacted]	INVOICE NUMBER:	211025355008
BILL ACCOUNT NAME:	Jefferson County Commission	INVOICE MONTH(S):	November 2021
CLIENT NUMBER:	[Redacted]	PREPARED DATE:	10/25/2021
CLIENT NAME:	Jefferson County Commission	PAYMENT DUE DATE:	11/01/2021

**Prior Billing Information**

Last Bill Amount	\$	197,868.60	
Payments Received Through 10/24/2021	(\$	197,868.60)	
<b>Balance Forward</b>	\$		<b>0.00</b>

**Current Charges**

Premium Summary	\$	196,977.30	
Member Activity Processed Through 10/25/2021	\$	1,782.60	
Additional Items	(\$	197,868.60)	
<b>Total Current Charges</b>	\$		<b>891.30</b>
<b>Total Due</b>	\$		<b>891.30</b>

Highmark understands the challenges the last 2 years have brought our customers across West Virginia. To show our gratitude, we are issuing your business relief through a one-time medical coverage premium credit. On (Continued on Reverse Side)

DETACH AND RETURN THIS PORTION WITH PAYMENT



MAKE CHECK PAYABLE TO "Highmark West Virginia"  
See page 2 for remittance address Lock Box - P.O. Box 382153

INVOICE NUMBER: 211025355008  
BILL ACCOUNT NUMBER: [Redacted]

AMOUNT PAID \$ [Meter]

Jefferson County Commission  
[Redacted]  
P.O. Box 208  
Charles Town, WV 25414

INVOICE MONTH(S): November 2021  
PAYMENT DUE DATE: 11/01/2021  
TOTAL AMOUNT DUE: \$ 891.30

DO NOT WRITE BELOW THIS LINE

If you have a change to your address please contact your billing administrator via email at [wwmembership@highmark.com](mailto:wwmembership@highmark.com)

21102535500860000000123888000100000891307



614 Market Street  
 P.O. Box 1948  
 Parkersburg, WV 26101  
 Phone: (866)763-9469

**ADDITIONAL ITEMS**

BILL ACCOUNT NUMBER: [REDACTED]  
 BILL ACCOUNT NAME: Jefferson County Commission  
 CLIENT NUMBER: [REDACTED]  
 CLIENT NAME: Jefferson County Commission

INVOICE NUMBER: 211025355008  
 INVOICE MONTH(S): November 2021  
 PREPARED DATE: 10/25/2021

Process Date	Group Number	Product	Description	Coverage Period	Amount
<b>Other Charges:</b>					
Group: [REDACTED]	Product: PPO				
10/25/2021	[REDACTED]	PPO	Premium Billing Credit	11/01/2021-11/30/2021	(\$197,868.60)
			One-Time Premium Relief Credit for November 2021		
			Medical Coverage		(\$197,868.60)
					(\$197,868.60)
					(\$197,868.60)
					(\$197,868.60)
<b>Additional Items Total:</b>					<b>(\$197,868.60)</b>

# Jefferson County Commission

FY2022 Cash Balances by Fund

As of 10/31/2021

Fund - Description	FY2022 Balance As of 10/31/21	FY2021 Balance As of 10/31/20	FY22-FY21 Variance Favorable/ (Unfavorable)
Fund 001 -GENERAL FUND	10,008,878	14,041,279	(4,032,400)
Fund 002 -COAL SEVERANCE FUND	235,022	186,256	
Fund 003 -DOG KENNEL FUND	20,868	21,256	
Fund 004 -GENERAL SCHOOL FUND	0	0	
Fund 005 -MAGISTRATE COURT FUND	9,700	14,228	
Fund 006 -WORTHLESS CHECK FUND	35,269	35,182	
Fund 008 -HOME CONFINEMENT FUND	53,121	67,765	
Fund 009 -FEDERAL GRANTS FUND	-38,774	0	
Fund 010 -STATE GRANTS FUND	61	41,180	
Fund 011 -OTHER GRANTS	8,404	0	
Fund 023 -FLOOD HAZARD MITIGATION	34,959	34,959	
Fund 039 -WASTE COAL REALLOCATION	8,621	8,578	
Fund 053 -AMBULANCE SERVICE FEE	72,434	99,063	
Fund 056 -ASSESSOR VALUATION FUND	909,120	815,586	
Fund 057 -JC FARMLAND PROTECTION FD	5	5	
Fund 058 -FINANCIAL STABALIZATION	0	200,000	
Fund 059 -CONCEALED WEAPONS	35,350	34,172	
Fund 063 -VOTER REGIST LIST FUND	0	285	
Fund 073 -LAW ENFORCEMNT FORFEITURE FUNDS	20,822	19,021	
Fund 074 -DRUG FORFEITURE - PAO	24,573	23,443	
Fund 075 -SUBDIVISION FORFEITURE FUND	172	172	
Fund 206 -COVID 19 FUNDS	54,319	85,444	
Fund 207 -AMERICAN RESCUE PLAN ACT	3,281,877	0	
Fund 246 -CAPITAL OUTLAY FUND	13,393,048	4,140,879	9,252,169
Fund 249 -IMPACT FEES	9,012,733	6,003,812	
Fund 315 -STATE POLICE FUND	60	60	
Fund 369 -WV DEPUTY SHRF RETIREMENT	1	1	
<b>TOTAL CASH BALANCES - ALL FUNDS</b>	<b>37,180,643</b>	<b>25,872,624</b>	<b>11,308,019</b>



**Jefferson County Commission**

FY2022 General Fund Revenues &

Expenditures by Department

As of 10/31/2021

Description	FY2022 Budget	FY2022 YTD Actual As of 10/31/21	Budget Variance		FY2021 YTD Actual As of 10/31/20	FY2022- FY2021 Variance		% Var PY- CY
			Favorable/ (Unfavorable)	% Rec'd/ Exp'		Favorable/ (Unfavorable)		
<b>Beginning Fund Bal-Budget</b>								
<b>Total Beginning Fund Bal-Budget</b>		<b>(7,417,967)</b>						
<b>Revenues</b>								
AD VALOREM TAXES	(15,158,773)	<b>(8,610,172)</b>	(6,548,601)	56.80 %	(8,511,694)	98,478	1.16 %	
AMBULANCE FEES	(929,200)	-	(929,200)	0.00 %	(979,782)	(979,782)	-100.00 %	
BUILDING PERMIT FEES	(464,400)	<b>(77,355)</b>	(387,045)	16.66 %	(111,166)	(33,810)	-30.41 %	
CHARGES FOR SERVICES	-	-	-	0.00 %	17,116	17,116	-100.00 %	
CIRCUIT CLERKS EARNINGS	(60,000)	<b>(15,762)</b>	(44,239)	26.27 %	(13,214)	2,548	19.28 %	
CONTRIBUTIONS FR OTH ENTITIES	-	<b>(2,613)</b>	2,613	100.00 %	(162)	2,451	1,512.96 %	
COUNTY CLERKS EARNINGS	(211,200)	<b>(81,596)</b>	(129,604)	38.63 %	(74,653)	6,943	9.30 %	
EMERGENCY 911 FEES	(1,962,900)	<b>(519,543)</b>	(1,443,358)	26.47 %	(384,228)	135,314	35.22 %	
FEDERAL GRANTS	(82,843)	<b>(3,916)</b>	(78,927)	4.73 %	(1,126,931)	(1,123,015)	-99.65 %	
FRANCHISE AGREEMENTS	(577,300)	-	(577,300)	0.00 %	-	-	0.00 %	
GAS & OIL SEVERANCE TAX	(66,330)	<b>(79,146)</b>	12,816	119.32 %	(65,027)	14,119	21.71 %	
HORSE & DOG RACING TAX	(45,900)	<b>(81,686)</b>	35,786	177.97 %	(2,122)	79,565	3,750.27 %	
HOTEL OCCUPANCY TAX	(668,220)	<b>(230,792)</b>	(437,428)	34.54 %	(158,629)	72,163	45.49 %	
INTEREST EARNED	(38,502)	<b>(15,462)</b>	(23,040)	40.16 %	(17,791)	(2,328)	-13.09 %	
IRP FEES (INTERST REG PLAN)	(19,000)	<b>(6,291)</b>	(12,709)	33.11 %	(6,840)	(548)	-8.02 %	
MISCELLANEOUS REVENUE	(4,400)	<b>(1,951)</b>	(2,449)	0.00 %	(1,799)	153	8.48 %	
MISECLLANEOUS REVENUE	(5,600)	<b>(12)</b>	(5,588)	0.22 %	(11,188)	(11,175)	-99.89 %	
OTHER GRANTS	-	<b>31,117</b>	(31,117)	-100.00 %	12,736	(18,381)	144.32 %	
PROPERTY TRANSFER TAX	(1,276,870)	<b>(532,779)</b>	(744,091)	41.73 %	(400,942)	131,837	32.88 %	
PROSECUTING ATTY EARNINGS	(1,893)	<b>(588)</b>	(1,305)	31.07 %	(914)	(125)	-17.58 %	
REGIONAL JAIL REIMB	(98,000)	<b>(42,129)</b>	(55,871)	42.99 %	(51,559)	(9,430)	-18.29 %	
REIMBURSEMENTS	(138,625)	<b>(119,972)</b>	(18,653)	86.54 %	(105,258)	14,714	13.98 %	
RENTS	(316,484)	<b>(6,236)</b>	(310,248)	1.97 %	(97,861)	(91,625)	-93.63 %	
SHERIFFS COMMISSION	(11,600)	<b>(9,154)</b>	(2,446)	78.91 %	(11,488)	(2,334)	-20.32 %	
SHERIFFS EARNINGS	(112,300)	<b>(30,178)</b>	(82,122)	26.87 %	(26,517)	3,661	13.81 %	
SHERIFFS SERVICE OF PROCESS	(15,175)	<b>(5,575)</b>	(9,600)	36.74 %	(4,487)	1,088	24.25 %	
TABLE GAMES	(365,400)	<b>(200,144)</b>	(165,256)	54.77 %	(133,532)	66,612	49.88 %	
TAX PENALTIES	(303,000)	<b>(134,007)</b>	(168,993)	44.23 %	(155,450)	(21,443)	-13.79 %	
VIDEO LOTTERY	(2,114,800)	<b>(1,364,360)</b>	(750,440)	64.51 %	(1,206,270)	158,090	13.11 %	
WASTE COAL	-	-	-	0.00 %	(2,900)	(2,900)	-100.00 %	
WINE & LIQUOR TAX	(316,200)	<b>(86,279)</b>	(229,921)	27.29 %	(159,746)	(73,467)	-45.99 %	
<b>Total Revenues</b>	<b>(25,364,915)</b>	<b>(12,226,581)</b>	<b>(13,138,334)</b>	<b>48.20 %</b>	<b>(13,792,096)</b>	<b>(1,565,514)</b>	<b>-11.35 %</b>	
<b>Expenditures</b>								
401- COUNTY COMMISSION	1,708,048	<b>746,950</b>	961,098	43.73 %	804,558	57,608	-7.16 %	
402- COUNTY CLERK	646,261	<b>205,321</b>	440,940	31.77 %	177,973	(27,348)	15.37 %	
403- CIRCUIT CLERK	519,968	<b>158,887</b>	361,081	30.56 %	158,189	(698)	0.44 %	
404- SHERIFF AND TREASURER	492,866	<b>153,509</b>	339,357	31.15 %	165,667	12,158	-7.34 %	
405- PROSECUTING ATTORNEY	1,699,221	<b>489,822</b>	1,209,399	28.83 %	518,636	28,814	-5.56 %	
406- ASSESSOR	439,385	<b>118,599</b>	320,786	26.99 %	143,833	25,234	-17.54 %	
407- ASSESSORS VALUATION FUND	563,493	<b>193,150</b>	370,343	34.28 %	164,519	(28,631)	17.40 %	
408- STATEWIDE COMPUTER NETWORK	60,000	-	60,000	0.00 %	-	-	0.00 %	
412- AGRICULTURAL AGENT	116,113	<b>36,444</b>	79,669	31.39 %	36,828	384	-1.04 %	
413- ELECTIONS COUNTY CLERK	268,953	<b>28,844</b>	240,109	10.72 %	41,123	12,279	-29.86 %	
415- MAGISTRATE COURT	3,000	<b>364</b>	2,636	12.12 %	863	499	-57.87 %	
423- INSURANCE PROGRAM	2,257,807	<b>644,757</b>	1,613,050	28.56 %	699,438	54,681	-7.82 %	
424- COURTHOUSE (MAINTENANCE)	1,062,344	<b>300,804</b>	761,540	28.32 %	317,117	16,313	-5.14 %	
425- OTHER BUILDINGS	726,300	<b>122,478</b>	603,822	16.86 %	193,847	71,369	-36.82 %	
428- IT DATA PROCESSING	799,619	<b>203,455</b>	596,164	25.44 %	155,067	(48,388)	31.20 %	
429- REGIONAL DEVELOPMENT AUTH	29,974	<b>29,973</b>	1	100.00 %	29,973	0	0.00 %	
431- DEVELOPMENT AUTHORITY	453,382	<b>128,995</b>	324,387	28.45 %	168,985	39,990	-23.66 %	
440- ENGINEERING	1,071,870	<b>328,228</b>	743,642	30.62 %	397,162	68,934	-17.36 %	

**Jefferson County Commission**

FY2022 General Fund Revenues &

Expenditures by Department

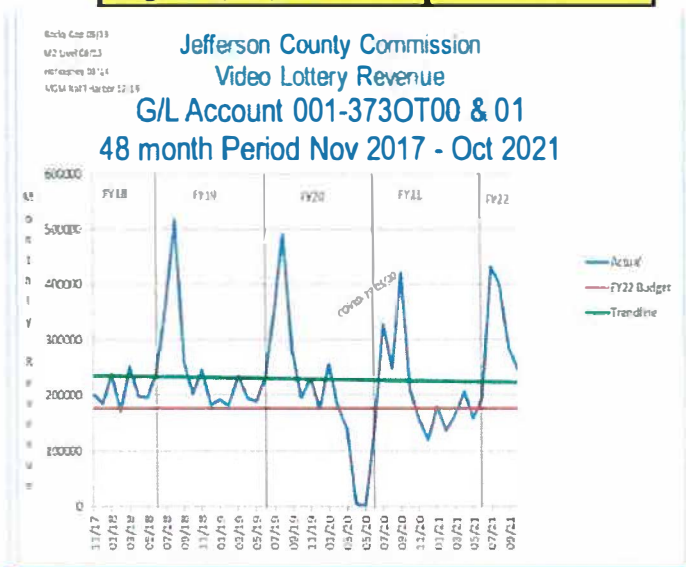
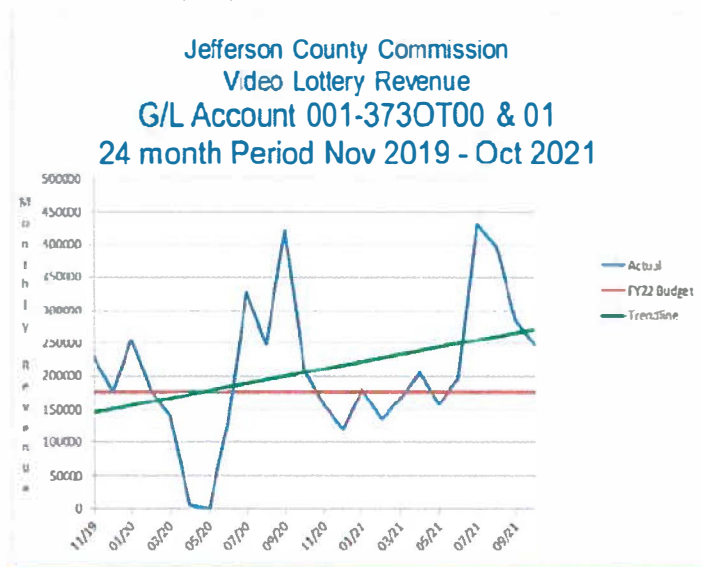
As of 10/31/2021

Description	FY2022 YTD		Budget	% Rec'd/ Exp'	FY2021 YTD	FY2022-	% Var PY- CY
	FY2022 Budget	Actual As of 10/31/21	Variance Favorable/ (Unfavorable)		Actual As of 10/31/20	FY2021 Variance Favorable/ (Unfavorable)	
697- CONT/TRF OTHER STATUTORY ENT	40,000	27,175	12,825	67.94 %	3,342	(23,833)	713.14 %
699-CONTINGENCY FOR EMERGENCIES	200,000	-	200,000	0.00 %	-	-	0.00 %
700- SHERIFF LAW ENFORCEMENT	3,448,644	1,014,021	2,434,623	29.40 %	1,185,708	171,687	-14.48 %
701- SHERIFF SVC OF PROCESS	15,175	-	15,175	0.00 %	4,293	4,293	-100.00 %
704- REGIONAL JAIL	850,000	195,847	654,153	23.04 %	183,833	(12,015)	6.54 %
711- HOMELAND SECURITY	238,221	38,888	199,333	16.32 %	67,938	29,050	-42.76 %
712- COMMUNICATIONS CENTER	1,972,581	444,248	1,528,333	22.52 %	527,740	83,492	-15.82 %
713- FIRE DEPARTMENTS	490,000	98,536	391,464	20.11 %	55,335	(43,201)	78.07 %
715- AMBULANCE AUTHORITY	3,939,138	1,509,569	2,429,569	38.32 %	2,319,842	810,273	-34.93 %
716- ANIMAL CONTROL	238,994	60,155	178,839	25.17 %	76,194	16,039	-21.05 %
717- CENTRAL GARAGE	311,394	94,845	216,549	30.46 %	72,065	(22,780)	31.61 %
800- LOCAL HEALTH DEPT	81,186	-	81,186	0.00 %	26,927	26,927	-100.00 %
900- PARKS AND RECREATION	704,682	222,850	481,832	31.62 %	255,215	32,365	-12.68 %
903- ARTS AND HUMANITIES	12,764	4,150	8,614	32.51 %	3,104	(1,046)	33.71 %
909- HISTORICAL COMMISSION	18,901	6,145	12,756	32.51 %	4,596	(1,549)	33.71 %
911- VISITORS BUREAU	319,110	103,755	215,355	32.51 %	77,595	(26,160)	33.71 %
916- LIBRARIES	330,000	165,000	165,000	50.00 %	165,000	-	0.00 %
953- PUBLIC TRANSPORTATION	60,000	30,000	30,000	50.00 %	-	(30,000)	100.00 %
<b>Total Expenditures</b>	<b>26,189,394</b>	<b>7,905,763</b>	<b>(7,905,763)</b>	<b>331.27 %</b>	<b>9,202,503</b>	<b>1,296,739</b>	<b>-14.09 %</b>
<b>Transfers To/(From) Other Funds</b>							
698- TRANSFERS TO OTHER FUNDS	3,004,681	1,500,000	1,504,681	49.92 %	-	(1,500,000)	-100.00 %
ASSESSORS VALUATION FUND REIMB	(563,493)	-	(563,493)	0.00 %	-	-	0.00 %
GENERAL SCHOOL FUND REIMB	(264,000)	(52,787)	(211,213)	20.00 %	(77,017)	(24,229)	-31.46 %
<b>Total Transfers To/(Fr) Other Funds</b>	<b>2,177,188</b>	<b>1,447,213</b>	<b>729,975</b>	<b>52.67 %</b>	<b>(77,017)</b>	<b>(1,524,229)</b>	<b>-1,979.09 %</b>
<b>Fund Balance-Budget</b>							
<b>Total Ending Fund Bal-Budget</b>	<b>4,416,300</b>						
<b>Fund Balance</b>							
BEGINNING FUND BALANCE			(7,758,436)			(9,869,280)	
NET USE OF FUNDS-(SURPLUS)/DEFICIT			(2,873,605)			(4,666,610)	
<b>Total Fund Balance</b>			<b>(10,632,041)</b>			<b>(14,535,889)</b>	

	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	2,428,347	2,428,347	2,332,432	-22.2%	194,369	-43.1%	(1,937,454)
FY21	2,528,722	2,528,722	2,314,600	4.1%	192,883	-40.8%	(1,955,286)
FY22	1,364,359	3,031,797	2,114,800	19.9%			(2,155,086)
FY23			2,886,100	14.1%			(1,383,786)
			Avg Dec FY17-21	-5.3%			(14,659,098)
			Act Dec FY12-21	-4.8%			

Video Lottery Revenue  
FY22 Projected Revenue

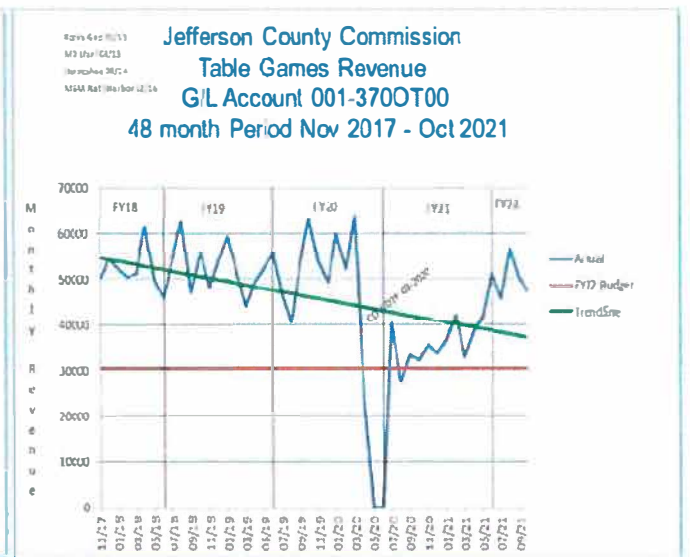
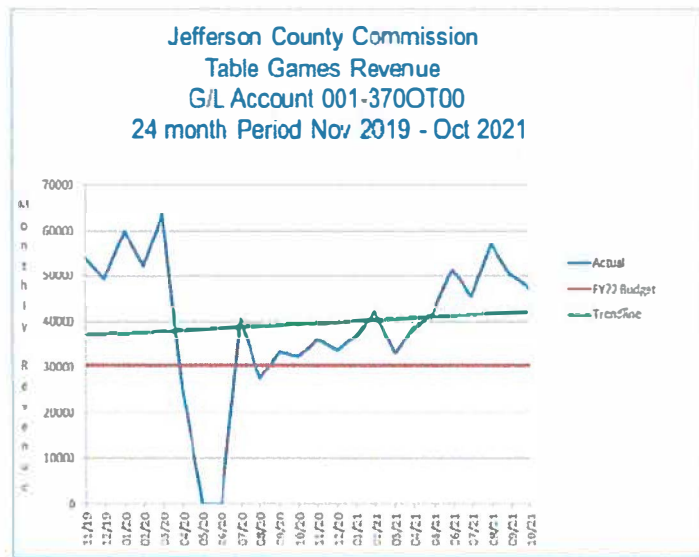
Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY22 Total Revenue	FY22 Budget	Projected Variance	Decrease Over PY
07/21	432,223						31.8%
08/21	398,442						60.5%
09/21	286,048						-32.0%
10/21	247,646						18.2%
11/21	-	2.9%	254,762				
12/21	-	-20.2%	203,180				
01/22	-	32.5%	269,200				
02/22	-	-22.3%	209,237				
03/22	-	19.9%	250,845				
04/22	-	-27.9%	180,784				
05/22	-	-31.7%	123,434				
06/22	-	42.6%	175,996				
Totals	1,364,359		1,667,438	3,031,797	2,114,800	916,997	
PY	1,206,262	13.1%			Orig Bud 2,114,800		



	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	508,749	536,610	-15.6%	42,396	-68.1%	(1,087,767)
FY21	446,991	446,991	479,400	-12.1%	37,249	-72.0%	(1,149,525)
FY22	200,145	526,888	365,400	17.9%	43,907	-67.0%	(1,069,628)
FY23	133,532		500,000	36.8%			
			Avg Dec FY17-21	-10.9%			(8,143,347)
			Act Dec FY12-21	-7.4%			

Table Games Revenue  
FY22 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY22 Total Revenue	FY22 Budget	Projected Variance	Decrease Over PY		
07/21	45,747						13.3%		
08/20	56,767						106.2%		
09/20	50,314						51.0%		
10/20	47,317						46.4%		
11/20	-	-5.8%	44,563						
12/20	-	-0.5%	44,345						
01/21	-	13.0%	50,112						
02/21	-	-3.6%	48,317						
03/21	-	-5.0%	45,921						
04/21	-	-10.5%	41,122						
05/21	-	-28.6%	29,363						
06/21	-	9.6%	23,000						
Totals	200,145		326,743	526,888	365,400	161,488			
PY	133,532	49.9%			Orig Bud 365,400				



Jefferson County Commission  
 Engineering & Planning  
 001-318LP0 Building Permit Fees

	FY17	FY18	FY19	FY20	FY21	FY22		
	Amount	Amount	Amount	Amount	Amount	Planning	Engineering	Amount
July	19,554.86	21,958.98	23,828.82	27,851.03	39,529.87	3,296.09	46,444.21	49,740.30
August	21,196.75	30,788.40	58,414.52	45,241.62	31,750.09	20,150.69	34,932.80	55,083.49
September	27,670.56	21,502.16	22,783.84	29,105.33	39,735.65	7,340.27	49,014.28	56,354.55
October	16,535.67	19,802.69	19,819.83	31,763.11	60,219.02			-
November	12,788.72	16,008.14	27,681.14	40,364.97	20,999.15			-
December	15,449.03	16,830.07	12,398.10	47,308.03	26,489.07			-
January	16,346.18	34,088.04	22,582.24	32,725.88	52,865.99			-
February	23,660.06	16,785.95	16,896.36	26,307.46	23,597.47			-
March	25,311.79	19,385.42	28,269.91	43,081.02	84,161.30			-
April	19,991.57	22,778.12	26,118.47	33,105.38	42,439.36			-
May	28,201.00	30,493.25	39,616.63	25,511.49	88,672.30			-
June	25,873.54	25,226.47	30,111.67	30,271.22	47,392.25			-
	<u>252,579.73</u>	<u>275,647.69</u>	<u>328,521.53</u>	<u>412,636.54</u>	<u>557,851.52</u>	<u>30,787.05</u>	<u>130,391.29</u>	<u>161,178.34</u>
% of Total						19.1%	80.9%	
\$ Inc/(Dec)		23,067.96	52,873.84	84,115.01	145,214.98		\$ Inc/(Dec)	
% Chg		9.1%	19.2%	25.6%	35.2%		% Chg	
Estimates					-		Estimate Thru June	341,482.42
Total Revenue	<u>252,579.73</u>	<u>275,647.69</u>	<u>328,521.53</u>	<u>412,636.54</u>	<u>557,851.52</u>		FY22 Projection	<u>502,660.76</u>
Budget		<u>245,000.00</u>	<u>340,140.00</u>	<u>429,082.00</u>	<u>477,348.00</u>		FY22 Budget	<u>464,160.00</u>
(Deficit)/Surplus		30,647.69	(11,618.47)	(16,445.46)	80,503.52		(Deficit)/Surplus	38,500.76
% Change				25.6%	35.2%		Estimated % Chg	-9.9%
NY Budget Est					464,160.00		FY23	556,992.00
% Inc/(Dec)					-17%		% Inc/(Dec)	11%

Jefferson County Commission  
 Engineering & Planning  
 001-318LP0 Building Permit Fees

Fiscal Year	Actual	% Chg	Cumulative		Revised Budget	YTD
			Amount	% Chg		
FY06	1,043,310				1,000,000	
FY07	635,825	-39.1%	(407,485)	-39.1%	1,000,000	
FY08	577,755	-9.1%	(873,040)	-44.6%	600,000	
FY09	309,435	-46.4%	(1,606,915)	-70.3%	350,000	
FY10	209,482	-32.3%	(2,440,743)	-79.9%	420,000	
FY11	262,478	25.3%	(3,221,575)	-74.8%	150,000	
FY12	163,730	-37.6%	(4,101,155)	-84.3%	195,000	
FY13	182,298	11.3%	(4,962,167)	-82.5%	169,000	
FY14	200,140	9.8%	(5,805,337)	-80.8%	164,000	
FY15	239,528	19.7%	(6,609,119)	-77.0%	170,100	
FY16	241,384	0.8%	(7,411,045)	-76.9%	300,000	
FY17	252,580	4.6%	(8,201,776)	-75.8%	240,000	
FY18	275,648	9.1%	(8,969,438)	-73.6%	245,000	
FY19	328,522	19.2%	(9,684,227)	-68.5%	340,140	
FY20	412,637	25.6%	(10,314,900)	-60.4%	429,082	
FY21	557,852	35.2%	(10,800,358)	-46.5%	477,348	
FY22 Projected	502,661	-9.9%	(10,855,549)	-51.8%	464,160	161,178
FY23 Budget	556,992	10.8%	(11,286,676)	-46.6%		



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



Name: **Russell Burgess**

Department or Organization: **Information Technology**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1<sup>st</sup> Choice: **November 18, 2021**

*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*): **Jefferson County GigReady Program Participation**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**Discussion if Jefferson County would like to participate in the State GigReady Program through the Region 9 competitive approach including Jefferson, Berkeley and Morgan counties. Participation would include technical review across the region to identify the most viable projects that may or may not cross county boundaries. This would mean we would commit to a regional project if one was identified. However, each county would only be responsible for their county's match. If a project was selected the county could review the cost estimate and determine if they would like to proceed.**

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*):

- **Motion to have Region 9 apply on behalf of Jefferson County for the State GigReady program with the competitive approach including Berkeley, Morgan and Jefferson County to include viable projects that may qualify for the program. Any regional projects identified would be reviewed at a later time to determine the county's involvement.**

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: Russell Burgess

Email address: [RBurgess@jeffersoncountywv.org](mailto:RBurgess@jeffersoncountywv.org)

Phone Number:

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

not applicable





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



Name: Clare Ath

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: Smin

Date Requested – 1<sup>st</sup> Choice: **November 18<sup>th</sup>, 2021**

*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*): Early Voting Locations

Please provide the County Commission with a description of your request or presentation, including any background information:  
I'm interested in discussing expanding early voting locations and the possibility of utilizing Charles Washington Hall.

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



**THE JEFFERSON COUNTY ASSESSOR'S  
OFFICE WILL BE CLOSED THE WEEK OF  
DECEMBER 6<sup>TH</sup> – 10<sup>TH</sup>  
FOR STAFF TRAINING.**

# **NOTICE OF SPECIAL SESSION**

## ***JEFFERSON COUNTY COMMISSION***

**The County Commission of Jefferson County will hold a Special Session on Friday, November 19, 2021, at 9:30 a.m. in the County Commission Meeting Room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, WV.**

**The purpose of the meeting is regarding the proposed changes in magisterial districts, precincts and polling place locations. These changes are being made due to a shift in population in accordance with the most recent Census. Once approved this will be a permanent change effective with the May 10, 2022 Primary Election.**

**An interactive draft map will be posted at [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org) for public viewing. Any interested party can send comments and questions to Nikki Painter at [npainter@jeffersoncountywv.org](mailto:npainter@jeffersoncountywv.org).**

**By the Order of the Jefferson County Commission  
Stephen Stolipher, President**

***This meeting will be accessible live through GoToWebinar. Invites will be posted on Facebook and email alerts.***

***The meeting will be limited to the number of in-person attendees due to COVID 19 restrictions. Five (5) attendees will be allowed in the meeting room at a time. Please email [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) no later than 9:00 a.m. prior to the meeting to be added to the list for in-person attendance.***

Please Run 2 Times:

November 17 and 24, 2021

**NOTICE OF PUBLIC HEARING**  
**Thursday, December 2, 2021 at 11:00 am**

The County Commission of Jefferson County will hold a Public Hearing regarding a Zoning Map Amendment (rezoning) for the property designated as Tax District Kabletown (06), Map: 12; Parcels: 12, 12.2, 12.3, 12.4, 12.5, 12.8, 12.9, 12.10, and 12.11. The property consists of nine vacant parcels located off Kanawha Lane within Sunnyside Industrial Park, south of Wheatland Road, west of the Norfolk Southern railroad tracks. The property owners/applicants are Sunnyside Investments, LLC (Lots 1-5) and Thomas Management Group, Inc. (Lots 8-11). The combined parcel size is approximately 53.2 acres. The property is currently zoned Industrial-Commercial and a petition has been made to the County Commission by the property owner to change the zoning classification of the property from Industrial-Commercial to Residential-Light Industrial-Commercial (Planning Commission File #21-3-Z).

The hearing will be held on **Thursday, December 2, 2021 at 11:00 am** both in-person and as a virtual meeting via GoTo Webinar. The URL will be published on the meeting agenda.

Oral or written comments can be provided at the hearing on **Thursday, December 2, 2021 at 11:00 am**. Written comments may also be submitted to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) or to PO Box 250, Charles Town, WV 25414.

Please contact the Office of Planning and Zoning for additional information on the proposed request: 304-728-3228 or visit the County's website: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org).

By Order of the Jefferson County Commission  
Steve Stolipher, President

Please advertise Two (2) Times

November 17, 2021 &

November 24, 2021

**NOTICE OF PUBLIC HEARING**  
**Thursday, December 2, 2021 at 11:15 AM**

The Jefferson County Commission has scheduled a Public Hearing on the proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA21-01, to allow Short Term Rentals to process as a Principal Permitted Use in any zoning district that allows a single family dwelling including the following zoning districts: Planned Neighborhood Development (PND), Rural (R), Residential Growth (RG), Residential-Light Industrial-Commercial (RLIC), and Village (V). In accordance with WV Code Chapter 8A and Article 12 of the Zoning Ordinance, the text amendment proposes revisions to Article 2, Definitions; Article 8, Supplemental Use Regulations (creation of Section 8.16 Short Term Rentals); and Appendix C, Principal Permitted and Conditional Uses Table.

The hearing will be held on **Thursday, December 2, 2021 at 11:15 AM** both in-person and as a virtual meeting via GoTo Meeting. The URL to participate in the virtual hearing will be included on the meeting agenda and posted to the County's website at [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org).

Oral or written comments can be provided during at the hearing on **Thursday, December 2, 2021 at 11:15 AM**. Written comments may also be submitted to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) or to PO Box 250, Charles Town, WV 25414.

A copy of the proposed text amendment is available at the Office of Planning & Zoning and on the County's website at: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org). If you have any questions, please call the Office of Planning & Zoning at 304-728-3228.

By Order of the Jefferson County Commission  
Steve Stolipher, President