

JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION - JULY- SEPTEMBER 2022
THURSDAY, SEPTEMBER 15, 2022
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 NOT be a LIVE broadcast on our website Instead it will be accessible live through GoToWebinar. Invites will be posted on Facebook and email alerts*

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- September 1, 2022 Regular Meeting

APPROVAL OF REQUISITIONS

- September 15, 2022

APPROVAL OF ACCOUNTS PAYABLE

- September 8, 2022
- September 15, 2022

APPROVAL OF MANUAL CHECKS

- September 9, 2022
- September 16, 2022

APPROVAL OF PAYROLL

- September 2, 2022

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT ***You may participate in public comment virtually by raising your hand in the GoToWebinar control panel. Please submit comments via email to info@jeffersoncountywv.org. Your comments will be included in the minutes and agenda correspondence. Please include your name.*

PRESENTATIONS

1. 6:10 p.m. Angela Banks, Assessor
 - Approval of Exonerations & Apportionments
2. 6:20 p.m. Tom Hansen, Sheriff
 - Approval of Hire – Animal Control Administrative Assistant/Kennel Technician
 - Approval of Hire – Law Enforcement Office Administrative Assistant
3. 6:30 p.m. Nikki Painter, Voter & Elections, County Clerk’s Office
 - Poll Worker & Alternate Approval – 2022 General Election
 - Possible HAVA Grant Funds to replace electronic poll books
4. 6:40 p.m. Steve Allen, Director, Jefferson County Development Authority
 - Approval of Emergency Management Performance Grant (EMPG) 2020 Application
 - Resolution/Proclamation to observe September 2022 as National Preparedness Month in Jefferson County
5. 6:50 p.m. Michelle Gordon, Finance Director
 - WV Department of Arts, Culture, and History Grant Contract AH23-079127
 - Review and Approval of EMS Project – contractual, equipment, and supplies purchases
6. 6:55 p.m. Russell Burgess, Director, Jefferson County Information Technology
 - Request to approve Audio/Visual Equipment and Software Solutions bid in reference to the RFP released in August 2022
 - Request to approve Multi-Function Digital Copier/Printer/Scanner/Fax proposal from Document Solutions, Inc. in reference to the RFP released in June 2022
 - Approval of Promotion for Spencer Fraser from IT Support/Helpdesk Technician Level 1 to IT Support/Helpdesk Technician Level 2
 - Update on Response Plan with Jeffrey Polczynski, Director of Jefferson County Emergency Communications
7. 7:35 p.m. Interviews and Appointments to the Jefferson County Emergency Services Agency Board – one three-year term for Fire Representative and one three-year term for EMS Representative, each ending June 30, 2025.
8. 7:45 p.m. Nathan Cochran, Assistant Prosecuting Attorney
 - a. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01, including bonding, comprehensive plan, and related matters. Discussion of public hearing on proposed text amendment, review and consideration of amendment text, adoption of amendment and/or modification of amendment text and/or Planning Commission review and associated fees. Discussion of Jefferson County Circuit Court Civil Action No.’s 2021-C-33 through 37 and Jefferson County Circuit Court Civil Action No.’s 2021-C-46 through 50, Jefferson County Circuit Court Civil Action No. CC-19-2022-C-6, Jefferson County Circuit Court Civil Action No. 2022-C-81, and WV Supreme Court No.’s 21-0727, 21-0728, and 21-0731.
 - b. Report on Jefferson County Circuit Court case number 19-P-69 (WV Supreme Court case number 21-0229)
 - c. Report on Jefferson County Circuit Court case number 2022-C-85
 - d. Report on Jefferson County Circuit Court case number 2022-C-48
 - e. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property
 - f. 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

9. Selection of nominees to serve as County representative on the Charles Town Utility Board

10. Ambulance Transition Update

COUNTY ADMINISTRATOR REPORTS

- Approval of Hire – Deputy County Administrator

COUNTY COMMISSION REPORTS

11. **ADJOURN**

CORRESPONDENCE AND INFORMATION

Jefferson County Commission Notice of Special Session

Letter from the City of Charleston re: Distressed Utilities Acquisition

Meeting Minutes – July 8, 2022 Harpers Ferry – Bolivar PSD Meeting

E-mail correspondence received from county residents

Public comment received from David Tabb at the September 1, 2022 commission meeting

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, September 01, 2022

A meeting of the Jefferson County Commission was held on Thursday, September 01, 2022 during the third quarterly session at 9:30a.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolipher, Vice President, and Commissioners Clare Ath, Tricia Jackson, and Jane Tabb. Also present were John Nissel, County Administrator, Michelle Gordon, Finance Director, Sorayda Pitts, Administrative Assistant and Jessica James, Assistant Deputy County Administrator (The archived meeting of the Thursday, September 01, 2022 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Hudson to approve the August 18, 2022 regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Hudson to approve the Payroll for August 19, 2022 in the amount of **\$290,075.31** Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Hudson to approve the Requisitions for September 01, 2022 in the amount of **\$22,331.00** Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
86771	AHA-ARTS & HUMANITIES ALLIANCE	1,825.08
86772	BRIAN LONG	22.51
86773	DOING BETTER BUSINES	929.87
86774	DR. ROBERT E. JONES III	1,000.00
86775	FEDEX	118.47
86776	GUTTMAN OIL CO	9,869.08
86777	HIRERIGHT	165.90
86778	J.C. EHRLICH	806.04
86779	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	2,702.48
86780	JEFFERSON CO CONVENTION AND VISITORS BUREAU	45,626.93
86781	JEFF CO PARKS & RECREATION COMMISSION	41,099.37
86782	JEFFERSON CENTER	100.00
86783	JEFFERSON RENTAL	3,656.67
86784	MICHAEL MONAGHAN	3,106.66
86785	MILLERS SUPPLIES AT WORK	566.50
86786	PETER H. LORENZEN P.S.	600.00
86787	PSYCHOLOGICAL CONSULTING INC	200.00
86788	R.E. MICHEL CO. LLC	112.47
86789	RICE TIRES CO	1,543.12
86790	SPIRIT OF JEFFERSON	115.14
86791	TEK ADVISORS LLC	1,646.28
86792	WV EMERGENCY MANAGMENT COUNCIL	125.00
86793	WV TREASURY	4,800.00
86794	XEROX FINANCIAL SERVICES	249.81
TOTAL		120,987.38

Motion by Mr. Hudson to approve the Accounts Payable for August 25, 2022 in the amount of \$120,987.38 Motion seconded and unanimously approved.

CHECK#	VENDOR NAME	AMOUNT
86796	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 2,413.98
86797	BUREAU OF CHILD SUPPORT	\$ 373.39
86798	COLONIAL LIFE	\$ 95.68
86799	COMPTROLLER OF MARYLAND	\$ 778.08
86800	CYNTHIA DANNER	\$ 2,111.14
86801	EFTPS IRS TAXES	\$ 102,529.44

86802		EMPOWER RETIREMENT	\$ 5,871.37
86803		HIGHMARK WV	\$ 191,631.80
86804		JEFFERSON SECURITY BANK	\$ 4,210.00
86805		LORI BROWN	\$ 6,500.00
86806		MARY K. HURLEY	\$ 225.00
86807		MATTHEW BENDER	\$ 113.43
86808		MILLENIUM INSURANCE GROUP	\$ 900.00
86809		NATIONAL VISION ADMIN.	\$ 1,664.44
86810		NATIONWIDE RETIREMENT SOLUTIONS	\$ 834.00
86811		OLD CHARLES TOWN LIBRARY	\$ 1,500.00
86812		SPIRIT OF JEFFERSON	\$ 158.52
86813		STATE TAX DEPARTMENT	\$ 150.00
86814		WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 20,152.23
86815		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 44,749.53
86816		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 166.49
86817		XEROX CORPORATION	\$ 410.00
86818	FG/009	SHERIFF OF JEFFERSON CO	\$ 5,063.69
86819	BS/011	SHERIFF OF JEFFERSON CO	\$ 7,134.65
86820	AM/053	SHERIFF OF JEFFERSON CO	\$ 1,630.82
TOTAL			\$ 401,367.68

Motion by Mr. Hudson to approve the Accounts Payable for **September 01, 2022 in the amount of **\$401,367.68**. Motion seconded and unanimously approved.**

APPROVAL OF MANUAL CHECKS

26-Aug-22				
MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
1000	AV/056	CARLSON SOFTWARE INC		\$ 195.00
1001	AV/056	PRINT-O-STAT		\$ 190.00
1002	AV/056	THE JOURNAL		\$ 1,404.00
122	AR/207	CITIZENS VOL FIRE CO		\$ 643,544.00
123	AR/207	SHEPHERDSTOWN FIRE CO		\$ 230,000.00
TOTAL				1,013,142.03

Motion by Mr. Hudson to approve the Manual Checks for August 26, 2022 in the amount of \$1,013,142.03. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
810	HD/8	SHERIFF OF JEFFERSON CO		\$ 2,592.14
1003	AV/56	AWVA ASSOC. OF WV ASSESSORS		\$ 75.00
125	AR/207	SHERIFF OF JEFFERSON CO		\$ 5,605.71
124	AR/207	ATLANTIC EMERGENCY SOLT.		\$ 21,216.00
1787	CO/246	JEFFERSON RENTAL		3656.67
TOTAL				\$ 33,145.52

Motion by Mr. Hudson to approve the Manual Checks for September 02, 2022 in the amount of \$33,145.52. Motion seconded and unanimously approved.

PUBLIC COMMENT : Jacquelyn Milliron, David Tabb and Stacy Tabb.

PRESENTATIONS

1. Debbie Lowe-Sheriff's Office- Requested approval to renew the Governor's Highway Safety Program Grant.
 - **Motion by Mr. Stolipher to approve the application for the Governor's Highway Safety Grant, and authorize the Commission President to sign the grant documents and approve the resolution. Motion seconded and unanimously approved.**

2. Roger Goodwin- Chief County Engineer- Requested Residential, Commercial and Solar Farm/Facilities-Building Permit Fees.
 - **Motion by Mrs. Tabb to accept the Residential, Commercial and Solar/Facilities building permits fees as recommended with the understanding the fee will be reviewed in a year. Motion seconded and unanimously approved.**

3. Lynn Fields-Probate Office

- **Motion by Mr. Hudson to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**

a. Closure of the Estates of Lindsay Hurst, III and Patsy Ann Hurst

- **Motion by Mr. Stolipher to authorize the closing of the Estates of Lindsay R. Hurts, III and Patsy Ann Hurts. Motion seconded and unanimously approved.**

b. Petition to Remove Executor Edward Wise from the Estate of Irma Jean Wise, decease.

- **Motion by Mr. Stolipher to authorize the appointment of Fiduciary Commissioner for the Estate of Irma Jean Wise. Motion seconded and unanimously approved.**

c. Request to Appoint Fiduciary Commissioner for the Estate of Larry K. Crouse, Sr.

- **Motion by Mr. Stolipher to authorize the appointment of a fiduciary commissioner to oversee the administration of the estate of Larry K. Crouse, Sr. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to reconvene as a County Commission. Motion seconded and unanimously approved.**

4. Interviews and Appointments to the following:

a. Jefferson County Farmland Protection Board- Two four year terms ending September 07, 2026. –One representing the public (non-farmer) and the other representing the Conservation District.

- **Motion by Mrs. Tabb to appoint Erik Barrett to the Jefferson County Farmland Protection Board as a representative to the public for a four-year term ending on September 07, 2026. Motion seconded and unanimously approved.**
- **Motion by Mrs. Tabb to appoint Neil Banks to the Jefferson County Farmland Protection Board as a representative to the conservation district for a four-year term ending on September 07, 2026. Motion seconded and unanimously approved.**

- b. Jefferson County Development Authority Board of Directors- for one unexpired term for Citizen Representative ending April 05, 2024.
- **Motion by Mr. Stolipher to appoint Chris Puller to the Jefferson County Development Authority Board of Directors to a one unexpired term for citizen representative ending April 05, 2024. Motion seconded and unanimously approved.**
5. Elizabeth Wheeler-Director- Requested approval of purchase of two agricultural conservation easements.
- **Motion by Mr. Stolipher to authorize the purchase by the Jefferson County Farmland Protection Board for the Jefferson County Farmland Protection program one conservation easement on the property in Jefferson County own by Brown Family Trust-2019 (Property 2019-01). Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to authorize the purchase by the Jefferson County Farmland Protection Board for the Jefferson County Farmland Protection program one conservation easement on the property in Jefferson County own by John C. Hendricks (Property 2020-3). Motion seconded and unanimously approved.**
6. Kat Hagedorn- Director Family Resource Network of the Panhandle- Requested time to invite the commission to attend a series of meeting that will be held by the Health and Human Services Collaborative and the Eastern Panhandle United Way on the housing crisis facing the tri-country area.
7. Laurel Ziemianski- Hill Top House Hotel- Requested a special meeting to conduct a Hill Top Hotel TIF Workshp – it was the consensus of the Commission to schedule a special session regarding the Hilltop House Hotel TIF workshop, with date and time to be determined.
8. Michelle Gordon- Finance Director- Requested consideration of a probationary increase for County Administrator – no action was taken on this request.

9. Nathan Cochran- Assistant prosecuting attorney-

- a. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01, including bonding, comprehensive plan, and related matters. Discussion of public hearing on proposed text amendment, review and consideration of amendment text, adoption of amendment and/or modification of amendment text and/or Planning Commission review and associated fees. Discussion of Jefferson County Circuit Court Civil Action No.'s 2021-C- 33 through 37 and Jefferson County Circuit Court Civil Action No.'s 2021-C-46 through 50, Jefferson County Circuit Court Civil Action No. CC-19-2022-C-6, Jefferson County Circuit Court Civil Action No. 2022-C-81, and WV Supreme Court No.'s 21-0727, 21-0728, and 21- 0731.
- b. Discussion of Jefferson County Circuit Court Civil Action No. 22-C-85.
- c. Discussion of Jefferson County Circuit Court Civil Action No. 22-C-48.
- d. Discussion of W.Va. Human Rights Comm. Case No. EREP-49-21.
- e. Consider matters involving or affecting the construction, planning, or purchase, sale, or lease of property.
- f. 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).

- **Motion by Mrs. Tabb to enter into Executive Session to receive legal advice and status updates on items 9a & 9d. Motion seconded and unanimously approved.**
- **Motion by Mr. Hudson to come out of Executive Session and reconvene in regular session. Motion seconded and unanimously approved.**

OLD BUSINESS

10. Discussion of permitting and approvals by the West Virginia Fire Marshall/Fire Commission and West Virginia Office of Emergency Medical Services – no updates provided.

AFTERNOON SESSION

11. 1:00 p.m. ARPA Presentation and Discussions

The Commission adjourned at **11:06am** on a motion by Mr. Hudson. Motion was seconded and unanimously approved.

Caleb Hudson, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant

REQUISITIONS TO BE APPROVED

September 15, 2022

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
IT	23019	\$ 83,695.00	Storage Networks	Host Infra. Downtown Data Ctr Refresh
GRAND TOTAL		\$ 83,695.00		

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$437,198.42		\$437,198.42
6.2% Tax Payable OASDI	\$26,010.81		\$26,010.81
1.45% Tax Payable HI	\$6,083.24		\$6,083.24
Fed Withholding	\$38,341.34		\$38,341.34
WV State Withholding	\$18,616.52		\$18,616.52
PERS Retirement Deduct 4.5%	\$9,222.57		\$9,222.57
PERS Retirement Deduct 6%	\$6,832.72		\$6,832.72
Hosp. Pre-Taxed	\$15,522.00		\$15,522.00
AFLAC Pre-Taxed	\$388.07		\$388.07
AFLAC Post-Taxed	\$818.92		\$818.92
Optional Life Post-Taxed	\$1,804.72		\$1,804.72
Christmas Club	\$4,210.00		\$4,210.00
Wage Attach #1	\$373.39		\$373.39
Wage Attach #2	\$150.00		\$150.00
Wage Attach #3	\$166.49		\$166.49
DSRS Retirement Deduct 8.5%	\$7,967.14		\$7,967.14
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,726.37		\$4,726.37
457R - Roth	\$1,145.00		\$1,145.00
MD State Tax	\$778.08		\$778.08
D/VF	\$1,758.29		\$1,758.29
VA State Tax	\$244.52		\$244.52
Colonial(Plus)	\$47.84		\$47.84
Uniforms	\$0.00		\$0.00
Total Deductions	\$146,042.03	\$0.00	\$146,042.03
Net Wages Total	\$291,156.39	\$0.00	\$291,156.39
Payroll Date	September 2, 2022		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angela Banks, Assessor

Department or Organization: Jefferson County Assessor's Office

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 15, 2022**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval of Exonerations and Apportionments (split tickets)**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tom Hansen

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

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice next meeting

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): AC Administrative Asst/Kennel Tech
Law Enforcement Office Administrative Assistant

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

Animal Control was granted a new position of Administrative Assistant/Kennel Tech (80 hr) in their new budget. We would like to fill this position with the hire of Robin Mullikin. Her first day would be September 26, 2022 with a starting salary of 32,347.00.

The Law Enforcement office has a vacancy for an administrative assistant. We have identified a replacement and would request approval to hire.

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 approve the hire of Robin Mullikin for the 80 hour position as the Administrative Assistant/Kennel Tech, starting September 26, 2022 at a salary of 32,347.00.

I move to approve the hire of _____ for the 80 hour position as an Administrative Assistant, starting _____ with a salary of _____

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

Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**

Department or Organization: **Elections – County Clerk’s Office**

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

Date Requested – 1st Choice: **September 15, 2022**

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

Date Requested – 2nd Choice:

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

- 1. Poll Worker & Alternate Approval – 2022 General Election**
- 2. Possible HAVA Grant Funds to replace electronic Poll books.**

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

- 1. Approval of the Poll Worker & Alternate lists provided by the County Executive Committees**
- 2. Make commission aware of potential HAVA funds to replace the electronic poll books**

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*):

- 1. To approve the poll workers and alternates as presented for the 2022 General Election**
- 2. To approve researching potential HAVA funds to replace the electronic pollbooks**

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

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Name	Phone #	Address	Notes
Charles Town District			
Pct 2 - Wright Denny Elementary			
<u>Poll Commissioner</u>			
Joe Gallop		59 Derby Pl Charles Town	
<u>Poll Clerk</u>			
Linda Gallop	304-960-5615	59 Derby Pl Charles Town	
Pct 3 - Charles Town Baptist Church			
<u>Poll Commissioner</u>			
Mirian Fernandez	304-433-6608	11 Jasmine Pl Harpers Ferry	
<u>Supply Clerk</u>			
Bob Trainor	304-283-2946	774 Crosswinds Ct Charles Town	
<u>Poll Clerk</u>			
Angelique Cummings	240-529-5146	211 S Church St Charles Town	
Pct 4 - Fellowship Bible Church			
<u>Poll Commissioner</u>			
Carol Lowdermilk	681-242-7329	202 Packett Dr Charles Town	
<u>Poll Clerk</u>			
Franklin P Stanley Jr	304-725-7505	181 Nansfield Dr Harpers Ferry	
Pct 6 - Senior Center			
<u>Poll Commissioner</u>			
Joshua D. Waggoner	304-886-1069	585 Meandering Ln Kearneysville	
<u>Poll Clerk</u>			
Angela Hoffman	304-725-2295	4 Bedford Dr Charles Town	
Pct 7 - Ranson Elementary School			
<u>Poll Commissioner</u>			
Jerry Franklin	(304) 725-7994	228 Cassilis Ln Charles Town	
<u>Supply Clerk</u>			
Melinda Maye	304-279-8566	986 Earle Rd Charles Town	
<u>Poll Clerk</u>			
Melissa Manning Stahlin	304-261-2423	304 Preston St Charles Town	

Pct 12 - Jefferson High School

<u>Poll Commissioner</u>			
Eva Alexander	304-676-2577	93 Special Orders Ct Harpers Ferry	
<u>Poll Clerk</u>			
Megan Terris	304-596-3754	538 Breckenridge Way Shenandoah Junction	

Harpers Ferry District**Pct 13 - CW Shipley Elementary**

<u>Poll Commissioner</u>			
Susan Funke	240-310-7072	853 River Rd Shepherdstown	
<u>Supply Clerk</u>			
John Shoedel	681-252-0505	303 Carriage Dr Harpers Ferry	
<u>Poll Clerk</u>			
Pamela Harmon	505-238-5898	791 Chickamauga Dr Harpers Ferry	

Pct 14 - Camp Hill Wesley

<u>Poll Commissioner</u>			
Patricia Hannin	843-706-7053	86 Teakwood Ct Harpers Ferry	
<u>Poll Clerk</u>			
Ernest Hannin	843-706-7053	86 Teakwood Ct Harpers Ferry	

Pct 15 - Harpers Ferry Middle School

<u>Poll Commissioner</u>			
Mark Fuhmann	202-386-8402	PO Box 189 Harpers Ferry	
<u>Supply Clerk</u>			
Todd Baldau	202-577-8854	182 Coventry Ln Harpers Ferry	
<u>Poll Clerk</u>			
Deborah Hale	304-535-1528	PO Box 641 Harpers Ferry	

Pct 16 - Oakland Methodist Church

<u>Poll Commissioner</u>			
Linna Walz	757-771-8247	2054 Kabletown Rd Charles Town	
<u>Supply Clerk</u>			
Mark Willgenbusch	304-724-6719	48 Revere Dr Charles Town	
<u>Poll Clerk</u>			
Stephanie Poe	304-261-8352	434 Gap View Blvd Harpers Ferry	

Pct 17 - Blue Ridge Acres Community Club		
<u>Poll Commissioner</u>		
Isabel Simon	304-283-7067	21 Chestnut Place Harpers Ferry
<u>Supply Clerk</u>		
Steven Crowe	304-582-7555	2582 Chestnut Hill Rd Harpers Ferry
<u>Poll Clerk</u>		
George Moxley	240-315-2857	56 Starlight Lane Harpers Ferry
Pct 21A - Blue Ridge Elementary School		
<u>Poll Commissioner</u>		
Terri Knill	304-725-5810	516 Morison St Charles Town
<u>Poll Clerk</u>		
Courtney Knill	304-725-5810	516 Morison St Charles Town
Pct 21B - Blue Ridge Elementary School		
<u>Poll Commissioner</u>		
Denise T Force	304-930-1476	189 Burberry Ln Charles Town
<u>Supply Clerk</u>		
Deidre Catterton	304-724-7400	159 Eastland Dr Charles Town WV
<u>Poll Clerk</u>		
Deb Spatola	304-728-4472	413 Red Bird Lane Harpers Ferry
Kabletown District		
Pct 19 - St. James Catholic Church		
<u>Poll Commissioner</u>		
Ann Powers	304-995-5333	301 Prospect Hill Blvd Charles Town
<u>Supply Clerk</u>		
Dawn Timberlake	304-870-4299	77 Fosters Cir Shenandoah Jct
<u>Poll Clerk</u>		
Mark Zampino Sr	240-575-4139	57 Edaw Dr Charles Town
Pct 20 - Citizens Fire Company		
<u>Poll Commissioner</u>		
Robert Hoffman	304-945-4126	4 Bedford Dr Charles Town
<u>Poll Clerk</u>		
Virginia Hoffman	304-725-2295	4 Bedford Dr Charles Town

Pct 22 - Summit Point Baptist Church				
<u>Poll Commissioner</u>				
Tracey Rissler	304-725-2476	616 Uinta Farm Ln	Charles Town	
<u>Supply Clerk</u>				
Amy Ringer Flint	304-930-1992	91 Oakmont Dr	Charles Town	
<u>Poll Clerk</u>				
Barbara Sullivan	304-876-6774	3658 Bakerton Rd	Harpers Ferry	
Pct 23A - CrossPoint Church				
<u>Poll Commissioner</u>				
Nathaniel "Nate" Phillips	571-283-1063	76 Cirrus Way	Kearneysville	
<u>Supply Clerk</u>				
Amber Polen	304-283-6903	316 Pebble Beach Dr	Charles Town	
<u>Poll Clerk</u>				
Karen Phillips	571-283-1063	76 Cirrus Way	Kearneysville	
Pct 23B - CrossPoint Church				
<u>Poll Commissioner</u>				
Jerome Sather	304-728-4831	66 Cypress Point Dr	Charles Town	
<u>Poll Clerk</u>				
Melanie Fino	304-995-3726	252 Sunflower Dr	Kearneysville	
Pct 24A - Washington High School				
<u>Poll Commissioner</u>				
Trixana Carter	304-676-8045	19459 Charles Town Rd	Harpers Ferry	
<u>Poll Clerk</u>				
D Mason Carter	304-676-1471	19459 Charles Town Rd	Harpers Ferry	
Pct 24B - Washington High School				
<u>Poll Commissioner</u>				
Gregory Rucker	304-724-6161	PO Box 507	Harpers Ferry	
<u>Supply Clerk</u>				
Kevin Tester	703-463-8562	77 Burnlea Rd	Charles Town	
<u>Poll Clerk</u>				
Lara Boné	304-268-7825	77 Okanagan Dr	Charles Town	

Middleway District**Pct 25 - South Jefferson Elementary School****Poll Commissioner**

Joan Hough 304-725-5025 12771 Leetown Rd Kearneysville

Poll Clerk

Marsha Gardner 304-725-1586 259 King St Kearneysville

Pct 26 - Leetown Methodist Church**Poll Commissioner**

Susannah Pizzi 520-668-5030 526 New Meadow Dr Kearneysville

Supply Clerk

Angela Breeden 540-336-4529 1233 Tusawilla Dr Charles Town

Poll Clerk

Jean Garretson 304-261-0579 69 Ashley Dr Shepherdstown

Pct 27 - North Jefferson Elementary**Poll Commissioner**

Robin Carper 304-725-4522 185 Jefferson Terrace Rd Charles Town

Poll Clerk

Robyn Painter 304-728-8210 PO Box 4 Kearneysville

Pct 28A - First Baptist Church**Poll Commissioner**

John Jones 304-305-9301 630 New Meadow Dr Kearneysville

Poll Clerk

Marci Magaha 304-240-1591 PO Box 625 Kearneysville

Pct 28B - First Baptist Church**Poll Commissioner**

James Kilbane 304-596-3970 619 S Church St Charles town

Supply Clerk

Bruce E Terris Sr 304-279-5752 630 New Meadow Dr Kearneysville

Poll Clerk

Jayme Metzgar 304-268-6097 PO Box 461 Harpers Ferry

Pct 29 - TA Lowery Elementary

<u>Poll Commissioner</u>			
Nicolas (Nick) Reese	216-789-1079	30 Fosters Circle Shenandoah Junction	
<u>Supply Clerk</u>			
Shelly Ulbig	304-885-8863	567 Dey Dr Harpers Ferry	
<u>Poll Clerk</u>			
Giordana Baker	304-728-2091	94 Tiffany Ct Harpers Ferry	

Shepherdstown District**Pct 31 - Covenant Baptist Church**

<u>Poll Commissioner</u>			
Kaileen Campbell		61 Pathfinder Ct Shepherdstown	
<u>Supply Clerk</u>			
Elisa Moore	304-535-2306	52 General Cobb Ct Harpers Ferry	
<u>Poll Clerk</u>			
Amy Campbell		61 Pathfinder Ct Shepherdstown	

Pct 32 - Bethel United Methodist Church - Bakerton

<u>Poll Commissioner</u>			
Paula Dougherty	301-639-5531	156 River Cliff Dr Harpers Ferry	
<u>Supply Clerk</u>			
Jack Hefestay	571-213-2449	46 Sundance Ln Kearneysville	
<u>Poll Clerk</u>			
Jennifer Roberts	304-839-1572	164 Ruddy Duck Dr Harpers Ferry	

Pct 33 - Trinity Episcopal Church

<u>Poll Commissioner</u>			
Madison Cenate	304-728-6120	138 Scottie Dr Charles Town	
<u>Poll Clerk</u>			
Taylor Cenate	703-909-0616	138 Scottie Dr Charles Town	

Pct 34 - Shepherdstown Elementary School

<u>Poll Commissioner</u>			
Mike Cenate	304-728-6120	138 Scottie Dr Charles Town	
<u>Poll Clerk</u>			
Tracey Cenate	304-728-6120	138 Scottie Dr Charles Town	

Pct 35 - Asbury United Methodist Church

Poll Commissioner			
Trevor Craker	703-999-4073	1435 Engle Moler Rd	Harpers Ferry
Supply Clerk			
Tara Morgan	304-671-1585	PO Box 1142	Shepherdstown
Poll Clerk			
Mary Majer	818-209-3893	90 Bon Aire Dr	Shepherdstown

Pct 36 - Driswood Elementary School

Poll Commissioner			
Kyle Flint	304-930-1992	91 Oakmont Dr	Charles Town
Poll Clerk			
Allyson Flint	202-931-8343	91 Oakmont Dr	Charles Town

Garrett Damon	240-315-2857	56 Starlight Ln	Harpers Ferry
Jill Lauterborn	304-724-7473	278 Windsong Rd	Harpers Ferry
Alyssa Powers	304-995-5333	301 Prospect Hill Blvd	Charles Town
Carie Chaney	304-995-5532	57 Bugs Ct	Ranson
Carolyn Vezzosi	302-904-1208	475 Shenandoah River	Dr Harpers Ferry
Val Arnold	304-886-8351	343 Tusawilla Dr	Charles Town
David Lowdermilk	681-242-7329	202 Packett Dr	Charles Town
Samantha Carper	434-409-7782	PO Box 123	Rippon
David Smith	(304) 283-6235	34 Little Run Dr	Shepherdstown
Max "Chuck" Moore	304-283-6085	52 General Cobb Ct	Harpers Ferry
Terrill "Terri" McClellan	304-702-3203	120 Madison St	Harpers Ferry
Dana Spencer	240-375-4987	157 Adelaide Cir	Harpers Ferry
Judith Leither	616-402-1551	114 Pearl Dr	Shepherdstown
Mireya Salgado	304-270-0149	102 Michelle Dr	Ranson
Janet Crosby	304-839-2378	10670 Leetown Rd	Kearneysville
Cynthia Jones	304-305-9301	791 Pheasant Hill Rd	Summit Point
David Lowdermilk	681-242-7329	202 Packett Dr	Charles Town
Lillian Funke	240-310-7072	853 River Rd	Shepherdstown
Ron Rissler	304-725-2476	616 Uinta Farm Ln	Charles Town
Emily Pizzuti	304-820-4238	199 King Lear Dr	Charles Town
Brianna Pizzuti	304-820-4238	199 King Lear Dr	Charles Town
Steve Campbell	304-886-3729	61 Pathfinder Ct	Shepherdstown
Jami Hadden	304-886-3296	145 Cold Spring Dr	Harpers Ferry

Prefers close to Charles Town
(Pct 22 with Tracey only)

Not available for Primary but would like to work future elections

Robin Butler	D	304-886-2929	rebutter@aol.com	PO Box 294	Charles Town	WV	25414	
Teresa Forsyth	D	304-725-5326		28 Mopsy Ct	Ranson	WV	25438	
Loretta Jones	D	304-279-3736		333 Pembroke Way	Charles Town	WV	25414	
Linda Whittington	D	304-725-5085		120 S Mildred St	Charles Town	WV	25414	Only wants to work as poll commissioner at Precinct 14.
Laurie Allen	D	304-995-7273	304-995-7273	702 S Beckwith St	Charles Town	WV	25414	
Margaret Mayah	D	703-400-9732	margaret.mayah@gmail.com	66 Sternway Dr	Charles Town	WV	25414	
Michael Bogden	D	304-725-2888		125 Prospect Ave	Charles Town	WV	25414	
Paula (Diane) Bogden	D	304-725-2888		125 Prospect Ave	Charles Town	WV	25414	
Sunshine Drummond	D	304-839-3232		408 E Sixth Ave	Ranson	WV	25438	
Tammy McDonald	D	304-582-5828		514 S George St Apt 9	Charles Town	WV	25414	
Lana England	D	304-725-9750		330 Red Bird Ln	Harpers Ferry	WV	25425	
Rasaan Edwards	D	304-279-9676		161 Battlefield Dr	Charles Town	WV	25414	
Demica Vigil	D	928-606-9056		117 Hemlock Dr	Charles Town	WV	25414	
Nicole Jenkinson	D	301-312-2260	jenkinson.nm@gmail.com	350 Chandler Dr	Shepherdstown	WV	25443	
Katherine (Kathy) Gottlieb	D	304-676-4952	kathy_hall.gottlieb@gmail.com	1100 Deer Mountain Dr	Harpers Ferry	WV	25425	
Kenneth Fanelli	D	304-839-7114		1316 Destrier St	Ranson	WV	25438	
Margaret Housden	D	304-268-1871		466 Ridge Rd	Shenandoah Junction	WV	25442	
Scarlett King	NP	304-886-7640		401 N Samuel St	Charles Town	WV	25414	
Shane Marrone	NP	304-279-9716		18 Nostalgia Ln	Summit Point	WV	25446	
Terrri Ramos	NP	304-268-0924		136 Stratus Dr	Kearneysville	WV	25430	
Diana Kirby	NP	703-869-2501		320 Gap View Blvd	Harpers Ferry	WV	25425	
Todd Baldau	NP	202-577-8854	todd.baldau@usmint.treas.gov	182 Coventry Ln	Harpers Ferry	WV	25425	

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Stephen S. Allen, Director

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

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: September 15, 2022

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

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

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

1. Approval of Emergency Management Performance Grant (EMPG) 2020 application
2. Resolution/Proclamation to observe September 2022 as National Preparedness Month in Jefferson County.

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

1. Each year, JCOHSEM has the opportunity to apply for a grant that reimburses the County Commission for a portion of our salaries and planning dollars spent in return for our staff doing required training, participation in disaster exercises, updating our Emergency Operations Plan, participation in state director's meetings, and other state-required activities.
2. The Federal Emergency Management Agency launched National Preparedness Month in 2004 to encourage communities and individuals alike to plan and prepare for disaster. National Preparedness Month creates an important opportunity for every resident of Jefferson County to prepare their homes, businesses, and communities for any type of emergency.

Is this a funding request? No.

If so, how much?

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

1. I move to approve the 2020 Emergency Management Performance Grant (EMPG) application and approve for the President of the Commission to sign the documents.
2. I move to approve the proclamation and resolve to observe September 2022 as National Preparedness Month in Jefferson County.

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

If not attached, explain:

Attachment:

Is equipment needed? Projector [Click here to enter text.](#) Internet/Wi Fi [Click here to enter text.](#) Telephone for conference call [Click here to enter text.](#)

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Applicant Information

Recipient Name:	Jefferson County Commission
Type of Agency:	County
Address:	P.O. Box 250
City, State, Zip:	Charles Town, WV 25414
Phone:	(304) 728-3240
WV DHSEM Region:	Region 3

Project Director:	Stephen S. Allen
Address:	28 Industrial Blvd., Suite 101
City, State, Zip:	Kearneysville, WV 25430
Phone:	(304) 728-3290
Email:	sallen@jeffersoncountywv.org

Project Director and Fiscal Officer **CANNOT** be the same person.

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

FEIN:	55600333001
UEI:	QQHBF74FRN61
WV Oasis Number:	211969

Conditions and Assurances

This program is conditioned upon and subject to compliance with the following Conditions and Assurances. By attaching a signature to this page, block 44 of the grant application, the applicant certifies and assures that it will comply with the following Conditions and Assurances, Regulations, Policies, Guidelines and Requirements of West Virginia Division of Emergency Management (WVEMD), as further clarified in the Administrative Manual for this program; and with U.S. Department of Homeland Security and all other relevant Federal/State Regulations, Policies and Guidelines. These Conditions and Assurances apply to all **Emergency Management Performance Grant (EMPG)** federal and matching funds expended for purposes associated with this award.

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

WV Division of Emergency Management
ATTN: Emergency Management Performance Grant
1124 Smith Street Suite 3200
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 WVEMD. In accordance with W. Va. Code Chapter 15-5-15, all emergency services staff must have undergone criminal background checks.

2 LEGAL AUTHORITY:

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

3 RELATIONSHIP:

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

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

5 WRITTEN APPROVAL OF CHANGES:

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

6 CIVIL RIGHTS COMPLIANCE:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000 et seq.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794
3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C 1681 et seq.
4. The Age Discrimination Act of 1975, as amended, 20 U.S.C. 6101 et seq.
5. Americans with Disabilities Act of 1990 (ADA): All recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12101-12213).

7 ACCESS TO RECORDS AND EQUIPMENT:

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

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 PRESS RELEASE:

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

1. Grant amount;
2. State involvement (WV Division of Emergency Management, WVEMD); and,
3. Federal involvement (U.S. Dept. of Homeland Security), along with the name of the Federal Source (EMPG) including the CFDA # 97.042

10 CONFLICT OF INTEREST:

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

11 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.

12 RELEASE OF INFORMATION:

All records, papers and other documents kept by recipients of grant funds are required to be made available to WVEMD. These records and other documents submitted to WVEMD and its sub-grantees, including plans and application for funds, reports, etc., are subsequently required to be made available to the U.S. Department of Homeland Security under the terms and conditions of the Federal Freedom of Information Act, 5. U.S.C. §552.

WVEMD 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 US Division of Homeland Security FOIA Office, and may likely fall within one or more of the available exemptions under the Act.

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

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 OBLIGATION OF PROJECT FUNDS:

Funds may not, without prior written approval from WVEMD, be obligated prior to the effective start date or subsequent to the termination date of the project period.

15 USE OF FUNDS:

Funds awarded through WVEMD may be expended **ONLY** for the purposes and activities specifically covered by the approved project description and budget. Further, this applies to funds awarded through budget revisions by WVEMD.

16 COMPLIANCE WITH FEDERAL PROCEDURES:

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

17 ALLOWABLE AND UNALLOWABLE COSTS:

Allowable and unallowable costs incurred under this grant shall be determined in accordance with the Super Circular and the WVEMD Allowable Cost Guidance in the WVEMD Grants Management Manual.

18 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. Approved full-time positions must hire an additional individual to "backfill" the position.

19 MATCHING CONTRIBUTION:

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

20 PROJECT INCOME:

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

21 CONSULTANT FEES:

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

22 **SUSPENSION OF FUNDING:**

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

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

23 **SANCTIONS FOR NONCOMPLIANCE:**

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

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

24 **SUBMISSION/RELEASE OF PROPOSED PUBLICATIONS:**

The sub-recipient shall submit one copy of all reports and proposed publications resulting from this agreement to WVEMD 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 Emergency Management. Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security, nor the WV Division of Emergency Management."

25 **PROPERTY ACCOUNTABILITY:**

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

26 **REPORTS:**

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

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

27 PURCHASING:

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

28 PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:

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

29 ENVIRONMENTAL AND HISTORIC PRESERVATION:

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

30 INFORMATION SYSTEMS & COMMUNICATIONS EQUIPMENT:

The sub-grantee agrees:

- a. That all computer programs (software produced under this grant) will be made available to WVEMD for transfer to authorized users in the criminal justice/homeland security community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
- b. To provide a complete copy of the computer programs and documentation, upon requests, to WVEMD. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
- c. That whenever possible all application programs will be written in standardized programming languages (i.e. Cobol, Fortran, C, C++, XML, etc.) or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.

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

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

31 TIME EXTENSIONS:

In general, time extensions for this program are unallowable. Unexpended sub-grant funds remaining at the close of the sub-grant period shall be deobligated.

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

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

33 PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:

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

As of 10/1/04, the Federal clearinghouse is as follows:

Federal Audit Clearinghouse

Bureau of the Census

1201 E. 10th Street

Jeffersonville, IN 47132

34 PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

I.) Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, sets forth the audit requirements of corporations, associations or other organizations which receive state funds or grants. These audit requirements do not apply to units of local and state government. If applicable, this grant shall adhere to the audit requirements set forth in §12-4-14 at the time of award. All funds disbursed by SAA are appropriated by the WV Legislature; therefore all funds disbursed by the WVEMD are considered state funds. The WVEMD 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 WVEMD a Report of the disbursement of these state funds. An OMB A-133 Audit or an audit conducted by a certified public accountant may be substituted for the Report. The Report shall be filed within two years of the end of the fiscal year in which the grant or subgrant closes. The Report shall be made by an independent certified public accountant and the scope of the Report is limited to showing how the state grant or subgrant funds were spent. The Report does not have to be a full-scope audit or review of the entity receiving state funds. Any entity failing to file a required Report is barred from subsequently receiving state grant or subgrant funds until the Report is filed and is otherwise in compliance with the provisions of West Virginia Code. If a Report is not required under this section of the WV Code then the grantee or sub-recipient shall file with SAA a sworn statement of expenditures made under the grant or sub-grant.

The Sub-recipient assures that it has read, understands and is in full compliance with all requirements as set forth in Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with this section of the West Virginia Code, as amended.

35 EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Each sub-recipient certifies that it has executed and has on file, an Equal Employment Opportunity Plan.

36 VETERANS PREFERENCE:

This program includes a provision that grantees utilizing funds to hire additional personnel give suitable preference in employment to military veterans. WVEMD 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.

37 IMMIGRATION AND NATURALIZATION VERIFICATION:

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

38 PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

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

39 PERSONNEL TRAINING:

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

40 ACCOUNTING REQUIREMENTS:

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

41 OFFICE OF GRANT OPERATIONS FINANCIAL GUIDE:

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

42 EQUIPMENT:

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

43 MARKING OF EQUIPMENT AND PUBLICATIONS:

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

44 CERTIFICATION THAT BENEFITS WILL NOT BE DUPLICATED:

Sub-recipient certifies that reimbursement for the specific activities and costs in this application were not requested from The Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act; FEMA Public Assistance; the EMPG Covid Supplemental sub-award; or another federal funding source. If they were requested, The Sub-recipient certifies that the other source has not yet approved the funding. Further, if the Sub-recipient does receive funding for the specific activities and costs in this application, they must notify the WVEMD and the relevant federal agency, and funding will be reconciled to eliminate duplication.

It is important to know that upon submittal your project application becomes a legal document. WVEMD or FEMA may use external sources to verify the accuracy of the information you enter. It is a violation of Federal law to intentionally make false statements or hide information when applying for EMPG. I certify that all information I have provided regarding the project application is true and correct to the best of my knowledge. I understand that, if I intentionally make false statements or conceal any information in an attempt to obtain EMPG, it is a violation of Federal laws, which carry severe criminal and civil penalties.

Signature is required

45 Acknowledgemnt of the above conditions and assurances and signature by authorized official:

Caleb Wayne Hudson - President, Jefferson County Commission

Printed Name and Title

Signature of Authorized Official

Date

Project Narrative

Project Title:

Jefferson County EMPG 2020

Overview:

This grant will enhance and maintain all phases of the homeland security and emergency management program for our department (mitigation, preparedness, prevention, response, and recovery). Our county of 56,000 + residents continues to grow at an alarming rate, presenting us with unique needs in order to keep pace with the demands of our ever-growing population. The funds will primarily fund the salaries, in that our three full-time employees pay and benefits consume all, if not more, than the allotted funds available to us through the grant. With that said, we have a comprehensive emergency management program that meets the criteria for this grant.

Match:

The Jefferson County Commission will match (actually exceed) the matching funds in that our allotment of funding under the existing EMPG funds allocated to our county does not cover the actual operating budget of our agency) the 50/50 match requirement required by the conditions of the Emergency Management Performance Grant utilizing the County's General Budget Funds.

Amount Requested:

Planning:

Amount Requested: \$219,150

Organization:

Jefferson County has a comprehensive emergency management program that is a jurisdiction-wide system that provides for management and coordination of preparedness, response, recovery, and mitigation activities for all hazards. The system encompasses all organizations, agencies, departments, entities, and individuals responsible for emergency management and homeland security functions, including the County, as well as, all municipalities. Over the course of this grant period, Jefferson County HSEM will employ a full-time director, a full-time deputy director, and a full-time administrative assistant to accomplish its mission. We will continue to build partnerships, further incorporating the whole-community model of emergency management. We will provide many training opportunities within our jurisdiction, including training on ETEAM and EOC training for those who serve in our Emergency Operations Center; training on the County Government COOP to department heads and elected officials, and participate in events such as the Jefferson County Fair and Bark in the Park (pet preparedness) at Jefferson Memorial Park. Additionally, we provide Disaster Ready Kids Programs in our daycare centers and schools and provide preparedness information to senior citizens.

Amount Requested:

Equipment

Amount Requested:

Training:

All personnel have completed the required NIMS training and FEMA Professional Development Series. All staff has completed IPAWS training. Copies of all certificates will be submitted to WV EMD. Our staff will continue to attend training throughout the year to hone our skills in emergency management. Additionally, personnel will be attending the WV Emergency Manager's Conference, the LEPC Conference, as well as, some EMI Independent Study courses.

Amount Requested:

Exercise:

During 2020, because of COVID restrictions, there were no exercises conducted. The expected scenario was to be an expansion of the Smoking Mountains Exercise which would build upon the scenario from the 2019 exercise series. The agency will endeavor to work with the other regional EM's to move forward with the exercise series as soon as conditions enable it.

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

PAPERWORK BURDEN DISCLOSURE NOTICE

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

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

1. LOBBYING

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

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

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

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

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

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

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A.

A. The applicant certifies that it and its principals:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Proclamation

National Preparedness Month, September 2022

“National Preparedness Month” creates an important opportunity for every resident of Jefferson County to prepare their homes, businesses, and communities for any type of emergency including natural disasters and potential terrorist attacks; and

WHEREAS, investing in the preparedness of ourselves, our families, businesses, and communities can reduce fatalities and economic devastation in our communities and in our nation; and

WHEREAS, the Federal Emergency Management Agency’s *Ready* Campaign and other federal, state, local, tribal, territorial, private, and volunteer agencies are working to increase public activities in preparing for emergencies and to educate individuals on how to take action; and

WHEREAS, emergency preparedness is the responsibility of every citizen in Jefferson County and all citizens are urged to make preparedness a priority and work together, as a team, to ensure that individuals, families, and communities are prepared for disasters and emergencies of any type; and

WHEREAS, all citizens of Jefferson County are encouraged to participate in citizen preparedness activities and become more prepared.

THEREFORE, BE IT RESOLVED that the Jefferson County Commission hereby proclaims September 2022 as National Preparedness Month and encourages all Jefferson County citizens to develop their own emergency preparedness plan and work together toward creating a more prepared society.

DATED this 15th day of September 2022 by the Jefferson County Commission

Caleb Wayne Hudson, County Commission President

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **September 15, 2022**

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

Date Requested – 2nd Choice:

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

- WV Department of Arts, Culture and History Grant Contract AH23-079127
- Review and Approval of EMS Project- contractual, equipment and supplies Purchases

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

- Signature of Grant Contract AH23-079127 for the WV Department of Arts, Culture and History and the WV Commission on the Arts for \$75,000. This grant was awarded to the Jefferson County Commission for pass-through to the Jefferson County Parks and Recreation. The FY23 Cultural Facilities improvements grant will assist with Phase II of the Sam Michaels Amphitheater project.
- Review and approval of the purchase equipment (Requisition 23022) from Shepherdstown Fire Company in the amount of \$63,079. Funding is recommended to be provided from the ARPA Grant fund as this public safety equipment is an eligible ARPA grant expense.
- Review and approval of Requisition 23024 for GS Images to remove existing decals and updated striping and decals on 9 ambulances in the amount of \$74,100. Funding is recommended to be provided from the ARPA Grant fund as this public safety equipment is an eligible ARPA grant expense.
- Review and approval of Requisition 23025 for Emergency Vehicle Specialist, Inc. to perform pre-service vehicle inspections on 9 ambulances in the amount of \$5,727.96. Funding is recommended to be provided from the ARPA Grant fund as this public safety equipment is an eligible ARPA grant expense.

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 and sign the Department of Arts, Culture and History Grant Contract AH23-079127 with an award amount of \$75,000 for pass-through to the Jefferson County Parks & Recreation.
- Motion to approve Requisition 23022 for the purchase of equipment in the amount of \$63,079 funded by ARPA Grant funds.
- Motion to approve Requisition 23024 for Ambulance striping and decals in the amount of \$74,100 funded by ARPA Grant funds.
- Motion to approve Requisition 23025 for Ambulance pre-service inspections in the amount of \$5,727.96 funded by ARPA Grant funds.

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



West Virginia Department of
**ARTS, CULTURE
AND HISTORY**

The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300

Randall Reid-Smith, Curator
Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562
FEOWAA Employee

July 1, 2022

Jennifer Myers
Jefferson County Commission on behalf of the Jefferson County Parks & Recreation Commission
PO Box 250
Charles Town, WV 25414

Dear Jennifer:

The West Virginia Department of Arts, Culture, and History and the West Virginia Commission on the Arts are pleased to inform you that your application has been approved. Jefferson County Commission on behalf of the Jefferson County Parks & Recreation Commission was awarded \$75,000.00 through grant AH23-079127 for the purpose of assisting with a FY23 Cultural Facilities project

Enclosed is an agreement (contract) stipulating the terms and conditions of the grant and an invoice(s).

To receive this grant money, you must follow program-specific instructions enclosed in this packet. Please contact Jenna Green, Cultural Facilities and Accessibility Coordinator with questions at Jenna.R.Green@wv.gov

These grants are made possible through funding provided by the West Virginia Legislature.

If, for any reason, you should decide NOT to accept this grant, please notify us immediately so we can make these funds available to others.

We wish you every success with your project, and if we can be of further assistance, please let us know.

Sincerely,


Lance Schrader
Director of Arts

INSTRUCTIONS

WV Department of Arts, Culture & History (WVDACH) /WV Commission on the Arts (WVCA)
Cultural Facilities and Capital Resources Grant

STEP ONE: Complete and return appropriate paperwork

Return the following items within two weeks of receiving this letter:

1. The enclosed contract – Must be signed, dated and notarized
2. One copy of the enclosed Invoice Form – signed and dated.

STEP TWO: Drawing down your funds

1. Enclosed you will find a copy of the WVDACH invoice. You may draw down funds as reimbursement for costs for this grant up to 4 times during the grant cycle. You will sign and date one WVDACH invoice and attach it to your documentation of expense and match before submitting for payment. Simply use the WVDACH invoice as your cover sheet. Keep a copy for your own records.
2. Expenses that you present must be dated from July 1 or after.
3. You must document both match and expense before funds are released.
4. There are two ways of demonstrating your match and expense:
 - a. You may submit invoices for grant-approved purchases or completed work and 50% can be claimed as match/expense, or
 - b. You may send documentation of your retroactive match as described in the guidelines example: if you had \$20,000 worth of work done on this project before the grant year and claim it as match in your application and it is approved, then we can pay \$20,000 of new invoices that you present.
5. Once your information is received, it takes 1-2 weeks for processing at the Department of Arts, Culture and History.
6. The next step is the Auditor's office where processing can take as long as 2-4 weeks.
7. Please remember to acknowledge funding by using the WV Department of Arts, Culture and History Logo on all printed materials and other public information opportunities including your organizational web site.

STEP THREE: Reporting

These funds have a reporting requirement. Future funding depends on accurate and timely reporting.

Your final report is due 30 days after the grant period concludes. The form is available online at <http://www.wvculture.org/arts/grants.html> or contact the program coordinator for a hard copy.

Additional Information:

The grant year will end June 30. If all grant funds are not spent at this time, you will need to submit a written request for an extension to the Director of Arts explaining the circumstances and providing a projected date for completion. Extensions, when granted, are for no more than 120 days. Extensions are granted only in the most extreme circumstances.

Information on this grant award will be included in the annual report on Cultural Facilities and Capital Resources projects. The information may also be included in the other reporting documents presented by the WVDACH.

FY23 Cultural Facilities and Capital Resources Panel Comments

Application Number: 23-079127

Applicant: Jefferson County Commission

This Request:

Amount Requested: \$250,000.00

Amount Awarded: \$75,000.00

Strengths:

- Well-written application that clearly documents the prior phases of the project

Challenges:

- Request is large for the funds available in this grant program
- Application discusses sports and camps, but not arts or history, which is what this grant covers

Stipulations:

- none

CONTRACT for Arts Grant Funding

This Agreement made this the ____ day of _____, 20__ , by and between **Jefferson County Parks & Recreation Commission** and the STATE OF WEST VIRGINIA, on behalf of the Department of Arts, Culture, and History.

WITNESSETH THAT, WHEREAS, the State of West Virginia has received funds for the purpose of assisting organizations and individuals in conducting activities for the development of the arts in West Virginia, and

WHEREAS, the Department of Arts, Culture, and History of the State of West Virginia is expressly authorized by Article 1, Chapter 29 of the Code of West Virginia, 1931, as amended, to participate in the Federal grant program of the National Endowment Foundation on the Arts and Humanities Act of 1965, and to make grants to organizations and individuals whose objects and purposes are the encouragement and development of the arts, and

WHEREAS **Jefferson County Parks & Recreation Commission** made application to the Arts Section, and

WHEREAS, the WV Commission on the Arts, on June 2, 2022, approved Grant **AH23-079127** in the amount of **\$75,000.00** to **Jefferson County Parks & Recreation Commission** for the purpose of assisting with **FY23 CFCR - Sam Michaels AMP Project Phase II**.

NOW, THEREFORE, in consideration of the foregoing, the parties agree as follows:

1. The Department of Arts, Culture, and History hereby agrees to pay **Jefferson County Parks & Recreation Commission** the sum of **\$75,000.00** toward the total cost of **\$3,033,800.00** for said project.

(a) To be eligible for payment of the grant, **Jefferson County Parks & Recreation Commission** shall submit an invoice describing the project and showing the total amount of the grant.

2. **Jefferson County Parks & Recreation Commission** agrees to carry out said Arts program(s) as described in application **AH23-079127** as follows:

(a) That it will furnish its share of the total cost of the program.

(b) That it will disburse such funds only for an authorized purpose in connection with said Arts program.

(c) That it will maintain accurate records for a period of at least four (4) years in accordance with generally accepted accounting principles and procedures, to reflect all receipts and allowable expenditures in connection with said Arts program.

(d) That it will furnish to the Department of Arts, Culture, and History a completed final report no later than thirty (30) days from the completion of the project.

(e) That it will refund to the Department of Arts, Culture, and History of the State of West Virginia any expenditure determined to be made for an ineligible purpose.

(f) That unspent grant funds shall be returned within thirty (30) days after the final report is filed.

(g) That all such receipts and disbursements shall be subject to audit at the expense of **Jefferson County Parks & Recreation Commission** and such receipts shall be subject to audit by the proper State and Federal authority.

(h) That (1) it will conform to labor standards established by the U.S. Department of Labor if professional performers and related or supporting professional personnel are employed on projects or productions which are financed in whole or in part by grant without subsequent deduction or rebate on any account, and (2) no part of any project or production which is financed in whole or part under Section 5 of the National Endowment Foundation on the Arts and the Humanities Act of 1965 will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in such project of production, including particularly, no work which is prohibited for safety or sanitary reasons by any of the contracts with labor organizations.

(i) That arts program(s) must be executed within the dates projected on grant application.

(j) That notification will be made to the Director of the Arts Section of any change in the projects or budgets described in the grant application. These changes must be approved in writing from the Director of the Arts Section prior to the change being made.

(k) That it agrees to publicize the project and credit will be given in any publicity, printed material, programs or press releases as follows: "This program is being presented with financial assistance from the West Virginia Department of Arts, Culture, and History and the National Endowment for the Arts, with approval from the WV Commission on the Arts."

(l) That it hereby agrees to comply with regulatory guidelines which prohibit any unlawful discrimination and that it will comply with standard policies and regulations which ensure that all persons have easy access to the services and program(s) supported with these funds. The regulations governing these responsibilities are, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975; and shall insert a similar provision in all subcontracts for activities covered by the contract. (Information about these regulations may be obtained by contacting the Department of Arts, Culture, and History.)

19. It is the understanding of all parties to this contract that the Department of Arts, Culture, and History, by joining in this contract, does not pledge or promise to pledge the assets of the State of West Virginia, nor does it promise to pay any part of the contract sum provided for in this agreement from monies of the Treasury of the State of West Virginia except such monies as shall be appropriated by the West Virginia Legislature specifically for this purpose and except such monies as shall be granted and paid to the State for this project by the National Endowment for the Arts, and such monies as shall be paid to the State by foundations, individuals, or by any other source.

20. WHEREAS Under penalty of law for false swearing (WV Code §61-5-3), applicant certifies that by signing this grant agreement, all related parties have filed all reports for state grants received as required under WV Code §14-4-14 (SAGA)

IN WITNESS WHEREOF, **Jefferson County Parks & Recreation Commission** and the Department of Arts, Culture, and History have caused this instrument to be executed by their duly authorized representatives.

The Department of Arts, Culture, and History

ORGANIZATION: **Jefferson County Parks & Recreation Commission**
PO Box 250
Charles Town, WV 25414

Randall Reid-Smith, Curator

STATE OF WEST VIRGINIA
COUNTY OF _____ TO-WIT
I, _____, a Notary Public in and for said County and State, do certify that _____, whose name is signed to the writing hereto annexed, bearing the date the _____ day of _____, 20____ has this day acknowledged the same before me in my said County, to be his act and deed.
Given under my hand this _____ day of _____ 20____
My commission expires _____

Notary Public

INVOICE

FOR OFFICE USE ONLY!!!!

Account#: 3537-2023-3201-09900-3256

Date of Service: 7/1/2022 - 6/30/2023

Amount: \$75,000.00

Application: AH23-079127

To: Department of Arts, Culture, and History
Arts Section
1900 Kanawha Blvd. East
Charleston, WV 25305

Purpose: To assist with FY23 CFCR - Sam Michaels AMP Project Phase II.

Make check payable to: **Jefferson County Commission on behalf of the Jefferson County Parks & Recreation Commission**
Address: **PO Box 250
Charles Town, WV 25414**

Grantee Signature: _____

Title: _____

Date: _____

I certify that the attached invoice for which payment has been requested has been audited against, and conforms to, the terms and conditions of the referenced grant agreement.

I hereby certify that the items listed hereon have been received and approved for payment.

Lance Schrader, Director of Arts

Date

Barbie Smoot, Budget Manager

Date



WV Legislative Photography, Photo by Perry Bennett

Funding for the arts doesn't happen without support from your local, state, and federal representatives.

Don't forget to send a THANK YOU for their continued support of arts funding in West Virginia. Let them know what this funding has meant to you and/or your organization.

Governor Jim Justice
1900 Kanawha Boulevard East
Charleston, WV 25305

Curator Randall Reid-Smith
WV Department of Arts, Culture and History
1900 Kanawha Boulevard East
Charleston, WV 25305

U.S. Senate:
Senator Shelley Moore Capito
172 Russell Senate Office Building
Washington, DC 20510

Senator Joe Manchin
306 Hart Senate Office Building
Washington, DC 20510

U.S. House of Representatives:
Congressman David McKinley
2239 Rayburn House Office Building
Washington, DC 20515

Congresswoman Carol Miller
465 Cannon House Office Building
Washington, DC 20515

Congressman Alex Mooney
2228 Rayburn House Office Building
Washington, DC 20515

To find your local representatives in the West Virginia State Legislature, visit:
<https://www.wvlegislature.gov/Districts/maps.cfm>

Help us spread the word about the impact of public funding for the Arts in West Virginia!

Be sure to acknowledge the support of the West Virginia Commission on the Arts and the National Endowment for the Arts by using the logos and verbage below.

This project is supported with funding from



West Virginia Department of
**ARTS, CULTURE
AND HISTORY**

West Virginia Commission on the Arts



“This project is supported with financial assistance from the West Virginia Department of Arts, Culture and History and the National Endowment for the Arts, with approval from the West Virginia Commission on the Arts.”

To download logos and learn more about acknowledging support, visit:

<https://wvculture.org/agencies/arts/acknowledging-support/>

**REQUIRED
ASSURANCES**

and

LOGOS

Appendix A: National Policy and Other Legal Requirements, Statutes, and Regulations that Govern Your Award

1. Nondiscrimination Policies. As a condition of receipt of Federal financial assistance, you acknowledge and agree to execute your project (e.g., productions, workshops, programs, etc.) and require any contractors, successors, transferees, and assignees to comply with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

- 1.a Title VI of the Civil Rights Act of 1964, as amended, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. Title VI also extends protection to persons with limited English proficiency (42 USC 2000d et seq.)**

- 1.b As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons in conducting your programs and activities. For assistance and information go to www.arts.gov/foia/reading-room/nea-limited-english-proficiency-policy-guidance**

- 1.c Title IX of the Education Amendments of 1972, as amended, provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance (20 USC 1681 et seq.)**

- 1.d Section 504 of the Rehabilitation Act of 1973, as amended, provides that no otherwise qualified individual with a disability in the United States shall, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (29 USC 794).**

Access should be integrated into all facets and activities of an organization, from day to day operations to long range goals and objectives. Access accommodations and services should be given a high priority and funds should be available for these services. All organizations are legally required to provide reasonable and necessary accommodations for staff and visitors with disabilities.

Section 504 - Self-Evaluation and Additional Resources

- i. A Section 504 self-evaluation must be on file at your organization. To help your organization evaluate its programs, activities, and facilities to ensure full compliance with Section 504 accessibility requirements, the Civil Rights Office has provided you with a "Section 504 Self Evaluation Workbook." The Workbook is located at www.arts.gov/about/504Workbook.html**

- ii. You should designate a staff member to serve as a 504 coordinator. The completed workbook or similar compliance and supporting documentation should be kept on file for a period of three (3) years from the date the Federal Financial Report (FFR) is filed, and made available to the public and the NEA upon request. The NEA may request the 504 Workbook or your compliance documents for various potential scenarios including an Inspector General audit and/or civil rights investigation**

- iii. "Design for Accessibility: A Cultural Administrator's Handbook" provides guidance on making access an integral part of an organization's staffing, mission, budget, and programs. This Handbook and other resources may be downloaded from the Arts Endowment's Web site at www.arts.gov/accessibility/accessibility-resources/publications-checklists. If you have questions, contact the Office of Accessibility at accessibility@arts.gov; (202) 682-5532; FAX (202) 682-5715; or TTY (202) 682-5496.

1.e. The Age Discrimination Act of 1975, as amended, provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (42 USC 6101 et seq.)

1.f. The Americans with Disabilities Act of 1990 (ADA), as amended, prohibits discrimination on the basis of disability in employment (Title I); State and local government services (Title II); and places of public accommodation and commercial facilities (Title III) (42 USC 12101-12213).

2. Environmental and Preservation Policies

2.a. The National Environmental Policy Act (NEPA) of 1969, as amended, applies to any Federal funds that would support an activity that may have environmental implications. We may ask you to respond to specific questions or provide additional information in accordance with the Act. If there are environmental implications, we will determine whether a categorical exclusion may apply; to undertake an environmental assessment; or to issue a "finding of no significant impact," pursuant to applicable regulations and 42 USC Sec. 4332.

2.b. The National Historic Preservation Act (NHPA) of 1966, as amended, applies to any Federal funds that would support either the planning or major renovation of any structure eligible for or on the National Register of Historic Places, in accordance with Section 106. This law also applies to project activities, such as new construction, that would affect such properties. We will consult with your State Historic Preservation Officer, as appropriate, to determine the impact of your plan or renovation on the structure or any affected properties. Any change in your design, renovation, or construction plans must be submitted to us for review and approval prior to undertaking any of the proposed changes. You may be asked to provide additional information on your project to ensure compliance with the Act (16 USC 470).

Other National Policies

3. **Debarment and Suspension.** You must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR 180, as adopted by the Arts Endowment in 2 CFR 32.3254.

There are circumstances under which we may receive information concerning your fitness to carry out a project and administer Federal funds, such as:

- i. Conviction of, or a civil judgment for, the commission of fraud, embezzlement, theft, forgery, or making false statements;
- ii. Any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
- iii. Any other cause of so serious or compelling a nature that it affects an organization's present responsibility.

In these circumstances, we may need to act quickly to protect the interest of the government by suspending your funding while we undertake an investigation of the specific facts. We may coordinate our suspension actions with other Federal agencies that have an interest in our findings. A suspension may result in your debarment from receiving Federal funding government-wide for up to three (3) years.

4. The Drug Free Workplace Act requires you to publish a statement about your drug free workplace program. You must give a copy of this statement to each employee (including consultants and temporary personnel) who will be involved in award-supported activities at any site where these activities will be carried out.

You must maintain on file the place(s) where work is being performed under this award (i.e., street address, city, state, and zip code). You must notify the Arts Endowment's Grants & Contracts Office of any employee convicted of a violation of a criminal drug statute that occurs in the workplace (41 USC 701 et seq. and 45 CFR 1155).

5. Lobbying. You may not conduct political lobbying, as defined in the statutes and regulations listed below, within your Federally-supported project. In addition, you may not use Federal funds for lobbying specifically to obtain awards. For definitions and other information on these restrictions, refer to the following:

5.1 No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities (18 USC 1913)

5.2 Lobbying (2 CFR 200.450) describes the cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans as an unallowable project cost. The regulation generally defines lobbying as conduct intended to influence the outcome of elections or to influence elected officials regarding pending legislation, either directly or through specific lobbying appeals to the public.

5.3 Certification Regarding Lobbying to Obtain Awards. Section 319 of Public Law 101-121, codified at 31 USC 1352, prohibits the use of Federal funds in lobbying members and employees of Congress, as well as employees of Federal agencies, with respect to the award or amendment of any Federal grant, cooperative agreement, contract, or loan. While non-Federal funds may be used for such activities, they may not be included in your project budget, and their use must be disclosed to the awarding Federal agency. Disclosure of lobbying activities by long-term employees (employed or expected to be employed for more than 130 days) is, however, not required. In addition, the law exempts from definition of lobbying certain professional and technical services by applicants and awardees.

We strongly advise you to review these regulations carefully. They are published at 45 CFR 1158, and can be found at www.gpo.gov/fdsys/.

6. Davis-Bacon and Related Acts (DBRA), as amended, requires that each contract over \$2,000 to which the United States is a party for the construction, alteration, or repair of public buildings or public works (these activities include, but are not limited to, painting, decorating, altering, remodeling, installing pieces fabricated off-site, and furnishing supplies or equipment for a work-site) must contain a clause setting forth the minimum wages to be paid to laborers and mechanics employed under the contract. Under the provisions of DBRA, contractors or their subcontractors must pay workers who qualify under DBRA no less than the locally prevailing wages and fringe benefits paid on projects of a similar character.

Information about the laborers and projects that fall under DBRA can be found in the Department of Labor's Compliance Guide at www.dol.gov/compliance/guide/dbra.htm. DBRA wage determinations are to be used in accordance with the provisions of Regulations, 29 CFR Part 1, Part 3, and Part 5, and with DOL's Compliance Guide. The provisions of DBRA apply within the 50 states, territories, protectorates, and Native American nations (if the labor is completed by non-tribal laborers).

7. The Native American Graves Protection and Repatriation Act of 1990 applies to any organization that controls or possesses Native American human remains and associated funerary objects and receives Federal funding, even for a purpose unrelated to the Act (25 USC 3001 et seq.).

8. U.S. Constitution Education Program. Educational institutions (including but not limited to "local educational agencies" and "institutions of higher education") receiving Federal funds from any agency are required to provide an educational program on the U.S. Constitution on September 17 (P.L. 108-447, Division J, Sec. 111(b)). For more information on how to implement this requirement and suggested resources, see www2.ed.gov/policy/fund/guid/constitutionday and <http://thomas.loc.gov/teachers/constitution.html>.

9. Prohibition on use of funds to ACORN or its subsidiaries. None of the Federal or matching funds expended for your awarded project may be distributed to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries (P.L. 111-88 Sec. 427).

Acknowledgment of Arts Endowment Support and Disclaimer

Acknowledgment of the National Endowment for the Arts and WV Division of Culture and History (WVDCH) must be prominently displayed in all materials and announcements related to Partnership Agreement activities for the duration of the period of performance for this award.

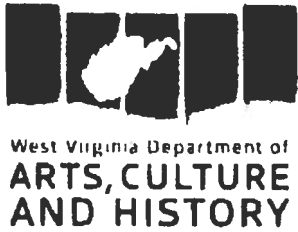
For print materials, a phrase acknowledging support from the National Endowment for the Arts and WVDCH is a basic requirement. The phrase is *"This program is presented with financial assistance from the West Virginia Division of Culture and History, and the National Endowment for the Arts, with approval from the West Virginia Commission on the Arts"*.

In addition, we encourage you to use the NEA and WVDCH logo whenever possible. These logos can be found at <http://arts.gov/grants/manage-your-award/nea-logo> AND <https://wvculture.org/agencies/arts/acknowledging-support/>.

For radio or television broadcast, we require the following voice-over language: *"This program is presented with financial assistance from the West Virginia Division of Culture and History, and the National Endowment for the Arts, with approval from the West Virginia Commission on the Arts"*. For television broadcast, display of the Arts Endowment and WVDCH logo and web address is required.

We reserve the right to change the language of the required acknowledgement of Arts Endowment support, as well as the right to disallow the use of our logo and acknowledgement of our support.

West Virginia Department of Arts, Culture and History New Logo



Versions of the WVDACHI logo can be downloaded from our website at

<http://www.wvdachistory.org/logo.html>

The most common use of the logo is the uses Blue (Pantone #288) for both 4-color process and spot color.

A black and white version is also available from the website



West Virginia Department of
ARTS, CULTURE & HISTORY

West Virginia Commission on the Arts New Logo



Commission on the Arts

Versions of the WVCA logo can be downloaded from our website at

<http://www.wvcommissiononthearts.org/logo.html>

The logo uses Blue (Pantone #288) for both 4-color process and spot color.

National Endowment for the Arts Logo



Versions of the Endowment logo can be downloaded from their website at

<http://www.arts.gov/photo/presskit/arts/arts%20endowmentlogo.jpg>



Bill To
COUNTY COMMISSION
124 EAST WASHINGTON ST
PO BOX 250
CHARLES TOWN, WV
25414
INFO@JEFFERSONCOUNTYWV.ORG

Requisition 00023022-00 FY 2023

Acct No:
207996.445902.ARP48
Review:
Buyer:
Status: Released

Vendor 55-6022120
SHEPHERDSTOWN FIRE COMPANY
PO BOX F

Ship To
COUNTY COMMISSION
124 EAST WASHINGTON ST
PO BOX 250
CHARLES TOWN, WV 25414
INFO@JEFFERSONCOUNTYWV.ORG

SHEPERDSTOWN, WV 25443

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
09/08/22	028008				COUNTY COMMISSION
LN	Description / Account	Qty	Unit Price	Net Price	
001	Monitor	1.00 EACH	26715.00000	26715.00	
1	207996.445902.ARP48		26715.00		
002	Lucas	1.00 EACH	17684.00000	17684.00	
1	207996.445902.ARP48		17684.00		
003	small equipment	1.00 EACH	18680.00000	18680.00	
1	207715.434100.ARP48		18680.00		
Requisition Link				Requisition Total	63079.00

***** General Ledger Summary Section *****

Account	Amount	Remaining Budget
207715.434100.ARP48	18680.00	.00
AMBULANCE AUTHORITY		
207996.445902.ARP48	44399.00	.00
AMBULANCE AUTHORITY CAP OUTLAY		
EQUIPMENT-OTHER /NON-VEHICLES		

***** Approval/Conversion Info *****

Activity	Date	Clerk	Comment
Approved	09/08/22	Michelle Gordon	



Bill To
COUNTY COMMISSION
124 EAST WASHINGTON ST
PO BOX 250
CHARLES TOWN, WV
25414
INFO@JEFFERSONCOUNTYWV.ORG

Requisition 00023022-00 FY 2023

Acct No:
207996.445902.ARP48
Review:
Buyer:
Status: Released

Vendor 55-6022120
SHEPHERDSTOWN FIRE COMPANY
PO BOX F

Ship To
COUNTY COMMISSION
124 EAST WASHINGTON ST
PO BOX 250
CHARLES TOWN, WV 25414
INFO@JEFFERSONCOUNTYWV.ORG

SHEPERDSTOWN, WV 25443

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
09/08/22	028008				COUNTY COMMISSION

LN	Description / Account	Qty	Unit Price	Net Price
	Queued 09/08/22			
	Pending			
	Pending			
	Pending			
	Pending			
	Michelle Gordon			
	Sandra McDonald			
	JOHN NISSEL			
	Vivian Fields			
	Jessica Carroll			

Shepherdstown

A3

Line	Description	Replacement (new retail)	Value	Offer	Notes
1					
2					
3					
4	Monitor	\$ 45,314	\$ 27,188	\$ 26,715	
5	Lucas	\$ 17,649	\$ 10,589	\$ 17,684	
6					
7	Small Equipment	\$ 14,369	\$ 14,369	\$ 18,680	

Adjustments

Total \$ 52,147 **\$ 63,079 Total Amount**

PowerLoad valued at	80%	of replacement cost.
Equipment valued at	60%	of replacement cost.
Supplies valued at	100%	of replacement cost.



Bill To
COUNTY COMMISSION
124 EAST WASHINGTON ST
PO BOX 250
CHARLES TOWN, WV
25414
INFO@JEFFERSONCOUNTYWV.ORG

Requisition 00023024-00 FY 2023

Acct No:
207996.445900.ARP48
Review:
Buyer:
Status: Allocated

Vendor
GS IMAGES
355 S POTOMAC ST

HAGERSTOWN, MD 21740

Ship To
COUNTY COMMISSION
124 EAST WASHINGTON ST
PO BOX 250
CHARLES TOWN, WV 25414
INFO@JEFFERSONCOUNTYWV.ORG

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
09/08/22	037335				COUNTY COMMISSION

LN	Description / Account	Qty	Unit Price	Net Price
001	Ambulance Striping for 9 ambulances.	1.00 EACH	74100.00000	74100.00
1	207996.445900.ARP48		74100.00	

[Requisition Link](#)

Requisition Total 74100.00

***** General Ledger Summary Section *****

Account	Amount	Remaining Budget
207996.445900.ARP48	74100.00	.00
AMBULANCE AUTHORITY CAP OUTLAY CAPITAL OUTLAY-EQUIPMENT		



Estimate #2216

9/8/2022

Prepared for:
Jefferson County ESA
Josh Smith

Phone: 304-676-0987 Fax:

Prepared by:
GS Images
Salesperson: Mike Reiter
355 S. Potomac St. Hagerstown, Md. 21740
Phone: 301-791-6920 Fax: 301-733-5379

Description:
9 ambulance changes

Quantity	Description	Each	Amount	Tax
3	Removal of all lettering except stripes and chevrons from (3) Ambulances (2 white and 1 red) Cost not to exceed \$1,700 per unit	\$1,700.00	\$5,100.00	
6	Removal of all lettering and stripes except for chevrons from (6) Ambulances (1 white and 5 red) Cost not to exceed \$2,400 per unit.	\$2,400.00	\$14,400.00	
1		\$0.00	\$0.00	
3	The (3) Ambulances that did not have the Stripes removed, we will reletter as per sketch with lettering in 22k Gold leaf, and printed reflective lettering (2 white & 1 red ambulance) Cost not to exceed 5,200 each	\$5,200.00	\$15,600.00	
6	The (6) Ambulances that had lettering and stripe removed, we will reletter and stripe as per sketch with lettering in 22k Gold leaf, and printed reflective lettering & Stripes (1 white & 5 red ambulance) Cost not to exceed \$6,500 each	\$6,500.00	\$39,000.00	
1		\$0.00	\$0.00	
1	GS Images need to see and measure Ambulance to get a more accurate final price	\$0.00	\$0.00	

Terms:

This estimate good for 30 days. Full payment net 30 days.

By my signature below, I authorize work to begin and agree to pay above amount in full according to the terms on this agreement.

SIGNED: _____ DATE: _____ AMT. PAID TODAY: _____

ALL WHITE AMBULANCES TO LOOK BASICALLY LIKE THIS
LETTERING AND STRIPE



22k GOLD LEAF & BLACK

VERTICAL ON FRONT OF BOX

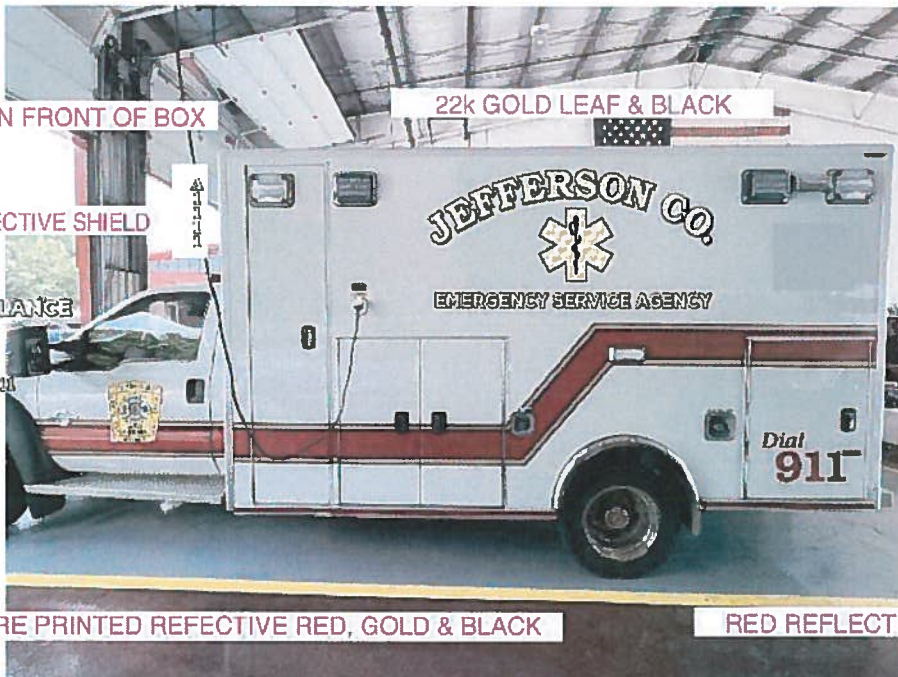
PRINTED REFLECTIVE SHIELD

FRONT NOSE
AMBULANCE

FRONT FENDERS
NUMBERS

RED REFLECTIVE DIAL 911

STRIPES ARE PRINTED REFLECTIVE RED, GOLD & BLACK



VERTICAL ON FRONT OF BOX

22k GOLD LEAF & BLACK

PRINTED REFLECTIVE SHIELD

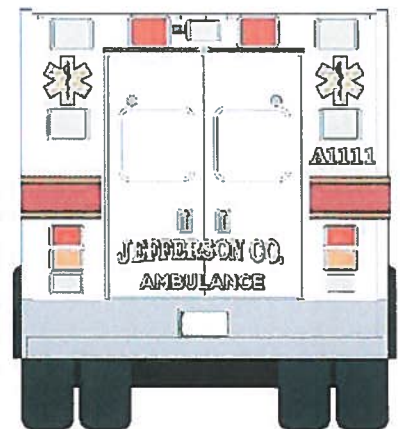
FRONT NOSE
AMBULANCE

FRONT FENDERS
NUMBERS

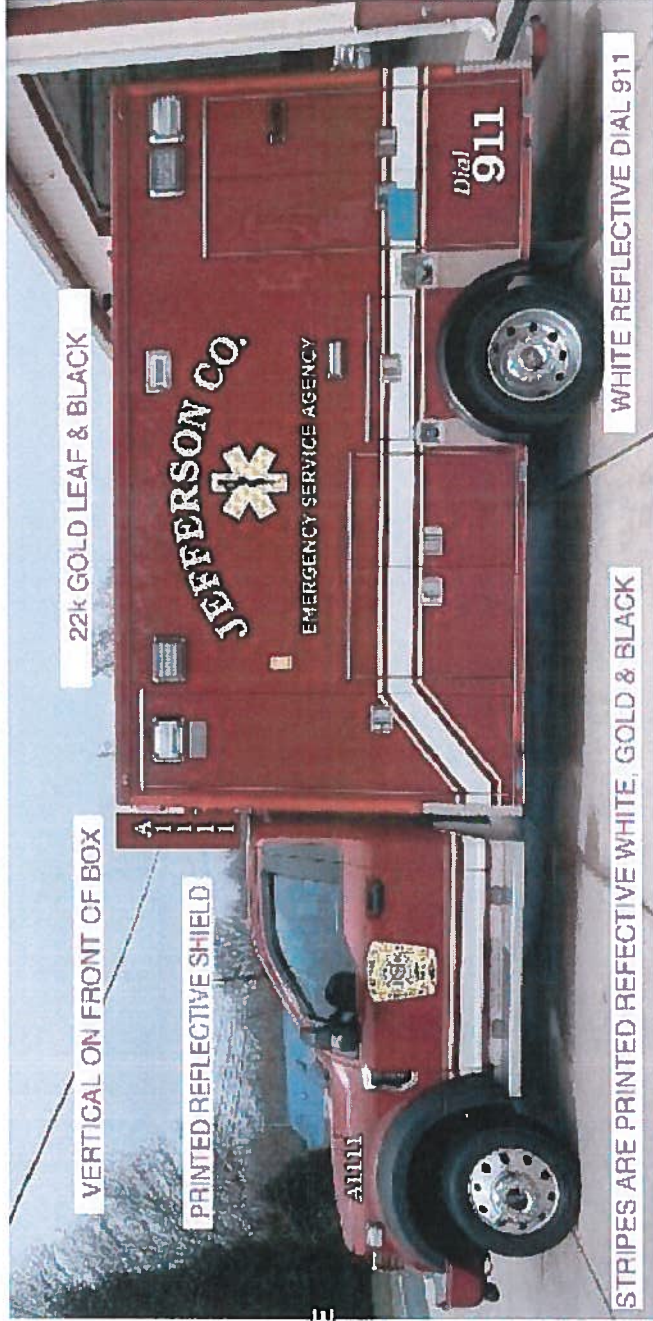
STRIPES ARE PRINTED REFLECTIVE RED, GOLD & BLACK

RED REFLECTIVE DIAL 911

All Lettering & Stars 22k Gold Leaf & Black



ALL RED AMBULANCES TO LOOK BASICALLY LIKE THIS
 LETTERING AND STRIPE



FRONT NOSE
 AMBULANCE
 FRONT FENDERS
 NUMBERS





Bill To
COUNTY COMMISSION
124 EAST WASHINGTON ST
PO BOX 250
CHARLES TOWN, WV
25414
INFO@JEFFERSONCOUNTYWV.ORG

Requisition 00023025-00 FY 2023

Acct No:
207996.445900.ARP48
Review:
Buyer:
Status: Allocated

Vendor 20-2518148
EMERGENCY VEHICLE SPECIALIST, INC.
16121 BUSINESS PARKWAY

HAGERSTOWN, MD 21740

Ship To
COUNTY COMMISSION
124 EAST WASHINGTON ST
PO BOX 250
CHARLES TOWN, WV 25414
INFO@JEFFERSONCOUNTYWV.ORG

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
09/09/22	100051				COUNTY COMMISSION

LN Description / Account	Qty	Unit Price	Net Price
001 Ambulance Pre-service Inspections	9.00 EACH	636.44000	5727.96
1 207996.445900.ARP48			5727.96

[Requisition Link](#)

Requisition Total 5727.96

***** General Ledger Summary Section *****

Account	Amount	Remaining Budget
207996.445900.ARP48	5727.96	.00
AMBULANCE AUTHORITY CAP OUTLAY CAPITAL OUTLAY-EQUIPMENT		

Emergency Vehicle Specialist, Inc.

16121 Business Parkway
 Hagerstown, MD. 21740-4201
 Phone: 301-739-7973 Fax: 301-739-7975
 Visit us on the Web at: www.EVSpecialist.com

Sub Estimate

Federal ID #20-2518148

Estimate for Services

Estimate Date : 9/7/2022

Jefferson Co. Commission
 419 16th Avenue
 Ranson, WV 25438
 Office: 304-728-3287 5206

2013 RAM - 4500HD -
 Lic # : - WV
 VIN # : DG552677

Odom. In: 0

Part Description / Number	Qty	Sale	Ext	Labor Description	Extended
Chassis lube <i>LB3</i>	0.10	9.55	0.96	1. PM service	161.81
Washer Fluid/Gal. <i>WW1</i>	0.70	4.75	3.33	Lubricated and checked chassis. Changed oil & oil filter. Checked and changed all other filters as listed. Checked all fluid levels and tire pressures. Perform a safety inspection. Road tested vehicle.	
15W40 Motor Oil <i>225990</i>	12.00	6.99	83.88	1a. Remove and replace fuel filters.	77.67
75w/90 Gear Oil Synthetic <i>975</i>	0.20	25.19	5.04	Removed and replaced fuel filter on engine and filter on frame rail.	
Brake Parts Cleaner <i>BK124</i>	0.30	6.25	1.88	2. DOT Inspection	127.45
Oil Filter Gold <i>7620MP</i>	1.00	18.36	18.36	Inspected: alignment; suspension; steering; brake systems-hydraulic/vacuum or air; tires; wheels, rims, lock rings, studs, nuts; fuel storage and delivery; exhaust system; vehicle frame, body, and sheet metal; lighting; electrical system; emergency equipment; seats and seat belts; sun visor; mirrors; glazing; windshield wipers and defroster; automatic transmission gear selector, neutral safety switch (if applicable); speedometer and odometer; clutch and brake pedal pad; horn; hitches and coupling devices (if applicable); tanks and pressure vessels.	
Diesel fuel <i>DIESEL</i>	0.20	3.74	0.75		
Fuel Filter (Gold) <i>3255</i>	1.00	63.12	63.12		
Fuel Filter (Gold) <i>600112</i>	1.00	92.19	92.19		

Parts/Supplies: 269.51

Labor: 366.93

Total : \$ 636.44

This is an estimate only. It is not a contract. This estimate is for completing the job described above based on our initial evaluation. It does not include unforeseen price increases or additional labor or materials which may be required to complete the job. I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the vehicle described for testing and/or inspection. Express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto. SMOG: I understand that I can have emission service and/or adjustments done elsewhere. I hereby waive this right.

NOT RESPONSIBLE FOR LOSS OR DAMAGE TO VEHICLES OR ARTICLES LEFT IN VEHICLES IN CASE OF FIRE, THEFT OR ANY OTHER CAUSE.

Signature _____ Date _____ Time _____

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Russell Burgess

Department or Organization: Information Technology

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **September 15, 2022**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Request to approve Audio/Visual Equipment and Software Solutions bid in reference to the RFP released in August 2022.**

Please provide the County Commission with a description of your request or presentation, including any background information:
The Audio/Visual Equipment and Software Solutions RFP resulted in three different companies expressing interest in submitting bids for the replacement of the counties Commission Meeting Room Audio/Visual Equipment and Software Solutions RFP. This is the second time request for bids/proposals has been requested by the county. As with the first request there was only 1 company that actually submitted a bid. This project will be funded out of an approved ARPA funding request.

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 approve the bid submitted by VIBE Design Group in response to The Audio/Visual Equipment and Software Solutions RFP that was released in August 2022. Total cost of the project to be \$65,678.50, paid for with ARPA funding.**

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 – Director of Information Technology

Email address: rburgess@jeffersoncountywv.org

Phone Number: 304-728-5605

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Russell Burgess

Department or Organization: Information Technology

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **September 15, 2022**

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Request to approve – Multi-Function Digital Copier/Printer/Scanner/Fax proposal from Document Solutions, Inc in reference to the RFP released in June 2022.

Please provide the County Commission with a description of your request or presentation, including any background information:
The Multi-Function Digital Copier/Printer/Scanner/Fax RFP resulted in five different companies submitting bids for the replacement of the counties 24 machines that were included in the bid package.

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 approve the bid submitted by Document Solutions in response to The Multi-Function Digital Copier/Printer/Scanner/Fax RFP that was released in June 2022. Monthly cost to include hardware lease of \$1,845.53 and then added in the monthly per copy cost to be distributed to the appropriate departments for billing.**

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 – Director of Information Technology

Email address: rburgess@jeffersoncountywv.org

Phone Number: 304-728-5605

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Name: Russell Burgess

Department or Organization: Information Technology

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **September 15, 2022**

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

Date Requested – 2nd Choice:

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

- **Approval of promotion of Spencer Fraser from IT Support/Helpdesk Technician Level 1 to IT Support/Helpdesk Technician Level 2**

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

- **Spencer Fraser has met all qualifications and demonstrated the ability to perform all the functions related to the IT Support/Helpdesk Technician Level 2 requirements. Spencer Fraser just recently completed the Comptia Security + course requirements and passed the Comptia Security + Certification test. Spencer Fraser has shown an outstanding level of performance in his role with the Jefferson County Commission Information Technology Department and is a very valuable resource for the county.**

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 Approve Spencer Fraser from IT Support/Helpdesk Technician Level 1 to IT Support/Helpdesk Technician Level 2 with a corresponding annual salary of \$41,500.**

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 – Director of Information Technology

Email address: rburgess@jeffersoncountywv.org

Phone Number: 304-728-5605

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Russell Burgess, Jeffrey Polczynski, John Nissel

Department or Organization: Information Technology

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: September 15, 2022

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Response Plan Discussion/Action**

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

- Discussion of the Jefferson County Response Plan related to dispatching emergency calls

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*):

- Recommendations to be discussed at meeting

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 – Director of Information Technology

Email address: rburgess@jeffersoncountywv.org

Phone Number: 304-728-5605

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica James, Assistant Deputy Administrator

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **September 15, 2022**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews/Appointments to the Jefferson County Emergency Services Agency – one Fire Representative and one EMS Representative, each for one unexpired term ending June 30, 2025**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jessica Carroll

To: rosslmorgan61@aol.com
Subject: RE: Letter re: JCFRA Fire & EMS Rep Nominees to JCESA Board

Jessica, here are the names for the reps from the JCFRA

EMS: Craig Simpson (Currently serving)
Marshal DeMeritt
Doug Snowden

FIRE: John Paul Jones (Currently serving)
Scott Cooper
Steve Harris

Thank you, Ross

-----Original Message-----

From: Jessica Carroll <jcarroll@jeffersoncountywv.org>
To: rosslmorgan61@aol.com <rosslmorgan61@aol.com>
Cc: John Nissel <jnissel@jeffersoncountywv.org>
Sent: Thu, Jul 7, 2022 1:16 pm
Subject: Letter re: JCFRA Fire & EMS Rep Nominees to JCESA Board

Chief Morgan –

Please see attached letter regarding the submission of nominees for the Fire and EMS representative seats on the Jefferson County Emergency Services Agency. If you have any questions or need assistance, please feel free to e-mail or call me.

Thank you!

Sincerely,

Jessica

Jessica Carroll
Executive Administrative Assistant
Jefferson County Commission
PO BOX 250
Charles Town, WV 25414
(p) – 304-728-3284
(f) – 304-725-7916

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nathan Cochran**

Department or Organization: **Prosecuting Attorney's Office**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 15, 2022**

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

Date Requested – 2nd Choice: **October 6, 2022**

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

- a. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01, including bonding, comprehensive plan, and related matters. Discussion of public hearing on proposed text amendment, review and consideration of amendment text, adoption of amendment and/or modification of amendment text and/or Planning Commission review and associated fees. Discussion of Jefferson County Circuit Court Civil Action No.'s 2021-C- 33 through 37 and Jefferson County Circuit Court Civil Action No.'s 2021-C-46 through 50, Jefferson County Circuit Court Civil Action No. CC-19-2022-C-6, Jefferson County Circuit Court Civil Action No. 2022-C-81, Jefferson County Circuit Court Civil Action No. 2022-C-103 and WV Supreme Court No.'s 21-0727, 21-0728, and 21- 0731.
- b. Report on Jefferson County Circuit Court case number 19-P-69 (WV Supreme Court case number 21-0229).
- c. Report on Jefferson County Circuit Court case number 2022-C-85.
- d. Report on Jefferson County Circuit Court case number 2022-C-48.
- e. Consider matters involving or affecting the construction, planning, or purchase, sale, or lease of property.
- f. Report by counsel on opioid case and consideration of recent developments in the case (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170).

Is this a funding request? **No**

If so, how much? **N/A**

Provide exact financial impact/request:

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice:

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

Date Requested – 2nd Choice:

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

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica James, Assistant Deputy Administrator

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **September 15, 2022**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Selection of 3 nominees to serve as potential county representative on the Charles Town Utility Board**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

September 2, 2022

MAYOR
Robert M. Trainor

**CITY
COUNCIL**

James Kratoril

Elizabeth Ricketts

Jeff Hynes

Kevin Tester

Jean Petti

Julie Philabaum

Michael George

Rikki Tuxford

City Manager

John Barkley

Jefferson County Commission
ATTN: Mr. John Nissel
Post Office Box 250
Charles Town, WV 25414

Re: Notification of Vacancy, Charles Town Utility Board

Dear Mr. Nissel:

During the August 15, 2022 meeting of the Charles Town City Council, the Council accepted the resignation of Charles Town Utility Board (CTUB) member, Jacquelyn Milliron to be effective August 26, 2022. Mrs. Milliron served as the member representing the former Jefferson County Public Service District system. Charles Town Codified Ordinance Part 1 Administrative Code, Chapter 5 Administrative, Article 147, Utility Board provides the following requirements and process for filling this vacancy:

147.02 Board of Directors Composition.

...(5) Since CTUB has acquired the Jefferson County Public Service District (JCPSD) system and as such provides services to those areas previously serviced by the JCPSD, the City Council will consider the Jefferson County Commission's ("Commission") recommendation(s) for an individual to serve as one of the Directors, using the following process:

A. The Commission shall have the right to nominate not more than three (3) individuals to serve as a Director, each of whom shall satisfy all of the following criteria:

1. Resident of Jefferson County, West Virginia;
2. Customer of the CTUB served by the assets of the former JCPSD Sewer System, or extensions thereof; and
3. Customer of the CTUB paying the same prevailing sewer rate charged to the customers of the former JCPSD Sewer System.

B. The City Council may select one (1) of the individuals so nominated by the process in the preceding paragraph, or the City Council may request the Commission to nominate not more than three (3) additional individuals, each of whom shall satisfy all of the preceding paragraph's criteria, who have not previously been so nominated, for consideration by the City Council to serve as Director for the current vacancy.

C. Although the City Council is not obligated to appoint any of the nominees as Director using the above method, it is the intention of this section to provide a seat on the Board of Directors that best represents the interests of Jefferson County residents who are former JCPSD rate payers and are currently served by CTUB. City

Council retains the discretion to appoint a Director at will if a suitable nominee is not presented...

The Charles Town City Council hereby requests the Jefferson County Commission provide its list of nominees to fill the created vacancy at its earliest convenience. Please contact City Hall at 304-725-2311 should you have any questions regarding this vacancy.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Barkley', with a stylized flourish at the end.

John Barkley
City Manager

Enclosures

cc: Charles Town Utility Board

Notice of Resignation to Charles Town City Council on August 15, 2022

RE: Director Milliron Effective Date of Resignation from the Charles Town Utility Board

Good Evening, Elected Members of the Charles Town City Council.

I have come here to provide you with my letter of Resignation to the Charles Town Utility Board effective August 26, 2022.

The reason for my resignation is that in the very near future, I will be disqualified to serve as a CTUB director because soon I will not require CTUB sewer service.

While this resignation comes a little over a year short of my full term in December 2023, it is a fitting slow-walk end to over 15 years of utility ratepayer advocacy. I achieved a degree in chemistry, worked for a state environmental regulatory body as well as a private enterprise research lab, and was educated in West Virginia utility process and procedures by seasoned utility experts. However, these qualities and experiences evidently didn't hold a candle to the political currency required to serve as a voting director on CTUB.

Breaking the cycle of resistance to public transparency has been my most challenging task. The spirit of transparency in government is diminished with every withheld report, last-minute table drop, and obvious information delay to those who carry the ultimate responsibility for an informed vote. A liability that should not be ignored. In fact, it is right to question just about everything that government does and we the people should expect a legitimate answer to those questions without shame in the asking or the risk of losing our dignity in the process. The power of transparency is the enemy of some, but it is the protector and right of many.

Measures in public transparency developed during my service at CTUB include a monthly capital improvement fee report, treatment facility flow data, and the addition of the monthly Revenue and Expense reports to agenda packets. Furthermore, agendas and meeting minutes have improved significantly. Facility plans and strategic plans are readily accessible to the public via website design and there is an accessible electronic mail alert system. I hope one day the CTUB website will contain easy to read growth maps and a way for customers to pre-calculate and monitor their personal household consumption real-time. The CTUB volumetric ratepayer should expect to see a capital improvement plan in the near term outlining how approximately 40% of their rate money is used for capital projects as well as fiscal accountability of fee contributions from the development community. On the horizon, should be an asset management plan and new

specifications to contain developer policy improvements including disclosures and commitments from developers seeking service.

CTUB's new mission statement was also crafted to help provide general guidance. It reads as follows:

"To provide reliable water and sewer services that protect public health and the environment with financial accountability, regional stewardship, and superior customer service.

CTUB is obligated to serve as a public health entity under the law, but its mission is not to obligate its rates to subsidize private, for-profit interests.

I do not regret nor would I change any of my CTUB votes in the three plus years of service. That includes some of my more defensible nay votes regarding capital improvement fees, rate equalization, service territory policy, and developer policy.

CTUB continues to face challenges that were either by design or perhaps serendipitous. The good and fair task of consolidating utilities for efficiencies and economies of scale to better serve the community and the environment was historical. Some now see the fruit of consolidation being wasted by other utility's monopolistic use of captive investors for Wall Street purposes in a way that seemingly mocks true capitalism. Those issues are maybe solved by the great American equalizer, the voting booth.

For now, I pray that this Council sees their commitment to the terms and understanding in which the Public Service Commission Order in consolidation was approved. I have provided you a copy of that Order dated June 26, 2018. The seat containing a potential nominee from the Jefferson County Commission is reserved for a **non-Municipal** former Jefferson County Public Service District ratepayer. I wish to stress that without a non-Municipal former JCPSD seat at CTUB, those non-municipal citizens who contribute substantially to CTUB's revenue stream and cannot vote for City Council members, would be broadly unrepresented.

With relative success, I have intervened in five utility cases one proving a multimillion-dollar project was not necessary or convenient and another preventing the ratepayers from being overcharged by utilities. A couple of observations as an intervenor are that any utility can take something good and make it bad no matter how much of other people's money they get, but it takes a fair utility to make something good, even better for the people who have nothing to gain beyond potable water and sanitation service.

Thank you all for allowing me the opportunity to serve your citizens and the broader rate base these years. Never forget we heard from the financial experts that the value of the utility is in its volumetric ratepayers.

In closing, you may recall I have quoted William Wilberforce who said "You may choose to look the other way, but you can never say again that you didn't know." That was for those who are unaware of the consequences of deferring the cost of futures on the backs of legacy customers. It is time for the incremental narrative to stop and the elected to put belief into reality regarding the benefits of community growth by responsibly divulging to your citizens what is the actual cost of growth and how you intend to pay for it.

I would like to thank this Council for allowing individual directors to exercise their first amendment rights. I hope you found my exercises edifying, if not downright agitating.

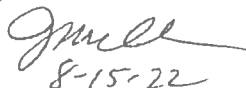
A special thanks goes to my husband and the many untitled ratepayer citizens who rarely get recognized for their contributions. My sincere wish for you is to be represented which now requires you to answer the call to service.

This evening I leave you with a message about moral objectives from William Penn:

"Right is right, even if everyone is against it, and wrong is wrong, even if everyone is for it."

In Highest Regards,

Jacquelyn Milliron



8-15-22

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: John Nissel, County Administrator

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **September 15, 2022**

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

Date Requested – 2nd Choice:

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

- Approval to hire Deputy Administrator at \$74,000 (Grade 8), effective September 19, 2022

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

Request approval hire Deputy County Administrator. The selected candidate is a current county employee and this request is an internal promotion. The selected candidate was offered an annual salary of \$74,000 and is expected to begin their new role on Monday, September 19, 2022. The salary range for a grade 8 is \$72,724-\$116,358. This request does not require additional funding.

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 promotion of _____ to the position of Deputy Administrator with a new annual salary of \$74,000 effective September 19, 2022

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

NOTICE OF SPECIAL SESSION

JEFFERSON COUNTY COMMISSION

There will be a Special Session of the Jefferson County Commission on Wednesday, September 14, 2022 at 1:00 p.m. in the Old Charles Town Library Meeting Room located at 200 E. Washington Street, Charles Town, West Virginia 25414.

The purpose of the Special Session is to hold a workshop on the Hill Top House Hotel Tax Increment Funding (TIF) Program.

**By the Order of the Jefferson County Commission
Caleb Hudson, President**

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



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

August 16, 2022

MAYOR

Robert M. Trainor

Kristen Stolipher, Utility General Manager
Charles Town Utility Board
661 S. George Street, Suite 101
Charles Town, WV 25414

**CITY
COUNCIL**

James Kratoch

Elizabeth Ricketts

Jeff Hynes

Kerin Tester

Jean Petti

Julie Philabaum

Michael George

Rikki Tynford

RE: Distressed Utilities Acquisition

Dear Ms. Stolipher,

The Charles Town City Council voted at our August 15, 2022 regular Council Meeting to support the Charles Town Utility Board of Director's initiative to acquire Shenandoah Junction Public Sewer Inc. (Shenandoah) and Cave Road Utilities (Cave Road).

Shenandoah and Cave Road filed the following separate petitions to West Virginia Public Service Commission (PSC) to be declared as distressed utilities:

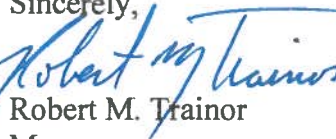
Shenandoah Junction Public Sewer, Inc. – Case No. 21-2060-S-P

Cave Road Utilities, LLC – Case No. 21-0818-S-DU

As you know, the Charles Town Utility Board (CTUB) has been made a party to both these cases. CTUB's acquisition of these distressed utilities would appear to be the most efficacious option to provide a long-term operational, economical, and environmental solution.

City Manager

John Barkley

Sincerely,

Robert M. Trainor
Mayor

cc: WV Public Service Commission
Jefferson County Commission, WV

Harpers Ferry/ Bolivar PSD
P. O. BOX 235
192 LAKE QUIGLEY DRIVE
HARPERS FERRY, WEST VIRGINIA 25425
(304)-535-2390 FAX (304)-535-2524

THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE JULY MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON JULY 8th, 2022.

The meeting was called to order at 8:14 a.m.

Those in attendance were:

David Simmons-Chairman Term 6/30/2027
Mike Lowrey-Secretary Term 6/30/2022
Helen Dettmer-Treasurer Term 6/30/2024

Eddy Tennant- Operations Supervisor
Joe Adams-Plant Operator
James E. Williams- Consultant

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the June minutes, approved.

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the June revenue checking account financial statement, approved.

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the June security deposits account financial statement, approved.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the June working capital reserve account, approved.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the June capital replacement account, approved.

Discussion by Mr. Tennant to transfer \$200.00 from the working capital reserve acc. to the regular checking

Motion by Mr. Simmons, seconded by Mr. Lowrey to transfer \$200.00 from the working capital reserve account over to the regular checking account, approved.

Discussion on reimbursement to mainline extension customers, can the payments be distributed over time in payments over one lump sum.

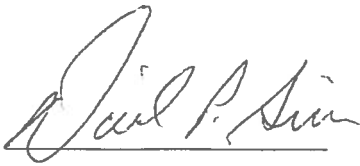
Discussion on the PSD handbook and operator list of daily duties.

Discussion on the Fadley Drive storm drain, PSD had Roto-Rooter clean the drain and the culverts in the area.

Mr. Tennant to get information from Mrs. Cummings at HFWW on the Heritage Square meter readings for the last 3 months.

Mr. Tennant to call Mr. Johnson and Alpha & Associates to get quote for possible survey work on Fadley Drive.

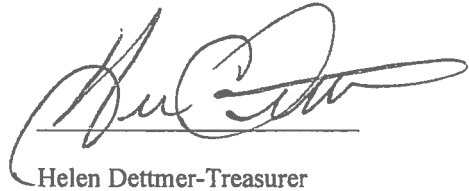
The meeting was adjourned at 9:23 a.m.



David Simmons-Chairman



Mike Lowrey-Secretary



Helen Dettmer-Treasurer

Jessica Carroll

From: Carlo O <cboli0100@gmail.com>
Sent: Tuesday, September 6, 2022 7:26 PM
To: Jessica Carroll
Subject: Park

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Hi,

I would like some help in getting attention to the Millville fishing and boating access area next to the tubing put in at 2419 Millville rd. There is no oversight when it comes to making sure people are not leaving trash behind. Trash is constantly piled throughout the road and in the park. The constant flow of people on the weekend has also made a negative impact on the foliage around the area. The cops are only there on the weekends to enforce people not to park on the pavement and nothing else. With labor day weekend finally over and summer ending, I think it would be smart and important to analyze how to better manage the area in order not to protect the wildlife and health of the river. I've been cleaning the area myself but with other obligations, I cannot put all my effort into it so I would love to have some help.

Thanks,
CO

Jessica Carroll

From: send.no.spam@hotmail.com
Sent: Monday, August 29, 2022 2:59 PM
To: JCCInfo
Subject: Monthly "Free Day" At The Jefferson County Transfer Station

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Hello!

My wife and I moved to Jefferson County in the early 2000s. At that time, and for several years afterwards, the County provided one day each month at the Transfer Station (located at the former dump location) when residents could come and dump up to 300 lbs for free. When the Commission canceled "Free Day" in 2014 due to "budget concerns" there was a bit of a backlash, but it was ignored. Back then, State law required trash dumps to have one free dumping day per month. In typical Jefferson County Commission lunacy, the sitting Commissioners used the legal loophole that Jefferson County was exempt from this law because we no longer had an actual "dump", but rather a "transfer station". Most of us who complained were told that it would be reconsidered in the future.

This was a valuable service for the 200-300 people who took advantage of it in 2014. With costs to households in Jefferson County - and the country in general - getting higher and higher, reinstating Free Day would go a long way to helping many of us come close to balancing our budgets.

So, is there any possibility of Free Day returning to the facility in our County?

Jessica Carroll

From: Christine Marshall <balmertmarshall@icloud.com>
Sent: Tuesday, August 30, 2022 11:35 AM
To: Caleb Hudson for JeffersonWV; Steve Stolipher; Jane Tabb; Clare Ath; Tricia Jackson
Commissioner
Cc: Jessica Carroll
Subject: Social Media - Mr. Nissel

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

County Commissioners,

I am very concerned about what appears as personal attacks of community members and county government employees. I understand criticizing local government actions as free speech, however what we see in Jefferson County too often appears more like personal attacks, i.e. bullying. I find it especially concerning when Jefferson County Commissioners partner with social media groups, or possibly run their own social media groups, to attack county employees and others because those commissioners disagree with other commissioners instead of discussing and negotiating over disagreements. How can any government work for the betterment of a county and for its citizens while engaged in such negative behavior? If any Jefferson County Commissioner is involved in anonymously criticizing county employees and citizens, please stop.

Today, I am referring to the topic of Mr. Nissel's raise that is before the Commissioners this Thursday and the sharing of a critical social media post by "Conservative Chicks of West Virginia". Are any Commissioners affiliated with these social media groups? If affiliated with these groups, is it appropriate for Jefferson County Commissioners (JCC) to not identify themselves publicly if and when they call for the public to oppose Mr. Nissel's raise? If any Commissioner feels Mr. Nissel does not deserve a raise, let them publicly say so in Thursday's meeting so the entire commission and public can understand what lies behind their opposition and the entirety of the JCC can vote based on the merits of a, preferably truthful, argument. Those who support a raise can also voice supporting arguments.

Any elected county government official/County Commissioner should not be publicly criticizing county employees (especially anything that could be perceived as a personal attack) or undermining their ability to do their jobs or putting their jobs in jeopardy. County Commissioners who cannot work in a supportive and collaborative relationship with employees (as opposed to a confrontational approach) might consider stepping away from a job that requires the public trust.

On the topic of raises, I personally support a raise for Mr. Nissel and I hope the Commissioners do so as well. Mr. Nissel has an enormous, difficult and complex job, which deserves a much higher wage than currently offered. I believe that Mr. Nissel is performing adequately and then some.

Public Comment for Jefferson County Commission meeting September 1, 2022

I, David Tabb, a lifelong resident/taxpayer make the following comments:

PUBLIC COMMENT –

Two weeks ago, on August 18, 2022, the JCC approved \$145,000 for the Development Authority to prepare a 50,000 square foot, ready to build, site pad. This requires a storm water permit before any work can start. A month ago, I discovered that hundreds of storm water permits in the county are in violation, failing to have a flowable water release. This includes all of the JCDA sites that the Development Authority sold, to include the school bus garage, TEMA and of course, Rockwool. There is a real possibility that the JCDA maybe on the hook for this problem. This only comes back on you, the JCC, to pay for.

I have been reviewing the “Open Government” portal (of the Jefferson County financials). It appears millions of tax dollars have been hidden from the budget and manipulated to show the budgeting accounts received more money than what they actually had budgeted for. In other words, departmental budgets do not match the county’s accounting. State Auditor, JB McCuskey, stated 6 weeks ago, in part, *“This counties’ under budgeting the revenue of 40% is at an end.”* The JCC has hidden millions of dollars, and I, David Tabb, just haven’t found it, yet.

An update on my case agenda: JCC 19P69, WVSC Case# 21-0229. The WVSC dismissed this case without a hearing, violating my constitutional rights of due process. I will be appealing this to the United States Supreme Court and all of this County’s Commissioners, to include our current County Administrator and some Judges will be named. Just think your name will be included and read at the United States Supreme Court. You can add this as another illegal accomplishment to your resume.

PRESENTATION # 9 Nathan Cochran, Prosecuting Attorney

There are some 18 listed cases and normally half of them would be mine. It appears that I have set a trend for others to challenge this County Commission. I encourage others to do the same. I am assured that the County’s accounting practices will be the next major topic within the court system.

OLD BUSINESS:

PRESENTATION # 10 Fire Marshall and Office of Emergency Medical Services.

With some 18 legal cases that you have right now, do you really want to continue down this path? This will destroy the 180-year plus volunteer emergency services. I spoke with hundreds of Jefferson County residents at the county’s fair; a major concern was how could the JCC force the seven individual volunteer organizations out of existence? I encouraged everyone to ask the same question to the County’s Commission.

PRESENTATION # 11 ARPA Presentation and Discussion

I officially object to any further provision to potentially release any funding from the ARPA account until the already potentially funding has been properly processed to include permits and bids for their final approval.

I am still waiting for the seven (7) FIOAs that are four (4) weeks late!

"The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public. The Governor has ordered the Government to be "open for business" and not deprived the public of notice and comments that would violate ethic provisions."

It is hard to be safe, with the current County Commission.

Have a nice day!