

REGULAR SESSION

APRIL 3, 2017

6:30 P.M.

STATE OF WEST VIRGINIA, COUNTY OF PRESTON, Ss:

The Preston County Commission met in Regular Session at 6:30 p.m., April 3, 2017, in the County Commission Meeting Room.

In the absence of President Craig Jennings, Commissioner Smith moved that J. David Price serve as President Pro-Tem for this evenings meeting. Commissioner Price seconded the motion. Discussion called for. Question called for. A roll call vote was taken with Commissioners Price and Smith voting yes. Motion carried. Official Pro Tem Oath was signed.

The meeting was called to order by President Dave Price who invited those present to join in the Pledge of Allegiance.

President Price then declared the following Commissioners present: Dave Price, Don Smith.

Also present were Linda Huggins, County Clerk and Kathy Mace, Administrator/Grant Writer.

The following persons registered their attendance during the meeting:

Kathy Plum-Dominion Post
Janie Lou White
Kerrie Boyle
Theresa Marthey-PNJ
Richard Gaines
Rodney Liston
Mike Adams
Connie Ervin
Susan Riddle GM Convention & Visitors Bureau

No one registered prior to the meeting to address the Commission.

Commissioner Smith moved to authorize payment of all properly presented and approved invoices.

Commissioner Price seconded the motion. A roll call vote was taken with Commissioners Price and Smith voting yes. Motion carried.

Commissioner Smith moved to accept the Preston County Tax Correction List, dated April 3, 2017 in the amount of \$875.46 as presented by Assessor Connie Ervin. Commissioner Price seconded the motion. A Roll call vote was taken, with Commissioners Price and Smith voting yes. Motion carried.

Notices of Apportionment was presented by Assessor Connie Ervin, dated April 3, 2017 for Jointly Owned Motor Vehicles. Commissioner Smith moved to accept the list as presented, Commissioner Price seconded the

motion. Roll call vote was taken with Commissioner Smith and Price voting yes. Motion carried. No Consolidations of Land or County Court Splits were presented.

Under Old Business, Commissioner Smith moved to dispense with the reading in open court of the minutes of the County Commission meeting held on March 20, 2017, and to approve the same as presented. Commissioner Price seconded the motion. A roll call vote was taken with Commissioners Smith and Price voting yes. Motion carried.

County Clerk advised that Commissioners have been furnished, by e-mail, copies of the minutes from the March 27, 2017 County Commission meeting.

Submissions from County Clerk's office are as follows:

United States of America



State of West Virginia

County of Preston, ss:

Clerk's Fiduciary Report

Estate from Thursday, March 23, 2017, through Tuesday, March 28, 2017

The County Commission of Preston County this 3rd day of April, 2017, proceeded to examine the report of the Clerk of the Commission of the Fiduciary and Probate matters had before her during the vacation of the Commission, and it appearing to the Commission that all of the proceedings had therefore ordered that the said report and matters thereto contained be and the same is hereby ratified and confirmed. Said report is in words and figures as follows, to-wit:

On, Thursday, March 23, 2017, the following matters were disposed of in the presence of the Clerk:

The last will and testament of SAMUEL GILBERT STARCHER, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

CHARITY RUTH STARCHER, who was named in the last will and testament of SAMUEL GILBERT STARCHER, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

The last will and testament of ROBERT EUGENE RODEHEAVER JR, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

SANDRA KAY ARMSTRONG, who was named in the last will and testament of ROBERT EUGENE RODEHEAVER JR, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

A duly copy of the last will and testament of RICHARD J. SEVARA, deceased, late a resident of PRESTON, WEST VIRGINIA, was admitted to record.

On, Friday, March 24, 2017, the following matters were disposed of in the presence of the Clerk:

More than 30 days since the date of death or the surviving spouse or heir, upon a motion, CLARENCE DAVID CASSEDAY was appointed and qualified as CO ADMINISTRATOR of the estate of ALICE VIRGINIA NUCE, deceased. Bond was 35,000.00.

More than 30 days since the date of death or the surviving spouse or heir, upon a motion, BEVERLEY L LOETTERLE was appointed and qualified as CO ADMINISTRATRIX of the estate of ALICE VIRGINIA NUCE, deceased. Bond was 35,000.00.

On, Monday, March 27, 2017, the following matters were disposed of in the presence of the Clerk:

The last will and testament of PATRICIA ANN SHREVE, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

RICHARD A. SMITH, who was named in the last will and testament of PATRICIA ANN SHREVE, deceased, as EXECUTOR DBN thereof, qualified as such. No bond was required.

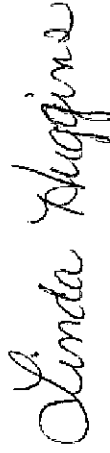
On, Tuesday, March 28, 2017, the following matters were disposed of in the presence of the Clerk:

The last will and testament of ROBERT L SHUFELT, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

LEN KURT SHUFELT, who was named in the last will and testament of ROBERT L SHUFELT, deceased, as ANCILLARY, ADMINISTRATOR CTA DBN thereof, qualified as such. Bond was 500.00.

TERESA SHUFELT LINDELL, who was named in the last will and testament of ROBERT L SHUFELT, deceased, as ANCILLARY ADMINISTRATOR CTA DBN thereof, qualified as such. Bond was 500.00.

Subscribed and sworn to before me on 3/27/2017



Linda Huggins, Clerk of the Preston County Commission

By Lynette Scott, Deputy Clerk

It was moved by Commissioner Smith to dispense with the reading in open court of the proceedings of the Clerk of this Commission, having been no exceptions or objections filed thereto. Said motion was seconded by Commissioner Price. A roll call vote was taken with Commissioners Smith and Price voting yes; Motion carried



Settlement List

Notice is hereby given that the following estate(s) have been submitted for settlement from 03/20/2017 thru 03/24/2017 in the Preston County Clerk's Office at 106 West Main Street, Suite 103, Kingwood, WV 26537-1131. For approval by the Preston County Commission on Monday, April 3, 2017.

ESTATE NUMBER: 1631
ESTATE NAME: JUDITH E. BOWMAR, FKA JUDITH E. LOIT
ADMINISTRATOR DANIEL R. LOUGHRIE, SHERIFF OF PRESTON COUNTY
SETTLEMENT: REPORT OF RECEIPTS, DISBURSEMENTS AND DISTRIBUTION; AFFIDAVIT
FILED: 3/20/2017

ESTATE NUMBER: 2593
ESTATE NAME: JEAN W FORTNEY
EXECUTOR EDWIN FORTNEY
SETTLEMENT: AFFIDAVIT AND WAIVER OF FINAL SETTLEMENT
FILED: 3/23/2017

ESTATE NUMBER: 2604
ESTATE NAME: GERALD L. RINGER
EXECUTRIX BERNELDA L. RINGER
SETTLEMENT: AFFIDAVIT AND WAIVER OF FINAL SETTLEMENT
FILED: 3/24/2017

ESTATE NUMBER: 2338
ESTATE NAME: ROBERT EUGENE RODEHEAVER, SR.
EXECUTRIX BETTY GATIAN
SETTLEMENT: AFFIDAVIT AND WAIVER OF FINAL SETTLEMENT
FILED: 3/20/2017

Subscribed and sworn to before me on 3/29/2017

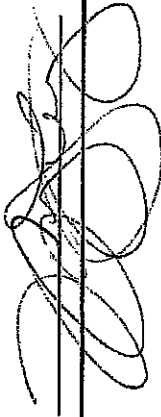
A handwritten signature in cursive script that reads "Linda Huggins".

Linda Huggins
Clerk of the Preston County Commission

By: Lynette Scott, Deputy Clerk

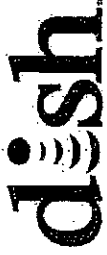
It was moved by Commissioner Smith that the foregoing estate settlements and/or waivers thereof, having been filed for a period of (10) days prior to the commencement of this term and there being no exceptions or objections filed thereto (unless otherwise noted), be approved and confirmed. Said motion was seconded by Commissioner Price. Discussion called for. A roll call vote was taken with Commissioners Smith and Price voting yes. Motion carried

President Pro Tem Price recognized Kathy Mace for the Administrator's report. Kathy presented for Duane Hamilton, Director 911/OEM EMPG Grant Application

<p>WEST VIRGINIA Division of Homeland Security and Emergency Management (WVDHSEM) 2016 Emergency Management Performance Grant (EMPG)</p>	<p>GRANT APPLICATION PAGE 1 (CFDA 97.042)</p>
<p>1. Applicant: <u>Preston County Office of Emergency Management</u> Address: <u>300 Rich Wolfe Dr. Kingwood, WV 26537</u> Phone/Fax: <u>304-329-1855/304-329-2530</u></p>	<p>5. Funds Requested: \$ <u>70,879.00</u> Project Matching Funds (50%): \$ <u>70,879.00</u></p>
<p>2. Project Director: <u>Duane Hamilton</u> Address: <u>Same as above</u> Phone/Fax: <u>Same as above</u> Email: <u>duane@preston911.com</u></p>	<p>6. Type of Agency: <input checked="" type="checkbox"/> County <input type="checkbox"/> Municipality DUNS # <u>072111847</u> FEIN <u>55-600384</u></p>
<p>3. Fiscal Officer: <u>Linda Huggins</u> Address: <u>106 W Main St Kingwood WV 26537</u> Phone/Fax: <u>304-329-0077/ 304-329-0198</u> Email: _____</p>	<p>7. Project Period: Beginning Date: <u>January 1, 2016</u> Ending Date: <u>December 31, 2016</u></p>
<p>4. Geographic Area Served: <u>Preston County</u> _____ Pop. (2010 Census): <u>33,520</u></p>	<p>8. Type of Application: <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Continuation <input type="checkbox"/> Revision</p>
<p>9. Project Title and Brief Description: 2016 EMPG</p>	
<p>10. Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by any governing body, and the applicant will comply with all of the attached Special Conditions and Assurances if the sub-grant is awarded, including all emergency services staff having undergone criminal background checks in accordance with W. Va. Code Chapter 15-5-15. Authorized Official: <u>Craig Jennings</u> Title: <u>President</u> <small>TYPED OR PRINTED NAME OF AGENCY HEAD</small> Signature:  Date: <u>April 3, 2017</u></p>	

Commissioner Smith moved to Authorize President Jennings to sign the Emergency Management Performance Grant (EMPG) application with Commissioner Price seconded the motion. Roll call vote was taken with Commissioners Smith and Price voting yes. Motion carried

Correspondence was received from DISH Network regarding STELAR Feasibility Certification, Market Modification Pre-Filing Coordination for Preston County, WV. This regarding the infeasible to provide the Clarksburg TV stations to Preston County customers. See letter below:



Alison A. Minea
Director & Senior Counsel, Regulatory Affairs
(202) 463-3709
Alison.Minea@dish.com

March 24, 2016

VIA ECFS AND FIRST CLASS MAIL

Preston County Commission
Preston County Court Annex
106 West Main Street, Suite 202
Kingwood, WV 26537

Re: *STELAR Feasibility Certification, Market Modification Pre-Filing Coordination Letter for Preston County, West Virginia*, MB Docket No. 15-71

To:

T. Craig Jennings, President
Dave Price, Commissioner
Don Smith, Commissioner

DISH Network L.L.C. ("DISH") is in receipt of your pre-filing coordination letter ("Letter"),¹ pursuant to the procedures set forth in the Federal Communications Commission's ("FCC") rules governing market modifications for satellite carriers under the STELA Reauthorization Act of 2014 ("STELAR").²

The Letter requests information regarding carriage of local broadcast stations from the Clarksburg, West Virginia designated market area into Preston County. The attached Feasibility Certification pursuant to 47 C.F.R. § 76.59(e) reflects DISH's response to the Letter.

Please contact me if you have any questions.

Sincerely,

/s/ Alison Minea

Alison Minea
Director & Senior Counsel, Regulatory
Affairs

Attachment: Feasibility Certification Pursuant to 47 C.F.R. § 76.59(e)

¹ Letter from Preston County Commission to Alison A. Minea, DISH, December 19, 2016.

² See Amendment to the Commission's Rules Concerning Market Modification, Implementation of Section 102 of the STELA Reauthorization Act of 2014, *Report and Order*, MB Docket No. 15-71, FCC 15-111, ¶ 47 (Sept. 2, 2015) ("*Market Modification Order*"). See also STELA Reauthorization Act of 2014 (STELAR), § 102, Pub. L. No. 113-200, 128 Stat. 2059, 2060-62 (2014) (codified at 47 U.S.C. § 338(l)).

1110 Vermont Avenue NW • Suite 750 • Washington, D.C. 20005

FEASIBILITY CERTIFICATION PURSUANT TO 47 C.F.R. § 76.59(e)

1. This Feasibility Certification is issued by DISH Network L.L.C. ("DISH") pursuant to the pre-filing coordination procedures contained in the Federal Communications Commission's ("FCC") Order¹ governing market modifications for satellite carriers under the STELA Reauthorization Act of 2014 ("STELAR").²
2. This Feasibility Certification responds to the letter ("Letter") dated December 19, 2016 from the Preston County Commission requesting information regarding carriage of local broadcast stations from the Clarksburg, West Virginia designated market area ("DMA") into Preston County (the "County").
3. DISH provides the high definition ("HD") Clarksburg local broadcast stations ("Clarksburg Locals") from a spot beam on a satellite located at the 61.5° W.L. orbital slot, and provides the standard definition ("SD") Clarksburg Locals from a spot beam on a satellite located at the 129° W.L. orbital slot.
4. The ability of an individual DISH subscriber in the County to receive the Clarksburg Locals from DISH depends on, among other things, how the subscriber's individual satellite antenna was originally installed and pointed, and whether that subscriber is predicted to have adequate spot beam coverage from the satellite that carries the stations.
5. In general, a DISH customer's satellite antenna, when installed, is pointed so that it can receive satellite signals from specific orbital slots. Receiving service from orbital slots not planned for in the original equipment installation at the subscriber's home typically would require DISH to send a truck and technician to adjust equipment or install different equipment, which would impose a very substantial cost burden on DISH.
6. The relevant spot beams from the two satellites that carry both the HD and SD Clarksburg Locals adequately cover the County. But, not all DISH subscribers in the County will be able to receive the Clarksburg Locals with their currently installed satellite dishes and set-top boxes ("STBs").
7. Only approximately 60 percent of DISH subscribers in the County could receive the HD version of the Clarksburg Locals with their current satellite dish and STB(s). Approximately 20 percent of DISH's subscribers in the County could receive the SD version of the Clarksburg Locals with their current satellite dish and STB(s), but would require a service call and different STB(s) in order to receive the HD Clarksburg Locals. And approximately 20 percent of DISH's subscribers in the County would require a service call, a different satellite dish antenna, and different STB(s) in order to receive

¹ Amendment to the Commission's Rules Concerning Market Modification, Implementation of Section 102 of the STELA Reauthorization Act of 2014, Report and Order, MB Docket No. 15-71, FCC 15-111, ¶ 47 (Sept. 2, 2015) ("*Market Modification Order*").

² STELA Reauthorization Act of 2014 (STELAR), § 102, Pub. L. No. 113-200, 128 Stat. 2059, 2060-62 (2014) (codified at 47 U.S.C. § 338(f)).

DISH Network L.L.C.

either the HD or SD Clarksburg Locals. Requiring DISH to send a truck and technician to adjust equipment or install different equipment for any of the 40 percent of DISH subscribers in the County that cannot receive the HD Clarksburg Locals, or either the SD or HD Clarksburg Locals, would impose a very substantial cost burden on DISH.

8. In addition, DISH would need to parse its subscribers in the County into different groups depending on whether they receive service calls and equipment changes to enable them to receive the Clarksburg Locals. DISH would need to make, among other things, operational and billing changes in an attempt to manage these different cases. And attempting to target the provision of the Clarksburg Locals to the subset of DISH subscribers in the County who might be able to receive them would cause customer confusion and frustration. For example, one DISH subscriber might be able to receive the Clarksburg Locals while her neighbor could not. This, in turn, could lead to a poor customer service experience and a burden on DISH if a subscriber requested to have a technician sent to install equipment at DISH's expense in order to receive service from a different orbital location.
9. As a result, DISH has determined that it would be, at least, both "technically infeasible" and "economically infeasible" pursuant to 47 C.F.R. § 76.59(e) for DISH to provide the Clarksburg Locals to the approximately 20 percent of the County that cannot receive either the HD or SD versions of the Clarksburg Locals with their current equipment. In addition, it would be, at least, "economically infeasible" pursuant to 47 C.F.R. § 76.59(e) for DISH to accommodate customer requests for service visits and equipment upgrades for subscribers desiring to receive HD Clarksburg Locals when they could otherwise receive only the SD Clarksburg Locals.
10. To the extent that a Clarksburg, WV local broadcast station impacted by a market modification elects retransmission consent with respect to DISH for carriage of its station in the County, DISH cannot be certain whether it will be able to successfully reach an agreement with the station. If DISH is unable to reach a retransmission consent agreement with a given station, it will be impossible for DISH to provide that station's signal into the County. If any one of the Stations were to deny DISH the right to retransmit its signal into the County, it may be either technically or economically infeasible,³ or both, for DISH to launch a customer offering with only the remaining stations that did grant retransmission consent.
11. As DISH noted in its comments during the development of the market modification rules,⁴ an FCC grant of a market modification could result in, among other things, two different stations affiliated with the same broadcast network being authorized for satellite local-into-local carriage in the County. This could result in DISH being required to pay retransmission consent fees twice for the same broadcast network. Therefore, we must reserve the right to charge additional fees to subscribers in the County who elect to

³ See 47 C.F.R. § 76.59(e).

⁴ Comments of DISH Network L.L.C. at 9, MB Docket No. 15-71 (May 13, 2015).

DISH Network L.L.C.

receive any Clarksburg, WV local broadcast stations that DISH may be authorized to offer as a result of any market modification.

12. Without the ability to offset the additional costs associated with a market modification, it would be "economically infeasible" pursuant to 47 C.F.R. § 76.59(e) for DISH to comply with a market modification ordered by the FCC consistent with the request described in the Letter.

13. DISH reserves the right to amend this Feasibility Certification at any time due to, among other things, a satellite equipment failure or a different satellite or satellites being brought into service for the area that includes the Counties which has different coverage capabilities than the satellites currently being used.

The foregoing has been prepared using facts of which I have personal knowledge or upon information provided to me. I certify under penalty of perjury that the foregoing is true and correct to the best of my current knowledge, information, and belief.



Alison Minea
DISH Network L.L.C.

Executed on March 24, 2017

Commissioner Smith moved to approve the dates of the Rabies Clinics for May 15-20, 2017. Commissioner Price seconded the motion. A roll call vote was taken with commissioners Smith and Price voting yes. Motion carried.

VOCA Grant application was submitted by Administrator Kathy Mace. Commissioner Smith moved to authorize Commission President Jennings to sign the VOCA Grant application, Commissioner Price seconded the motion. A roll call vote was taken with Commissioners Smith and Price voting yes. Motion Carried. See Application below:

**Victim of Crime Act (VOCA)
Victim Assistance Grant
Program Application**

**General Administrative Information
Page 1**

Applicant Agency:
Address:

Preston County Commission
106 West Main Street, Suite 202
Kingwood, WV 26537

Phone:
Fax Number:

304-329-1805
304-329-0372

Type of Agency
 State
 County
 Municipal
 Non-Profit

<p>Project Director: Address: Mel Snyder 106 W. Main Street, Suite 201 Kingwood, WV 26537</p> <p>Phone: 304-329-1885 Fax: 304-329-0372 Email: msnyder@prestoncountywv.gov</p>	<p>Fiscal Officer: Address: Linda Huggins 103 W. Main St, Suite 103 Kingwood, WV 26537</p> <p>Phone: 304-329-0070 Fax: 304-329-0918 Email: lhuggins@hotmail.com</p>
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Amount Requested: **49,595**

Amount Awarded:

Project Period: **October 1, 2017 – September 30, 2018**

Percent Breakdown by Crime Category:


25	Domestic Violence	Number of years previously funded: <u>18</u>	Geographic Area Served:
20	Sexual Assault	Estimated number of victims to be served by grant: <u>900</u>	County(ies): Preston
15	Child Abuse		Population: 33,940
40	Underserved Pop.		Rural/Urban: Rural

Project Title:

Preston County Victim Advocate

Project Description: Provide a Victim Advocate to assist crime victims in Preston County, who are predominately underserved and suffer from poor access to services due to the rural nature of the county and their limited education, to assert their rights in the criminal justice system.

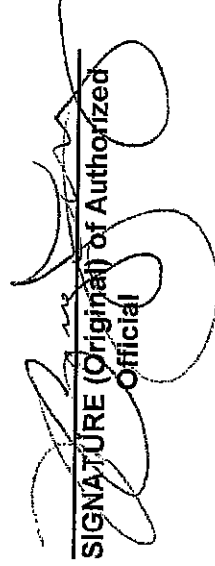
Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body and the applicant will comply with the attached special conditions and assurances, if funding is provided.

<p>Authorized Official: Hon. T. Craig Jennings</p> <p>Address: Preston County Commission 106 W. Main Street, Suite 202 Kingwood, WV 26537</p> <p>Signature: </p>	<p>Title: President</p> <p>Phone: 304-329-1805 Fax: 304-329-0372 E-Mail: cjennings@prestoncountywv.gov Date: Apr-11 3, 2017</p>
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106	<p>Coordination of Victim Services Policy and Inter-Agency Referral Agreement</p> <p>Subgrantees must develop and implement a specific policy regarding how they refer victims to and collaborate with other services providers when the services offered at their facilities do not meet the needs of victims, including an "Inter-Agency Referral Agreement" which will be developed by the West Virginians Against Violence Committee and DJCS. A copy of the policy and Inter-Agency Referral Agreement" must be submitted to DJCS during the first fiscal quarter of the grant period. Subgrantees must also train all advocates and/or staff members who come in contact with victims on the proper execution of the referral policy.</p>
107	<p>Monthly Match Submission Requirement.</p> <p>Subgrantees that are awarded \$100,000 or more for the grant period must submit Match on a Monthly Basis.</p>
108	<p>Mandatory Technical Assistance Training.</p> <p>All Subgrantees are required to send at least one representative to DJCS Mandatory Technical Assistance Training. The person(s) attending the training must be able to adequately train other VOCA funded staff on changes in reporting requirements and the correct way to collect and report data for the Subgrant Award Report and VOCA Performance Measures.</p>
109	<p>CAB/Bus Vouchers and/or Clothing Vouchers</p> <p>Subgrantees awarded Travel/Training funding for Cab or Bus Vouchers or Other funds for Clothing Vouchers, must submit the DJCS Tracking Form, corresponding Invoices, and Proof of Payment to be reimbursed. Be advised DJCS will ONLY reimburse for those Vouchers that have been used by Victims of Crime and are appropriately documented on the required form and have been approved in the subgrantee's budget for this purpose.</p>

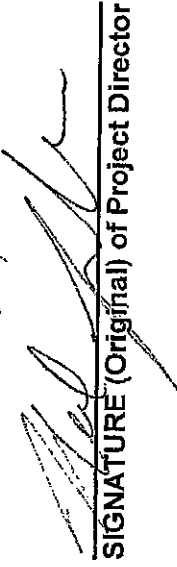
I certify that I have read the entire Standard and Special Conditions and Assurances of this grant program and agree to comply with these requirements.

I. Craig Jennings
Printed/Typed Authorized Official Name


SIGNATURE (Original) of Authorized Official

April 3, 2017
DATE

Mel Seydau
Printed/Typed Project Director Name


SIGNATURE (Original) of Project Director

4/3/17
DATE

Applicant: Preston County Commission

FEIN Number: 55-6000384
DUNS Number: 161658356

Category	VOCA Requested Funds	Matching Funds	Total Budget
Personnel / Contractual	48,593	16,532	65,125
Travel / Training	500	0	500
Space		6,000 (in-kind)	6,000 (in-kind)
Other	500		500
Totals	49,593	22,532	72,125

Funding Strategy

Funding Source(s)	Amount	Status
VOCA	49,593	A
Preston County Commission	22,532	C
Total	72,125	

Funding Source - Separately list each source of funds that will be used in the program.

Amount - Enter the amount received or anticipated for each

Status - Indicate the status of each funding source as follows:

- P - Projected grant, loan or donation
- A - Application submitted and under review
- C - Funds Committed
- R - Funds received, appropriated or on hand

Detailed Project Cost by Budget Category	Requested VOCA Funds	Matching Funds	Recommendation
<u>Personnel / Contractual</u>			DJCS Use Only
F/T Victim Advocate Salary	45,000		
FICA 7.65%	3,443		
W/C .23% x .80 x 1.12	93		
Retirement 11%	57	4893	
Insurance		11,639	
<u>Travel / Training</u>			
DJCS Pre-Approved Training/Travel	500		
<u>Space:</u>			
Office space including utilities, phone, computer, printer, paper, etc.		*6,000	
<u>Other</u>			
Postage/Brochures/Booklets	500		
Total Requested VOCA Funds	49,593		
Total Matching Funds		22,532	
Total of Recommendation (DJCS Only)		*In-Kind	

Detailed Project Cost by Budget Category	Requested VOCA Funds	Matching Funds	Recommendation
<u>Personnel / Contractual</u>			DJCS Use Only
45,000	45,000		
FICA	3443		
Retirement	57	4893	
Insurance	93	11639.00	
W/C			
<u>Travel / Training</u>			
500	500		
<u>Space:</u>			
		*6,000	
<u>Other</u>			
500	500		
Total Requested VOCA Funds	49,593		
Total Matching Funds		22,532	
		*in-kind	
Total of Recommendation (DJCS Only)			

Fiscal Officer's Role

All sub-grantee are required to have Fiscal Officer, the individual charged with the responsibility for the fiscal records of the project. This individual cannot also be the authorized official or project director and should not be a VOCA funded staff person.

The Fiscal Officer's role with DJCS staff is as follows:

- œ The contact person for financial questions
- œ Review the approved budget for each grant
- œ Be aware of Special and Standard Conditions of the grant
- œ Review all monthly financial reports and ensure all required documentation is included
- œ Submit copies of audits to DJCS and contact DJCS if debarred
- œ The Fiscal Officer's presence is **MANDATORY** at on-site DJCS monitoring visits.

I certify that I have read and understand my Role and Responsibilities:

Fiscal Officer: Linda Huggins Title: County Clerk

Signature:  Date: April 3, 2017

Assessor Connie Ervin appeared to present a budget revision. Commissioner Smith moved to rescind a budget revision presented by Assessor Connie Ervin on March 27, 2017, Commission Price seconded the motion. A roll call vote was taken with Commissioner Smith and Price voting yes. Motion carried. Assessor Ervin presented a current Budget Revision to replace the previously rescinded revision.

Susan Riddle, Executive Director from the Greater Morgantown WV Convention and Visitors Bureau presented their yearly update regarding their offices, services publicity plans.

Prosecutor Mel Snyder appeared to present Budget Revisions and his correspondence with which he previously submitted to the County Commission. The commission accepted his Budget Revisions. Prosecutor Snyder briefly commented about the changes of personal in his office. Copies of correspondence was shared by Administrator Mace with the Clerk's Office and the press in attendance. See attached:



Office of the Prosecuting Attorney - Preston County, WV
Mel Snyder - Prosecuting Attorney

PROTECTING THE PUBLIC • PROMOTING JUSTICE

April 3, 2017

Honorable Preston County Commission
by hand delivery

Re: Termination of Ms. Kelly Dolan

Please be advised that effective July 1, 2017, Ms. Kelly Dolan will no longer be employed by my Office as a secretary. Due to budgetary issues and other changes in the personnel in my Office I am forced to let her go. I have already informed her of this change.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "Mel Snyder".

Mel Snyder

c: Payroll - County Clerk's Office



Office of the Prosecuting Attorney - Preston County, WV
Mel Snyder - Prosecuting Attorney

PROTECTING THE PUBLIC • PROMOTING JUSTICE

April 3, 2017

Honorable Preston County Commission
by hand delivery

Re: Prosecutor Office APA Salary Changes

As you are aware Mr. Jay Shay recently left my Office as an Assistant Prosecuting Attorney (APA) and was replaced by Megan Allender. Ms. Allender is now employed as a full-time exempt (professional) employee at an annual salary of \$70,200 (\$5,850 per month).

As a result of this change my Office has undergone significant changes in responsibilities for my other two APA's, Ms. Anne Armstrong and Ms. Savannah Wilkins. Due to the increase in their duties and responsibilities I must increase their salaries to the same level as Ms. Allender. They are all generally equivalent in legal experience and in the level of responsibilities that they now have. Also, I have enough money in my budget to make this change effective April 16, 2017. (See attached budget revision). Consequently, I am asking to increase their salaries to \$70,200 per year (\$5,850 per month).

Thank you for your attention to this matter.

Sincerely,

Mel Snyder

c: Payroll - County Clerk's Office

Commissioner Smith moved to approve the following budget revisions as requested earlier by Assessor Ervin and by Prosecutor Snyder.

Decrease	001-406-103	by	\$5,800.
Increase	001-406-341	by	\$5,800.
Decrease	001-405-230	by	\$4,200
Increase	001-405-103	by	\$3,200.
Increase	001-405-104	by	\$ 500.
Increase	001-405-106	by	\$ 500.

Commissioner Price seconded the motion. A roll call vote was taken with Commissioners Price and Smith voting yes. Motion carried.

Richard Gaines of Stantec an engineering firm spoke with the commission explaining the options possible to supply water for PSD No.1 while construction takes place, to raise the dam located near WVU Farm in Reedsville. It is likely that rates will increase for the PSD No.1 customers.

Commission Smith moved to reappoint Rodney Liston to the PSD No. 1 for a 6 year term, retroactive to January 1, 2017 and expiring December 31, 2022. Commissioner Price seconded the motion. A roll call vote was taken with Commissioner Price and Smith voting yes. Motion carried.

A conference call with Enterprise - Vehicle Leasing did not take place. Commissioners are planning to review their inventory of vehicles to determine a plan for leasing of vehicles for the county. Janie Lou White attended the meeting regarding the vehicle leasing and how it may affect the counties needs to utilize the Preston County Senior Citizens Bus Garage. Janie Lou White will be emailing Administrator Mace with specific questions regarding this matter.

There being no further business to come before the Commission, President Pro Tem Price declared the meeting adjourned at 7:35 p.m.

Commissioner

Commissioner

Commissioner