



Town of Nutter Fort Agenda for Tuesday,  
April 28, 2020 @ 6:30PM

## ***Preliminaries***

## ***Call to Order***

## ***Minutes***

- Approval of minutes 4/14/2020 - Council Meeting
- Approval of minutes 4/21/2020 - Special Council Meeting - Lay the Levy

## ***Treasurer's Report & Approval of Accounts Payable***

## **Unfinished Business**

## **New Business**

1. Consideration and adoption of 2020 Local Government Purchasing Card Policy & Procedures
2. Consideration and adoption of COVID-19 Written Response Plan
3. Consideration and approval of new Water Metering System bid

## **Committee Reports:**

- Chief of Police Report
- Fire Chief
- Public Works Supervisor Report
- Code Enforcement Report
- Other Committee Reports

## ***Public Comment***

## ***Adjournment***

Review of building permits:

Owner	Location	Description of work	Contractor (if applicable)	Estimated Cost	Notes
Bryan Johnson	611 Pennsylvania Avenue	Deck	Self	\$1,000.00	
Aimee Richards	112 Ohio Avenue	Garage – railing on steps	Self	\$800.00	
Emily Glover	605 Maryland Avenue	Driveway	Self	\$2,500.00	
Harriet Thomas	613 Kentucky Avenue	Porch rail	Self	\$200.00	
Tammy Simpson	201 Bagwell Avenue	Generator	Crites Electric	\$6,538.00	
Frank Sutton	113 Cimarron Road	Concrete Pad	J Michael Contracting	\$10,000.00	

Leslie Cummings is inviting you to a scheduled Zoom meeting.

Topic: Council Meeting

Time: Apr 28, 2020 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83564370526?pwd=SzdCZkFZZmdac2ZMS1NLSHRzQU44QT09>

Meeting ID: 835 6437 0526

Password: 321325

One tap mobile

+13126266799,,83564370526#,,#321325# US (Chicago)

+16465588656,,83564370526#,,#321325# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

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+1 253 215 8782 US

+1 301 715 8592 US

Meeting ID: 835 6437 0526

Password: 321325

Find your local number: <https://us02web.zoom.us/u/kcgLpfz0je>



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## Town of Nutter Fort Council Meeting Minutes Tuesday, April 14, 2020 @ 6:30PM

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### *Preliminaries*

#### **Mayor Sam Maxon called the meeting to order @ 6:31PM via Zoom**

Attendance: Recorder Rezin Hudkins, Councilors William Bennicosa, Natalie Haddix, Charlene Louk, Donald Webster, Karen Phillips, Acting Treasurer Leslie Cummings, Police Chief Ron Godwin, Fire Chief Jeremy Haddix, Code Enforcement Keith Kesling, Taylor Keith (PW)

Absent: Treasurer Julia Foley

Guests: Shirley Sheets, JB Forinash, Jody Forinash, Kathy Powell, Bertis McCarty

### *Minutes*

- Council Meeting- Approval of minutes 3/31/2020 (attached) were approved by unanimous vote after a motion by Charlene Louk and a second by BJ Bennicosa.
- Budget Workshop- Approval of minutes 3/31/2020 (attached) were approved by unanimous vote after a motion by Charlene Louk and a second by BJ Bennicosa.

### *Treasurer's Report & Approval of Accounts Payable*

Working every day in the office one (1) at a time. CityNet has installed the new phone system and its up and running. Calls into the office are now being answered.

Approval of Accounts Payable (attached) after removal of the old Clarksburg water bill. Accounts payable were approved by unanimous vote after a motion made by Charlene Louk and a second by Natalie Haddix.

### Old Business - N/A

### New Business

1. Acceptance of COVID-19 personnel policy changes - Emergency Paid Sick Time- approved by unanimous vote after a motion by Charlene Louk and a second by Natalie Haddix.
2. Acceptance of COVID-19 personnel policy changes - Emergency FMLA- approved by unanimous vote after a motion by Charlene Louk and a second by Natalie Haddix.
3. COVID-19 State of Emergency Resolution- approved by unanimous vote after a motion by Charlene Louk and a second by BJ Bennicosa.

### Committee Reports:

- Chief of Police Report- Staying busy. Domestic calls have picked up with everything going on.
- Fire Chief- Everything is going well at the FD. Supplies are coming in daily. The Gun Bash is still on. Waiting for the state of emergency to be lifted so we can get a date.
- Public Works Supervisor Report- sewer project has started in the park and on Maryland Ave.
- Code Enforcement Report- Keith asked about budget funds for demolition of houses. Public Works is working to get the certifications to save the city money in demolitions.
- Other Committee Reports - N/A

### ***Public Comment***

- JB Forinash thanked Public Works for getting the water line fixed at the end of WV Ave.

*Meeting adjourned by acclamation at 6:52 pm.  
Respectfully submitted,*

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*Rezin Davis Hudkins IV, Recorder*

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*Sam Maxson, Mayor*



Town of Nutter Fort Special Council Meeting  
Minutes  
Tuesday, April 14, 2020 @ 6:30PM

## *Preliminaries*

### **Mayor Sam Maxon called the meeting to order @ 6:30PM via Zoom**

Attendance: Councilors William Bennicosa, Natalie Haddix, Charlene Louk, Acting Treasurer Leslie Cummings

Absent: Treasurer Julia Foley, Councilors Donald Webster and Karen Phillips, PW Supervisor Taylor Keith, Fire Chief Jeremy Haddix, Police Chief Ronald Godwin

Guests: Shirley Sheets, Linda Griffith

### **Old Business** - N/A

### **New Business**

1. Consideration of approval of levy order and rate sheet for Fiscal Year 2020/2021 to set the levy of property tax rates on the assessed valuation of real and personal property were approved by unanimous vote after a motion by Charlene Louk and a second by William Benincosa.

## ***Public Comment***

- Charlene Louk asked about the water violation we received in the mail. Leslie Cummings explained there was not an issue with the water, it was a paperwork issue due to a site sampling problem where the sample was taken from without the proper paperwork filed.
- Linda Griffith asked about garbage pickup. They are not dumping her can and taking the cardboard that is in the trash can. It was explained that it needs to be bagged because due to COVID-19 that cannot pick up loose garbage at this time.

*Meeting adjourned by acclamation at 6:36 pm.  
Respectfully submitted,*

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*Rezin Davis Hudkins IV, Recorder*

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*Sam Maxson, Mayor*

**General Revenue Account**  
**Purchase Journal**  
**For the Period From Apr 11, 2020 to Apr 24, 2020**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Name	Line Description	Debit Amount	Credit Amount
4/11/20	R.D. Wilson-Sons & Co	1/4 cost of safety glasses R.D. Wilson-Sons & Company	25.65	25.65
4/11/20	R.D. Wilson-Sons & Co	1/4 cost of paper Towels, toilet paper R.D. Wilson-Sons & Company	22.25	22.25
4/11/20	Advance Auto Parts	PD#204 Tire Foam, Cleaning Wipes, Washer Fluid Advance Auto Parts	36.04	36.04
4/11/20	Harrison Co. Recycling C	Monthly recycling fees -March 2020 Harrison Co. Recycling Center	90.00	90.00
4/11/20	Jefferds Corporation	Mini Oil Jefferds Corporation	46.69	46.69
4/11/20	R.D. Wilson-Sons & Co	Waste-1/4 cost of safety glasses R.D. Wilson-Sons & Company	25.65	25.65
4/11/20	R.D. Wilson-Sons & Co	Waste-1/4 cost of paper Towels, toilet paper R.D. Wilson-Sons & Company	22.24	22.24
4/13/20	Nutter Fort Payroll Accou	Treasurer Office bi-weekly wages Treasurer Office bi-weekly OT Police Department bi-weekly wages Police Department bi-weekly OT Street Department bi-weekly wages Street Department bi-weekly OT Recycle Department bi-weekly wages Treasurer insurance opt out Code enforcement wages Fire Department bi-weekly wages Fire Dept insurance opt out Police Special Duty bi-weekly wages Library bi-weekly wages Street Dept insurance opt out Nutter Fort Payroll Account	1,548.00 569.40 9,154.88 3,920.61 2,023.66 138.19  125.00 738.47 1,812.13 125.00  1,567.50 125.00	21,847.84
4/13/20	Nutter Fort Payroll Accou	Bi-weekly waste wages Nutter Fort Payroll Account	4,712.84	4,712.84
4/13/20	R.D. Wilson-Sons & Co	1/4 cost of safety glasses R.D. Wilson-Sons & Company	10.23	10.23
4/13/20	Nutter Fort Payroll	Treasurer's Office bi-weekly FICA/Medicare Tax Police Dept. bi-weekly FICA/Medicare Tax Fire Dept. bi-weekly FICA/Medicare Tax	170.32  993.15 147.13	

**General Revenue Account**  
**Purchase Journal**  
**For the Period From Apr 11, 2020 to Apr 24, 2020**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Name	Line Description	Debit Amount	Credit Amount
		Street Dept. bi-weekly FICA/Medicare Tax	173.70	
		Recycle Dept. bi-weekly FICA/Medicare Tax		
		Code Enforcement bi-weekly FICA/Medicare	56.09	
		Police Special Duty bi-weekly FICA/Medicare		
		Library bi-weekly FICA/Medicare	119.06	
		Nutter Fort Payroll		1,659.45
4/13/20	Nutter Fort Payroll	Mayor - FICA/Medicare Tax	41.78	
		Council - FICA/Medicare Tax	56.97	
		Recorder - FICA/Medicare Tax	22.79	
		Police Judge - FICA/Medicare Tax	19.46	
		Nutter Fort Payroll		141.00
4/13/20	Nutter Fort Payroll Accou	Mayor's monthly Salary	550.00	
		Council - Monthly Salary	750.00	
		Recorder's Monthly Salary	300.00	
		Police Judge's Salary	256.25	
		Nutter Fort Payroll Account		1,856.25
4/13/20	Nutter Fort Payroll	Waste Account Official's FICA/Medicare monthly expense	3.83	
		Nutter Fort Payroll		3.83
4/13/20	R.D. Wilson-Sons & Co	Waste-1/4 cost of safety glasses	10.23	
		R.D. Wilson-Sons & Company		10.23
4/13/20	Nutter Fort Payroll	Waste account FICA/Medicare Tax	354.14	
		Nutter Fort Payroll		354.14
4/14/20	Amazon	TV Swivel Bracket	39.21	
		Amazon		39.21
4/14/20	Quill Corporation	Post it notes, sharpie, highlighters, notebooks	80.25	
		Quill Corporation		80.25
4/14/20	Quill Corporation	Coffee and Creamer	113.96	
		Quill Corporation		113.96
4/14/20	Quill Corporation	3 cases of paper	85.97	
		Quill Corporation		85.97
4/14/20	Target National Bank	43" TV - cameras TH	246.09	
		43" TV - cameras PW	246.09	
		Target National Bank		492.18
4/14/20	US Postal Service	April 2020 Billing, March 2020 Usage	258.21	
		US Postal Service		258.21

**General Revenue Account**  
**Purchase Journal**  
**For the Period From Apr 11, 2020 to Apr 24, 2020**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Name	Line Description	Debit Amount	Credit Amount
4/15/20	City of Nutter Fort	55% of monthly water and sewer service for all departments City of Nutter Fort	175.37	175.37
4/15/20	Pullin, Fowler, Flanagan,	March 2020 Legal Fees Pullin, Fowler, Flanagan, Brown & Poe	270.50	270.50
4/15/20	Super America Group, In	Engine 71 Fuel Engine 72 Fuel Squad 7 Fuel Tanker 7 Fuel Unit 74 Fuel Unit 75 Fuel JHaddix-Fuel Super America Group, Inc.	48.87 91.43 119.29 46.00 184.31 77.04	566.94
4/15/20	Super America Group, In	1/3 cost Street Dept Fuel Code Dept Fuel Super America Group, Inc.	158.36 133.70	292.06
4/15/20	Super America Group, In	Fuel - Ronald Godwin Fuel - Chris Shingleton Fuel - James McManus Fuel - James Young Fuel - Shane Richardson Super America Group, Inc.	46.00 70.54 284.39 193.00 104.32	698.25
4/15/20	City of Nutter Fort	Waste Account - 15% of monthly water and sewer service for all departments City of Nutter Fort	47.83	47.83
4/15/20	Super America Group, In	waste-Garbage Truck Fuel - March 2020 Super America Group, Inc.	677.30	677.30
4/17/20	Satisfaction Tree Service	Removal of dead tree- Burton Ave Satisfaction Tree Service	600.00	600.00
4/18/20	FP Mailing Solutions	Contract for Postage Machine Rental 04/15/20-07/14/20 FP Mailing Solutions	78.00	78.00
			<b>35,340.36</b>	<b>35,340.36</b>

**Water Board Account  
Purchase Journal  
For the Period From Apr 11, 2020 to Apr 24, 2020**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

<b>Date</b>	<b>Name</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
4/11/20	Ferguson Waterworks #527	Pipe, meter boxes, swivel hook w/ bush&latch, ball valves Ferguson Waterworks #527	1,373.59	1,373.59
4/11/20	R.D. Wilson & Company	1/4 cost of safety glasses R.D. Wilson & Company	25.65	25.65
4/11/20	R.D. Wilson & Company	1/4 cost of paper Towels, toilet paper R.D. Wilson & Company	22.24	22.24
4/13/20	Nutter Fort Payroll Account	Bi-weekly Oper. labor Bi-weekly transmission line repair OT Bi-weekly meter reading labor Bi-weekly customer collection labor Nutter Fort Payroll Account	2,076.50 253.32 201.60 2,117.40	4,648.82
4/13/20	R.D. Wilson & Company	1/4 cost of safety glasses R.D. Wilson & Company	10.23	10.23
4/13/20	Nutter Fort Payroll Account	Bi-weekly FICA/Medicare Tax Nutter Fort Payroll Account	364.49	364.49
4/15/20	City of Nutter Fort	15% charge for monthly water and sewer service for all departments City of Nutter Fort	47.83	47.83
4/15/20	Greer Industries	1/2 of costs for 26.39 tons of #57 1" @ \$29.00/ton Greer Industries	382.65	382.65
4/15/20	Clarksburg Water Board	Monthly bacteriological exam report for PWSID #3301717 Clarksburg Water Board	46.00	46.00
4/15/20	SuperAmerica Group	Water dept fuel SuperAmerica Group	292.05	292.05
4/16/20	Auto Trim	1/4 cost of Graphics for vehicles Auto Trim	294.50	294.50
4/16/20	Lipps Wrecker Service LLC	Tow/Winch service #13 Lipps Wrecker Service LLC	95.00	95.00
4/20/20	Miss Utility of West Virginia	Monthly fax service notification Miss Utility of West Virginia	10.00	10.00
			<b>7,613.05</b>	<b>7,613.05</b>

2020

LOCAL GOVERNMENT  
PURCHASING CARD  
POLICIES & PROCEDURES

Town of Nutter Fort

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## Section 1.0: Introduction

The Purchasing Card (P-Card) is the preferred method of payment providing an efficient and effective process for the payment of expenditures incurred by Local Government Entities. The P-Card effectively decreases program costs and offers increased control and monitoring of payments. An effective P-Card Program will also reduce the paperwork and time associated with the payment processing function.

### 1.1 Overview

The Local Government P-Card Program was created and implemented in 2008 by West Virginia Code, §6-9-2a. The State Auditor's Office Local Government P-Card Division serves as the Program Administrator for the Local Government P-Card Program. Local Government entities subject to the auspices of the State Auditor's Chief Inspector are eligible to participate in the program.

The governing body of the **Local Governmental Entity** is responsible for managing the program and each administrative organizational unit is responsible for managing its **Cardholder's** accounts.

### 1.2 Policy Adoption

Officials of each **Local Governmental Entity** are responsible for establishing, maintaining and enforcing Local P-Card Policies and Procedures. This Manual establishes minimum standards for the use of the State of West Virginia Local Government P-Card and may serve as a framework for local officials to fulfill that responsibility. Individual transaction limits and credit limits shall be determined by each Entity **P-Card Coordinator** upon approval by the State **Auditor's Office** Local Government P-Card Division.

It is the Entity's coordinators and cardholders responsibility to be knowledgeable of and to follow all P-Card policies and procedures, as well as all applicable purchasing laws and guidelines. Other members of Entity staff with reviewing and approving responsibilities (entity officials, chief financial officers, department heads, directors, managers, supervisors, etc.) should also be knowledgeable of program requirements.

The P-Card is a method of payment and should not be considered a substitute for proper procurement procedures. Each Entity should develop and document appropriate internal control procedures to ensure proper oversight and that P-Card usage is consistent with this manual, and to develop guidelines for distribution to cardholders. In those cases where it has been determined that Entity controls are not adequate, the **Auditor's Office** Local Government P-Card Division has the authority to request procedural improvements and/or place the card restrictions on the Entity until such controls are established, documented and implemented.

Participation in the P-Card Program may be revoked if an entity fails to institute and enforce policies and procedures related to the program.

## 1.3 Definitions

**Auditor's Office** - West Virginia State Auditor's Office.

**Cardholder** - Employee (or non-employee) whose name appears on the Purchasing Card and is accountable for all charges made with that card.

**Cardholder Account Number** - The individual account number assigned to each Entity payment account.

**Cardholder Agreement Form** - A form signed by the cardholder that acknowledges that the cardholder has had adequate training, understands the *P-Card Policies and Procedures*, and accepts responsibility for compliance with all policies and procedures.

**LG P-Card Account Administration Worksheet** - A file that initiates the P-Card issuance process, account maintenance, new billing accounts and coordinator changes.

**Card Verifier** – Employee(s) within the organization responsible for verifying that all charges against the Cardholder's account are backed up by supporting documentation and appropriate for the operations of the Entity. Frequently they will document this review and approval by signing the weekly or monthly log sheet of the employee.

**Disputed Item** - Any transaction that was not authorized by the individual cardholder.

**Entity Officials** - The elected body or appointed governing board of an Entity.

**Electronic Signature** – An electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. (See West Virginia Code §39A-1-2(8)).

**Financial Institution** – The organization that has contracted with the Auditor's Office to administer certain aspects of the Local P-Card Program.

**Fraud** – is a deception deliberately practiced in order to secure unfair or unlawful gain.

**Goods** - Materials, supplies, commodities, equipment, and any other articles or items used by or furnished to an Entity.

**Hospitality** – Food, nonalcoholic beverages, and related expenses for the reception of guests by an Entity for a specific event or function relating to conducting Entity business.

**Individual Statement** - A listing of transactions available monthly to the cardholder indicating all activity on an individual P-Card.

**Local Governmental Entity** - means any unit of local government within the State subject to the auspices of the Chief Inspector, including a county, county board of education, municipality, and any other authority, board,

commission, district, office, public authority, public corporation, or other instrumentality of a county, county board of education, or municipality or any combination of two or more local governments.

**Master Billing Account Number** - The master account number assigned to each Entity for billing purposes.

**Master Statement** - A list of transactions available monthly to the Entity P-Card Coordinator indicating all activity on each individual P-Card that rolls up to that Entity's master account number.

**Non-Employee** – an individual who is not employed with the entity but performs functions for the local government for which they are issued a P-Card.

**Official Use** - Payments made by a cardholder on behalf of the Entity as permitted by law and P-Card Policies and Procedures.

**P-Card Coordinator** - The individual designated by each Entity to administer the P-Card Program within the Entity or an account of the Entity.

**P-Card Delegation** - The practice of allowing an individual other than the cardholder whose name appears on the front of the P-Card to have access to the P-Card or P-Card number to initiate or complete a transaction.

**Program Administrator** – The Director of the Local Government P-Card Program in the State Auditor's Office Local Government P-Card Division.

**Purchasing Card (P-Card)** - A payment account issued in the name of an individual employee of the Local Government Entity or non-employee for official use.

**Receipt** - An itemized document indicating the vendor, the price per item, and the total amount charged in a transaction.

**Transaction** –The payment for goods and services and other items.

**Transaction Limit** - The maximum dollar amount permitted in any single transaction.

**Vendor** - The supplier of goods or services to a Local Government Entity.

## 1.4 Training

The State Auditor's Office Local Government P-Card Division shall provide training to all cardholders and program coordinators. Training may be in person, or in a format approved by the State Auditor's Office Local Government P-Card Division.

All Entity Program Coordinators shall receive training/education designed and approved by the State Auditor's Office Local Government P-Card Division within thirty (30) days of assuming the duties of the position. Designated training/education may be required annually. P-Card Program Coordinators who successfully complete all applicable designated Coordinator training are not required to undergo any required Cardholder training.

Effective July 1, 2019, Entity employees who will be issued and/or use a P-Card must have successfully completed a training session specifically designed for new cardholders. All current cardholders should complete refresher training before their P-Card is reissued. Training on specific Entity purchasing policies and guidelines will be provided by the Entity.

## Section 2.0: P-Card Issuance and Maintenance Procedures

### 2.1 Designation of a P-Card Coordinator

P-Card Coordinator(s) are specified by a representative of the **Entity Officials through the preparation LG P-Card Account Administration Worksheet** which must be submitted to the **State Auditor's Office**. Additionally, **Entity Officials** (or a representative) should designate an individual to act as a backup **P-Card Coordinator** in the event the primary Coordinator is unavailable to perform his or her duties. An Entity may have multiple **P-Card Coordinators** or P-Card sub-Coordinators who may be delegated some or all of the coordinator's responsibilities. Sub-Coordinators may be appointed by the Entity Officials (or a representative) or the **P-Card Coordinator**. **P-Card Coordinators** and sub-coordinators must complete State Auditor's Office training within 30 days of assuming responsibilities.

The designated individual(s) shall be responsible for the administration and oversight of the Entity's P-Card internal control system, which includes the appropriate accounting of transactions and ensuring P-Card use is for valid government purposes.

### 2.2 Obtaining a P-Card

P-Cards are issued at the request of the Entity **P-Card Coordinator**. **Cardholders** should be full-time employees of the Entity. Cardholders must sign a *Cardholder Agreement* (Exhibit A). If an individual is a **Non-Employee** of the Entity they must still sign a *Cardholder Agreement*. P-Cards will not be issued by the **State Auditor's Office** without a signed *Cardholder Agreement*. The Entity **P-Card Coordinator** is required to maintain a copy of the *Cardholder Agreement* Form.

The **P-Card Coordinator** is responsible for assigning the credit and transaction limits as well as any other applicable restrictions for use of the P-Card. The coordinator can assign this through the financial institution's electronic platform or by emailing the appropriate section of the **LG P-Card Administration Worksheet** to our global email address (wvlgPcard.gov).

All new applicants are required to complete **State Auditor's Office** training before P-Cards will be issued.

### 2.3 P-Card Activation

P-Cards are generally mailed to the P-Card Coordinator. Upon receipt, the coordinator should provide it to the cardholder. **Cardholders** are responsible for activating their own cards upon receipt and assigning a personal identification number (PIN) to their card.

### 2.4 P-Card Account Maintenance

**P-Card Coordinators** are responsible for performing card maintenance via the applicable provider platform. The **State Auditor's Office** is required to electronically approve certain account maintenance changes. Alternatively, **P-Card Coordinators** may utilize the **LG P-Card Administration Worksheet** or email our office for maintenance items.

## 2.5 Card Security

It is the **Cardholder's** responsibility to safeguard the P-Card and P-Card account number at all times. P-Cards must be kept in a secure location and should only be used to process transactions by the respective **Cardholder**. In order to prevent exposure to fraud, the full P-Card account number should not be recorded electronically or on paper. All cardholders are required to sign the back of their P-Card upon receipt.

P-Card delegation is prohibited. P-Card delegation is the practice of allowing an individual, other than the cardholder whose name appears on the front of the P-Card, to have access to the P-Card or P-Card number to initiate or complete a transaction. P-Card delegation increases the risk of fraud and cardholder liability.

If a Cardholder becomes aware of a charge to their P-Card that is potentially fraudulent in nature they must notify their **Card Verifier** and the **P-Card Coordinator** **immediately**. Representatives of the Entity shall report all aforementioned instances to the **State Auditor's Office** Local Government P-Card Division **immediately**.

With the exception of ghost accounts, fleet cards, and certain other accounts, P-Cards are issued in an individual's name. Only the individual named on the P-Card is authorized to use it. P-Cards can be issued in the name of the Entity upon approval by the **State Auditor's Office** Local Government P-Card Division. These department cards shall have proper controls in place as to access and use, and should be limited to specific users designated by department heads. All users of a department card are still required to sign a *Cardholder Agreement* Form. All *Cardholder Agreement* Forms for department cards must be submitted to the **State Auditor's Office** Local Government P-Card Division to be kept on file. Documentation should clearly establish the individual responsible for the purchase. A *Shared Purchasing Card Log Sheet* (Exhibit B) must be kept to properly document who had access to the card, the date and vendor of every purchase the employee/non-employee made, as well as when the card was returned.

**Immediately** report lost or stolen P-Cards to the **Financial Institution** and the **Entity P-Card Coordinator** within 24 hours to limit cardholder liability.

P-Cards must be cancelled **immediately** upon termination of or separation from employment. The **P-Card Coordinator** is responsible for ensuring that the P-Card is destroyed and that a *Local Government Card Maintenance Form (electronic form at State Auditors Website)* is completed and submitted to the **State Auditor's Office** Local Government P-Card Division or that the account is terminated by the coordinator via the processing bank's electronic portal.

## Section 3.0: Using the P-Card

### 3.1 General Instructions

The P-Card is a preferred method of payment for certain designated transactions or dollar amounts. All applicable laws, rules and regulations, P-Card Policies and Procedures, and other governing instruments must be followed, regardless of the method of payment.

The P-Card may be used to make payments for goods, services, and travel that are not prohibited by P-Card Policies and Procedures, travel policies, or applicable laws, rules or regulations. Personal charges are prohibited.

### 3.2 Transaction Limit

Individual transaction limits and credit limits are determined by each Entity **P-Card Coordinator** upon approval by the **State Auditor's Office** Local Government P-Card Division. It is a violation of policy to manipulate the ordering, billing, or payment process in order to circumvent established cardholder limits.

### 3.3 Ordering

Payments may be made with the P-Card by phone, fax, mail, secured internet site, or in person. When paying by telephone, fax, mail, or internet, the vendor should be provided with a complete shipping address.

Shipping and handling charges must be included in the stated price and the total charge may not exceed the cardholder's assigned transaction limit.

When placing the order, the vendor should be instructed to provide an itemized invoice or receipt. The vendor may not charge the account until the merchandise has been shipped.

### 3.4 Tax Exempt Status and Disputed Charges

Local Government Entities are tax exempt for sales tax and hotel/motel tax and should not pay tax to in-state vendors. Cardholders should remind vendors that the Entity is tax exempt before initiating a transaction.

The words "Tax Exempt" and the Entity's tax identification number are printed on the P-Card.

The cardholder may be required to provide the vendor with a copy of the Entity's tax-exempt certificate.

It is the cardholder's responsibility to ensure charge accuracy. Sales tax, incorrect shipping charges or other invalid charges to the card should be addressed immediately with the vendor by the cardholder. If the situation is not adequately addressed by the vendor, the cardholder should initiate a dispute by calling our office and following instructions.

### 3.5 Convenience Fees and Surcharges/Checkout Fees

Convenience fees and Surcharges or Checkout Fees may be paid by the P-Card at the discretion of the Entity. It is the responsibility of the cardholder and **P-Card Coordinator** to determine if these charges are acceptable to the Entity and in compliance with the card brand's regulations. Any questions or suspected misapplication of these fees by a vendor should be reported to the **State Auditor's Office** Local Government P-Card Division for further investigation.

### 3.6 Travel

The Entity needs to issue a separate policy related to business related travel for employees. In order for the payment or reimbursement of travel related expenses to be considered nontaxable, the Entity must maintain an accountable plan in accordance with IRS rules and regulations. The following types of travel expenses are eligible to be paid with a P-Card.

1. Conference Registration Fees
2. Lodging Fees
3. Taxi or other Transportations Fees (i.e. Uber; Bus; Subway)
4. Parking
5. Airline Tickets
6. Rental Cars

### 3.7 Hospitality

Hospitality expenses are the provision of food, beverages, activities, or events for the purpose of promoting the local government. Specific documentation requirements exist for hospitality expenditures and that documentation must remain consistent regardless of the method of payment. In addition to other documentation requirements, each hospitality event/function must be supported by an itemized receipt/invoice and a sign-in sheet (by first and last name) of function attendees. Hospitality documentation should be retained for inspection.

### 3.8 Usage Restrictions

The P-Card can only be utilized for government related purposes. West Virginia Code §11-8-26 states in part that "a local fiscal body shall not expend money or incur obligations for an unauthorized purpose". Furthermore, WV Code §6-9-2(c) stipulates that it is unlawful for any person to use a local purchasing card in any manner which is contrary to the types of payments authorized by the Auditor and governing policies and procedures. The following types of purchases are not authorized:

1. Cash Advances (unless approved by the State Auditor)
2. Gift Cards or any kind of gift certificate unless pre-approved by the **State Auditor's Office** Local Government P-Card Division. Entities must complete and submit *Authorization for Purchases of Gift Card/ Certificates* (Exhibit E) **PRIOR** to purchase.
3. Purchases that are non-public in nature that would otherwise be considered an unauthorized expenditure (including personal purchases).
4. Personal purchases which are then reimbursed to the Entity.

5. Meals that are not employee overnight travel or meals specifically excluded from taxability under IRS rules and regulations (See IRS Publication 5137 Fringe Benefit Guide) related and/or related to hospitality (as defined in Section 3.7).
6. Returned goods should be credited to the P-Card. Debit cards, gift cards, store credit, or cash are not an acceptable method of receiving funds for returned goods.
7. Any purchase that violates the provisions of The Ethics Act (WV Code §6B-1)
8. Prescription drugs and controlled substances
9. Alcoholic Beverages
10. Electronic Auction Houses (i.e. eBay)

## Section 4.0: Transaction Documentation, Reconciliation and Review

Cardholders are responsible for the review, acknowledgement or dispute of all transactions that appear on their P-Card statement. Proper documentation (defined in Section 4.1) must be obtained and maintained for each transaction placed on the P-Card and must be maintained for inspection in accordance with record retention guidelines.

### 4.1 Documentation Requirements

All receipts for P-Card purchases must be detailed and itemized and be present for all charges on the Cardholder's statement. Receipts should show all items purchased, not just a total amount. The same would apply for restaurant receipts. Payment-alone signature receipts will not be considered by the Auditor as proof of the purchase if it is not accompanied by the vendor's itemized receipt.

To document online purchases, the Cardholder should make a copy of the screen that indicates the purchase was paid with a credit card. The screen print should also show the date of the transaction, items purchased, and the total dollar amount. Just like other purchases, on-line purchases must be documented with detailed/itemized receipts.

### 4.2 Review of Transactions

Each Cardholder is assigned a **Card Verifier** which is an employee(s) within the organization responsible for verifying that all charges against the Cardholder's account are backed up by proper supporting documentation and appropriate for the operations of the Entity.

Practical Note: In smaller organizations this person may also be the **P-Card Coordinator**. In larger organizations it may be a department head or a sub-P-Card Coordinator of a specific unit (i.e. Sheriff's Office).

The **Card Verifier** must document approval through a signature on the Cardholder's statement.

Any suspicious transactions should immediately be brought to the attention of the **P-Card Coordinator** and/or the appropriate management level of the Entity. Any discrepancies must be investigated and resolved. The disposition of each discrepancy must be documented and retained with the supporting documentation and/or statement of account. Cardholders are accountable for all discrepancies.

After all transactions have been reviewed and verified, the **Card Verifier** must forward the supporting documentation and individual account statements to the primary **P-Card Coordinator** who receives the master billing statement.

### 4.3 Account Coding

The **Card Verifier** is responsible for assuring all expenditures are assigned to their appropriate line item in the Entities general ledger on a weekly basis. Account coding is periodically reviewed by the Treasurer.

Technology is provided for importing of p-card data and default account coding for Cardholder's transactions. Cardholders may have default coding in which purchases are assigned automatically to a specific account. The **Card Verifier** is responsible for periodically reviewing this coding and related charges to ensure the coding is proper.

## 4.4 Payment Process

Entity Officials are responsible for ensuring that the master billing account is paid in full every month.

The Entity shall remit all P-Card payments directly to the financial institution. The financial institution should receive payments within twenty-five (25) successive, calendar days after the billing cutoff on a standard monthly payment cycle.

The Entity is required to pay the balance due regardless of pending credits or disputed transactions. Resolved disputes and credits will be applied to subsequent bank statements or checks will be issued by the financial institution directly to the Entity. If an Entity fails to make required payments in a timely manner, the **State Auditor** may prohibit further participation in the program.

## Section 5.0: Fraud, Misuse and Abuse

### 5.1 Fraud

Fraud is a deception deliberately practiced in order to secure unfair or unlawful gain. For example, fraud occurs when the cardholder's account information has been intentionally utilized for personal gain. Intentional use of the P-Card to make purchases for personal use or non-state business is fraudulent and is prohibited.

If a Cardholder fraudulently uses their P-Card, the following actions could potentially take place:

**Card privileges revoked; termination of employment; notification of potential criminal violation to appropriate authorities.**

Instances of unlawful use, possible fraud, misappropriation, or mismanagement with the P-Card shall be reported immediately to the Entity **P-Card Coordinator**. The **P-Card Coordinator** shall report all aforementioned instances to the **State Auditor's Office** Local Government P-Card Division within 24 hours of his or her discovery. Notification of card misuse to the **State Auditor's Office** Local Government P-Card Division is **REQUIRED**, even if the instance was handled internally by Entity Officials.

The potential penalties for the unlawful use of a local purchasing card are outlined in West Virginia Code §6-9-2c, a through d which states the following:

**(a)** It is unlawful for any person to use a local government purchasing card, issued in accordance with the provisions of section two-a of this article, to make any purchase of goods or services in a manner which is contrary to the provisions of section two-a of this article or the rules promulgated pursuant to that section.

**(b)** It is unlawful for any person to knowingly or intentionally possess with the intent to use a purchasing card without authorization pursuant to section two-a of this article or the rules promulgated pursuant to that section.

**(c)** Any person who violates the provisions of this section is guilty of a **felony** and, upon conviction thereof, shall be confined in a state correctional facility not less than one year nor more than five years, or fined no more than \$5,000, or both fined and imprisoned.

**(d)** A violation of this section may be prosecuted in the county in which the card was issued, unlawfully obtained, fraudulently used, used without authorization, or where any substantial or material element of the offense occurred.”

Failure to comply with P-Card Policies and Procedures, rules, and law associated with the Local Government P-Card Program may result in revocation or limitation of P-Card privileges, a period of probation, or mandatory P-Card training in addition to any other discipline deemed necessary or appropriate by the Entity.

## 5.2 Misuse and Abuse

Misuse/Abuse is the improper, unlawful or incorrect use, compromise or misapplication of the P-Card. Examples include:

- Failure to maintain security protecting your P-Card.
- Paying for items in which the P-Card is not authorized for payment.
- Purchase of authorized goods or services, at terms (e.g. price, quantity) that are excessive.

If a Cardholder misuses/abuses their P-Card privileges, the following actions could potentially take place:

**Card privileges revoked; termination of employment; notification of potential criminal violation to appropriate authorities.**

## Section 6.0: Program Monitoring

### 6.1 Entity Review

Entity Officials are encouraged to conduct random reviews of transactions within their program. Various reports are available through the financial institution's online management website or through the Local Government P-Card Division. Coordinators should be knowledgeable of the types of transactions appropriate for cardholders within their area of responsibility and review, and have the authority to request documentation for any transaction appearing on a cardholder's account.

### 6.2 State Auditor's Office Review

The State Auditor's Office may perform a review or examination of the Entity's P-Card Program at any time and issue a report that contains suggestions for improvements to the program. This evaluation may be conducted by the Local Government P-Card Division or the Chief Inspector Division to determine compliance with Local Government P-Card Policies and Procedures. Relevant documentation related to the administration of the Local P-Card Program should be provided upon request.

### 6.3 Failure to Follow P-Card Policies and Procedures

The **State Auditor's Office** may limit or revoke P-Card privileges, institute a period of probation or require mandated training for any Entity, if that Entity is found to have violated P-Card policies and procedures and failed to take corrective action.

## Section 7.0: Miscellaneous

### 7.1 Record Retention

The Entity shall maintain all documentation relating to the P-Card Program (cardholder applications, agreements, maintenance forms, training certificates, and transaction support documentation) until a post-audit review has been completed by either the State Auditor's Office Chief Inspector Division or a firm approved by the Chief Inspector. Furthermore, the Entity shall maintain these records for the minimum time period designated with governing laws and local rules and regulations.

WEST VIRGINIA LOCAL GOVERNMENT  
PURCHASING CARDHOLDER AGREEMENT

This agreement outlines the responsibilities I have as a holder of the West Virginia Local Government Purchasing Card. My signature indicates I have read and understand these responsibilities and that I agree to adhere to West Virginia Code §6-9-2c and rules promulgated thereunder, to the Local Government Purchasing Card Policies and Procedures, and any applicable purchasing guidelines.

1. I understand that the Purchasing Card is solely for official business of the Local Government Entity, intended to facilitate the payment of goods and services, for conducting official business within applicable activity limits and is not for my personal use.
2. I understand that the use of the Purchasing Card for payments not authorized within the Local Government Policies & Procedures will be considered misuse of the Purchasing Card and will be grounds for (a) immediate forfeiture of the Purchasing Card (b) disciplinary action which may include termination of my employment and (c) conviction of a felony. I understand that I am personally liable for any payments not authorized by the spending unit and permitted within the Local Government Policies & Procedures.
3. I understand that all charges will be billed directly to and paid directly by the Local Government Entity and that the issuing bank cannot accept payments from me personally.
4. I understand that the Purchasing Card is issued in my name and I am responsible for maintaining the security of the card and for all charges made by or authorized by me against it. I understand and agree that I will not give the card bearing my name to any other person to use either on my behalf or someone else's.
5. I will keep my card safe at all times with appropriate security from the time I receive the card until such time as my card is surrendered to my Local Government Program Coordinator. If my Purchasing Card is lost or stolen, I agree to immediately notify the issuing bank and my Local Government Program Coordinator.
6. I agree to follow the West Virginia State Law, purchasing guidelines of my Local Government Entity and established Policies & Procedures.
7. I understand that the Purchasing Card must be surrendered upon request and/or upon my termination of employment from the Local Government Entity.
8. I understand that I must receive training on card usage and policies and procedures prior to using the Local Government Purchasing Card.
9. I understand and agree that the Local Government Purchasing Card is not to be used for cash, cash credits, or cash advances.
10. I understand that my Program Coordinator will activate my card on my behalf.
11. I understand that it is necessary to provide the issuing bank with certain personal information that will be used only to verify my identity and for security reasons.
12. I understand that it is a violation of policy to manipulate the ordering, billing, or payment process in order to circumvent established cardholder limits.
13. I understand it is my responsibility to save all receipts for transactions posting to my Local Government Purchasing Card and that the issuing bank or the WV State Auditor's Office does NOT have copies of those receipts.
14. I understand and agree that I will immediately notify my Program Coordinator and/or the issuing bank of any disputed items appearing on my monthly bill. I further understand that telephoning will not preserve my rights and that I must follow up in writing to the issuing bank within 60 days of the date of posting or may lose my rights to dispute item(s).
15. I agree that, should I violate the terms of the Purchasing Cardholder Agreement, I will reimburse my Local Government Entity for all charges improperly authorized by me to the Purchasing Card and all costs incurred by the Local Government Entity and the issuing bank related to the collection of such charges.

\*Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cardholder Name (please print): \_\_\_\_\_

Local Entity Name: \_\_\_\_\_

\*\*Program Coordinator's Signature: \_\_\_\_\_ PIN: \_\_\_\_\_ (Issued By WVSAO)

\*Cardholder must sign and forward this form prior to issuance of a purchasing card.

\*\*Program Coordinator will forward a copy of this form to the WV State Auditor's Office Local Government Purchasing Card Division.



## LOCAL GOVERNMENT PURCHASING CARD LOG SHEET

CARDHOLDER NAME: \_\_\_\_\_

TRANSACTION LIMIT: \_\_\_\_\_

ACCOUNT NUMBER: XXXX - XXXX - XXXX - \_\_\_\_\_

BILLING CYCLE (Month/Year): \_\_\_\_\_

ENTITY: \_\_\_\_\_

DEPT/ORG.#: \_\_\_\_\_

Transaction Date	Vendor	Item Description	Quantity	Total Amount	Date Received	R* D* C*	

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

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

\*R=Reconciled  
\*D=Disputed  
\*C=Carryover

\_\_\_\_\_  
Purchasing Cardholder Signature                      Date

\_\_\_\_\_  
Card Verifier/ Supervisor Signature                      Date

<h2 style="margin: 0;">Name of Entity</h2> <h3 style="margin: 0;">REQUEST/APPROVAL FOR HOSPITALITY SERVICE</h3>
---

SPENDING UNIT NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

FUNCTION SPONSOR \_\_\_\_\_

LOCATION OF FUNCTION \_\_\_\_\_

DATE(S) OF FUNCTION \_\_\_\_\_

**EXPENSES:**

Instructions: After approved event is conducted, attached receipts must correspond to the actual expenses listed for the event.

	Estimated	Actual
FOOD AND BEVERAGE	_____	_____
MEETING ROOM	_____	_____
EQUIPMENT RENTAL	_____	_____
LODGING	_____	_____
OTHER/	_____	_____
OTHER/	_____	_____
OTHER/	_____	_____
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>

<p><b>PURPOSE/JUSTIFICATION OF FUNCTION:</b></p>   
--

<p><b>FUNCTION ATTENDEES</b> (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):</p>    
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**PRE-EVENT AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION**

By: \_\_\_\_\_  
 Function Representative's Signature \_\_\_\_\_  
 Date

By: \_\_\_\_\_  
 Agency's Head Signature \_\_\_\_\_  
 Date

**POST-EVENT AGENCY APPROVAL FOR THE ABOVE FUNCTION**

I have reviewed the actual expenses and related receipts for this event and it is an accurate and true representation and in accordance with NAME OF LOCAL GOVERNMENT policies and procedures.

By: \_\_\_\_\_  
 Function Representative's Signature \_\_\_\_\_  
 Date

By: \_\_\_\_\_  
 Agency's Head Signature \_\_\_\_\_  
 Date

**TOWN OF NUTTER FORT**

**AUTHORIZATION FOR THE PURCHASE OF GIFT CARDS/GIFT CERTIFICATES**

This form must be completed PRIOR to the purchase of gift cards or gift certificates (“Cards”) by Town of Nutter Fort employees. All forms must be approved by appropriate personnel with the Town of Nutter Fort and then submitted to the State Auditor’s (WVSAO) Local Government Purchasing Card Division for review and approval. Check requests and requests for reimbursement submitted without a copy of properly completed Authorization Form will be rejected. A copy of the completed Authorization Form must accompany the reconciliation of the PCard statement. Please insert all required information electronically, and print the completed document for the signatures required on lines 3 and 10. Upon prompt review, the WVSAO representative will return the form. The completed Authorization Form(s) should be maintained in a central location with a copy being submitted with the applicable invoices and reconciliations by the cardholder making the purchase. In most cases (per IRS Publication 5137) gift cards/certificates given to employees are generally considered taxable. Furthermore, the government should consult Ethics Commission rulings to determine the extent and limit of employee recognition awards. Christmas bonuses are prohibited beyond the limits set forth by the ethics commission rulings related to employee recognition awards.

- 1. **Purchaser’s Name:**
- 2. **Purchaser’s Department:**
- 3. **Purchaser’s Signature:** \_\_\_\_\_
- 4. **Vendor Name (Entity from which Cards are to be purchased):**
  
- 5. **Date:** \_\_\_\_\_ **Aggregate Amount:** \_\_\_\_\_
- 6. **Description of what is going to be Purchased (Number/Face Amount of Cards to be purchased):**
- 7. **Description of Intended Use of Cards (e.g., drawing, student recognition, employee recognition):**
- 8. **Method of Purchase/Acquisition (e.g., PCard, Check Request, Personal Purchase, Donation):**
- 9. **Month/Year Cards are to be distributed:**
- 10. **Appropriate Local Government Authorized Signature (i.e., Treasurer, Finance Director, Administrator Superintendent) and Date:**

\_\_\_\_\_  
Signature Date

- 11. **Appropriate State Auditor’s Local Government Purchasing Card Division Signature (i.e., Director Deputy State Auditor) and Date:** [Click here to enter text.](#)

\_\_\_\_\_  
Signature Date

# Local Government Request to Complete Transactions by 3<sup>rd</sup> Party Payment Processors

Local Government Name: \_\_\_\_\_

\*Master Billing Account (Last six (6) #'s)

\*\*Cardholder Name (Last six (6) #'s of Acct)

\*\*\* Authorized Hierarchy(ies): \_\_\_\_\_

By submission of this form I am requesting the authority on behalf of the above named Local Government to utilize the designated Local Government Purchasing Card(s) to pay for items transacted through 3<sup>rd</sup> Party Payment Processors such as Pay Pal. I understand that properly authorized purchasing card transactions completed via a 3<sup>rd</sup> Party Payment Processor may not be eligible for dispute with the card issuing bank and acknowledge it is my Spending Unit's responsibility to implement adequate procedures or internal controls to ensure these transactions are for official business use.

Signature of Chief Financial Officer

Date

Print Name of Chief Financial Officer

Phone Number

Signature of Spending Unit Coordinator

Date

Print Name of Spending Unit Coordinator

Phone Number

WVSAO Local Purchasing Card Administration Signature

Date

\*If all cards associated with the master billing account are eligible to complete 3<sup>rd</sup> Party Payment Processor Transactions, do not insert cardholder account numbers or hierarchy information. If the spending unit has multiple master billing accounts where all individual cards are eligible, do not insert master billing account numbers; you must complete the proper hierarchy information.

\*\*If only certain individual cardholders are eligible to complete 3<sup>rd</sup> Party Payment Processor Transactions, insert both the last six (6) digits of the master billing account and the last six (6) digits of the individual cardholder account.

\*\*\*All accounts will be assumed to be eligible based on the level of hierarchy completed. If all seven (7) levels are completed, then only cards with that particular hierarchy string will be assumed to be eligible to complete Party Payment Processor transactions.



## Town of Nutter Fort

1415 Buckhannon Pike Nutter Fort WV 26301 Ph: 304-622-7713 Fax: 304-623-0288

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### **COVID-19 WRITTEN RESPONSE PLAN**

**Effective Date: 04/28/2020**

The Town of Nutter Fort is considered an essential workplace in accordance with the State of West Virginia's Governor's Executive Order No. 9-20 and shall remain operational with certain restrictions. To maintain compliance with WV 64CSR114, which outlines Public Health Standards for Businesses Remaining Open During the COVID-19 Outbreak, a formal written response plan has been established.

#### **ACTIONS PREVIOUSLY TAKEN PRIOR TO THE WRITTEN PLAN & ALREADY IN PROGRESS:**

On April 14, 2020, prior to the implementation of this written response plan, the Town of Nutter Fort Council, considered and accepted the following:

- COVID-19 personnel policy changes – Emergency Paid Sick Time
- COVID-19 personnel policy changes – Emergency FMLA
- COVID-19 State of Emergency Resolution

On March 16, 2020, all offices were closed to the public as to not further subject any employees to outside exposure.

As of March 23, 2020, all Town of Nutter Fort office personnel were instructed to work remotely to encourage efforts to prevent the spread of the disease and maintain social distancing. Only one (1) employee will remain in Town Hall at a time and will maintain proper social distancing, disinfecting procedures, and handwashing and respiratory practices.

Furthermore, employees were instructed to maintain proper social distancing at all times whether working inside or outside of any location. Additionally, any large group gatherings are prohibited.

All meetings were switched from in-person to telephonic or virtual meetings.

Finally, The Town of Nutter Fort has continued to keep supplies on hand to assist employees with proper hygiene and disinfection practices.



## Town of Nutter Fort

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### **COVID-19 WRITTEN RESPONSE PLAN:**

As of this date, all previously established procedures will remain in place.

Employees that are able to work remotely will continue to do so until the Town of Nutter Fort is notified by State Officials that it is otherwise safe to return to a traditional work setting.

All Town of Nutter Fort office locations will remain closed to the public until the Town is notified by State Officials that it is otherwise safe to open for business.

The Town of Nutter Fort will continue to employ such practices as encouraging frequent handwashing and/or hand sanitizing, proper social distancing, use of employer-provided masks, prevention of congregation of any large sized group in accordance with recommendations from the Federal and Local government officials and agencies.

Products including, but not limited to, soap, water, paper towels, hand sanitizer, disinfecting products, and cloth masks will be available for all employees that are not working remotely in order to help prevent the spread of the disease.

Reporting of any suspected case of or exposure to COVID-19 will be communicated to Leslie Cummings, Acting Treasurer, either by phone at 304-841-8826 or by email at [lholtbert@townofnutterfort.com](mailto:lholtbert@townofnutterfort.com). The employee will contact their direct supervisor with reports of any symptoms or exposures and remain home from work if symptomatic. The employee will keep in contact with their supervisor on a daily basis regarding their condition until they are medically able to return to work.

In the event that operations begin during the time in which the state guidelines are still in place, in addition to all the aforementioned procedures, each employee will undergo COVID-19 screening, which will include a non-invasive temperature reading, as well as answering a few screening questions upon starting each shift. If it is deemed that their exposure risk is non-existent, then they will be allowed to continue with their shift. If any symptoms are detected, then they will need to consult with their primary care physician and will not be able to continue with their scheduled shift that day and cannot return until the employee is fever free for three days without the aid of fever-reducing medications.



## Town of Nutter Fort

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If an employee is out of work due to testing positive for COVID-19, and a test-based strategy (such as two negative results collected greater than 24 hours apart) cannot be utilized, the employee cannot return to work until the employee is fever free for three days without the aid of fever-reducing medications and at least seven days have passed since the symptoms first appeared. Additionally, the employee should wear a mask until all symptoms are completely resolved or until 14 days after onset of illness, whichever is longer.

### **HOW TO PREVENT THE SPREAD OF RESPIRATORY DISEASES LIKE COVID-19:**

There is currently no vaccine. The best way to prevent illness is to avoid being exposed. The virus is spread person to person – between people in close contact with each other (about 6 feet) and through respiratory droplets produced when someone coughs or sneezes. These droplets are believed to travel a certain distance before they settle. Therefore, it is important to implement the following practices:

- Wash your hands – frequently, with soap and water, and for at least 30 seconds
  - If your hands aren't visibly dirty, you can use an alcohol-based hand sanitizer (at least 60% alcohol based)
- Avoid touching your face
  - Eyes, nose, mouth are all points where germs can enter your body
- Cover your cough or sneeze with a tissue – throw tissue in the trash – wash your hands afterwards.
  - If you don't have a tissue, cough or sneeze in your elbow area.
- Avoid close contact with people who are sick
- Clean and disinfect frequently touched objects and surfaces
  - These areas would include doorknobs, countertops, light switches, sinks, handles, etc.

### **WHAT ARE THE SYMPTOMS OF THE VIRUS?**

Reported illnesses have ranged from completely asymptomatic to mild symptoms to severe illness to death for confirmed COVID-19 cases. The symptoms may *appear 2 to 14 days after exposure*. The most common symptoms include, but are not limited to:

- Fever
- Cough
- Shortness of breath



## Town of Nutter Fort

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### **WHAT TO DO IF YOU GET SICK**

If you get sick, following the steps below:

- Stay home except to get medical care
- Separate yourself from other people and animals in your home
- Call ahead before visiting your doctor
  - CALL your primary care physician - they can help you get testing at the right location if you need it. If you don't have a primary care physician, you can go to an urgent care, but CALL before you go to let them know you are coming and why.
  - This is where our access to telemedicine is vital. Using telemedicine, you can contact a physician without going to a medical facility to be exposed to other illnesses.
- Wear a facemask if you are sick when you are around other people
- If you have a medical emergency, call 911! Please let them know your SPECIFIC symptoms so that first responders can be prepared to protect themselves as well

### **The CDC recommends the following to reduce transmission among employees:**

#### ***Actively encourage sick employees to stay home:***

- Employees who have symptoms (i.e. fever, cough, shortness of breath) should notify their supervisor and stay home
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

#### ***Separate sick employees:***

- Employees who appear to have symptoms (i.e. fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
- If an employee is confirmed to have COVID-19 infection, employees should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (i.e. fever, cough, or shortness of breath).



## Town of Nutter Fort

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The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date of **April 1, 2020 through December 31, 2020**.

Generally, the Act provides that employees of covered employers are eligible for:

- Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Any questions regarding this written response plan can be directed toward Leslie Cummings, Acting Treasurer either by phone at 304-841-8826 or by email at [lholbert@townofnutterfort.com](mailto:lholbert@townofnutterfort.com).

# ADVERTISEMENT FOR BIDS

## WATER METER SYSTEM UPDATES

### TOWN OF NUTTER FORT, WEST VIRGINIA

Sealed bids will be received by the Town of Nutter Fort, West Virginia at the office of Town Hall until 4:00PM, Tuesday, June 9, 2020 for water meter system updates in the Town of Nutter Fort. All submitted proposals will be publicly opened and read aloud at the council meeting held on Tuesday, June 9, 2020 at 6:30PM in council chambers.

Complete specifications will be open to public inspection or may be secured at our website [www.townofnutterfort.com](http://www.townofnutterfort.com), or you may request a copy by phoning 304-622-7713 starting Monday, May 4, 2020.

The Town of Nutter Fort reserves the right to reject any and all bids and to waive any informality in any bid.

TOWN OF NUTTER FORT

Sam Maxson, Mayor