

After hours Ext. 20  
Email: [rsimonton@kaycasto.com](mailto:rsimonton@kaycasto.com)

January 10, 2020

Municipal Home Rule Board  
c/o Courtney Shamblin, Executive Assistant  
Office of General Counsel  
Department of Revenue  
Building 1, W-300  
Charleston, WV 25305  
*By mail and*  
*By email:* [Courtney.D.Shamblin@wv.gov](mailto:Courtney.D.Shamblin@wv.gov)

RE: Proposed Home Rule Plan Amendment by The City of Morgantown

Dear Ms. Shamblin:

Enclosed with this letter, please find eight sets of supplemental documentation from The City of Morgantown in connection with its proposed Home Rule Plan Amendment submitted December 20, 2019.

As we discussed, the materials submitted on December 20<sup>th</sup> contained (1) Ordinance 19-30, adopted December 17, 2019, authorizing submission of the Home Rule Plan Amendment to the Home Rule Board; (2) a copy of the proposed Home Rule Plan Amendment seeking modification of the audit submission date for the City's land reuse agency; (3) a copy of the Public Hearing Notice and the affidavit of legal notice of the Public Hearing conducted 30 days from publication and prior to adoption of the authorizing ordinance; (4) copies of the certified mail receipts evidencing delivery of the Public Hearing Notice to the Home Rule Board and Cabinet Secretary of each State administrative department; and (5) an attorney opinion letter stating that the application and plan or amendment complies with applicable state law.

Following correspondence with your office on December 30, 2019, and December 31, 2019, and our telephone discussion, the following supplemental materials are enclosed with this letter:

- (1) The completed Home Rule Application, Plan and Amendment Checklist published on the Home Rule Board website;
- (2) Minutes of the public hearing conducted December 17, 2019;



- (3) A fiscal statement attesting to the ability of The City of Morgantown to manage any costs and liabilities associated with the plan amendment;
- (4) An affidavit of an authorized municipal representative stating that no outstanding fees are owed by The City of Morgantown to the State;
- (5) A certified copy of Ordinance 19-30 authorizing the submission of the proposed Home Rule Plan Amendment to the Home Rule Board; and
- (6) A copy of the initial application materials submitted December 20, 2019, as itemized above.

If I may be of any additional assistance in this matter, please contact me.

Sincerely,

Ryan Simonton  
City Attorney  
City of Morgantown

## HOME RULE APPLICATION, PLAN AND AMENDMENT CHECKLIST

- Class II legal advertisement of Public Hearing  
Dates 11/8/19, 11/15/19
- Notice of Public Hearing to Municipal Home Rule Board (MHRB) and Cabinet Secretary of every State department
- Plan available for public inspection 30 days prior to Public Hearing
- Hearing  
Date 12/17/19
- Ordinance authorizing plan or amendment  
1<sup>st</sup> reading date 11/5/19  
2<sup>nd</sup> reading date 12/17/19  
Date of adoption 12/17/19
- Required narrative presentation of each separate proposal (see Sample Form Application)

### ATTACHMENTS

- Affidavit of legal notice of Public Hearing
- Minutes of Public Hearing, including comments (if any)
- Certified copy of ordinance authorizing plan or amendment
- Fiscal statement demonstrating municipality's ability to manage costs or liabilities associated with proposals
- Affidavit that municipality owes no outstanding State fees
- Attorney opinion letter that application and plan or amendment complies with applicable State law
- Submit eight (8) originals and one (1) electronic copy of application plan or amendment to the MHRB

**REGULAR MEETING December 17, 2019:** The regular meeting of the Common Council of the City of Morgantown was held in the Council Chambers of City Hall on Tuesday, December 17, 2019, at 7:05 p.m.

**PRESENT:** City Manager Paul Brake, City Clerk Christine Wade, Assistant City Manager Emily Muzzarelli, City Attorney Ryan Simonton, Mayor William A. Kawecki, and Council Members: Deputy Mayor Rachel Fetty, Jenny Selin, Ron Dulaney, Dave Harshbarger, and Barry Wendell. Zackery Cruze was absent.

The meeting was called to order by Mayor Kawecki.

**APPROVAL OF MINUTES:** November 19, 2019, Regular Meeting minutes, and December 3, 2019, Legislative Session Meeting minutes were approved by consensus.

**CORRESPONDENCE:** Mayor Kawecki presented Morgantown Fire Captain William Rinehart with a proclamation in recognition of his retirement after 30 years of service.

**PUBLIC HEARING: AN ORDINANCE AUTHORIZING THE CITY TO SUBMIT AN AMENDMENT TO ITS WRITTEN PLAN TO THE HOME RULE BOARD**

Mayor Kawecki declared this Public Hearing open.

There being no appearances, Mayor Kawecki declared the Public Hearing closed.

**PUBLIC HEARING: AN ORDINANCE ESTABLISHING PAID FOSTER PARENT LEAVE FOR CITY EMPLOYEES**

Mayor Kawecki declared this Public Hearing open.

There being no appearances, Mayor Kawecki declared the Public Hearing closed.

**PUBLIC HEARING: AN ORDINANCE AUTHORIZING A LEASE AGREEMENT FOR CAR RENTAL SERVICES AT THE MORGANTOWN MUNICIPAL AIRPORT**

Mayor Kawecki declared this Public Hearing open.

There being no appearances, Mayor Kawecki declared the Public Hearing closed.

**PUBLIC HEARING: AN ORDINANCE AUTHORIZING A LEASE AGREEMENT FOR OFFICE SPACE AT THE MORGANTOWN MUNICIPAL AIRPORT**

Mayor Kawecki declared this Public Hearing open.

There being no appearances, Mayor Kawecki declared the Public Hearing closed.

**PUBLIC HEARING: AN ORDINANCE AMENDING THE FY 2019-2020 ANNUAL BUDGET OF THE CITY OF MORGANTOWN AS SHOWN IN THE REVISED BUDGET ATTACHED HERETO AND MADE A PART OF THIS ORDINANCE AS THE SAME APPLIES TO THE GENERAL FUND**

Mayor Kawecki declared this Public Hearing open.

There being no appearances, Mayor Kawecki declared the Public Hearing closed.

**UNFINISHED BUSINESS:**

**AN ORDINANCE ESTABLISHING PAID FOSTER PARENT LEAVE FOR CITY EMPLOYEES:** The below entitled Ordinance was presented for second reading.

AN ORDINANCE ESTABLISHING PAID FOSTER PARENT LEAVE FOR CITY EMPLOYEES

City Manager explained, after discussion, motion by Dulaney, second by Selin, to approve the above entitled Ordinance. Motion carried 6-0. Zackery Cruze was absent.

**AN ORDINANCE AMENDING THE FY 2019-2020 ANNUAL BUDGET:** The below entitled Ordinance was presented for second reading.

AN ORDINANCE AMENDING THE FY 2019-2020 ANNUAL BUDGET OF THE CITY OF MORGANTOWN AS SHOWN IN THE REVISED BUDGET ATTACHED HERETO AND MADE A PART OF THIS ORDINANCE AS THE SAME APPLIES TO THE GENERAL FUND

City Manager explained, motion by Selin, second by Dulaney, to approve the above entitled Ordinance. Motion carried 6-0. Zackery Cruze was absent.

**BOARDS & COMMISSIONS:**

**PUBLIC PORTION:**

Mayor Kawecki declared the Public Portion open.

Dani Ludwig, on behalf of Mylan Puskar Health Right, requested an update on the status of when Council will discuss the placement of the sharp's containers.

Mollie Kennedy spoke in support of placing the sharp's containers in Downtown Morgantown.

There being no other speakers, Mayor Kawecki declared the Public Portion closed.

**SPECIAL COMMITTEE REPORTS:** None

**CONSENT AGENDA:**

**AN ORDINANCE AUTHORIZING THE CITY TO SUBMIT AN AMENDMENT TO ITS WRITTEN PLAN TO THE HOME RULE BOARD:** The below entitled Ordinance was presented for second reading.

AN ORDINANCE AUTHORIZING THE CITY TO SUBMIT AN AMENDMENT TO ITS WRITTEN PLAN TO THE HOME RULE BOARD

City Manager explained, motion by Dulaney, second by Harshbarger, to approve the above entitled Ordinance. Motion carried 6-0. Zackery Cruze was absent.

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AN ORDINANCE AUTHORIZING A LEASE AGREEMENT FOR OFFICE SPACE AT THE MORGANTOWN MUNICIPAL AIRPORT

City Manager explained, motion by Dulaney, second by Harshbarger, to approve the above entitled Ordinance. Motion carried 6-0. Zackery Cruze was absent.

**FISCAL STATEMENT**

I, Paul J. Brake, the City Manager for The City of Morgantown, West Virginia, ("City") do hereby submit this Fiscal Statement in support of the City's proposed Home Rule Plan Amendment relating to the audit reporting by the City's land reuse agency, and in accordance with the form of Home Rule Plan Amendment published by the West Virginia Home Rule Board and maintained on the website of the West Virginia Department of Revenue:

1. The City proposes to revise the audit reporting date for its Land Reuse Agency, established pursuant to *W. Va. Code § 31-18E-1 et seq.* to coordinate with the audit reporting date for the City.
2. The proposal will allow the City to include the Land Reuse Agency within the audit of the City's finance and will thereby reduce expenditure of public funds by avoiding the cost of procuring a separate audit report.
3. The City does not project any additional costs or liabilities as a result of this cost-saving measure.
4. The City has the ability to manage all costs and liabilities associated with this proposal.

*Paul J. Brake*

Paul J. Brake, ICMA-CM,CEcD  
City Manager

STATE OF WEST VIRGINIA,  
COUNTY OF MONONGALIA, TO-WIT:

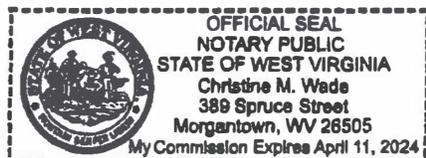
The foregoing instrument was acknowledged before me this 8<sup>th</sup> day of January, 2020, by Paul J. Brake, City Manager for The City of Morgantown, West Virginia.

My commission expires: April 11, 2024

*Christine M. Wade*

Notary Public in and for

said State and County



**AFFIDAVIT**

I, Paul J. Brake, the City Manager for The City of Morgantown, West Virginia, do hereby certify, swear or affirm and declare that I am competent to give the following declaration based on my personal knowledge, unless otherwise stated, and that the following facts and statements are true and correct to the best of my knowledge:

1. I serve as the City Manager for The City of Morgantown, West Virginia (the "City").
2. As the City Manager, I am the chief executive officer of the City and am responsible for duties relating to supervision of City finances, including supervision of the City Finance Director and Finance Department.
3. In connection with the City's proposed Home Rule Plan Amendment relating to the audit reporting by the City's land reuse agency, and in accordance with the form of Home Rule Plan Amendment published by the West Virginia Home Rule Board and maintained on the website of the West Virginia Department of Revenue, I hereby certify that that City owes no outstanding State fees except as follows:
  - a. An invoice from the State Auditor's Office numbered 18478 and due January 25, 2020, in relation to audit services provided by Tetrick and Bartlett, PLLC, that has been authorized for payment by the City Finance Director and which is being paid by draft drawn on funds available to the City as of the date of this Affidavit.



\_\_\_\_\_  
Paul J. Brake, ICMA-CM,CEcD  
City Manager

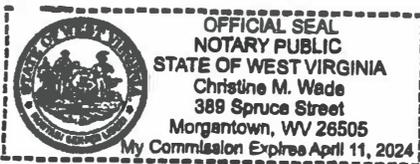
STATE OF WEST VIRGINIA,  
COUNTY OF MONONGALIA, TO-WIT:

The foregoing instrument was acknowledged before me this 8<sup>th</sup> day of January, 2020, by Paul J. Brake, City Manager for The City of Morgantown, West Virginia.

My commission expires: April 11, 2024



\_\_\_\_\_  
Notary Public in and for  
said State and County



**AN ORDINANCE AUTHORIZING THE CITY TO SUBMIT AN AMENDMENT TO ITS WRITTEN PLAN TO THE HOME RULE BOARD**

The City of Morgantown hereby ordains that its City Manager is authorized to submit the attached "Home Rule Plan Amendment" to the Municipal Home Rule Board.

FIRST READING: November 5, 2019

ADOPTED: December 17, 2019

FILED: December 18, 2019

RECORDED: December 18, 2019

  
Mayor

  
City Clerk

State of West Virginia  
County of Monongalia

I certify that this is a true and correct copy of a record in the possession of the City of Morgantown





City Clerk  
My commission expires: April 11, 2024



# THE CITY OF MORGANTOWN

## Home Rule Plan Amendment

### Introduction

The City of Morgantown ("Morgantown") has been approved to participate in West Virginia's Municipal Home Rule Pilot Program, Phase II ("Home Rule Program") and its initial written plan has been approved by the Municipal Home Rule Board (the "Board"). Pursuant to *W. Va. Code* § 8-1-5a(k), "[a] municipality selected to participate in the Municipal Home Rule Pilot Program may amend its written plan at any time." A first amendment to the City's written plan was approved by the Board on September 14, 2015. A second amendment to the City's written plan was approved by the Board on October 3, 2016. A third amendment to the City's written plan was approved by the Board on October 2, 2017, granting authority for Fire Marshals' arson and explosives offenses arrest authority, limiting expansion of nonconforming agricultural, industrial, and manufacturing uses; waiver of the certified mail requirement for zoning changes that alter density; disposition of real estate without auction; expenditure of money on schools by agreement with the governing agency; and elimination of the property ownership requirement for park board membership. A fourth amendment to the City's written plan authorized use of the Board of Zoning Appeals to administer the subdivision and land ordinance. Morgantown has successfully implemented initiatives in its current plan and seeks the amendments below to promote additional community benefits through the Home Rule Program.

The City proposes amendment of its written plan to include the following:

1. Audit reporting date for the Land Reuse Agency. Morgantown seeks to coordinate the audit procurement and reporting dates for the City and its Land Reuse Agency. West Virginia Code Chapter 31, Article 18E, Section 18 requires land reuse agencies to submit an audit report within 120 days of the close of the fiscal year. West Virginia Code Chapter 8, Article 13, Section 18 provides that audits and accounts of the City are governed by West Virginia Code Chapter 6, Article 9. Under Chapter 6, Article 9, the State Auditor requires that municipalities present reports of annual audits within nine months of the close of the fiscal year. Morgantown seeks authority under the Home Rule Program to submit audit reports for its Land Reuse Agency within nine months of the close of the fiscal year so that it may obtain a combined audit that includes the Agency. The initiative will promote efficiency and reduce expenditure of public funds.

The applicable laws and reasons for amendment are set out below.

## **Proposed Initiatives**

1. Audit reporting date for the Land Reuse Agency.

- a. Applicable laws: *W Va. Code* sections 8-13-18 (municipal audits governed by state); 6-9-1 *et seq.* (uniform system of accounts and examinations for government entities); 31-18E-18 (audit reporting for land reuse agencies). The full text of *W. Va. Code* 31-18E-18 is copied here:

(a) The land reuse agency shall annually, within one hundred twenty days after the end of the fiscal year, submit an audit of income and expenditures, together with a report of its activities for the preceding year, to the West Virginia Housing Development Fund.

(b) A duplicate of the audit and the report shall be filed with the governing body of:

- (1) The land reuse jurisdiction which created the land reuse agency; and  
(2) Each political subdivision which opted to participate in the land reuse agency pursuant to an intergovernmental agreement.

*Id.*

- b. Limitations presented by law: State law requires municipal land reuse agencies to report audits within 120 days of the close of the fiscal year, while municipalities and their other component parts report audits within nine months of the close of the fiscal year (usually March 24<sup>th</sup>). Under the different timelines for examination and reporting, Morgantown would need to procure a separate audit for its land reuse agency. If the auditing timelines are coordinated, Morgantown can include its land reuse agency within the city's audit.
- c. Home Rule solution: Morgantown will amend its land reuse agency ordinance to require audit reporting within nine months of the close of the fiscal year, consistent with the State Auditor's office Audit Procurement Manual guidance, pursuant to authority granted under the Home Rule Program. When the auditing timelines for the land reuse agency and the city are coordinated, Morgantown can include its land reuse agency within the city's audit. Including the land reuse agency in the city's audit will result in recurring annual savings and promote efficient use of staff time.



1085 Van Voorhis Road, Suite 100 • Morgantown, WV 26505

(304) 225-0970 • Fax: (304) 225-0974

[www.kaycasto.com](http://www.kaycasto.com)

After hours Ext. 20  
Email: [rsimonton@kaycasto.com](mailto:rsimonton@kaycasto.com)

December 20, 2019

Municipal Home Rule Board  
c/o Courtney Shamblin, Executive Assistant  
Office of General Counsel  
Department of Revenue  
Building 1, W-300  
Charleston, WV 25305  
By email: [Courtney.D.Shamblin@wv.gov](mailto:Courtney.D.Shamblin@wv.gov)

RE: Proposed Home Rule Plan Amendment by the City of Morgantown

Dear Courtney Shamblin, Executive Assistant:

Enclosed with this letter please find a copy of the executed copy of The City of Morgantown's proposed Home Rule Plan Amendment Number 5, the notice of public hearing on the plan amendment, and copies of the certified mail return receipts sent to the cabinet members. There were no comments made during the public hearing on the 17<sup>th</sup> day of December, 2019.

If I may be of any additional assistance in this matter, please contact me.

Sincerely,

Ryan Simonton  
City Attorney  
City of Morgantown



1085 Van Voorhis Road, Suite 100 • Morgantown, WV 26505

(304) 225-0970 • Fax: (304) 225-0974

[www.kaycasto.com](http://www.kaycasto.com)

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Email: [rsimonton@kaycasto.com](mailto:rsimonton@kaycasto.com)

December 20, 2019

Municipal Home Rule Board  
c/o Courtney Shamblin, Executive Assistant  
Office of General Counsel  
Department of Revenue  
Building 1, W-300  
Charleston, WV 25305  
*By email:* [Courtney.D.Shamblin@wv.gov](mailto:Courtney.D.Shamblin@wv.gov)

RE: Proposed Home Rule Plan Amendment by the City of Morgantown

Dear Courtney Shamblin, Executive Assistant:

In accordance with the procedures established by the Municipal Home Rule Board, I write to certify that the proposed written plan amendment included with this correspondence complies with W. Va. Code § 8-1-5a.

If I may be of any additional assistance in this matter, please contact me.

Sincerely,

Ryan Simonton  
City Attorney  
City of Morgantown

**Ordinance 19-30**

**AN ORDINANCE AUTHORIZING THE CITY TO SUBMIT AN AMENDMENT TO ITS WRITTEN  
PLAN TO THE HOME RULE BOARD**

The City of Morgantown hereby ordains that its City Manager is authorized to submit the attached "Home Rule Plan Amendment" to the Municipal Home Rule Board.

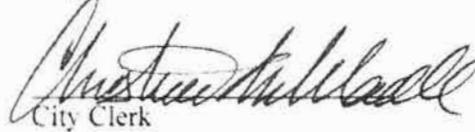
FIRST READING: **November 5, 2019**

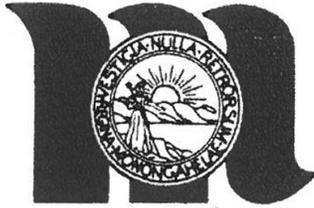
ADOPTED: **December 17, 2019**

FILED: **December 18, 2019**

RECORDED: **December 18, 2019**

  
Mayor

  
City Clerk



# THE CITY OF MORGANTOWN

## Home Rule Plan Amendment

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The applicable laws and reasons for amendment are set out below.

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(b) A duplicate of the audit and the report shall be filed with the governing body of:

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## **PUBLIC HEARING NOTICE CITY OF MORGANTOWN, WEST VIRGINIA**

Notice is hereby given by the City of Morgantown, WV, that it will hold a public hearing on Tuesday, December 17, at 7:00 p.m. at Morgantown City Hall Council Chambers (2<sup>nd</sup> floor), 389 Spruce Street, Morgantown, WV 26505 on the following:

### **A PROPOSED AMENDMENT TO THE CITY OF MORGANTOWN HOME RULE PLAN AUTHORIZING AN ALTERNATE AUDIT REPORTING DATE FOR THE LAND REUSE AGENCY**

Copies of the proposed amended written plan are available for public inspection in the Office of the City Clerk as well as the Office of the City Manager, Morgantown City Hall, 389 Spruce Street, Morgantown, WV 26505 during regular business hours, or by calling the City Manager's Office at (304) 284-7405.

Please publish as a Class II Legal Ad on the following dates: **November 8, 2019 and November 15, 2019.**



**Invoice**  
 WV NEWSPAPER PUBLISHING CO.  
 1251 EARL L CORE RD  
 MORGANTOWN, WV 26505  
 (304) 292-6301 • FEIN 55-0307305

MORGANTOWN, CITY OF/ATT:A/P  
 ATTN: A/P  
 389 SPRUCE ST  
 MORGANTOWN WV 26505-5527

**Account - 70031**  
**Invoice - 1073554**  
**Invoice Date - 11/15/19**  
**Payment Terms - Net 30 Days**

11/15/19	010151747	Dominion Post: Classifieds 010151747 November 8, 15 PUBLIC HEARING NOTICE CITY OF MORG 101 Legals	3.9543		2	46.72
						46.72

PHONE INQUIRIES: (304) 292-6301

REMITTANCE ADVICE PLEASE RETURN WITH PAYMENT

WEST VIRGINIA NEWSPAPER PUBLISHING COMPANY  
 1251 Earl L Core Road • Morgantown, WV 26505  
 FEIN: 55-0307305

70031	1073554	11/15/19	46.72	\$
MORGANTOWN, CITY OF/ATT:A/P				
ATTN: A/P				
389 SPRUCE ST				
MORGANTOWN WV 26505-5527				

# 

1251 Earl L Core Road  
Morgantown, WV 26505  
(304) 291-9420

PUBLISHER'S CERTIFICATE OF PUBLICATION

I, Brad Pennington, Advertising Director of  
THE DOMINION POST, a newspaper of general circulation  
published in the City of Morgantown, County and State  
aforesaid, do hereby certify that the annexed

Legal Notice

was published in the said THE DOMINION POST once a week  
for 2 successive weeks commencing on the  
8th day of November, 2019 and ending on the  
15th day of November, 2019

The publisher's fee for said publication is \$46.72

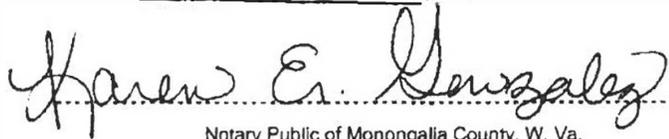
Given under my hand this 15th day of  
November, 2019



(SEAL)

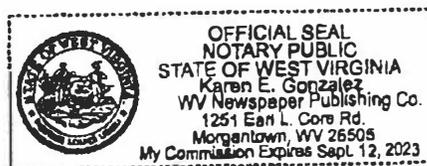
Advertising Director of THE DOMINION POST

Subscribed and sworn to before me this 15th  
day of November, 2019



Notary Public of Monongalia County, W. Va.

My commission expires on the 12 day of  
September 2023.



010151717 November 8, 15  
PUBLIC HEARING NOTICE CITY OF  
MORGANTOWN, WEST VIRGINIA  
Notice is hereby given by the City of Morgantown, WV,  
that a public hearing will be held on December  
8, 2019 at 7:00 PM in the City Council  
Chamber, 339 Spruce Street, Morgantown,  
WV 26505.  
PROPOSED AMENDMENT TO THE CITY OF  
MORGANTOWN ZONING RULES AUTHORIZING  
AN ALTERNATE ADVERTISING RATE FOR THE  
LAND RELIEF...  
Copies of the proposed amended ordinance are  
available for public inspection in the Office of the  
City Clerk as well as the Office of the City Manager,  
Morgantown City Hall, 339 Spruce Street, Morgantown,  
WV 26505 during regular business hours or by calling  
the City Manager's Office at (304) 284-7405.

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Mr. Bill Crouch  
 Office of the Governor  
 1900 Kanawha Blvd. E.  
 Charleston WV 25305



9590 9402 8244 9122 4849 91

2. Article Number (Transfer from service label)

018 1830 0002 0436 8522

PS Form 3811, July 2015 PSN 7530-02-000-9053

**COMPLETE THIS SECTION ON DELIVERY**

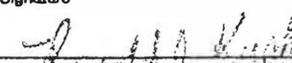
A. Signature  
 X *Ronald K. Kuch*  Agent  Addressee

B. Received by (Printed Name) C. Date of Delivery

D. Is delivery address different from item 1?  Yes  No  
 If YES, enter delivery address below:

3. Service Type
- |  |   |
|--|---|
| <input type="checkbox"/> Adult Signature                               | <input type="checkbox"/> Priority Mail Express®                     |
| <input type="checkbox"/> Adult Signature Restricted Delivery           | <input type="checkbox"/> Registered Mail™                           |
| <input checked="" type="checkbox"/> Certified Mail®                    | <input type="checkbox"/> Registered Mail Restricted Delivery        |
| <input type="checkbox"/> Certified Mail Restricted Delivery            | <input type="checkbox"/> Return Receipt for Merchandise             |
| <input type="checkbox"/> Collect on Delivery                           | <input type="checkbox"/> Signature Confirmation™                    |
| <input type="checkbox"/> Collect on Delivery Restricted Delivery       | <input type="checkbox"/> Signature Confirmation Restricted Delivery |
| <input type="checkbox"/> Insured Mail                                  |   |
| <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500) |   |

Domestic Return Receipt

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY																	
<ul style="list-style-type: none"> <li>■ Complete items 1, 2, and 3.</li> <li>■ Print your name and address on the reverse so that we can return the card to you.</li> <li>■ Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature</p> <p><b>X</b>  <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) <span style="margin-left: 100px;">C. Date of Delivery</span></p>																	
<p>1. Article Addressed to:</p> <p>Mr. Jeff Sandy Office of the Governor 1900 Kanawha Blvd E Charleston, WV 25305</p>  <p>9590 9402 5244 9122 4849 84</p>	<p>D. Is delivery address different from Item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>																	
<p>2. Article Number (Transfer from service label)</p> <p>18 1830 0002 0436 8560</p>	<p>3. Service Type</p> <table border="0"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Return Receipt for Merchandise</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Insured Mail</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</td> <td></td> </tr> </table>		<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery	<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Insured Mail		<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®																	
<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™																	
<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery																	
<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise																	
<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™																	
<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery																	
<input type="checkbox"/> Insured Mail																		
<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)																		
PS Form 3811, July 2015 PSN 7530-02-000-9053		Domestic Return Receipt																

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Mr. Austin Caperton  
Office of the Governor  
1400 Kanawha Blvd. E.  
Charleston, WV 25305



9590 9402 5244 9122 4850 04

2. Article Number (transfer from service label)

18 1830 0002 0436 8546

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

X *Ronald Kushner*  Agent  
 Address

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1?  Yes  
If YES, enter delivery address below:  No

3. Service Type

- |  |   |
|--|---|
| <input type="checkbox"/> Adult Signature                               | <input type="checkbox"/> Priority Mail Express®                     |
| <input type="checkbox"/> Adult Signature Restricted Delivery           | <input type="checkbox"/> Registered Mail™                           |
| <input type="checkbox"/> Certified Mail®                               | <input type="checkbox"/> Registered Mail Restricted Delivery        |
| <input type="checkbox"/> Certified Mail Restricted Delivery            | <input type="checkbox"/> Return Receipt for Merchandise             |
| <input type="checkbox"/> Collect on Delivery                           | <input type="checkbox"/> Signature Confirmation™                    |
| <input type="checkbox"/> Collect on Delivery Restricted Delivery       | <input type="checkbox"/> Signature Confirmation Restricted Delivery |
| <input type="checkbox"/> Insured Mail                                  |   |
| <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500) |   |

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

**1. Article Addressed to:**

Mr. Edward Gaunch  
 Office of the Governor  
 State Capitol, 1400  
 Charleston WV 25305 Blvd E



9590 9402 1892 6104 3762 30

**2. Article Number (Transfer from service label)**

018 1830 0002 0436 8584

**COMPLETE THIS SECTION ON DELIVERY**

**A. Signature**

X *Ronald K...*  Agent  
 Addressee

**B. Received by (Printed Name)**

**C. Date of Delivery**

**D. Is delivery address different from item 1?**  Yes  
 If YES, enter delivery address below:  No

**3. Service Type**

- |  |   |
|--|---|
| <input type="checkbox"/> Adult Signature                               | <input type="checkbox"/> Priority Mail Express®                     |
| <input type="checkbox"/> Adult Signature Restricted Delivery           | <input type="checkbox"/> Registered Mail™                           |
| <input type="checkbox"/> Certified Mail®                               | <input type="checkbox"/> Registered Mail Restricted Delivery        |
| <input type="checkbox"/> Certified Mail Restricted Delivery            | <input type="checkbox"/> Return Receipt for Merchandise             |
| <input type="checkbox"/> Collect on Delivery                           | <input type="checkbox"/> Signature Confirmation™                    |
| <input type="checkbox"/> Collect on Delivery Restricted Delivery       | <input type="checkbox"/> Signature Confirmation Restricted Delivery |
| <input type="checkbox"/> Insured Mail                                  |   |
| <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500) |   |

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Mr. Dave Hardy  
Office of the Governor  
1900 Kanawha Blvd E.  
Charleston WV 25305



9590 9402 5244 9122 4849 77

2. Article Number (Transfer from service label)

18 1830 0002 0436 8577

PS Form 3811, July 2015 PSN 7530-02-000-9053

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

X

*[Handwritten Signature]*

Agent

Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1?  Yes  
If YES, enter delivery address below:  No

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Insured Mail Restricted Delivery (over \$500)
- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

Domestic Return Receipt

**SENDER: COMPLETE THIS SECTION**

- Complete Items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

**1. Article Addressed to:**

Ms. Courtney Shamblin  
 WV. Municipal Home Rule  
 PO Box 11360  
 Charleston, WV 25339-1360



9590 9402 1892 6104 3762 16

**2. Article Number (Transfer from service label)**

018 1830 0002 0436 8553

PS Form 3811, July 2015 PSN 7530-02-000-9053

**COMPLETE THIS SECTION ON DELIVERY**

**A. Signature**

X. *[Signature]*

- Agent
- Addressee

**B. Received by (Printed Name)**

*[Signature]*

**C. Date of Delivery**

11-8-18

**D. Is delivery address different from item 1?  Yes  No**  
If YES, enter delivery address below:  No



**3. Service Type**

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Insured Mail Restricted Delivery (over \$500)
- Priority Mail® Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

Domestic Return Receipt

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Mr. Allan McVey  
 Office of the Governor  
 1400 Kanawha Blvd E.  
 Charleston, WV 25305



9590 9402 1892 6104 3762 47

2. Article Number (Transfer from service label)

18 1830 0002 0436 8591

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

X *Donald K. ...*  Agent  
 Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1?  Yes  
 If YES, enter delivery address below:  No

3. Service Type

- |  |   |
|--|---|
| <input type="checkbox"/> Adult Signature                               | <input type="checkbox"/> Priority Mail Express®                     |
| <input type="checkbox"/> Adult Signature Restricted Delivery           | <input type="checkbox"/> Registered Mail™                           |
| <input type="checkbox"/> Certified Mail®                               | <input type="checkbox"/> Registered Mail Restricted Delivery        |
| <input type="checkbox"/> Certified Mail Restricted Delivery            | <input type="checkbox"/> Return Receipt for Merchandise             |
| <input type="checkbox"/> Collect on Delivery                           | <input type="checkbox"/> Signature Confirmation™                    |
| <input type="checkbox"/> Collect on Delivery Restricted Delivery       | <input type="checkbox"/> Signature Confirmation Restricted Delivery |
| <input type="checkbox"/> Insured Mail                                  |   |
| <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500) |   |