

AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2020
THURSDAY, JULY 16, 2020
6:00 P.M.

***This meeting will NOT be a LIVE broadcast on our website. Instead, it will be accessible live through GoToWebinar. Invites will be posted on Facebook and email alerts.*

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- June 15, 2020 - 2020 Primary Election Canvass
- June 18, 2020 - Regular Meeting
- June 25, 2020 - Special Session

APPROVAL OF REQUISITIONS

- July 16, 2020

APPROVAL OF ACCOUNTS PAYABLE

- June 25, 2020
- July 2, 2020
- July 9, 2020
- July 16, 2020

APPROVAL OF MANUAL CHECKS

- June 26, 2020
- July 3, 2020
- July 10, 2020
- July 17, 2020

APPROVAL OF PAYROLL

- July 9, 2020

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

- **PUBLIC COMMENT (20 minutes)** ****You may participate in public comment during the virtual meeting by raising your hand. Please submit comments via email to info@jeffersoncountywv.org. Your comments will be included in the minutes and agenda correspondence. Please include your name.**

PRESENTATIONS

1. 6:20 p.m. Angie Banks, Assessor
- Exonerations - Discussion/Action
2. 6:30 p.m. Jacqueline C. Shadle, Clerk of the County Commission
- Resolution for Gail Magaha - Retirement - Discussion/Action
3. 6:40 p.m. Pete Dougherty, Sheriff
- Request to approve the employment of a deputy to fill a current vacancy within the ranks - Discussion/Action
4. 6:50 p.m. Ronda Eddy, Jefferson County Day Report Center, Inc.
- Introduce new Executive Director for Jefferson Day Report Center, Inc. - Kelly Franklin and Community Engagement & Economic Development Director, John Unger
5. 6:55 p.m. Neil McLaughlin and/or Lyn Goodwin, Jefferson County Development Authority
- Introduction of Dennis Jarvis, New Executive Director of Jefferson County Development Authority
6. 7:00 p.m. Jennifer Myers, Jefferson County Parks and Recreation Commission
- Update on budgetary effects of COVID-19 to Jefferson County Parks and Recreation Commission - Discussion/Action
7. 7:15 p.m. Edgar Aguilar and Nathan Fox, Kinsley Construction
- Request approval to place a field office trailer on County Property - Discussion/Action
8. 7:30 p.m. Lynn Fields, Probate
- Quarterly Review - Discussion/Action
9. 7:40 p.m. Interviews and Appointments to the Summit Point Library Committee - One 5-year term ending June 30, 2025 - Discussion/Action

Interviews and Appointments to the Jefferson County Solid Waste Authority - One 4-year term ending June 30, 2024 - Discussion/Action

Interviews and Appointments to the Harpers Ferry-Bolivar Public Service District - One 6-year term ending June 30, 2026 - Discussion/Action

Eastern Panhandle Regional Planning and Development Council: One 2-year ending June 30, 2022 - Discussion/Action

Interviews and Appointments to the Jefferson County Parks and Recreation Commission - Three 3-year terms ending June 30, 2023 - Discussion/Action

Interviews and Appointments to the Jefferson County Board of Health - One 5-year term ending June 30, 2025 and one unexpired term ending June 30, 2021 - Discussion/Action

- 10. 8:00 p.m. Kathy M. Santa Barbara, Attorney**
- Legally defective notice of public hearing by the Planning Commission as respects to the Solar Energy Facilities text amendment. - Discussion/Action
- 11. 8:15 p.m. Alexandra Beaulieu, Zoning Administrator, Department of Planning, Zoning, and Engineering**
- Overview of the Planning Commission's recommended Zoning Ordinance Text Amendment (ZTA 19-03) which includes a separate text amendment to the Stormwater Management Ordinance; and to request the County Commission schedule a Public Hearing in accordance with WV Code §8A-7-8 - Discussion/Action
- 12. 8:30 p.m. Nathan Cochran, Assistant Prosecuting Attorney**

 - Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues - Discussion/Action
 - Discussion of EEOC Charge #533-2017-00706 and 533-2019-01397 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #19-P-69 - Discussion/Action
 - Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282) - Discussion/Action
 - Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1) - Discussion/Action
 - Report by Counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues, and matters related thereto - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #17-C-174 - Discussion/Action
 - Review and report on aspects of county policies and local government/component/agency/department involvement based on the C-19 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #20-C-20 - Discussion/Action

- Discussion of legal issues regarding proposed solar text amendment including bonding and related matters - Discussion/Action
- Discussion of issues regarding implementation of compensation standards for certain employees under compensation policy 204 and associated policies - Discussion/Action

NEW BUSINESS

13. Discuss/update the Jefferson County Recycling Ordinance - Discussion/Action (JC)
14. Discuss relocation of the Solid Waste Authority Transfer Station - possible land at the Burr Industrial Park - Discussion/Action (JC)
15. Discussion of JCC Meeting Room use by outside agencies during COVID-19 - Discussion/Action
16. Approval of the Cooperative Law Enforcement Agreement - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- COVID-19 Updates - Discussion/Action
- Updates on 2020 Ambulance Fee Billing - Discussion/Action

COUNTY COMMISSION REPORTS

16. **ADJOURN**

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Jefferson County Historic Landmarks Commission Quarterly Report - April 1, 2020 - June 30, 2020

CORRESPONDENCE/INFORMATION

WARN Act Notice of Layoff at Hollywood Casino at Charles Town Races received.

Impact Fee Status Report for June 2020 received.

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

SPECIAL SESSION:

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the Jefferson County Commission, continued and held at the Jefferson County Commission Meeting Room, located at 200 E. Washington Street located in Charles Town, WV, 25414 on Monday, June 15, 2020 beginning at 9:30 a.m.

PRESENT: Jane Tabb, President
Ralph Lorenzetti, Vice President
Josh Compton, Commissioner
Caleb Hudson, Commissioner
Patsy Noland, Commissioner

STAFF: Nikki Painter, Chief Deputy Elections Officer
Stephanie Grove, County Administrator
Shaun Pacetti, Deputy Clerk, Elections
Jessica Carroll, Recording Clerk

The County Commission of Jefferson County, sitting as a Board of Canvassers, met this 15th day of June, 2020 at 9:30 am for the purpose of canvassing ballots cast in the June 9, 2020 Primary Election.

Commissioner Noland Pledge of Allegiance.

- **Motion by Mr. Compton to convene as a Board of Canvassers. Motion seconded and unanimously approved.**

Ms. Painter stated one precinct would need to be selected for a hand count. Precinct 12 was randomly selected by staff.

The Board proceeded with the Canvass by reviewing each precinct, checking to make sure the counts were accurate. The Board also reviewed the provisional and absentee ballots from each precinct to determine if the ballot in question could or could not be accepted to be counted.

Ms. Painter also stated the bond amount for a recount must be set prior to the start of the canvass.

- **Motion by Ms. Noland to set the bond amount at \$300.00 in the event of a recount. Motion seconded and unanimously approved.**

Ms. Painter then discussed the large number of absentee ballots received due to COVID-19. 8,761 absentee ballots were mailed; 6,573 absentee ballots were counted on election night; 92 absentee ballots needed to be recreated; 133 absentee ballots were received with a postmark on time; however, 517 absentee ballots were received the day after the election without a postmark.

- **Motion by Ms. Noland to accept the 517 absentee ballots received June 10, 2020 without a postmark. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to accept the 133 absentee ballots received in time with a postmark. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to reject the 56 absentee ballots received after June 10, 2020 without a postmark. Motion seconded and passes on a vote of 4-1 with Mr. Lorenzetti opposing.**
- **Motion by Ms. Noland to accept two absentee ballots that needed to be reissued as the first were never received. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to reject two absentee ballots received without identification information. Motion seconded and unanimously approved.**

After all provisional and absentee ballots were reviewed and discussed, a total of 119 provisional ballots and 652 absentee ballots were received, the Commission approved the addition of 863 ballots to the final count.

- **Motion by Ms. Noland to accept the addition of 863 combined provisional & absentee ballots and add to the total ballot count and adjourn and recess as a Board of Canvassers at 4:50 pm until the hand count of absentee and provisional ballots has been completed for the entire state and the results are ready to be certified. Motion seconded and unanimously approved.**

Jane Tabb, COMMISSION PRESIDENT

visional Ballots					
Primary Election					
Pct #	Name	Reason	Motion	Accept/Rejed	Carries?
2	Amber King	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Shirley Weaver	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Joseph Burwell	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Lea Ann Burwell	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Sarah Schottler	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Stacy Johnson	Moved- Voting in New Precinct	Noland	Accept	Yes
	Richard Marks	Moved- Voting in New Precinct	Noland	Accept	Yes
	Samuel Vaira	Moved- Voting in New Precinct	Noland	Accept	Yes
3	Valerie Heisler	Voted Absentee and In Person	Noland	Reject	Yes
	Dorcas Ramsburg	Voted Absentee and In Person	Noland	Reject	Yes
	Frederick Hartzell	Requested Absentee; Voted In Person Instead	Tabb	Accept	Yes
	Ashley Twyman	Poll Worker	Tabb	Accept	Yes
	Donita Scott	Voted in Wrong Precinct	Noland	Reject	Yes
4A	Carmen Good	Moved- Voting in New Precinct	Lorenzetti	Accept	Yes
	Annette Jamison	Moved- Voting in New Precinct	Lorenzetti	Accept	Yes
4B	Heather Nigro	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Carol Hymon-Wilson	Moved- Voting in New Precinct	Tabb	Accept	Yes
	Lawrence Williams	Moved- Voting in New Precinct	Tabb	Accept	Yes
6	Caroline Bender	Moved- Voting in New Precinct	Compton	Accept	Yes
7	Rahsaan Edwards	Poll Worker	Tabb	Accept	Yes
	Bonnie Custer	Clerical Error - Party was incorrect in System	Noland	Accept	Yes
	Debora Bowen	Requested Absentee; Voted In Person Instead	Tabb	Accept	Yes
	Carolyn Bradford	Requested Absentee; Voted In Person Instead	Tabb	Accept	Yes
	Thomas Chafin	Requested Absentee; Voted In Person Instead	Tabb	Accept	Yes

	Vincent Fisher	Requested Absentee; Voted In Person Instead	Tabb	Accept	Yes
	Michael Bailey	Registered in Nicholas County	Tabb	Reject	Yes
	Akeem Holmes	Moved- Voting in New Precinct	Hudson	Accept	Yes
	Garrett Wren	Moved- Voting in New Precinct	Hudson	Accept	Yes
	Charles Fridinger	Never Received the 1st Absentee Ballot	Noland	Accept	Yes
12	John Zahn	Voted Outside his Registered Party	Noland	Reject	Yes
	Jordan Dragon	Not Registered	Hudson	Reject	Yes
	Stephen Kennedy	Not Registered	Hudson	Reject	Yes
	Shelby Kennedy	Not Registered	Hudson	Reject	Yes
13	Damon Peyton	Not Registered	Tabb	Reject	Yes
	Martha Hansrote	Requested Absentee; Voted In Person Instead	Tabb	Accept	Yes
14	Bryan Gray	Requested Absentee; Voted In Person Instead	Hudson	Accept	Yes
	John Preston	Requested Absentee; Voted In Person Instead	Hudson	Accept	Yes
	Chad Gauthier	Poll Worker Error - Wanted a Non-Partisan Ballot	Compton	Accept	Yes
15	Ireland Delaney	Poll Worker	Compton	Accept	Yes
16	Kim Carter	Moved- Voting in New Precinct	Noland	Accept	Yes
	Pamela Fravel	Requested Absentee; Voted In Person Instead	Tabb	Accept	Yes
	Melvin Fravel Jr	Requested Absentee; Voted In Person Instead	Tabb	Accept	Yes
17	Derek Thompson	Voted in Wrong Precinct	Noland	Reject	Yes
	Kristy Smith	Voted in Wrong Precinct	Noland	Reject	Yes
	Thomas Arnold	Requested Absentee; Voted In Person Instead	Tabb	Accept	Yes
	Sharon Cogle	Requested Absentee; Voted In Person Instead	Tabb	Accept	Yes
	Lois Hostler	Requested Absentee; Voted In Person Instead	Tabb	Accept	Yes
19	Roxanne Lingenfelter	Requested Absentee; Voted In Person Instead	Lorenzetti	Accept	Yes
	Damon Smith	Moved- Voting in New Precinct	Compton	Accept	Yes
	Kaiella Smith	Moved- Voting in New Precinct	Compton	Accept	Yes

20	Nathan Walker	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Timothy Fingarson	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
21A	Mark Bajor	Requested Absentee; Voted In Person Instead	Hudson	Accept	Yes
	Nancy Day	Canceled	Noland	Reject	Yes
21B	Cara Lloyd	Requested Absentee; Voted In Person Instead	Compton	Accept	Yes
	Izabelle Lloyd	Requested Absentee; Voted In Person Instead	Compton	Accept	Yes
	Lewis O Lloyd	Requested Absentee; Voted In Person Instead	Compton	Accept	Yes
	Debra Stillwell	Requested Absentee; Voted In Person Instead	Compton	Accept	Yes
	Lewis Owen Lloyd	Canceled	Noland	Reject	Yes
22	Vel Anne Schlachter	Requested Absentee; Voted In Person Instead	Tabb	Accept	Yes
	Henry Schlachter III	Requested Absentee; Voted In Person Instead	Tabb	Accept	Yes
	Joy Berry	Never Received the 1st Absentee Ballot	Compton	Accept	Yes
23A	Dennis Casto	Requested Absentee; Voted In Person Instead	Lorenzetti	Accept	Yes
	Caroline Hill	Requested Absentee; Voted In Person Instead	Lorenzetti	Accept	Yes
	Katherine Jones	Requested Absentee; Voted In Person Instead	Lorenzetti	Accept	Yes
	Marsha Dibbern	Requested Absentee; Voted In Person Instead	Lorenzetti	Accept	Yes
	Stacey Alcantara	Moved- Voting in New Precinct	Noland	Accept	Yes
	Betty Cain	Moved- Voting in New Precinct	Noland	Accept	Yes
	Melodie Felegie	Poll Worker	Tabb	Accept	Yes
23B	Vanessa Pratt	Poll Worker	Noland	Accept	Yes
	Angelica Diaz	Poll Worker	Noland	Accept	Yes
	Roberta Ranelli	Moved- Voting in New Precinct	Tabb	Accept	Yes
	David Leicester	Voted Outside his Registered Party	Compton	Reject	Yes
	Bethany Williams	Voted in Wrong Precinct	Hudson	Reject	Yes
	Karl Morris II	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
24	Abigail Indominico	Requested Absentee; Voted In Person Instead	Compton	Accept	Yes
	Christen Khalaf	Requested Absentee; Voted In Person Instead	Compton	Accept	Yes
	Tina Malone	Registered in Berkeley County	Compton	Reject	Yes

	Ashley Barr	Registered in Berkeley County	Compton	Reject	Yes
25A	Virginia Klejnowski	Requested Absentee; Voted In Person Instead	Compton	Accept	Yes
26	Anita Kessler	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Francis DiAmario	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Raymond Harrell	Voted Outside his Registered Party	Tabb	Reject	Yes
	Ramesh Chittal	Voted Outside his Registered Party	Tabb	Reject	Yes
	Edward Grodzicki	Moved- Voting in New Precinct	Compton	Accept	Yes
	Gary Owens	Canceled	Noland	Reject	Yes
27	Kathryn Ann Smoot	Voted Outside his Registered Party	Compton	Reject	Yes
	Cassie Twigg	Poll Worker	Tabb	Accept	Yes
	Anyia Ellis	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Philip Gardner	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	David Groom	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Marci Groom	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Vivian Spriggs-Dixon	Voted in Wrong Precinct	Compton	Reject	Yes
	Cora Smallman	Registered in Berkeley County	Lorenzetti	Reject	Yes
28	Kirstie Svehla	Poll Worker	Tabb	Accept	Yes
	Michael Nicewarner	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Erin Brackett	Voted Wrong Precinct	Hudson	Reject	Yes
29	Denise Lisborg	Moved- Voting in New Precinct	Tabb	Accept	Yes
31	Antoinette Jones	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Douglas Jones	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Morgan Jones	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	David Bush II	Moved- Voting in New Precinct	Tabb	Accept	Yes
	Christina Bush	Moved- Voting in New Precinct	Tabb	Accept	Yes
	Michael Hudson	Voted Outside his Registered Party	Noland	Reject	Yes
	Julie Nesselrodte	Voted Outside his Registered Party	Noland	Reject	Yes
	Erik Berndt	Not Registered	Hudson	Reject	Yes

	Leigh Dockman	USPS Error - Rejected but address was valid	Noland	Accept	Yes
32	FeiFei Jiang	Voted Outside his Registered Party	Compton	Reject	Yes
	Tina Roush	Moved- Voting in New Precinct	Hudson	Accept	Yes
	Rochelle Prentice	Requested Absentee; Voted In Person Instead	Compton	Accept	Yes
	Mariana Haugh	Requested Absentee; Voted In Person Instead	Compton	Accept	Yes
	Nils Wigren	Requested Absentee; Voted In Person Instead	Compton	Accept	Yes
	Rick Wiest	Requested Absentee; Voted In Person Instead	Compton	Accept	Yes
	Miles Kushnereit	Requested Absentee; Voted In Person Instead	Compton	Accept	Yes
	Suzanne Cybulski	Requested Absentee; Voted In Person Instead	Compton	Accept	Yes
	James Cybulski	Requested Absentee; Voted In Person Instead	Compton	Accept	Yes
	Dana Wagner	Requested Absentee; Voted In Person Instead	Compton	Accept	Yes
33	Carlos Niederhauser	Requested Absentee; Voted In Person Instead	Hudson	Accept	Yes
	Keion Beane	Requested Absentee; Voted In Person Instead	Hudson	Accept	Yes
	Marc Briod	Requested Absentee; Voted In Person Instead	Hudson	Accept	Yes
	Judith Briod	Requested Absentee; Voted In Person Instead	Hudson	Accept	Yes
	Thomas Collins	Moved- Voting in New Precinct	Lorenzetti	Accept	Yes
	Paris Burleson	Not Registered	Noland	Reject	Yes
	Carmella Rice	Registered in Berkeley County	Tabb	Reject	Yes
34	Richard nathan	Moved- Voting in New Precinct	Tabb	Accept	Yes
	Mark LeMaster	Moved- Voting in New Precinct	Tabb	Accept	Yes
	Roberta Magee	Not Registered	Compton	Reject	Yes
	Sharon Foster	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Michael Vaeth	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Sharon Martin	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Robert Wren	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Roxie Brooks	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Elizabeth Fowler	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Judith Leitner	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Ryan McKinley	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Linda O'Brien	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Linda Wilson	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes

	Russell Byrum	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Stacy McFarland	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	James Tennant	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
	Tracey Danzey	Requested Absentee; Voted In Person Instead	Noland	Accept	Yes
35A	Angelina Gray	Requested Absentee; Voted In Person Instead	Tabb	Accept	Yes
	Melissa Donohue	Moved- Voting in New Precinct	Noland	Accept	Yes
35B	Julie Study	Requested Absentee; Voted In Person Instead	Hudson	Accept	Yes
	Ralph Pratt	Requested Absentee; Voted In Person Instead	Hudson	Accept	Yes
	Robert Study	Requested Absentee; Voted In Person Instead	Hudson	Accept	Yes
	Addison Reese	Requested Absentee; Voted In Person Instead	Hudson	Accept	Yes
	John Williams	Never Received the 1st Absentee Ballot	Noland	Accept	Yes

Jefferson County Commission

Thursday, June 18, 2020

A meeting of the Jefferson County Commission was held on Thursday, June 18, 2020 during the second quarterly session held virtually on GoTo Webinar per social distancing guidelines established to discourage the community spread of COVID-19. Present were Commissioners Josh Compton, Caleb Hudson, Ralph Lorenzetti, Patricia Noland and Jane Tabb. Also present were Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator and Jessica Carroll, Executive Administrative Assistant.

PLEDGE OF ALLEGIANCE

Commissioner led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by MS. Noland to approve the June 4, 2020 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Ms. Noland to approve Requisition No. 20050 in the amount of \$8,071.61. Motion seconded and unanimously approved

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
83339		AT&T		\$ 35.70
83340		BOLAND TRANE SERVICES INC		\$ 1,771.00
83341		BUREAU OF CHILD SUPPORT		\$ 248.31
83342		CACH LLC		\$ 274.77
83343		EFTPS IRS TAXES		\$ 97,169.12
83344		EMPOWER RETIREMENT		\$ 2,630.00
83345		FRONTIER		\$ 549.80
83346		JEFFERSON SECURITY BANK		\$ 4,880.00
83347		LAURA STORM		\$ 17.77
83348		MONROE SYSTEMS FOR BUSINESS		\$ 24.45
83349		NATIONWIDE RETIREMENT SOLUTIONS		\$ 849.00
83350		RETIREE HEALTH BENEFIT TRUST		\$ 8,392.00
83351		RICE TIRES CO		\$ 522.96
83352		RODGERS CLOCK SERVICE		\$ 275.00
83353		SHERWIN-WILLIAMS		\$ 10.30
83354		SOFTWARE SYSTEMS INC		\$ 202.00
83355		SOFTWARE SYSTEMS INC		\$ 23,175.00
83356		TYLER TECHNOLOGIES		\$ 27,888.86
83357		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 16,235.49
83358		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 46,030.29
83359		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 500.00
83360		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 166.49
83361		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 51,724.00
83362		XEROX CORPORATION		\$ 732.14
83363		GENERAL CO FUNE - 004		\$ 13,746.42
83364		CENTRAL ATLANTIC LEGAL GROUP PLLC		\$ 615.00
83365		TYLER TECHNOLOGIES		\$ 1,304.00
TOTAL				\$ 299,969.87

Motion by Mr. Compton to approve the Accounts Payable for June 11, 2020 in the amount of 299,969.87. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
83367		AMANDA MASTERS		\$ 72.46
83368		AMERIFLEX		\$ 121.60
83369		ASBURY UNITED METHODIST CHURCH		\$ 200.00
83370		BETHEL METHODIST CHURCH		\$ 100.00
83371		BLUE RIDGE MOUNTAIN FIRE HALL		\$ 100.00
83372		BOLAND TRANE SERVICES INC		\$ 2,885.00
83373		CHARLES TOWN BAPTIST CHURCH		\$ 100.00

83374		CITIZEN FIRE CO		\$ 150.00
83375		COVENANT BAPTIST CHURCH		\$ 100.00
83376		CREAMERS WRECKER SERVICE		\$ 100.00
83377		DS SERVICES STANDARD		\$ 9.99
83378		CYNTHIA DANNER		\$ 49.25
83379		DR. ROBERT E JONES III		\$ 1,000.00
83380		FELLOWSHIP BIBLE CHURCH		\$ 200.00
83381		FIRST BAPTIST CHURCH		\$ 100.00
83382		GAIL MCMILLION		\$ 72.99
83383		GUTTMAN OIL CO		\$ 4,854.88
83384		J.C. EHRLICH		\$ 729.00
83385		JEFFERSON COUNTY COUNCIL ON AGING		\$ 100.00
83386		JEFFERSON ACADEMY		\$ 200.00
83387		JEFFERSON RENTAL		\$ 433.81
83388		LEETOWN METHODIST CHURCH		\$ 100.00
83389		MARSHALL UNIVERSITY RESEARCH CORP		\$ 1,790.00
83390		MONROE SYSTEMS FOR BUSINESS		\$ 55.42
83391		OAKLAND METHODIST CHURCH		\$ 100.00
83392		R.E. MICHEL CO. LLC		\$ 333.50
83393		RANSON CIVIC CENTER		\$ 100.00
83394		ROBERT L PETERSON SR		\$ 19.60
83395		RONALD DANTZIC		\$ 14.55
83396		SOFTWARE SYSTEMS INC		\$ 2,369.00
83397		SUMMIT PT BAPTIST CHURCH		\$ 100.00
83398		SUPERIOR AUTO BODY LLC		\$ 2,027.34
83399		TEK ADVISORS LLC		\$ 4,200.00
83400		TRINITY EPISCOPAL CHURCH		\$ 100.00
83401		WILLIAM SCHWEITZER		\$ 1,659.95
83402		WV DIVISION OF LABOR		\$ 180.00
83403		XEROX CORPORATION		\$ 743.53
83404		JEFFERSON CO. EMERGENCY - JCESA		\$ 225,000.00
TOTAL				\$ 250,571.87

Motion by Mr. Compton to approve the Accounts Payable for June 18, 2020 in the amount of \$250,571.87. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

		MANUAL CHECKS		
Check#	Fund	VENDOR		Amount
699	HD/8	ATTENTI		\$ 3,731.20
700	HD/8	CDA		\$ 372.00
594	AV/56	SEGRA		\$ 599.50
326	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 68,283.27
219	VF63	SECRETARY OF STATE'S OFFICE		\$ 205.00
1237	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 124,923.98
1238	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 1,936.54
1239	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 9,600.77
1240	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 1,045.54
TOTAL				\$ 210,697.80

Motion by Ms. Noland to approve the Manual Checks for June 12, 2020 in the amount of \$210,697.80. Motion seconded and unanimously approved.

		MANUAL CHECKS		
Check#	Fund	VENDOR		Amount
806	AV/56	MILLERS SUPPLIES AT WORK		\$ 481.86
1747	CO/246	BOLIVAR/HARPERS FERRY PUBLIC LIBRARY		\$ 8,415.00
TOTAL				\$ 8,896.86

Motion by Mr. Compton to approve the Manual Checks for June 19, 2020 in the amount of \$8,896.86. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Payroll for June 11, 2020 in the amount of \$274,253.46. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Payroll for June 12 (Poll Worker Payroll) in the amount \$47,904.61. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was not provided during this meeting.

PRESENTATIONS

1. Angie Banks. Exonerations

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Kellen Pelham	PP	CTC	306342	\$59.44

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 306342. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
David & Ellen Walters	PP	CTD	304851	\$90.45

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 304851. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Dan McCarty – De Lage Landen Financial	PP	Middleway	312169	\$152.49

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 312169. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Daniel Thomas or Deanna Lentz	RE	Shepherdstown	29501	\$124.08

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 29501. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Thomas Burdine	RE	Kabletown	16352	\$299.92

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 16352. Motion seconded and unanimously approved.**

2. Jacqueline Shadle. Clerk of the County Commission and Gail Magaha, Senior Chief Deputy Clerk - requested the approval of Depository Bonds for FY2021-2022

- **Motion by Mr. Compton to approve the Depository Bonds for FY21as presented. Motion seconded and unanimously approved.**

3. Alexandra Beaulieu, Zoning Administrator

- a. Requested approval of a total refund for the zoning variance fee for Patrick Shunney
- **Motion by Mr. Compton to authorize a full refund of \$100.00 Zoning Variance application fee to Patrick Shunney. Motion seconded and unanimously approved.**
- b. Requested a total refund of the zoning variance fee for Jennifer Blimline
- **Motion by Ms. Noland to authorize a full refund of \$100.00 Zoning Variance application fee to Jennifer Blimline. Motion seconded and unanimously approved.**

4. Interviews and Appointments to the Jefferson County Development Authority- City of Charles Town Representative - one three-year term ending April 5, 2023

- **Motion by Ms. Noland to appoint Todd Coyle as the JCDA representative for the City of Charles Town for one three-year term ending April 5, 2023. Motion seconded and unanimously approved.**

Update on Shepherdstown Representative

- Ms. Grove stated the Corporation of Shepherdstown submitted a letter to the Commission stating they are in support of Mr. James Gatz's reappointment to the JCDA as the Shepherdstown representative; however, per State Code, Shepherdstown is required to provide three names from which the Commission would make their selection. Ms. Grove stated she would reach out to Shepherdstown to provide two additional selections for their potential representative.

5. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of Renewal of County Cable Franchise Agreement, resolution of franchise fee audit and related issues

-Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397 Discussion of Jefferson County Circuit Court Civil Action #19-C-96

-Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282)

-Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1)

-Discussion of Jefferson County Circuit Court Civil Action #19-P-69

-Report by Counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues, and matters related thereto.

-Review and report on aspects of county policies and local government/component/agency and department involvement based on the COVID-19 crisis.

UNFINISHED BUSINESS

6. Employment of Jefferson County Development Authority Executive Director

- **Motion by Mr. Compton to approve the employment of Dennis Jarvis Jr. as the Executive Director of the Jefferson County Development Authority, effective July 6, 2020. Motions seconded and passes on a vote of 4-1 with Mr. Lorenzetti opposing.**

COUNTY ADMINISTRATOR REPORTS

Discussion of July 2, 2020 Regular Meeting

- **Motion by Ms. Noland to cancel the July 2, 2020 regularly scheduled County Commission meeting. Motion seconded and unanimously approved.**

-Discussion of Certification of 2020 Primary Election Results

- **Motion by Ms. Noland to approve and certify the local results for the 2020 Primary Election. Motion seconded and unanimously approved.**

7. The Commission adjourned at 8:27 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Jane Tabb, PRESIDENT

Respectfully submitted
Jessica D. Carroll

SPECIAL SESSION:

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the Jefferson County Commission, continued and held at the Jefferson County Commission Meeting Room, located at 200 E. Washington Street located in Charles Town, WV, 25414 on Thursday, June 25, 2020 beginning at 9:30 a.m.

PRESENT: Jane Tabb, President
Ralph Lorenzetti, Vice President
Josh Compton, Commissioner
Caleb Hudson, Commissioner
Patsy Noland, Commissioner

STAFF: Nikki Painter, Chief Deputy Elections Officer
Stephanie Grove, County Administrator
Jessica Carroll, Recording Clerk

The County Commission of Jefferson County, sitting as a Board of Canvassers, met this 25th day of June, 2020 at 9:30 am for the purpose of certifying the results for the June 9, 2020 Primary Election.

Vice President Lorenzetti led the Pledge of Allegiance.

- **Motion by Ms. Tabb to convene as a Board of Canvassers. Motion seconded and unanimously approved.**

Ms. Painter stated all counties in West Virginia had completed their canvasses and the results from the 2020 Primary Election were now ready to be certified by the Commission.

- **Motion by Ms. Tabb to certify the statewide election results of the June 9, 2020 Primary Election. Motion seconded and unanimously approved.**

Ms. Painter then stated the Commission needed to approve the HAVA CARES Grant submission for expenses related to the 2020 Primary Election.

- **Motion by Ms. Noland to authorize the 2020 HAVA CARES Grant submission for reimbursement of expenses related to the 2020 Primary Election. Motion seconded and unanimously approved.**
- **Motion by Mr. Hudson to adjourn as a Board of Canvassers. Motion seconded and unanimously approved.**

Ms. Grove then updated the Commission on a few topics related to County policies in relation to COVID-19.

- **Motion by Mr. Compton to extend the max vacation carry-over accrual amounts until December 31, 2020 in light of COVID-19, with maximum payout amounts as set by policy to remain the same. Motion seconded and unanimously approved.**

There being no further business, motion by Ms. Noland to adjourn at 10:16 am. Motion seconded and unanimously approved.

Jane Tabb, COMMISSION PRESIDENT

REQUISITIONS TO BE APPROVED

July 16, 2020

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
E911/COMMUNICATIONS	20052	\$12,756.60	MOBILE WIRELESS, LLC	Netmotion Annual Complete Subscription
COUNTY CLERK/ELECTIONS	20053	\$23,655.44	CASTO & HARRIS	Absentee Ballots & Envelopes
	20060	\$8,346.40	ELECTION SYSTEMS & SOFTWARE	2020 Ballot Coding Primary Election
OTHER BUILDINGS	20058	\$7,015.00	FIDELITY POWER SYSTEMS	Annual Generator Service Contract
IT/DATA PROCESSING	20059	\$10,574.91	GRANICUS, INC.	County Website Maint. Contract
GRAND TOTAL		\$ 62,348.35		

Requisitions

Back

Add

Excel

Mass Allocate

Duplicate

Custom Interface

Notes

Actions/Approvals

Release

Activate

My Approvals

Attach

Requisition: 2020/20052
Released: Elizabeth A. Dutko, 06/08/2020

Total Cost: \$12,756.60

Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year*
2020

Requisition Number*
20052

Created Date*
06/08/2020

Department*
(712) COMMUNICATIONS CENTER 911

Commodity
.. View

Commodity
.. View

Description
NETMOTION 12 MONTH COMPLETE SUBSCRIPTION

Buyer
(jpolczynski) Jeffrey Polczynski

Type
(N) NORMAL

Purchase order

Review

Needed by
06/30/2020

PO Expiration
07/31/2020

- ☐ Project Accounts Applied
- ☐ Notify Originator When Converted or Rejected
- ☐ Notify Originator of Overages
- ☐ Receive by Amount
- ☐ Three Way Match Required
- ☐ Inspection Required

by

...

Items (1)

Add Item

Line	Description	Qty	UOM	Unit Price	Line Total	GL Account
1	THE FULL SUITE OF NETMOTION CAPACITIES INCLUDING A	1.00	EACH	\$12,756.60000	\$12,756.60	E (001712-421600) MAINT/REP EQUIPMENT

Mobile Wireless, LLC
1525 Brazos Trail
Plano, Texas 75075-6840

Invoice

Date 6/3/2020
Invoice # 3780

Bill To

Jefferson County Emergency Comm
28 Industrial Blvd., Suite 100
Kearneysville, WV 25430
Jeffery Polczynski
jpolczynski@jeffersoncountywv.org

Ship To

Jefferson County Emergency Comm
28 Industrial Blvd., Suite 100
Kearneysville, WV 25430
Jeffery Polczynski
jpolczynski@jeffersoncountywv.org

P.O. # email
Terms Net 30

Ship Date 6/3/2020
Due Date 7/3/2020
Other

Item	Description	Qty	Price	Amount
NMS-COMPL...	Term 7/2/2020 - 7/1/2021 12 Month Complete Subscription – The full suite of NetMotion capacities including all of the functionality available in Core plus the ability to gather and analyze data on your mobile fleet in clean, real-time dashboards. Complete also features powerful policy controls, extending your security perimeter and further enhancing the user experience	180	70.87	12,756.60
		Subtotal		\$12,756.60
		Sales Tax (8.25%)		\$0.00
		Total		\$12,756.60
		Payments/Credits		\$0.00
		Balance Due		\$12,756.60

Mobile Wireless, LLC
alan@mobwireless.com
www.mobwireless.com

972-516-1365
469-574-5000

Requisition Entry [Jefferson County, WV - Production]



MAIN TERMS/MISCELLANEOUS

Main Information

Dept/Loc *
Fiscal year *
Requestion number *
General commodity
General description
General Notes

413
2020

...
Current
20053

COUNTY CLERK ELECTIONS
Next

GENERAL ELECTION

Status
Needed by
Entered *
PO expiration
Receive by

0
Converted
06/11/2020
By

Quantity
Amount

Project accounts applied

Vendor Information

Vendor
Name
PO mailing

12008
CASTO & HARRIS INC
0
P O BOX 189
109 MARKET ST

Committed

Shipping information
Ship to *
CO CI
COUN
100 E
P O B
CHAR

Delivery method
Remit
Vendor/Sourcing Notes

SPENCER
0
Print
Fax
E Mail
WV
25276
CASTO & HARRIS INC
Vendor Quotes (0)

Email
Reference

Line Items

Line	Item number	Commodity	Description	Vendor
1			BALLOIS ENVELOPES ABSENTEE	(12008) CASTO & HARRIS INC

Total amount
23655.44

Workflow
My Approvals
Approve
Reject
Forward
Hold
Approvers

Work Flow Status



Back



Search

Approvers' comments

Name	Date	Time	Action	Comment
Vivian Fields	06/16/2020	13:56	Approved	JUNE 16 2020

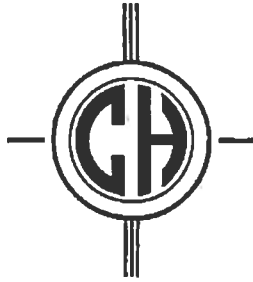
Steps

Step	Status	Date	Time
▼ 10	Complete (Approved)		
▼ By source business rule - Any	Group Complete		
Jacki Shadle	Complete	06/11/2020	12:20
▼ By source business rule - Any	Group Complete		
Nikki Painter	Complete	06/16/2020	13:55
▼ 40	Complete (Approved)		
▼ By source business rule - Any	Group Complete		
Vivian Fields	Complete	06/16/2020	13:56
▼ 50	Complete (Approved)		
▼ Any approver from this group	Group Complete		
Jessica Carroll	Complete	06/22/2020	14:31
Sandra McDonald	Auto approved by jcarroll	06/22/2020	14:31

Generate Chart Expand All Collapse All Expand In Progress

Casto & Harris of WV, LLC

109 Market Street
Spencer, WV 25276
800-678-8683
chi@casto-harris.com

**Invoice**

Date	Invoice #
5/27/2020	111158

JEFFERSON CO CLERK
100 E WASHINGTON STREET
PO BOX 208
CHARLES TOWN, WV 25414

JEFFERSON CO CLERK
100 E WASHINGTON STREET
PO BOX 208
CHARLES TOWN, WV 25414

Order Number	Terms	Ship	Via	PO Number
21668-20A	Net 30	5/27/2020		

Quantity	Item Code	Description	Price Each	Amount
1	ESBP	PRIMARY 2020 ADD'L ABSENTEE Ballots 10363 DEM 10826 REP 8384 NON 154 MTN	11,593.53	11,593.53
1	FRT	Shipping and Handling	427.00	427.00
		COVID		
We accept Visa, Mastercard and Discover.			Total	\$12,020.53

Casto & Harris of WV, LLC

109 Market Street
 Spencer, WV 25276
 800-678-8683
 chi@casto-harris.com

**Invoice**

Date	Invoice #
5/27/2020	111157

JEFFERSON CO CLERK
 100 E WASHINGTON STREET
 PO BOX 208
 CHARLES TOWN, WV 25414

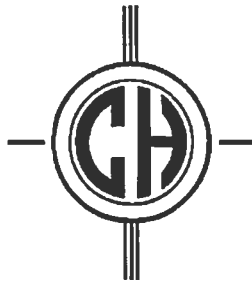
JEFFERSON CO CLERK
 100 E WASHINGTON STREET
 PO BOX 208
 CHARLES TOWN, WV 25414

Order Number	Terms	Ship	Via	PO Number
21668-20	Net 30	5/27/2020		

Quantity	Item Code	Description	Price Each	Amount
1	ESBP	PRIMARY ELECTION 2020 Ballots	0.00	0.00
1	ESBPEX	24,800 Express Vote Ballots	5,456.00	5,456.00
1	ESBP	ABSENTEE BALLOTS	1,497.00	1,497.00
		800 ABSENTEE DEM		
		160 SAMPLES		
		800 ABSENTEE REP		
		160 SAMPLES		
		160 ABSENTEE NON		
		160 SAMPLES		
		160 ABSENTEE MTN		
		160 SAMPLES		
		1280 TESTING BALLOTS		
1	ERT	Shipping and Handling	121.91	121.91
We accept Visa, Mastercard and Discover.			Total	\$7,074.91

Casto & Harris of WV, LLC

109 Market Street
Spencer, WV 25276
800-678-8683
chi@casto-harris.com

**Invoice**

Date	Invoice #
6/3/2020	111207

JEFFERSON CO CLERK
100 E WASHINGTON STREET
PO BOX 208
CHARLES TOWN, WV 25414

JEFFERSON CO CLERK
100 E WASHINGTON STREET
PO BOX 208
CHARLES TOWN, WV 25414

Order Number	Terms	Ship	Via	PO Number
4330	Net 30	6/3/2020		

Quantity	Item Code	Description	Price Each	Amount
	ESEN	2020 PRIMARY ELECTION ABSENTEE ELECTION ENVELOPES	0.00	0.00
9,500	ESEN	1976 REG ELECTION ENVELOPES	0.23	2,185.00
9,500	ESEN	1978 REG ELECTION ENVELOPES	0.25	2,375.00
COVID				
We accept Visa, Mastercard and Discover.			Total	\$4,560.00

Requisitions



Requisition: 2020/20058
Released, Laura Kuhn, 06/23/2020

Total Cost: \$7,015.00

Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year* 2020
Requisition Number* 20058
Created Date* 06/23/2020

Type (N) NORMAL

☐ Project Accounts Applied

☐ Notify Originator When Converted or Rejected

☐ Notify Originator of Overages

☐ Receive By Amount

☐ Three Way Match Required

☐ Inspection Required

Receipt
on item
quar
order
amo

Department* (425) OTHER BUILDINGS ... View

Commodity ... View

Needed by

by

...

Receipt
on item
quar
order
amo

PO Expiration

by

...

Description ANNUAL GENERATOR SERVICE CONTRACT

Buyer

PO Expiration

Items (1)

Add Item

Line	Description	Qty	UOM	Unit Price	Line Total	GL Account
1	ANNUAL GENERATOR SERVICE CONTRACT	1.00	EACH	\$7,015.00000	\$7,015.00	E (001425-423000) CONTRACTED SERVICES



INVOICE

FP5M00036440

6/3/2020

Invoice Number

Invoice Date

Purchase Order

Cust No

03151

TOTAL DUE

\$7,015.00

BILL TO

JEFFERSON CO. COMMISSION
811 CENTER
P.O. BOX 260
CHARLESTOWN, WV 25414

Annual Service Generator Contract

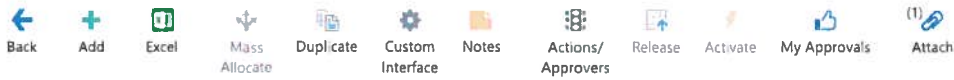
Contract Period: 6/1/2019 - 5/31/2022

Master Contract Number MT0JFF

Billing Date	Contract Number	Location Address	Amount
6/3/2020	K202287	1948 WILTSHIRE ROAD KEARNEYVILLE WV	\$1,005.00
6/3/2020	K209183A	28 INDUSTRIAL BLVD KEARNEYVILLE WV	\$2,275.00
6/3/2020	K209183B	102 INDUSTRIAL BOULEVARD KEARNEYVILLE WV	\$2,070.00
6/3/2020	K209183C	419 16TH AVENUE RANSON WV	\$835.00
6/3/2020	K209183D	116 E WASHINGTON STREET CHARLES TOWN WV	\$830.00
		Tax:	\$0.00
		Total Due	\$7,015.00

PLEASE REMIT TO: Fidelity Power Systems 25 Loveton Circle Sparks, MD, 21152
CREDIT TERMS: Net 30 1.5% interest charges per month will be added to past due accounts. APR 18%

Requisitions



Requisition: 2020/20059

Released, Russell Burgess, 06/29/2020

Total Cost: \$10,574.91

▼ Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year* Requisition Number* Created Date*

2020 20059 06/29/2020

Type

(N) NORMAL

Department*

(428) IT DATA PROCESSING ... View

Purchase order

Commodity

... View

Review

Description

County Website Support and Maintenance

Needed by

Buyer

...

PO Expiration

- ☐ Project Accounts Applied
- ☒ Notify Originator When Converted or Rejected
- ☐ Notify Originator of Overages
- ☒ Receive by Amount
- Three Way Match Required
- Inspection Required
- by ...

▼ Items (1)

Add Item

Line	Description	Qty	Unit Price	Line Total	GL Account
1	County Website Support and Maintenance	1.00	\$10,574.91000	\$10,574.91	E (001428-422300) PROFESSIONAL SERVICES

Notifications (1) Save Cancel



Date	6/29/2020	Invoice #	128422
Terms	Net 30	Due Date	7/29/2020
		P.O. Number	

Jefferson County/Commission - WV
P.O Box 250, 124 E. Washington Street
Charles Town WV 25414
United States

Total	\$10,574.91
--------------	--------------------

Requisitions



- Back
- Add
- Excel
- Mass Allocate
- Duplicate
- Custom Interface
- Notes
- Actions/ Approvers
- Release
- Activate
- My Approvals
- Attach

Requisition: 2020/20060
Released, Nikki Painter, 07/06/2020

Total Cost: \$8,346.40

Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year* 2020
Requisition Number* 20060
Created Date* 07/06/2020

Department*

413 COUNTY CLERK ELECTIONS

View

Commodity

View

Description

BALLOT CODING

Needed by

PO Expiration

Buyer

Review

☐ Project Accounts Applied

☐ Notify Originator When Converted or Rejected

☐ Notify Originator of Overages

☐ Receive by Amount

☐ Three Way Match Required

☐ Inspection Required

by

...

Items (1)

Add Item

Line	Description	Qty	UCM	Unit Price	Line Total	GL Account
1	BALLOT CODING 2020 PRIMARY ELECTION	1.00	EACH	\$8,346.40000	\$8,346.40	E (001413-434100) MATERIALS AND SUPPLIES



INVOICE NO.	PAGE
1140154	1
INVOICE DATE	
06/16/20	

BILL TO: JEFFERSON COUNTY, WEST VIRGINIA
PO BOX 208
CHARLES TOWN WV 25414-0208

SHIP TO: Jefferson County, West Virginia
128 Industrial Blvd

Kearneysville, WV 25430

ACCOUNT NO.	CUSTOMER P.O. NUMBER	TERMS	ORDER NO.	SALES REP.		SHIP VIA		
113345	CODING 06/09/20	NET 30 DAY	1227379	2861		ELECTRON		
QTY. ORDERED	DESCRIPTION			UNIT PRICE	<table><tr><td>NON</td></tr><tr><td>DISC. %</td></tr></table>	NON	DISC. %	EXTENDED PRICE
NON								
DISC. %								

Coverage Date

Election Ref: 06/09/2020

1.00	Base Charge:Precinct Tabulator	525.000000	EA	525.00
1.00	Base Charge-Reporting Database	525.000000	EA	525.00
4.00	Ballot Types	78.750000	EA	315.00
32.00	Precincts	9.450000	EA	302.40
128.00	Ballot Faces	16.800000	EA	2,150.40
48.00	Contests / Issues	18.500000	EA	888.00
116.00	Candidate / Responses	8.000000	EA	928.00
216.00	Media Burn	12.500000	EA	2,700.00
	PCMCIA/Thumb Drives			
6.00	Headers: Central Tabulators	2.100000	EA	12.60
1.00	CODING SVCS	.000000	EA	.00

0	USD	.00
		.00
		.00
	FREIGHT DISCOUNT	.00
	SHIPPING & HANDLING	.00
	TOTAL	8,346.40
		USD

INVOICE NO.	ACCOUNT NO.	AMOUNT
1140154	113345	8,346.40 USD

Election Systems & Software
ABA Routing No: 071000039
Account No: 5800923558

WV

PLEASE DETACH AND RETURN THIS STUB WITH YOUR PAYMENT. THANK YOU.

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$412,612.94		\$412,612.94
6.2% Tax Payable OASDI	\$24,410.34		\$24,410.34
1.45% Tax Payable HI	\$5,708.86		\$5,708.86
Fed Withholding	\$37,862.20		\$37,862.20
WV State Withholding	\$17,307.28		\$17,307.28
PERS Retirement Deduct 4.5%	\$9,993.78		\$9,993.78
PERS Retirement Deduct 6%	\$5,421.69		\$5,421.69
Hosp. Pre-Taxed	\$16,355.00		\$16,355.00
Cancer/ICU Pre-Taxed	\$610.48		\$610.48
Cancer/ICU Not Pre-Taxed	\$939.76		\$939.76
Optional Life Not Pre Taxed	\$2,003.76		\$2,003.76
Christmas Club	\$4,680.00		\$4,680.00
Wage Attach #1	\$248.31		\$248.31
Wage Attach #2	\$442.79		\$442.79
Wage Attach #3	\$500.00		\$500.00
Wage Attach #4			\$0.00
DSRS Retirement Deduct 8.5%	\$6,458.36		\$6,458.36
457 - Nationwide	\$849.00		\$849.00
457I - Empower	\$3,539.13		\$3,539.13
457R - Roth	\$770.00		\$770.00
MD State Tax	\$671.45		\$671.45
D/VF	\$1,933.13		\$1,933.13
VA State Tax	\$189.32		\$189.32
Colonial(Plus)	\$81.60		\$81.60
Uniforms			\$0.00
Total Deductions	\$140,976.24	\$0.00	\$140,976.24
Net Wages Total	\$271,636.70	\$0.00	\$271,636.70
Payroll Date	July 9, 2020		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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


Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **July 16, 2020**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

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

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

 **Exonerations – Discussion/Action**

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

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Jacki Shadle**

Department or Organization: **Clerk of the County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **July 16, 2020**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

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

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

1). Resolution – Gail Magaha - Discussion/Action

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

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

County Commission of Jefferson County Charles Town, West Virginia

RESOLUTION

GAIL MAGAHA

WHEREAS, Gail D. Magaha has served Jefferson County Government since January 2, 1991; and

WHEREAS, she has served the Jefferson County Clerk's Office as a clerk and currently Senior Chief Deputy Clerk, to the County Clerk with dedication; and

WHEREAS, she has provided many years of kindness and knowledge for all departments that fall under the Jefferson County Clerk's Office, including many elections; and

WHEREAS, she is a friend with a smiling face to anyone she meets. We appreciate and value her.

THEREFORE, BE IT RESOLVED, upon Gail D. Magaha's retirement, the County Commission of Jefferson County commends her for her many years of service to Jefferson County and wishes her well in her retirement.

Adopted this ____ day of July, 2020 by the County Commission of Jefferson County:

County Commission of Jefferson County:

Jane M. Tabb, President

Caleb Hudson

Patricia A. Noland

Josh Compton

Ralph Lorenzetti

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Pete Dougherty, Sheriff**

Department or Organization: **Jefferson County Sheriffs Office**

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1st Choice:

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

July 16, 2020.

Date Requested – 2nd Choice:

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

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

1. **Request to approve the employment of a deputy to fill a current vacancy within the ranks. The position request is that the chosen person start effective pay period beginning August 2, 2020.**
- 2.

Is this a funding request? No

If so, how much? This item does not require any additional funding beyond the current approved budget.

Provide exact financial impact/request:

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

[Item. 1] I move that the Jefferson County Commission approve _____ for the position of Deputy Sheriff effective August 2, 2020.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Ronda Eddy

Department or Organization: **Jefferson Day Report Center, Inc.**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: July 16, 2020

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Introduce new Executive Director for Jefferson Day Report Center, Inc. – Kelly Franklin and Community Engagement & Economic Development Director, John Unger.

Please provide the County Commission with a description of your request or presentation, including any background information: Ronda Eddy requested to transition from the Executive Director position. The Jefferson County Criminal Justice Board announced the position and selected Kelly Franklin. They also approved the creation of a new position, Community Engagement & Economic Development Director. John Unger accepted this position.

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

If so, how much? \$

Provide exact financial impact/request:

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

N/A

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

If not attached, explain:

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

Contact information:

Email address: reddy@jeffersondrc.com

Phone Number: **(304) 671-9310**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Neil McLaughlin or Lyn Goodwin**

Department or Organization: **Jefferson County Development Authority**

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

Date Requested – 1st Choice: **July 16, 2020**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Introduction of Dennis Jarvis, New Executive Director of Jefferson County Development Authority**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

Is equipment needed? **No** Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information: **Lyn Goodwin**

Email address: **lyngoodwin@jcda.net**

Phone Number: **304-728-3255**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Myers

Department or Organization: **Jefferson County Parks & Recreation Commission**

Estimation of amount of time needed for appointment: 15 min.

Date Requested – 1st Choice:

If a specific date is needed, please provide reason for specific date: **July 16, 2020**

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Update on budgetary effects of COVID-19 to Jefferson County Parks & Recreation Commission

Please provide the County Commission with a description of your request or presentation, including any background information: The JCPRC director and treasurer will provide an update to the Commission on the status of the department to include programming, closures, maintenance, and budgetary constraints following the Coronavirus pandemic.

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Edgar Aguilar and Nathan Fox**

Department or Organization: **Kinsley Construction**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **July 16, 2020**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): **Request approval of placing a field office (trailer) on County property - Discussion/Action**

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

Sandra McDonald

From: Edgar Aguilar <eaguilar@kinsleyconstruction.com>
Sent: Tuesday, June 30, 2020 2:33 PM
To: Sandra McDonald
Cc: Nathan Fox, E.I.T.
Subject: BAKERTON RD BRIDGE FIELD OFFICE
Attachments: Bakerton RD BRG Field Office Location.pdf

Good Afternoon,

Attached is a plan view of the Bakerton Road Bridge construction site, which shows our approximate intended field office location. The intended field office trailer lies just outside of the project Right-of-Way and onto the property of Jefferson County Commissioners. The project location is near the intersection of Charles Town Rd. and Millville Rd. We would like to get the approval from the county before placing a field office in the intended location and would appreciate this approval. Please feel free to contact me if you need any further information.

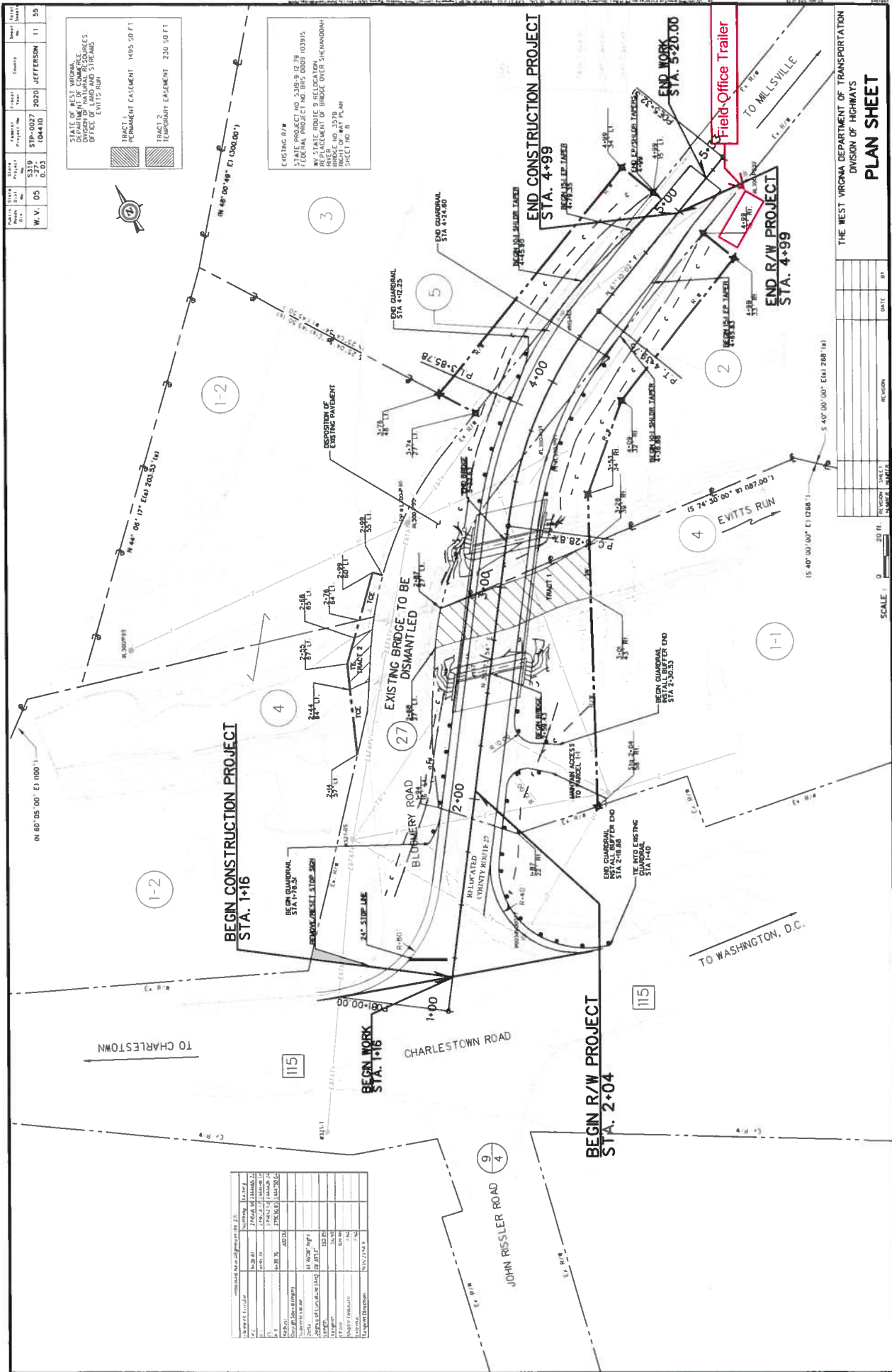
Thanks,
Edgar

Edgar Aguilar
Project Engineer
p: +1 717-815-6938 | c: 717-781-9332
eaguilar@kinsleyconstruction.com

KINSLEY

This email and any attachments may contain privileged and confidential information and are solely for the use of the sender's intended recipient(s). If you received this email in error, please notify the sender by reply email, do not disseminate the email or attachments and delete all copies and attachments. Thank you.

PROBATIONER'S ALL INFORMATION FOR 2000			
NAME OF THE PROBATIONER	DATE OF BIRTH	DATE OF ARREST	DATE OF RELEASE
1. NAME OF THE PROBATIONER	2. DATE OF BIRTH	3. DATE OF ARREST	4. DATE OF RELEASE
5. NAME OF THE PROBATIONER	6. DATE OF BIRTH	7. DATE OF ARREST	8. DATE OF RELEASE
9. NAME OF THE PROBATIONER	10. DATE OF BIRTH	11. DATE OF ARREST	12. DATE OF RELEASE
13. NAME OF THE PROBATIONER	14. DATE OF BIRTH	15. DATE OF ARREST	16. DATE OF RELEASE
17. NAME OF THE PROBATIONER	18. DATE OF BIRTH	19. DATE OF ARREST	20. DATE OF RELEASE
21. NAME OF THE PROBATIONER	22. DATE OF BIRTH	23. DATE OF ARREST	24. DATE OF RELEASE
25. NAME OF THE PROBATIONER	26. DATE OF BIRTH	27. DATE OF ARREST	28. DATE OF RELEASE
29. NAME OF THE PROBATIONER	30. DATE OF BIRTH	31. DATE OF ARREST	32. DATE OF RELEASE
33. NAME OF THE PROBATIONER	34. DATE OF BIRTH	35. DATE OF ARREST	36. DATE OF RELEASE
37. NAME OF THE PROBATIONER	38. DATE OF BIRTH	39. DATE OF ARREST	40. DATE OF RELEASE
41. NAME OF THE PROBATIONER	42. DATE OF BIRTH	43. DATE OF ARREST	44. DATE OF RELEASE
45. NAME OF THE PROBATIONER	46. DATE OF BIRTH	47. DATE OF ARREST	48. DATE OF RELEASE
49. NAME OF THE PROBATIONER	50. DATE OF BIRTH	51. DATE OF ARREST	52. DATE OF RELEASE
53. NAME OF THE PROBATIONER	54. DATE OF BIRTH	55. DATE OF ARREST	56. DATE OF RELEASE
57. NAME OF THE PROBATIONER	58. DATE OF BIRTH	59. DATE OF ARREST	60. DATE OF RELEASE
61. NAME OF THE PROBATIONER	62. DATE OF BIRTH	63. DATE OF ARREST	64. DATE OF RELEASE
65. NAME OF THE PROBATIONER	66. DATE OF BIRTH	67. DATE OF ARREST	68. DATE OF RELEASE
69. NAME OF THE PROBATIONER	70. DATE OF BIRTH	71. DATE OF ARREST	72. DATE OF RELEASE
73. NAME OF THE PROBATIONER	74. DATE OF BIRTH	75. DATE OF ARREST	76. DATE OF RELEASE
77. NAME OF THE PROBATIONER	78. DATE OF BIRTH	79. DATE OF ARREST	80. DATE OF RELEASE
81. NAME OF THE PROBATIONER	82. DATE OF BIRTH	83. DATE OF ARREST	84. DATE OF RELEASE
85. NAME OF THE PROBATIONER	86. DATE OF BIRTH	87. DATE OF ARREST	88. DATE OF RELEASE
89. NAME OF THE PROBATIONER	90. DATE OF BIRTH	91. DATE OF ARREST	92. DATE OF RELEASE
93. NAME OF THE PROBATIONER	94. DATE OF BIRTH	95. DATE OF ARREST	96. DATE OF RELEASE
97. NAME OF THE PROBATIONER	98. DATE OF BIRTH	99. DATE OF ARREST	100. DATE OF RELEASE



AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 15-20 minutes

DATE REQUESTED: 1ST CHOICE July 16th, 2020

IF A SPECIFIC DATE IS NEEDED, PLEASE PROVIDE REASON FOR SPECIFIC DATE:

SUBJECT: (1) Quarterly Review

PLEASE PROVIDE THE CO. COMM. WITH A DESCRIPTION OF YOUR REQUEST OR PRESENTATION,
INCLUDING ANY BACKGROUND INFORMATION:

(1) Approve and close estates

ARE DOCUMENTS ATTACHED: To follow

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: July 16, 2020

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

Date Requested – 2nd Choice:

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

- ✚ Interviews and Appointments to the Summit Point Library Committee: One five-year term ending June 30, 2025 – Discussion/Action
- ✚ Interviews and Appointments to the Jefferson County Solid Waste Authority: One four-year term ending June 30, 2024 – Discussion/Action
- ✚ Interviews and Appointments to the Harpers Ferry-Bolivar Public Service District: One six-year term ending June 30, 2026 – Discussion/Action
- ✚ Eastern Panhandle Regional Planning and Development Council: one two-year term ending June 30, 2022 – Discussion/Action
- ✚ Interviews and Appointments to the Jefferson County Parks and Recreation Commission: Three three-year terms ending June 30, 2023 – Discussion/Action
- ✚ Interviews and Appointments to the Jefferson County Board of Health: One five-year term ending June 30, 2025 and one unexpired term ending June 30, 2021 – Discussion/Action

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 16, 2020, or as soon thereafter as the Commission may decide:

Summit Point Library Committee: one five-year term ending June 30, 2025.

Jefferson County Solid Waste Authority: one four-year term ending June 30, 2024.

Harpers Ferry-Bolivar Public Service District: one six-year term ending June 30, 2026.

Eastern Panhandle Regional Planning and Development Council: one two-year term ending June 30, 2022.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

May 26, 2020

Jefferson County Commission
124 E. Washington Street
P.O. Box 250
Charles Town, WV 25414

Jane Tabb, President
Patsy Noland
Josh Compton
Caleb Hudson
Ralph Lorenzetti

Dear Commissioners,

My current term on the South Jefferson Public Library Board of Directors expires in June 2020. I have been a founding member of this board since the beginning, in 1984. I currently serve as president. It is my desire to continue as a member on this board to help in providing outstanding library services to our community and beyond.

I would appreciate your consideration in reappointing me for another term on the South Jefferson Public Library.

Thank you sincerely,

A handwritten signature in cursive script that reads "Cathie Burke".

Cathie Burke
President, South Jefferson Public Library

SOUTH JEFFERSON PUBLIC LIBRARY

49 CHURCH STREET

POBOX 17

SUMMIT POINT, WV 25446

The County Commission of Jefferson County
P. O. Box 250
Charles Town, WV 25414

RE: South Jefferson Library Commission Appointment

Dear Commissioners,

I am writing to convey my recommendation for the reappointment of Cathie Burke to a new term on our library board.

Cathie has served as secretary and now President since her service on the board began and continues to be a very active and reliable board member. Cathie is as much the library as our founder, the late Don Ranelli, was. She brings leadership and experience to the board and is a pleasure to work with. Her dedication to the library and the community is greatly appreciated, and I and the staff would very much like her to continue serving on the board.

Sincerely,

Dana Jenkins, Director
and staff

Jessica Carroll

From: Geoffrey Koch <geopkoch@gmail.com>
Sent: Monday, June 8, 2020 7:48 AM
To: Jessica Carroll
Subject: Cathie Burke Reappointment (SPLC)

Good morning,

I would like to formally recommend Cathie Burke for reappointment to the Summit Point Library Committee, also known as the South Jefferson Public Library Board. Cathie has served as the Board's president over the last several years and has been active with the library in a volunteer or administrative capacity since 1983. Summit Point deserves this type of dedication from one of their residents and Cathie has proven to be a leader in the community. Cathie has been instrumental in leading the effort toward the library's upcoming expansion. Cathie's experience as a former educator in the county has been invaluable over the previous 37 years as she has helped create the educational bedrock in the Summit Point community. I look forward to working with Cathie for many years.

Please do not hesitate to contact me with any questions.

Sincerely,

Geoff Koch

SJPL Board Member

304.886.1553 | Charles Town, WV

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 16, 2020, or as soon thereafter as the Commission may decide:

Summit Point Library Committee: one five-year term ending June 30, 2025.

Jefferson County Solid Waste Authority: one four-year term ending June 30, 2024.

Harpers Ferry-Bolivar Public Service District: one six-year term ending June 30, 2026.

Eastern Panhandle Regional Planning and Development Council: one two-year term ending June 30, 2022.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 - **Fax:** (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT

Jane Tabb

VICE PRESIDENT

Ralph Lorenzetti

COMMISSIONER

Josh Compton

COMMISSIONER

Caleb Hudson

COMMISSIONER

Patricia Noland

William H. Weston
665 Pheasant Hill Road
Summit Point, WV 25446

Dear Mr. Weston:

Please be advised that your term on the Jefferson County Solid Waste Authority will expire on June 30, 2020. Until the County Commission has acted to appoint someone for another term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, Thursday, July 16, 2020 or as soon thereafter as the Commission may decide.

If you have any questions, please do not hesitate to contact me.

For the Commission,

Jessica Carroll
Executive Administrative Assistant

6/23/2020

*I would be pleased to continue my
duties on the board*

WILLIAM W. WESTON

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Shusher McDonald

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 16, 2020, or as soon thereafter as the Commission may decide:

Summit Point Library Committee: one five-year term ending June 30, 2025.

Jefferson County Solid Waste Authority: one four-year term ending June 30, 2024.

Harpers Ferry-Bolivar Public Service District: one six-year term ending June 30, 2026.

Eastern Panhandle Regional Planning and Development Council: one two-year term ending June 30, 2022.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 16, 2020, or as soon thereafter as the Commission may decide:

Summit Point Library Committee: one five-year term ending June 30, 2025.

Jefferson County Solid Waste Authority: one four-year term ending June 30, 2024.

Harpers Ferry-Bolivar Public Service District: one six-year term ending June 30, 2026.

Eastern Panhandle Regional Planning and Development Council: one two-year term ending June 30, 2022.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.



July 7, 2020

Ms. Jessica Carroll
Executive Administrative Assistant
124 East Washington Street
Charles Town, Wv 25414

Dear Ms. Carroll:

This letter is to convey my interest in the appointment to the Region 9 Planning and Development Council. I would be honored to serve as the Jefferson County representative in this organization.

Sincerely,

Dennis Jarvis, II
Executive Director

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 16, 2020 or as soon thereafter as the Commission may decide:

Jefferson County Parks and Recreation Commission - three (3) three-year terms ending June 30, 2023.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

Jessica Carroll

From: Dave Hill <hill.david1756@comcast.net>
Sent: Wednesday, July 1, 2020 7:10 PM
To: Jessica Carroll
Cc: Jennifer Myers
Subject: David Hill - interest in additional term as commissioner with JCPRC

Jessica,

I received your e-mail dated June 22, 2020 regarding my interest to continue another term with the **Parks and Recreation Commission**. In response to your letter, I am interested in staying onboard with the Commission and continuing to serve as the Treasure as well. Please let me know if there is anything further I need to do to continue for another term, including any public meetings at the County Commissioners meetings.

Please confirm you received this written response. If you have any questions, please feel free to contact me directly at 303-270-7751.

Sincerely,

David Hill

Sent from my iPhone

Dear Commissioners:

I am writing to ask for reappointment to the Jefferson County Parks and Recreation Commission. I have enjoyed my service on the Commission and have many ideas toward developing the Hite Road facility. Working with the WV DNR to provide another type of recreation at the Hite Road Park by stocking the pond with bass and catfish was my project.

I hope you can honor my request to be reappointed.

Sincerely,

A handwritten signature in black ink that reads "Dale Manuel". The script is cursive and fluid.

Dale Manuel

Jessica Carroll

From: pmarsh409@frontier.com
Sent: Monday, June 22, 2020 5:11 PM
To: Jessica Carroll
Cc: Jennifer Myers
Subject: RE: Notice of Term Expiration - JCPRC

Hello Jessica,

How time flies! I would be delighted to continue to serve my community as a Jefferson County Parks and Recreation Commissioner. Please let me know if you need a more formal request.

Thank you!

Paul Marshall
409 Oakwood Drive
Shepherdstown, WV 25443
443-871-2574

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

From: Jessica Carroll <jcarroll@jeffersoncountywv.org>
Sent: Monday, June 22, 2020 4:29 PM
To: pmarsh409@frontier.com
Cc: Jennifer Myers <jmyers@jcprc.org>
Subject: Notice of Term Expiration - JCPRC

Mr. Marshall -

Please see attached re: your term expiration on the Jefferson County Parks and Recreation Commission. Please contact me should you have any questions regarding your expiration or whether you have an interest in continuing to serve.

Thanks,

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

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

From: Helpdesk@jeffersoncountywv.org <Helpdesk@jeffersoncountywv.org>
Sent: Monday, June 22, 2020 4:24 PM
To: Jessica Carroll <jcarroll@jeffersoncountywv.org>
Subject: Scanned Hunter Building Commission

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 16, 2020 or as soon thereafter as the Commission may decide:

Jefferson County Board of Health: one five-year term ending June 30, 2025 and one unexpired term ending June 30, 2021.

§ 16-2-7. Appointment to and Composition of County Boards of Health; Qualifications; Number of Appointees

A county board of health is composed of five members selected and appointed by vote of the county commission. Each member appointed to the county board of health shall be a resident of the county. No more than two members who reside in the same magisterial district may be appointed and no more than two members may be appointed who are personally licensed or certified in, engaged in, or actively participating in the same business, profession or occupation. No more than three members of a county board of health may belong to the same political party.

Currently seeking qualified applicants who reside in the following districts: Charles Town District, Kabletown District, Harpers Ferry District, and Middleway District and are registered Democrat, Independent, or Republican.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 p.m. on the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

Jessica Carroll

From: ccesare@frontiernet.net
Sent: Wednesday, June 24, 2020 7:23 PM
To: Jessica Carroll; Stephanie Grove; John Bresland
Subject: Letter of Resignation - Board of Health

Jefferson County Commission,

This is to let you know that, due to my recent election as Jefferson County, WV Magistrate, I am resigning from the Jefferson County, WV Board of Health effective immediately.

Thank you for the opportunity to serve the health needs of our county.

Sincerely,
Carmela Cesare

John S. Bresland
79 N. Tamarac Drive
Shepherdstown
WV 25443

johnsbresland@msn.com

304 876 9293 Home

202 577 8448 Cell

John Bresland worked for Honeywell International Inc. (formerly AlliedSignal Inc.) in West Virginia; Philadelphia, Pennsylvania; Hopewell, Virginia and Morristown, New Jersey from 1966 until 2000. He held positions in process engineering, environmental compliance, project management and manufacturing. Before moving to Honeywell's headquarters in Morristown in 1995 he was Plant Manager of the Honeywell phenol and acetone manufacturing plant in Philadelphia. From 1995 until 2000, he was Director of Environmental Risk Management for Honeywell International Inc. in Morristown, New Jersey.

In 2002 he was nominated by President George W. Bush and confirmed by the U.S. Senate to serve a five-year term as a Board Member of the U.S. Chemical Safety and Hazard Investigation Board. In July 2007 President Bush nominated him for a five-year term as the Chairman of the Chemical Safety Board. He served as Chairman from March 2008 until June 2010. He resigned from the Chemical Safety Board on August 31, 2012.

He is President of Process Safety Risk Assessment LLC, a company offering consulting expertise in chemical process safety.

He serves as Chairman of the Board of Health in Jefferson County, West Virginia and is a member of the Water Board in Shepherdstown, West Virginia.

He is a member of the American Institute of Chemical Engineers, the Institution of Chemical Engineers and a Fellow of the Royal Society of Chemistry. He graduated in Chemistry from Londonderry Technical College, Northern Ireland and from Salford University, England.

John S. Bresland
79 N. Tamarac Drive
Shepherdstown, WV 25443

**Health Department Accomplishments and Challenges during my five-year term
at the Jefferson County Board of Health**

Accomplishments

- Appointed Dr. Terrence Reidy as the Jefferson County Health Director. This has resulted in improved cooperation with the Berkeley and Morgan County Health Departments
- Enhanced the professional staff in environmental health and nursing
- Hired new senior staff to supervise environmental health and nursing departments
- Threat preparation staff member has taken a leadership role in responding to the COVID-19 pandemic
- Focused on insurance reimbursements for medical procedures
- Encouraged outreach and cooperation with school nurses
- Established improved relations with the Jefferson County home construction community
- The Health Department filing system is being transferred from paper to digital

Challenges

- Replacing Marty Freeman, the Health Administrator who retired on June 30, 2020
- Improving the visibility and reputation of the Health Department within Jefferson County
- Increasing income from environmental health and nursing programs
- Achieving a Health Department balanced budget.
- Completing the transfer of paper files to digital

Jessica Carroll

From: Judith Miller Jones <jmjones@gwmail.gwu.edu>
Sent: Friday, July 10, 2020 2:25 PM
To: Jessica Carroll
Subject: Board position at Health Department
Attachments: Jones bio 4-2020.doc; ATT00001.txt

Dear Ms. Carroll:

John Bresland suggested that I share my bio with you regarding the Board opening at the Health Department. It is attached.

In addition to what is spelled out there, I should note that I have had considerable interaction with the Health Department over more than two decades. This goes back to when John Sherwood headed Jefferson Memorial Hospital as it was then known. Healthier Jefferson County, which I chaired, got quite involved in emergency preparedness issues and we formed a small subcommittee to keep in closer touch with the Health Department and participate in LEPC deliberations.

And given the importance of dealing with the COVID-19 pandemic, in my work at the federal level, I spent much time learning about public health and emergency planning and preparedness. The National Health Policy Forum, which I started and directed for more than 40 years, conducted approximately 25 or 30 off-the-record meetings per year for senior level staff policy makers. In those, we called on experts from all parts of the country to look at urban and rural health care dynamics. We also took Congressional staff to visit exemplary programs across the country. With one foot set in WV and the other in DC, I had a bird's eye view of the ways that state and local concerns sometimes do not come together well in the federal policy arena.

On several occasions, friends have suggested that I consider helping in this Board capacity. Until now, I have been a bit reluctant because of work on several other boards. But at this point, I have been spending much time working with our EOC and the Health Department and believe this is a critical moment. If my participation on the Health Department Board now would be useful to the community, I would be honored to help out in this way.

And I would be happy to provide further information. You may also look at the Forum's website, www.nhpf.org, to get a better sense of the non-partisan work that we did for more than 40 years. I strongly believe in listening to all sides and consider it a great compliment that even though the Forum is now closed, a private foundation is keeping our work alive because current policy makers - of all stripes - still find it valuable.

My cell phone number, if you want to talk further, is 202-271-0035. The home number is 304-876-6006.

Thank you for your assistance.

Sincerely,

Judy

Judith Miller Jones
Consultant and Founding Director
National Health Policy Forum
E-mail: jmjoness@gwu.edu
304-876-6006 or 202-271-0035

Judith Miller Jones directed the National Health Policy Forum at the George Washington University from its inception in 1972 until 2016 when it closed. The program still retains a reputation in the health policy arena for having provided important background information and off-the-record discussions for high-level health staff in the Congress and its support agencies, including key managers from executive branch agencies such as DHHS, the White House and OMB, the VA and DoD, Justice Dept. and FTC, etc. The Forum offered a variety of highly regarded written products including simple Basics as well as Issue Briefs and Background Papers that are still available at www.nhpf.org. Varied meeting formats included large-group discussions to very small, invitation-only sessions for the most senior members of the Forum's audience and unique in-depth site visits across the country. With the goal of facilitating a "safe-haven" for dialogue and self-critical analysis of policy options, the Forum's success was attributed to the quality and impartial nature of its products and the fact it did not allow press, while permitting only limited attendance by interest group representatives.

As founder and director, Ms. Jones guided the Forum's educational programming and led its fundraising efforts. Once serving as a resource to foundations, researchers, and other members of the broader health policy community, Ms. Jones is now active in community activities in WV. For some 20 years, she chaired Healthier Jefferson County (HJC), a group dedicated to improving public health and medical care in the Eastern Panhandle. When HJC merged with the Health Workgroup of the Eastern Panhandle's Health and Human Services Collaborative, Ms. Jones joined the H&HSC Steering Committee. She and her late husband, Stan Jones, helped to establish Good Shepherd Interfaith Volunteer Caregivers, a volunteer service delivery program for the elderly and disabled. In 1988, Ms. Jones was appointed to the National Committee on Vital and Health Statistics; she served as chair from 1991 through 1996. Retaining her interest in the safe and appropriate use of data and research, Ms. Jones now serves on the Institutional Review Board at Shepherd University. She also serves on the Board of Panhandle Home Health, Inc., and the Shenandoah Community Health Foundation. Ms. Jones also serves as President of Friends of Music, best known for its Two Rivers Chamber Orchestra.

Ms. Jones was a lecturer in health policy in the School of Public Health and Health Sciences at the George Washington University and a long-time mentor for the Wharton School's Health Care Management Program. Prior to her work in health, she was involved in education and welfare policy. After working on these matters as legislative assistant to the late Sen. Winston L. Prouty (R-VT), she served as special assistant to the deputy assistant secretary for legislation in the Department of Health, Education, and Welfare under Secretary Elliot L. Richardson. Before entering government, Ms. Jones was in education and program management at IBM, first as a programmer and systems analyst, and later as special marketing representative in instructional systems. While at IBM, Ms. Jones studied at Georgetown Law School and completed her master's degree in education technology at Catholic University. Once an instrument-rated private pilot, Ms. Jones now spends much of her spare time dabbling in art and gardening fiendishly.

June 26, 2020

Jefferson County Commission,
P.O. Box 250
Charles Town, WV 25414

To the Jefferson County Commission,

This letter is to express my interest in serving on the Jefferson County Board of Health. As you can see from the attached resume I have extensive experience as a regulator in onsite sewage and water in Virginia. I served mostly in Loudoun County and also a year in Clark County. While Jefferson County is (thankfully) different than Loudoun County many of the issues are similar. I tend to be practical and seek to gather input from all sides. I am a longtime resident of Jefferson County in the Charles Town District. I am registered as a member of the Constitution Party

Thank you for your consideration.

I can be reached at (304) 620-8289 if you have any questions.

Sincerely,



Jerry Franklin

Jerry D Franklin
228 Cassilis Lane
Charles Town, WV 25414
Mobile: 304-270-6888
Home: 304-725-7994
Work: 703-771-5802

Summary

An experienced retired Environmental Health Supervisor who performed Environmental Health Manager functions in the Loudoun District. These capacities include program development, ordinance revision, creation and interpretation of policy, board of supervisor and state legislative presentations, stakeholder meetings, central office communication, legal and personnel issues.

Education History

Oklahoma State University
Stillwater, OK
MS in Plant Pathology (05/1981)
Oklahoma State University
Stillwater, OK
BS in Agronomy (12/1979)
Enid High School
Enid, OK

Employment History

Loudoun County Health Department
Leesburg, VA
Environmental Health Supervisor
03/2002 to 3/2020
\$108,168 per year

Supervise Environmental Health Specialists. Select staff as vacancies occur. Develop Loudoun's onsite O&M program. Revise and draft portions of Chapters 1067 (alternative systems), 1066 (onsite sewage system, tanks) and 1090 (biosolids) of the Loudoun County Codified Ordinance. Draft and present board action and information items. Draft department policies. Advise the county attorney and county administration on technical and legal issues. Pursue legal action involving environmental complaints and violations, train staff, direct staff in correction of onsite system failures, complaint investigations, and development issues. Conduct stakeholder meetings for operators, AOSE's, and installers. Make technical and legal presentations to citizen groups. Department lead in environmental health enforcement of the VAC and local ordinances with NOV's, civil penalties, and criminal penalties. Submit and follow up on DPOR complaints against operators. Prepare documents for IFFC's. Chair rural staff meetings, meet with county lobbyist to discuss legislative issues, and coordinate with County Attorney for enforcement and ordinance revision. Help develop Loudoun County Water and Waste Water Needs Assessment. Consult With Department of Capitol Construction about Loudoun's Water Improvement Program. Comment on plans for community waste water systems. Manage contracts for software and independent contractors. Interact with central office staff concerning environmental health issues. Collect samples and confine animals in rabies program. Participate in file digitization, electronic permits, and paperless field inspections.

Jefferson County Schools
Charles Town, WV
Head or Assistant Track and Cross Country Coach
08/2008 to present

\$4600 per year

Various cross country and track coaching positions in Middle and High school. Most recently, Head Cross Country and Assistant Track Coach at Washington High School in Jefferson County, WV. Instruct athletes in drills, form running, interval training, long runs, threshold training, weight training, racing tactics, flexibility and character development. Keep parents informed and respond to parental concerns. Coordinate with athletic director and assistant coach.

Loudoun County Health Department
Leesburg, VA

Environmental Health Specialist

08/1990 to 03/2002

\$46,406 per year

Evaluated sites for onsite water and sewage systems, conducted soil studies, reviewed submissions from private consultants and AOSE's, evaluated plans for alternative onsite sewage systems. Conducted animal bite investigations, submitted rabies samples, investigated and enforced environmental health complaints. Trained new staff. Collected water samples, inspected and permitted wells. Conducted water and sewer evaluations for real estate transfer and property checks for new additions. Reviewed subdivision, boundary line adjustment, and special exception plats for approval.

Clarke County Health Department
Berryville, VA

Sanitarian

07/1989 to 08/1990

\$23,079 per year

Evaluated sites for onsite sewage systems and wells and inspected completed systems. Investigated environmental complaints. Rabies investigation and sample submission. Collected bacterial water samples. Interacted with building department. Reviewed subdivisions for approval.

Appalachian Fruit Research Station USDA-ARS
Kearneysville, WV

Research Technician

09/1986 to 07/1989

\$23,000 per year

Planted, maintained, harvested and collected data on small fruit research plots. Data input, conducted statistical analysis, controlled insect and disease pests, applied herbicide, maintained trellises, pruned blackberry research plots, installed drip irrigation, supervised summer student help, maintained greenhouse plants.

Appalachian Fruit Research Station USDA-ARS
Kearneysville, WV

Research Technician

11/1983 to 09/1986

\$14,000 per year

Conceived and executed research on post harvest biocontrol of fruit pathogens. Drafted research papers for supervisor review. Maintained and propagated bacterial and fungal cultures. Maintained and ordered lab equipment. Prepared samples for electron microscope. Processed DNA samples.

State of West Virginia
n/a, WV
Field scout

05/1983 to 09/1983

\$2.20 acre per

Scouted corn and alfalfa for insect and disease pests. Measured stand and weed pressure. Determined economic threshold for insecticide applications. Observed plants for nutrient deficiencies. Collected soil samples. Communicated with farmers.

State of Oklahoma

Stillwater, OK

Graduate Assistant

08/1979 to 05/1981

\$6.20 per hour

Conducted research on efficacy of seed treatment and effect of powdery mildew on wheat yield. Made pesticide applications on field plots. Established field plots. Conducted statistical design and analysis. Collected data. Conceived research ideas.

State of Oklahoma

Bixby, OK

Seasonal Research Farm Worker

05/1979 to 08/1979

\$4.50 per hour

Cultivation. Pesticide application. Harvest of vegetable and fruit research plots. Equipment operation. Collected data.

Union Equity Cooperative

Enid, OK

Laborer

05/1974 to 08/1976

\$3.05 per hour

Weighed semitrailer trucks of grain, took grain samples, cleaned elevator equipment, controlled Indian meal moths, roaches and rats. Unloaded trucks and railroad hoppers, loaded trucks and hoppers with wheat. Prepared hoppers for loading and placed seals for security. Operated tractor to pull rail cars. Maintained equipment and helped manage dust.

Additional Information

Strong writing skills, innovative, team builder, program oriented, consensus seeker, politically skilled, experienced at presentations, good listener.

17 years experience as a supervisor in Rural Environmental Health in the VDH.

5+ years experience working as a technician with the USDA-ARS.

11 years experience as a rural Environmental Health Specialist.

10 years experience developing and operating Loudoun County's onsite O&M program.

Authorized Onsite Soil Evaluator

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Kathy M. Santa Barbara, Attorney**

Department or Organization: **The Law Office of Kathy M. Santa Barbara, PLLC**

Estimation of amount of time needed for appointment: **approximately ten (10) minutes**

Date Requested – 1st Choice: **July 16, 2020**

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

The County Commission is scheduled to address the proposed Solar Energy Facilities text amendment to the Jefferson County Zoning and Land Development Ordinance at its July 16, 2020 meeting.

Date Requested – 2nd Choice: **N/A**

Subject (*Wording to be placed on agenda*): **Legally defective notice of public hearing by the Planning Commission as respects the Solar Energy Facilities text amendment**

Please provide the County Commission with a description of your request or presentation, including any background information:
The proposed Solar Energy Facilities text amendment is not in a posture to be addressed by the County Commission due to the Planning Commission's failure to give the required legal notice prior to public hearing.

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

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

Provide exact financial impact/request:

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

Move to remand the proposed Solar Energy Facilities text amendment to the Planning Commission for drafting of Rules for decommissioning as recommended by the Planning Commission's counsel and for further public hearing(s) after legally required public notice is properly given.

Attach supporting documents for request, or request may be denied. **See attached.**

If not attached, explain:

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

Contact information: **Kathy M. Santa Barbara, The Law Office of Kathy M. Santa Barbara, PLLC**

Email address: **kathy@ksblawofc.com** Phone Number: **(304) 264-0000**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**NOTICE OF
PUBLIC HEARING**
Tuesday, June 2, 2020
at 7:00 PM

The Jefferson County Planning Commission, in accordance with WV Code §8A, has scheduled a Public Hearing on a proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA19-03, to allow Solar Energy Facilities to process as a Principal Permitted Use in the following Zoning Districts: General Commercial, Highway Commercial, Light Industrial, Major Industrial, Rural, Residential-Light Industrial-Commercial, and Industrial Commercial. The text amendment proposes revisions to Article 2 Definitions; Article 8 Supplemental Use Regulations (creation of Section 8.20 Solar Energy Facilities); and Appendix C Principal Permitted and Conditional Uses Table.

A copy of the proposed text amendment is available at the Office of Planning & Zoning (304-728-3228) or online at www.jeffersoncountywv.org.

Oral or written comments may be provided at the hearing located in the Charles Town Library meeting room at 200 E. Washington Street, accessed at the side entrance on Samuel Street. In addition, you may provide written comments to planningdepartment@jeffersoncountywv.org or PO Box 716, Charles Town, WV 25414.

By Order of the Jefferson
County Planning Commission
Mike Shepp, President

5/13/1t



AGENDA

Jefferson County Planning Commission

Tuesday, June 02, 2020, 7:00 PM

Planning Commission meetings are held in the Old Charles Town Library Meeting Room located at 200 East Washington Street, at the side entrance on Samuel Street in the City of Charles Town.

All Citizens that desire to speak must sign-in prior to the Agenda Item being addressed.

This meeting will NOT be a LIVE broadcast on our website. Instead, it will be accessible live through ZOOM Meeting. If you wish to participate in Citizen's Communication or public comment for one of the agenda items, please type your name, address, and agenda item # in the chat function at the start of the meeting.

****ZOOM Meeting Information:**

Topic: Planning Commission Meeting

Time: Jun 2, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81417136915>

Meeting ID: 814 1713 6915

Dial by your location

+1 301 715 8592 US (Germantown)

Meeting ID: 814 1713 6915

Find your local number: <https://us02web.zoom.us/j/81417136915>

*1st posted
online as
draft on
May 22, 2020*

1. Approval of Meeting Minutes: May 05, 2020.
2. Citizen Communications: If you wish to comment, please sign-in to speak for issues that are not on the agenda or items that are not open for public comment. Items not open for public comment will be so noted.
3. Request for postponement.
4. **Public Hearing:** Proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA19-03. The text amendment, in accordance with WV Code 8A and Article 12 of the Zoning Ordinance, proposes revisions to allow Solar Energy Facilities to process as a Principal Permitted Use in the following Zoning Districts: General Commercial, Highway Commercial, Light Industrial, Major Industrial, Rural, Residential-Light Industrial-Commercial, and Industrial Commercial. The text amendment includes proposed revisions to Article 2 Definitions; Article 8 Supplemental Use Regulations (creation of Section 8.20 Solar Energy Facilities); and Appendix C Principal Permitted and Conditional Uses Table.
5. **Public Hearing:** Application by Roderick Planes, LLC. Maurice Gladhill (File #20-2-PCV), applicant is requesting a variance to allow early grading for Aspen Greens Subdivision Phase IIB. Said variance is from Section 8.2.c. of the 1979 Subdivision Ordinance, "Storm Water Drainage and Erosion Control" that provides for no grading until after Final Plat approval, recording & bonding.
6. **Public Hearing:** Application by Beallair Homes, LLC. (File # 20-3-PCV), applicant is requesting a variance from Article 6, Section 6.3 of the 1979 Subdivision Ordinance to extend the date for the required Final Plat Public Hearing for the next Phase from July 1, 2020 to July 1, 2022 due to issues with the sanitary sewer service provider in this area and the recent shut down of county and state offices.

There is no public comment for the following items.

7. **Discussion and Possible Action:** Petition from landowner Hillary Banachowski, represented by ElderBranch, LLC., to request that the Planning Commission consider within its work plan a proposed text amendment to the Zoning Ordinance to create a process to allow Commercial Cemeteries in the Rural zoning district.
8. **Discussion and Possible Action:** Review of the most recent draft of reorganized Subdivision Regulations (with no edits) for the purpose of preparing for a Public Work Session scheduled for a special called Planning Commission meeting on June 23, 2020 at 7:00 pm.
9. Reports from Legal Counsel
10. Planner's Memo
11. President's Report
12. Actionable Correspondence
13. Non-Actionable Correspondence:
 - E-mail from Hartsell Whitacre, Rolling Knolls HOA president; re: Family Transfer provision.



JEFFERSON COUNTY, WEST VIRGINIA

Office of Planning and Zoning
116 East Washington Street, 2nd Floor
P.O. Box 716
Charles Town, WV25414

www.jeffersoncountywv.org

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

MEMO

TO: Planning Commission

FROM: Alexandra Beaulieu, Zoning Administrator

DATE: June 16, 2020

RE: ZTA19-03, Solar Energy Facilities – June 23, 2020 Meeting

On December 10, 2019, the Planning Commission made a motion to accept into their work plan to consider developing provisions to allow solar energy facilities.

On February 11, 2020, the Planning Commission appointed a subcommittee comprised of Mike Shepp, Wade Louthan, and Ron Thomas. The Planning Commission directed the subcommittee to work with consultants Sam Gulland from Torch Clean Energy, and Paul Raco, local land use consultant, and Staff to draft a text amendment to allow solar energy facilities as a Principal Permitted Use. The Planning Commission specifically directed the committee to develop requirements to allow the land use to process as a Principal Permitted Use and to include site development standards to address fencing, screening, and decommissioning of solar energy facilities.

On May 5, 2020, Staff provided an overview of the proposed amendment drafted by the subcommittee as well as an overview of research from the Engineering Department regarding Stormwater Management and bonding requirements. The Planning Commission scheduled a Public Hearing for June 2, 2020.

On June 2, 2020 the Planning Commission held a public hearing and voted to keep the public comment period open for two weeks (through June 16) to allow for additional written comments to be submitted for consideration with the intent to review all comments during the June 23 meeting.

Attached to this memo is a comments matrix summarizing the comments received with a general response from Staff. The Planning Commission's role is to determine whether the proposed text amendment is consistent with the adopted Comprehensive Plan and to make a recommendation to the County Commission.

Once the County Commission is in receipt of the text amendment, they will schedule a public hearing to receive additional public input before taking final action on the proposed text amendment.

This Zoning Ordinance Text Amendment proposes revisions to Article 2, Section 2.2, Terms Defined; Article 8, Supplement Use Regulations, [creation of new Section 8.20, Solar Energy Facilities]; and Appendix C, Principal Permitted and Conditional Uses Table.

Attachments:

- Comment Matrix summarizing public comments submitted through June 16, 2020
- Excerpts from Envision Jefferson 2035 Comprehensive Plan RE: Alternative / Renewable Energy
- ZTA19-03, Solar Energy Facilities DRAFT
- 04-22-2020, Engineering Memo, includes recommended revisions to Stormwater Management Ordinance (for reference only; amendments to SWM Ord are subject to CC review and approval).



AGENDA

Jefferson County Planning Commission

Tuesday, June 23, 2020, 7:00 PM

****Planning Commission meetings are being held via ZOOM until further notice. Please see below:**

All Citizens that desire to speak must sign-in prior to the Agenda Item being addressed.

This meeting will NOT be a LIVE broadcast on our website. Instead, it will be accessible live through ZOOM Meeting. If you wish to participate in Citizen's Communication, please type your name and address in the chat function at the start of the meeting.

****ZOOM Meeting Information:**


Topic: Planning Commission Meeting
Time: Jun 23, 2020 07:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
<https://us02web.zoom.us/j/87915307130>
Meeting ID: 879 1530 7130
Dial by your location
+1 301 715 8592 US (Germantown)
Meeting ID: 879 1530 7130
Find your local number: <https://us02web.zoom.us/u/kbTFo3dCTu>

1. Meeting Minutes: June 2 and June 23, 2020 will be reviewed for approval at the July 14, 2020 Meeting.
2. Citizen Communications: If you wish to comment, please sign-in to speak for issues that are not on the agenda or items that are not open for public comment. Items not open for public comment will be so noted.

There is no public comment for the following items.

3. **Discussion and Possible Action, including review of public comments submitted through 06-16-20,** regarding proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA19-03. The text amendment, in accordance with WV Code 8A and Article 12 of the Zoning Ordinance, proposes revisions to allow Solar Energy Facilities to process as a Principal Permitted Use in the following Zoning Districts: General Commercial, Highway Commercial, Light Industrial, Major Industrial, Rural, Residential-Light Industrial-Commercial, and Industrial Commercial. The text amendment includes proposed revisions to Article 2 Definitions; Article 8 Supplemental Use Regulations (creation of Section 8.20 Solar Energy Facilities); and Appendix C Principal Permitted and Conditional Uses Table.
4. **Public Workshop:** Regarding the ongoing reorganization and revisions to the Jefferson County Subdivision and Land Development Regulations (to be renamed the Jefferson County Subdivision and Land Development Ordinance) being prepared under contract with Greenway Engineering. The purpose of the Workshop is to provide an overview of the status of Phase 1 of the reorganization of this document. Phase 1 involved reorganization only with no edits or revisions to the text, other than the incorporation of the Improvement Location Permit Ordinance into Article V as required by State Code. The text has been reorganized to better reflect the current review process of both subdivisions (Article III) and site development (Article IV) with all review standards and plan requirements incorporated into the corresponding sections of the ordinance.

Text Amendments

The purpose of this page is to provide information to the public on pending text amendments by listing the status of an amendment as well as any applicable resources. 

Please contact the Office of Planning and Zoning for inquiries pertaining to any of the text amendments listed below by emailing planningdepartment@jeffersoncountywv.org or calling the Office at 304-728-3228.

Pending Text Amendments

ZTA20-01 - Commercial Cemeteries

ZTA20-01 is a proposed text amendment to the Zoning Ordinance to create provisions to allow commercial cemeteries to process in the Rural zoning district. The Planning Commission voted to accept the petition into their workplan to consider drafting provisions to allow commercial facilities. [\[Click Here\]](#) to review petition submitted on June 2, 2020.

ZTA19-03 - Solar Energy Facilities

ZTA19-03 is a proposed text amendment to the Zoning Ordinance to create provisions to allow Solar Energy Facilities to process in Jefferson County. The Planning Commission reviewed the proposed text amendment during their 05-05-20 meeting and scheduled a public hearing for 06-02-20 at 7:00 PM. [\[Click Here\]](#) to review the proposed text.

A Public Hearing was held on 06-02-20 at 7:00 PM via ZOOM. The Planning Commission voted to keep Public Comment open until 06-16-20. Written comments were accepted through June 16 via email, mail-in, or in person (planningdepartment@jeffersoncountywv.org; or mailed to P.O. Box 716, Charles Town, WV 25414; or dropped off at the Office located at 116 E Washington St. in Charles Town).

On 06-23-20, the Planning Commission voted to incorporate Legal Counsel's recommendation to revise the provisions for a decommission plan to include surety requirements; to change Appendix C to reflect that solar facilities are Permitted in the Residential Growth (RG) zoning district (in addition to the zoning districts already listed as permitted), and to send the draft as amended to the County Commission, with the recommendation that the proposed text is consistent with the adopted Comprehensive Plan. The County Commission, once they receive the draft text amendment, will hold a Public Hearing and have the final vote as to how to proceed with the proposed amendment.

Below are links to documents regarding solar facilities and agriculture:

- [American Planning Association - March 2020 - Are You Solar Ready?](#)
- [NC Sustainable Energy Association - April 2017 - North Carolina Solar and Agriculture](#)
- [NC State University - NC Clean Energy Technology Center - Balancing Agricultural Productivity with Ground-Based Solar Photovoltaic \(PV\) Development](#)
- [Solar Development in West Virginia - a pathway to a brighter economic future](#)

Phase I Greenway Engineering Subdivision and Land Development Regulations Amendment [\[click to view text\]](#)

On June 23, 2020 at 7:00 PM the Planning Commission will hold a Public Workshop to review the most recent draft of the reorganized Subdivision Regulations (with no edits). [\[Click Here\]](#) to review the Legal Ad that was published in the June 3 Edition of the Spirit of Jefferson, which provides a detailed overview of the proposed reorganization.

ZTA14-02 - Mass Event Regulations [\[click to view text\]](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Alexandra Beaulieu, Zoning Administrator

Department or Organization: Department of Engineering, Planning and Zoning

Estimation of amount of time needed for appointment: 15 Minutes

Date Requested – 1st Choice: July 16, 2020

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda):

To provide an overview of the Planning Commission's recommended Zoning Ordinance Text Amendment (ZTA 19-03) which includes a separate text amendment to the Stormwater Management Ordinance, and to request that the County Commission schedule a Public Hearing in accordance with WV Code §8A-7-8. The draft amendment proposes to allow Solar Energy Facilities to process as a Principal Permitted Use (by right) in the following zoning districts: General Commercial, Highway Commercial, Light Industrial, Major Industrial, Rural, Residential Growth, Residential-Light Industrial-Commercial, and Industrial Commercial. The text amendment proposes revisions to Article 2 Definitions; Article 8 Supplemental Use Regulations (creation of Section 8.20 Solar Energy Facilities); and Appendix C Principal Permitted and Conditional Uses Table.

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

On June 2, 2020 the Planning Commission held a Public Hearing to receive public input on the proposed text amendment. The Planning Commission kept the public comment period open for two weeks, in order to provide an opportunity for the public to submit additional written comments.

On June 23, 2020 the Planning Commission incorporated revisions to the draft based on public comment and with a vote of 8-1, found that the proposed amendment was consistent with the Envision Jefferson 2035 Comprehensive Plan and recommended that the draft text amendment be forwarded to the County Commission for the purpose of scheduling a public hearing.

Is this a funding request? Y/N **If so, how much?** \$ **Provide exact financial impact/request:**

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

I move to schedule a public hearing on _____, 2020 at __ a.m./p.m. to receive input on the draft text amendment to the Jefferson County Zoning Ordinance, File #ZTA19-03, and the Stormwater Management Ordinance, which proposes to create provisions to allow Solar Energy Facilities to process in Jefferson County.

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

- Staff Memo dated 07-09-20 for background information
- Excerpts from Envisions Jefferson 2035 Comprehensive Plan
- Proposed Text Amendment to various sections of the Zoning Ordinance (ZTA19-03)
- Proposed text amendment to the Stormwater Management Ordinance RE Solar Energy Facilities

If not attached, explain:

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

Contact information: Email address: planningdepartment@jeffersoncountywv.org Phone Number: 304-728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



JEFFERSON COUNTY, WEST VIRGINIA

Office of Planning and Zoning
116 East Washington Street, 2nd Floor
P.O. Box 716
Charles Town, WV25414
www.jeffersoncountywv.org

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

MEMO

TO: County Commission

FROM: Alexandra Beaulieu, Zoning Administrator

DATE: July 9, 2020

RE: ZTA19-03, Solar Energy Facilities – July 16, 2020 Meeting

Below is a summary of the timeline for the proposed text amendment:

- 12-10-19 – Petition presented by Sam Gulland, Torch Green Energy to the Planning Commission for a request to consider an amendment to create provisions for Solar Energy Facilities. The PC voted to accept into their work plan to consider developing provisions to allow solar energy facilities.
- 02-11-20 – the Planning Commission appointed a subcommittee comprised of Mike Shepp, Wade Louthan, and Ron Thomas. The Planning Commission directed the subcommittee to work with consultants Sam Gulland from Torch Clean Energy, and Paul Raco, local land use consultant, and Staff. The Planning Commission specifically directed the committee to develop requirements to allow the land use to process as a Principal Permitted Use (by right) and to include site development standards to address fencing, screening, and decommissioning of solar energy facilities.
- 05-05-20 - Staff provided an overview of the proposed amendment drafted by the subcommittee as well as an overview of research from the Engineering Department regarding Stormwater Management and bonding requirements. The PC scheduled a Public Hearing for 06-02-20.
- 06-02-20 - the Planning Commission held a public hearing and voted to keep the public comment period open for ten business days.
- 06-23-20 – The Planning Commission made revisions to the draft based on public input and voted to revise the provisions for a decommission plan to include surety requirements; to change Appendix C to reflect solar facilities are Permitted in the Residential Growth (RG) zoning district (in addition to the zoning districts already listed as permitted); and to send the draft as amended to the County Commission, with the recommendation that the proposed text is consistent with the adopted Comprehensive Plan.

The attached draft Zoning Ordinance Text Amendment proposes revisions to Article 2, Section 2.2, Terms Defined; Article 8, Supplement Use Regulations, [creation of new Section 8.20, Solar Energy Facilities]; and Appendix C, Principal Permitted and Conditional Uses Table.

Attachments:

- Excerpts from Envision Jefferson 2035 Comprehensive Plan RE: Alternative / Renewable Energy
- ZTA19-03, Solar Energy Facilities DRAFT reflecting revisions made by PC on 06-23-20
- Engineering Department's recommended revisions to Stormwater Management Ordinance in response to the proposed Zoning Ordinance Text Amendment.

Urban Level Development Recommendations (Goal 1)	
1.	Recognize the existing vested rights, development entitlements, and permitted density levels on properties in Jefferson County.
	a. No property's zoning status will be changed as part of this Plan.
2.	Recognize that the County Commission has the authority to make land use decisions including Zoning Map Amendments based upon the finding of consistency with the Future Land Use Guide and the recommendations of this Plan; the County Commission may determine that petitions or decisions for zoning map amendments are consistent with the Comprehensive Plan if any of the following conditions are met after the entire Plan is taken into consideration:
	a. Economic Well-Being of the County; or
	b. Error or Under Scrutinized Property on the Future Land Use Guide; or
	c. Change in Neighborhood; or
	d. Any Other Circumstance that the Governing Body determines should have been considered when drafting the Future Land Use Guide; and/or
	e. Environmental impacts are considered.
3.	Identify opportunities for small area plans and involve key stakeholders.
4.	In coordination with the Jefferson County Development Authority, utility providers, and other agencies, extend natural gas services and alternative energy sources into Jefferson County and encourage the extension of these services into new subdivisions to provide access to alternatives for heating and cooking uses.
5.	Create urban level land uses within the municipalities, UGBs, PGAs, or Villages through rezoning that is consistent with the Plan recommendations.
	a. Direct new urban level residential developments to locate in preferred areas within the municipalities, UGBs, PGAs, or Villages where water and sewer services are available.
	b. Reduce application fees for urban level development located within the areas desired for urban future growth.
	c. Establish a greater variety of zoning district options (in commercial, residential, and mixed-use zoning categories) that adhere to predictability of land use options and outcomes based on the Plan recommendations.
	d. Consider the utilization of alternatives to use-separated (Euclidean) zoning within the UGB and PGA, such as the SmartCode adopted by the City of Ranson or performance based zoning to achieve the desired land used goals.
	e. Update the County's zoning regulations in a way that balances flexibility of use for property owners and developers while preserving the quality of life for residents.

2.D. Infrastructure

Having adequate and quality infrastructure in Jefferson County is beneficial to residents, businesses, and the County's economy. Planning for the types of infrastructure needed and its location requires coordination with different entities that provide these services. The planning and coordination of where services are to be located maximizes efficiencies of these systems.

This Plan encourages infrastructure to be located in municipalities, Urban Growth Boundaries, Preferred Growth Areas, and Villages in a cost effective manner. In many places in rural areas, on-site private well and septic systems will be used.

Major Elements within Section 2.D. Infrastructure
Water and sewer
Stormwater
Alternative energy
Natural gas services
High-speed internet and advanced technology communications services

Water and Sewer Systems

Urban level development, which requires the provision of water and sewer systems, is defined as where more intense levels of residential, commercial, and industrial development activity occur. In West Virginia, by law, water and sewer providers are required to provide water and/or sewer service anywhere in a community so long as a developer pays to provide the initial infrastructure that would support the service(s). As a result, land use planning in West Virginia has to take a pro-active role in defining where urban level amenities and development will occur.

In order to take a pro-active role, it is the recommendation of this Plan to encourage the provision of infrastructure that allows for a higher level of development inside of the following areas: municipalities, Urban Growth Boundaries, Preferred Growth Areas, and Villages. In the rural area, it is anticipated that on-site private well and septic systems are to be utilized. In order for Jefferson County to retain its rural character and agricultural base, the expansion of water and sewer service into rural areas not designated as growth areas should not occur.

In the County's village areas, development and revitalization is limited by a lack of existing water and sewer infrastructure that would support village-level development. In these areas, minimum lot size requirements tied to well and septic spacing have played a factor in limiting redevelopment or reuse of existing buildings within village centers. If Jefferson County is to reinvigorate its villages, infrastructure improvements would need to be in place to serve the village areas. A specific component of this would be the provision of village scaled water and sewer facilities that would alleviate the need for individual property owners to locate a well and septic tank on small village

development efforts have benefited from a number of public and quasi-public projects and efforts, including, but not limited to:

- Infrastructure improvements that have taken place in recent years (particularly the construction of WV 9 as a four-lane roadway through Jefferson County);
- An increased federal presence within Jefferson County;
- The continued expansion of Shepherd University in Shepherdstown and the relocation of the American Public University System's headquarters in the Charles Town/Ranson area;
- The increased utilization of telecommuting as a viable employee option by national and regional businesses and federal government offices; and
- The expansion of a business park that has the necessary infrastructure in place for each lot which results in ready-to-build parcels.

Despite those gains, the lack of high paying jobs for Jefferson County's skilled workforce requires approximately 36% of all employed individuals to commute to employment centers with higher wages located closer to Washington, D.C. or Baltimore, MD.

At the same time and paralleling a national trend, Jefferson County has lost some manufacturing and warehousing facilities. The loss of these employers has resulted in several vacant or underutilized structures, as well as unemployed workers. A number of these vacant facilities are within the Charles Town/Ranson urbanized area, and provide opportunities for redevelopment. Some of these facilities have been reused for other purposes, particularly by American Public University System (APUS) and the City of Ranson. APUS's efforts have enhanced the economic revitalization process by purchasing and renovating 12 structures in Charles Town and Ranson as well as constructing a multi-story administrative building and related parking with a large array of solar panels. As part of this renovation and redevelopment activity, APUS has utilized several brownfield sites on the Charles Town/Ranson border.

With Jefferson County's proximity to Washington, D.C. and Baltimore, MD and with the existing economic cluster of federal agencies, the County has the opportunity to attract additional federal facilities.

To support the success of future economic growth, there are a number of proposed improvements to the County's public infrastructure that are expected to take place in the coming years. These include:

Major Public Infrastructure Projects that are Proposed

The widening and realignment of US 340 from Charles Town to the Virginia line near Berryville

The potential for improving natural gas and alternative energy facilities in the Eastern Panhandle and extending natural gas services into Jefferson County

Improvements to the County's telecommunications network, particularly wireless technology and any advanced technologies

may not meet current standards, to be upgraded or maintained. Recently, the County adopted a new stand-alone Stormwater Management Ordinance that includes additional standards related to water quality and includes provisions for low impact design stormwater provisions such as rain gardens, bio-swales, permeable pavers, and permeable asphalt. These new standards help to minimize the impact of sediment and certain identified nutrients as required by the Chesapeake Bay Program.

In addition to land development activities, the following point and non-point source activities impact the water quality in waterways due to stormwater run-off:

Point and non-point source pollution
Over-fertilization and the use of chemicals to maintain lawns by homeowners
Use of salt and chemicals on roads in winter weather by the State Division of Highways
The fertilizers used to grow crops
Industrial emissions
Waste products (rubber, gasoline, and various other fluids) associated with auto use
Animal husbandry activities

The effect of stormwater run-off on the local waterways, particularly the Shenandoah and Potomac Rivers, has a significant impact on our local and regional recreational and heritage tourism, as well as drinking water quality. There are a number of watershed protection groups in the County that are actively seeking to improve the quality of the surface and groundwater within particular watersheds. These groups have made efforts to clean-up the waters and restore aquatic life to Jefferson County waterways. Such efforts have included, river clean ups, water monitoring, septic tank pumping and repair reimbursement programs, fencing of livestock to keep them out of streams, tree plantings, and outreach to residents and businesses to educate them about how to combat pollution. These efforts will ensure that high quality of water in Jefferson County continues.

Alternative Energy

It is widely recognized that many of the resources that we rely on to heat, cool, and light homes, power electronics, provide transportation fuel, and other daily needs are finite. Consequently, there has been an increasing need to assess the viability of alternative and renewable energy sources that may assist in maintaining the quality of life of Jefferson County's residents and businesses. In 2009, West Virginia adopted an Alternative and Renewable Energy Portfolio Standard that requires investor-owned electric utilities (such as Potomac Edison) with more than 30,000 residential customers to supply 25% of retail sales from eligible alternative and renewable energy resources by 2025.

Alternative and renewable energy sources are available, ranging from hydro (water), solar, and wind power to the use of various biofuels (algae, biomass, wood pulp, and other waste products), and plant crops (corn and switchgrass) that might be used to

complement or replace existing power sources. Another alternative energy source that may be applicable for the heating and cooling of buildings is the use of geothermal systems (drawing up groundwater and circulating it through pipes embedded in a building's walls).

There are efforts underway at the local and state level to encourage the conservation of energy and the utilization of alternative energy sources. The most notable of these are the projects that have been incorporated into the expansion of the American Public University System (APUS) in Charles Town and Ranson. These projects include the use of solar collectors that also serve as cover for parked cars, the installation of several electric car charging stations, and the utilization of building improvements and materials that limit the use of energy needed for heating, cooling, and lighting. The improvements undertaken by APUS can serve as a role model to new development in Jefferson County and to the redevelopment of existing structures and sites.

Several large-scale alternative and renewable energy projects have taken place in the County. Concern has been expressed that legislation prohibiting Cooperatives or Communities to create a solar panel system that would feed multiple houses is impacting the expansion and viability of implementing other solar projects in the County. As the cost of improvements decreases and the efficiency of various renewable energy materials improves, the reliance on current energy sources will be reduced as more families and businesses adopt these improvements.

Natural Gas Services

Jefferson County regional economic development officials and businesses identified the need for natural gas services to homes and businesses. At present the only area of the County served by natural gas lines is the former Kodak/3M plant in Middleway; however, the potential exists for the expansion of service capacity in the Eastern Panhandle and the extension of natural gas lines from the Berkeley/Jefferson County line along WV Route 9 to various parts of the County. The extension of natural gas into Jefferson County would aid County economic development efforts while providing an alternative to electricity for residential and commercial purposes.

One of the reasons this improvement is needed is because an increasing number of businesses are using natural gas in their manufacturing process, due to the lower costs and the cleaner emissions that result from its use. Natural gas, in a compressed or liquefied form, can also be used to fuel cars and buses. While natural gas has been primarily used as a fuel source for local and regional bus services in the US, it can also serve as a fuel source for both privately owned and County owned vehicles.

High-Speed Internet and Advanced Technology Communication Services

Over the last two decades, people have increasingly taken for granted the ability to be connected to the world via the internet. Internet uses include a variety of communication and media modes, conducting business, shopping for goods, staying abreast of local, national and world events, and have a plethora of entertainment

	c. Collaborate with local public utility providers to identify and provide incentives that would encourage property owners to transition from well and septic to a centralized system where and when needed to address public health issues.
	d. Find funding mechanisms to defray the costs of providing public utilities in areas where the provision of these utilities is necessary based on declining public health or environmental concerns.
6.	Coordinate with Region 9 and the County's public service providers to identify and seek additional funding sources that would aid in the construction of needed capital facilities and for the upgrading of existing facilities to meet newer federal standards.
	a. Continue to monitor and participate in planning efforts related to the implementation of the Chesapeake Bay Watershed Improvement Plan.
	b. Assess and evaluate the County's stormwater planning documents as best management practices in the field evolve.
7.	Identify ways that utility services can be regularly upgraded to meet the highest level of service and technology through coordination with local water, sewer, electric, gas, and telecommunications utility and service providers.
	a. Require all local electric, cable, and other utility providers to bury existing and new lines (serving new development) as a part of the regular maintenance and upgrading of their facilities.
8.	Encourage public entities to utilize alternative and renewable energy sources for a variety of energy needs.
	a. Enable the construction of renewable energy generation facilities by residents and businesses.
	b. Encourage County businesses and service stations to provide electric vehicle recharging stations within Jefferson County as soon as possible and use distinctive signage to guide residents and visitors to the charging stations.
	c. Develop regulations to enable cooperatives or communities to create a solar panel system that would feed multiple houses in the County.
9.	Collaborate with local economic development agencies and Information Technology (IT) providers to ensure that the current and future needs of small businesses within Jefferson County are met.
	a. Ensure that all areas of Jefferson County are served by high speed wireline and/or wireless services and other advanced technologies.
	b. Encourage private sector investment to improve wireless internet service availability in Jefferson County and the Eastern Panhandle.
	c. Ensure that, as next-generation wireless and cellular services are implemented, Jefferson County collaborates with providers, including any necessary regulatory changes, to ensure that providers are able to provide these services at the same time as other communities in the Washington, D.C. and Baltimore, MD Metropolitan Areas.

13.	Explore options to develop and implement a tax credit for those improving and investing in designated historic structures while maintaining the historic character of the structures.
14.	Consider implementation of alternative energy systems as they become more efficient and cost effective in facilities owned and maintained by the County or other public entities.
15.	Create and provide a series of tax credits based on state and federal government programs for homeowners and businesses that implement sustainable improvements for their homes and/or businesses that would result in long-term energy and cost savings.

Goal #10: Maintain and Enhance Community Services and Infrastructure Capacity for Water, Sanitary Sewer, Storm Sewer, and Other Utilities; and Enable the Provision of Orderly and Efficient Services and Advanced Technologies.

- Objective #1:** In coordination with public and private service providers serving Jefferson County, create a public service plan for the County that identifies specific standards (based on state and nationally accepted standards for communities), the applicability of enhancements to existing facilities, and potential locations of future infrastructure improvements.
- Objective #2:** Continue to coordinate between county and regional/state agencies in relation to information and activities related to meeting Chesapeake Bay Watershed Implementation Plan (WIP) goals.
- Objective #3:** Create and implement a means to require shared infrastructure between existing and proposed development.
- Objective #4:** Require that new utility facilities and/or extensions are located within Urban Growth Boundaries (UGBs), Preferred Growth Areas (PGAs), or Villages.
- Objective #5:** Identify and implement ways to provide utility services within and immediately adjoining Village areas.
- Objective #6:** Provide mechanisms to ensure that existing utility systems are upgraded to meet the needs of the residents and businesses throughout the County.
- Objective #7:** Private water and wastewater plants shall meet material and design standards set by local publicly owned service providers.
- Objective #8:** Work with appropriate local agencies and regional providers to extend natural gas services into Jefferson County.
- Objective #9:** Encourage the creation of and use of a variety of energy sources (including renewable energy) within Jefferson County in ways that respect the character of the County.
- Objective #10:** Adhere to the regulations included as part of the Jefferson County Stormwater Ordinance.
- Objective #11:** For water and sewer utilities to serve new developments and in areas currently not served by water and sewer where services have been deemed necessary by local or state health officials, allocate costs equitably so that new development or the development being served is responsible for the infrastructure cost, rather than existing ratepayers.

pressing, and tailoring; massage therapy provided by licensed massage practitioner; photographic studios; psychic readers; real estate; self-service laundromat; shoe repair; spas; tanning salons; travel agencies; video rental stores and other similar establishments.

Photovoltaic Technology Materials and devices that absorb sunlight and convert it directly into electricity.

Plat²³ A scaled, graphic drawing of a land subdivision project prepared according to the provisions of the Subdivision and Land Development Regulations and this Ordinance. A plat depicts the design and layout of a project as well as the location of existing and proposed property boundaries and easements. A plat also includes all terms, conditions and performance requirements established prior to the approval of a subdivision.

Preliminary Plat²³ A professionally prepared drawing of a proposed subdivision which is not a record plat but which contains detailed information concerning the proposed development, and is prepared according to the provisions of the Subdivision and Land Development Regulations and this Ordinance.

Preschool²³ Use of a site for the provision of pre-elementary educational services on a scheduled basis to children through kindergarten. If the West Virginia Department of Education establishes requirements for a preschool, the land use shall meet these requirements.

Preservation of a Historic Site³⁵ The act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction.

Primary Public Safety Provider²² An FCC licensed governmental user that uses wireless telecommunication facilities to provide primary communications for law enforcement, fire, ambulance or related emergency services. Primary Public Service Provider does not include Commercial Wireless Service Providers, or Competitive Local Exchange Carriers (CLEC), who provide telecommunication services on a commercial basis to Primary Public Service Providers, or who deliver emergency calls or messages from its customers to a Public Safety Answering Point (PSAP).

Principal Permitted Use^{23, 31, 32} Any use included on the Principal Permitted and Conditional Uses Table (Appendix C) which is or may be lawfully established in a particular district, approved by the Office of Planning and Zoning without requirement of approval by a board or commission, provided the use conforms with all applicable requirements of this Ordinance. Such use does not include Conditional Uses as defined in this Ordinance.

Principal Use²³ The primary or predominant use of any site.

Printing and Publishing²⁷ A printing operation of an industrial scale, involving a process that is considered printing, imprinting, reproducing, or duplicating images and using printing methods including but not limited to offset printing,

Soil Value	A relative numeric value assigned to soil groups based on the group's potential for agricultural production.
<u>Solar Decommissioning Plan</u>	<u>A plan certified by a West Virginia Licensed Professional Engineer that outlines the removal and proper disposal of the components of the Solar Energy Facilities and property restoration; including, the timeline for the removal at the end of the lease and/or when production of electricity ceases, the estimated cost of the removal, the estimated salvage value of the material, equipment, devices, etc., and the reasonable restoration of the real property upon which such Solar Energy Facilities are located, including soil stabilization an re-vegetation of the ground cover of the property which may be disturbed due to the location, installation, or removal of such facilities. The Plan may also include a list of specific items that are requested to remain on site for the benefit of the property owner.</u>
<u>Solar Energy Facility</u>	<u>A facility that generates electricity from sunlight by utilization of photovoltaic (PV) technology and distributes the generated electrical power. On-site components of the facility may include solar panels and other accessory components including, without limitation, Essential Utility Equipment, transformers, inverters, cabling, electrical lines, substations, and other improvements necessary to support generation, collection, storage, and transmission of electrical power.</u>
Special Event ³⁹	A gathering of individuals for the common purpose of attending a celebration, ceremony, reception, or similar activity for the benefit of someone other than the property owner. Private parties, gatherings, and similar activities that are not subject to a use agreement between a private individual or group and the property owner are not defined as a special event.
Special Event Facility ³⁹	A facility where special events are permitted to occur. Special event facilities are subject to a use agreement between a private group or individual and the facility owner. The facility owner may or may not charge a rental fee for the use of the facility. Facilities may operate entirely within a structure, entirely outside of a structure, or both inside and outside a structure.
Special Event Facility, Agricultural ³⁹	A Special Event Facility located on a parcel which the Assessor's Office has classified as "farm use".
Species, Rare or Endangered	Any species listed with the West Virginia Department of Natural Resources Heritage Program Species List or by the U.S. Department of the Interior, Department of Fish and Wildlife Management.

B. Setback Standards to operate a Nature Center and Preserve:

Enclosed structures over 250 square feet that are solely for the purpose of housing animals shall be setback 50 feet.

All structures and motorized trails shall meet commercial setbacks of 25 feet with the exception that accessory structures under 250 square feet that are associated with the maintenance of the land use shall be setback ten feet.

All non-motorized trails and non-amplified outdoor activity areas shall meet a minimum ten foot setback. Motorized vehicles associated with the maintenance of the land use are permitted within the non-motorized trails.

C. Landscaping Standards to operate a Nature Center and Preserve:

In lieu of this Ordinance's landscaping standards, a ten foot woodland preservation buffer shall be required along the perimeter of the land use. This ten foot buffer is not required along the interior property lines of the land use. There shall be no clearing or cutting within the buffer with the exception of removing dead, dying, and/or diseased trees. The woodland preservation buffer may be used for passive recreation such as pedestrian, bike, or equestrian trails provided that:

1. No trees, shrubs, hedges, or walls are removed.
2. Not more that 20% of the width of the buffer is impervious surface.
3. The total width of the buffer area is maintained.

D. Noise Standards to operate a Nature Center and Preserve:

This land use is restricted to the noise standards of Section 8.9A.1 of this Ordinance. The Residential Growth District measurement shall apply when the use is adjacent to a lot that contains a residence, or is zoned Rural or Residential Growth.

Section 8.19 Crematorium³⁷

A. Crematorium, Livestock

A Livestock Crematorium shall process as a Conditional Use Permit in all zoning districts other than Rural, unless such use is determined by the Zoning Administrator to be accessory to an active agricultural use.

B. Crematorium, Pet

A Pet Crematorium shall process as a Principal Permitted or Conditional Use in zones as designated in Appendix C. In the Rural Zoning District, a Pet Crematorium may process utilizing the Site Plan Exemption for the Rural District.

Section 8.20 Solar Energy Facilities

Solar Energy Facilities are permitted as indicated in Appendix C.

A. Application

1. A Pre-Proposal Conference is recommended, pursuant to the Jefferson County Subdivision and Land Development Regulations.

2. A Concept Plan, pursuant to the Minor Site Development Concept Plan standards established in the Jefferson County Subdivision and Land Development Regulations is required; except that after the Planning Commission direction is given, the next steps are Application for a Zoning Certificate and Building Permits, including submission of final Decommissioning Plan. In addition to the Concept Plan requirements outlined in the Subdivision Regulations, the Concept Plan shall also include the following standards:

(a) Property or Properties Location

(b) Access Points;

(c) Anticipated location of all proposed components of the Solar Energy Facility; and

(d) Landscaping, Buffering, Ground Cover Plan, and Fencing.

Each proposed solar panel is not required to be located on the Plan, if compliance with setbacks can be established by what is depicted on the Plan.

If the project is to be completed in phases, the Concept Plan shall reflect phasing of the project.

3. A Zoning Certificate based on an approved Concept Plan is required prior to initiating any use regarding Solar Energy Facilities.

(a) In addition to the standards found in Section 8.20, any Zoning Certificate regarding Solar Energy Facilities shall be issued conditioned on all other State Regulations and approvals being granted, including, but not limited to, the WV Public Service Commission, WVDEP applicable NPDES Permits, Fire Marshal Approval, Building Permits through the Department of Engineering, Planning, and Zoning, and approval of the Stormwater Management Report pursuant to the Jefferson County Stormwater Management Ordinance.

B. Standards

1. Multiple adjacent properties under the same ownership or lease by the same company shall be considered one property for the purpose of these regulations. Internal boundary lines on adjacent properties under the same ownership or lease by the same company are not subject to the setbacks or buffer requirements provided below.

2. Setbacks

a. Solar Panels

i. Front, Side, and Rear Setbacks shall be 100 feet from all external/perimeter property lines and from the edge of the State ROW or Easement of any State Road.

ii. Solar panels and accessory components may be located on a common side or rear lot line of contiguous property owned by the same entity.

b. Accessory components, excluding solar panels.

i. Front, side, and rear setbacks shall be 25' from all external/perimeter property lines and from the edge of the State ROW or Easement of any State Road.

3. Buffering, Landscaping, Security, and Access

a. Solar Panels that are located within 200 feet of any residence, Category 1 Historic Resource, Institution for Human Care, Church, or similar use or structure as determined by the Zoning Administrator, shall provide a 20 foot wide buffer along common property lines. The buffer shall be provided anywhere within the 200 foot radius from

the structures/uses herein and is not required to be provided along the entire length of the common property line.

- b. The buffer screen may be either vegetative or opaque fencing and may be placed anywhere within the buffer area. No structures, materials, or vehicular parking shall be permitted within the side and rear yard buffers. Existing, natural vegetation may be used in lieu of a planted buffer if documentation is submitted to the Zoning Administrator verifying how the existing natural vegetation complies with the required buffer standard.
- c. Accessory Components (excluding solar panels) that are located within 200 feet of any residence, Category 1 Historic Resource, Institution for Human Care, Church, or similar use as determined by the Zoning Administrator, shall comply with the commercial provisions of Section 4.11, with the exception that the Zoning Administrator can allow the use of existing, natural vegetation as appropriate to achieve the intent of the required buffering.
- d. A security fence with secured gates shall be erected around the operating areas of the Solar Energy Facility with a minimum height of 6 feet and a maximum height of 10 feet.
 - i. Arrangements shall be made with the appropriate Fire Department for Access. A letter documenting approval of access from the Fire Department shall be provided with the Zoning Certificate application. The Fire Department shall respond within 15 days of the date of the letter. If no response is provided, the Fire Department shall be deemed by this Ordinance to have approved the access.
 - ii. Upon three business days notice by the Department of Engineering, Planning, and Zoning, access shall be provided to Staff.

4. Stormwater Management

Stormwater Management shall be required in accordance with the Jefferson County Stormwater Management Ordinance. Solar Energy Facilities may be exempt from providing stormwater management if the conditions for granting exemption under Article I.D.2.h of the Stormwater Management Ordinance are satisfied.

5. Decommissioning Plan

- a. W.Va. Code §7-1-3kk provides that the County Commission may enact ordinances, issue orders, and take other appropriate and necessary actions for the elimination of hazards to public health and safety and to abate or cause to be abated anything which the commission determines to be a public nuisance.
 - i. The County Commission hereby finds and declares that a solar facility that has ceased producing electricity for a period of 12 months is a public nuisance and/or hazard pursuant to West Virginia Code §7-1-3kk and other applicable authority.
 - ii. The County Commission therefore finds that an unused solar facility must be decommissioned and removed from the property on which it is located. This means that all of the solar facility's structures and other associated property must be removed from the premises and the land must be restored to a condition reasonably similar to its original condition prior to the installation of the solar facility.
 - iii. A general outline of the decommissioning of the Solar Energy Facility shall be included with the Concept Plan. This outline shall include a general discussion on

the timeline of the lease or operating plan and a general plan for removal of the Solar Energy Facility. A full Solar Decommissioning Plan is not required until submission of the Zoning Certificate application for the Facility.

b. The County Commission finds that, as a condition of approval, a Solar Energy Facility must:

i. Develop a decommissioning plan acceptable to the County Engineering Staff in accord with County Solar Decommissioning Guidelines that will provide that all parts of the solar facility be removed from the premises and the land must be restored to a condition reasonably similar to its original condition prior to the installation of the solar facility; and

ii. Post surety in an amount that would enable the decommissioning and removal of the solar facility in accord with the County Solar Decommissioning Guidelines in the event that the solar facility has ceased to produce electricity as defined.

c. The approved Solar Decommissioning Plan shall be submitted as part of the Zoning Certificate Application. Either the Zoning Administrator or the Applicant may request that the Planning Commission approve or disapprove any component of the Solar Decommissioning Plan.

d. Staff shall be notified by certified mail at least 60 days in advance of the intended decommissioning of the Solar Energy Facility. Staff will place the notice on the next regularly scheduled Planning Commission meeting under “non-actionable correspondence”.

e. Failure of the Lessee or Property Owner to meet and/or comply with the Solar Decommissioning Plan may result in the County pursuing legal action pursuant to Section 3 of this Ordinance, including legal action to have the Solar Energy Facility, or portions thereof as applicable, removed at the Property Owner’s expense. The County may seek to recover its costs, legal fees, and legal expenses incurred to have the facility decommissioned in compliance with the Solar Decommissioning Plan.

C. General Requirements

1. Design, construction, and installation of the Solar Energy Facility shall conform to applicable industry standards, including those of the American National Standards Institute (ANSI), Underwriters Laboratories (UL), the American Society for Testing and Materials (ASTM) or other similar certifying organizations and shall comply with the West Virginia Fire and Building Codes, including compliance with the Jefferson County Building Code.
2. Prior to commencing the transmission of electricity, the Solar Energy Facility shall provide documentation evidencing an interconnection agreement or similar agreement with the applicable public utility or approved entity in accordance with applicable law.
3. Generation of electrical power shall be limited to photovoltaic panels, provided that any on-site buildings may utilize integrated photovoltaic building materials.
4. Solvents necessary for the cleaning of the Solar Panels shall be biodegradable.
5. Internal wiring, excluding that which is on or between the Solar Arrays, connected to substations or between Solar Panels, shall be located underground, except where necessary to mitigate impact to environmental and/or terrain features.
6. Onsite lighting shall be minimum necessary for security and onsite management and maintenance and shall comply with the standards outlined in the Subdivision Regulations.

7. Photovoltaic Panels shall use antireflective glass that is designed to absorb rather than reflect light.
8. Ground Cover comprised of natural vegetation is required. Ground cover that uses native or naturalized perennial vegetation and that provides foraging habitat that is beneficial for songbirds, gamebirds and pollinators is encouraged but not required.
9. Collocation of other agricultural activities such as small market hand-picked crops, grazing and apiary activities are permitted and encouraged.
10. No signage or advertising is permitted on the Solar Energy Facilities other than an identifying sign at the entrance of the Facility that shall be approved by the Zoning Administrator in accordance with Article 10. All other signage must be approved by Special Exception by the Board of Zoning Appeals.
11. Solar Energy Facilities shall comply with Article 8, Section 8.9 of this Ordinance.
12. The Solar Energy Facility Use is not considered abandoned until such time it is Decommissioned.
13. Damaged or unusable panels shall be removed within 60 days from discover of damage; provided, however, longer periods may be approved by the County Engineer due to extenuating circumstances.

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses continued													Sec. 8.9
Restaurant	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Retail Sales Limited	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Retail Sales and Services, General	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Retail Store, Large	NP	CU	P	CU	NP	CU	NP	CU	CU	CU	CU	CU	
Shipping and Mailing Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
<u>Solar Energy Facility</u>	<u>NP</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>NP</u>	<u>NP</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>NP</u>	<u>Sec. 8.20</u>
Special Event Facility	P	P	P	P	NP	P	P	CU	CU	P	P	CU	Sec. 8.14
Storage, Commercial	NP	P	P	P	CU	P	NP	CU	CU	P	P	CU	
Veterinary Services	P	P	P	P	CU	P	P	P	CU	P	P	CU	
Wireless Telecommunications Facilities	P	P	P	P	P	P	P	P	P	P	P	P	Art. 4B
Agricultural Uses*													
Agricultural Uses, as defined in Article 2	P	P	P	P	P	P	P	P	P	P	P	P	
Agricultural Repair Center	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Agricultural Tourism	P	P	P	P	P	P	P	P	P	P	P	P	
Crematorium, Livestock ³⁷	CU	CU	CU	CU	CU	CU	CU	P	CU	CU	CU	CU	Sec. 8.19
Farm Brewery	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.5
Farm Winery or Distillery	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.5
Farm Market	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.6
Farm Vacation Enterprise	P	P	P	P	P	P	P	P	P	P	P	P	
Farmer's Market	P	P	P	NP	NP	P	NP	P	CU	P	NP	CU	Sec. 8.6
Feed and/or Farm Supply Center	CU	P	P	P	P	P	P	P	CU	P	P	NP	
Horticultural Nurseries and Commercial Greenhouses	P	P	P	P	P	P	P	P	CU	P	P	NP	
Landscaping Business	P	P	P	P	P	P	P	P	CU	P	P	NP	
Rental of Existing Farm Building for Commercial Storage	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Structure must have existed for 5 years													
Special Event Facility, Agricultural	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.14
Accessory Uses													
Accessory Uses	P	P	P	P	P	P	P	P	P	P	P	P	

NC	Neighborhood Commercial	OC	Office / Commercial Mixed-Use
GC	General Commercial	R	Rural
HC	Highway Commercial	RG	Residential Growth District
LI	Light Industrial	RLIC	Residential-Light Industrial-Commercial District
MI	Major Industrial	IC	Industrial-Commercial District
PND	Planned Neighborhood Development	V	Village District

P Permitted Uses

NP Not Permitted Uses

CU Conditional Uses (subject to requirements of district and/or other requirements of this Ordinance)

** Accessory Use to a planned residential community, if permitted pursuant to Section 5.4 and processed as a CU

¹ The Planning Commission may amend the permitted uses for a development in the PND District per Article 5.

² Approval process is per the Salvage Yard Ordinance.

Jefferson County, WV

**Stormwater Management Ordinance
Department of Engineering**

AUGUST, 2013

provide stormwater management controls under the regulations, conditions and terms in effect at the time of the original approval.

However, if, after the adoption of this ordinance, there is any physical expansion to said exclusion listed above, this ordinance shall apply to the expanded area only.

(06/16/2020 Revision – “Solar Energy Facility” name change)

(h) Solar Energy Facilities (commonly referred to as “Solar Farms”), provided all of the following conditions are met:

- Earth disturbance and grading activities shall be minimized and natural vegetal cover shall be preserved and/or restored.
- Vegetal cover shall have 90% or better uniform coverage and shall not be subject to chemical fertilization and herbicides/pesticides. A meadow condition is preferable, particularly for slopes between 5 and 10%. Mowed areas should be kept to a minimum of 4”.

Individual Photo Voltaic (PV) modules within an array shall be arranged in a fashion that allows the passage of runoff underneath each module. The PV modules shall be arranged to allow the growth of vegetation beneath the PV modules and between the rows of PV arrays.

If the width of the vegetative strip between rows of PV arrays is not a minimum of twelve feet (i.e. there is inadequate vegetated spacing between modules), then stormwater BMPs such as infiltration trenches (min. 12” wide by 12” deep) or infiltration berms shall be installed down gradient between each row.

- Ground-mounted solar PV modules shall be supported with structures/foundations occupying a maximum of 5% of the total project area. (not the parcel area, but that area within the boundary of the 100’ setback/buffer surrounding the solar energy facility equipment) This area shall be delineated, and dimensioned on the Concept Plan, along with a note of the total area and a calculation of the percent of impervious area occupied by the support structures/foundation.
- Solar PV modules shall be situated on mild slopes (10% max). If greater than 10% slopes are proposed, then stormwater BMPs such as infiltration trenches (min. 12” wide by 12” deep) or infiltration berms shall be installed down gradient between each row of PV arrays, in addition to providing the minimum 12-foot spacing between the rows of PV arrays.
- The lowest vertical clearance of the solar PV array shall be at an elevation of 10 feet or less from the ground, but is also at an adequate height to promote vegetative growth below the PV array.

- No erosion or transport of sediments shall be allowed. An Erosion and Sediment Control Plan shall be submitted as part of the Stormwater Report. Permanent Erosion and Sediment Control shall be provided to address the potential for erosion at the drip edge of solar panels. In addition, the West Virginia Department of Environmental Protection's temporary construction stormwater NPDES permit shall be submitted along with the Stormwater Report.

The developer shall submit documentation in the form of a Stormwater Report, which demonstrates all of the above conditions are satisfied, to the Jefferson County Engineer for review and approval. At the time of submission, the developer shall pay a non-refundable review fee in accordance with the established fee schedule. The Stormwater Report shall be prepared, signed, and sealed, by a professional engineer registered to practice in the State of West Virginia. The Stormwater Report shall be approved prior to the issuance of the building permit.

If all the above conditions cannot be met, then the project shall fall under the jurisdiction of this Ordinance and stormwater quantity and quality control shall be provided.

For the life of the project, the Jefferson County Engineering staff shall have the authority to visit the site, with 72-hours' notice, to determine if the above conditions are being maintained.

Failure to perpetually maintain and meet the conditions for this exemption shall be a violation of this Ordinance and enforceable under the law.

- (3) Compatibility with Other Permits and Ordinance Requirements
- (a) Compliance with the requirements herein does not create exclusion to permitting requirements from the WVDEP, the U.S. Army Corps of Engineers, or any other agency or reviewing body that has jurisdiction over the proposed project area.
 - (b) Whenever this Ordinance imposes a conflicting restriction regarding stormwater regulation, the provisions of the more restrictive ordinance shall control.

E. SEVERABILITY

If any section, clause, sentence, part, or provision hereof shall be held to be invalid, or unconstitutional, by any court of competent jurisdiction, such decision of the court shall not affect or impair the remaining sections, clauses, sentences, parts, or provisions of this Ordinance.

F. INCORPORATION BY REFERENCE

- (1) For the purposes of this Ordinance, Jefferson County has adopted by reference the following published standards:

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nathan Cochran, Assistant Prosecuting Attorney**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **July 16, 2020**

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

Date Requested – 2nd Choice:

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

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

1. Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues. Discussion/Action.
2. Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397. Discussion/Action.
3. Discussion of Jefferson County Circuit Court Civil Action #19-P-69. Discussion/Action.
4. Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282). Discussion/Action.
5. Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1). Discussion/Action.
6. Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto.
7. Discussion of Jefferson County Circuit Court Civil Action #17-C-174. Discussion/Action.
8. Review and report on aspects of county policies and local government/component/agency/department involvement based on the C-19. Discussion/Action.
9. Discussion of Jefferson County Circuit Court Civil Action #20-C-20. Discussion/Action.
10. Discussion of legal issues regarding proposed solar text amendment including bonding and related matters. Discussion/Action.
11. Discussion of issues regarding implementation of compensation standards for certain employees under compensation policy 204 and associated policies. Discussion/Action.

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **July 16, 2020**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): **Discuss/update Jefferson County Recycling Ordinance - Discussion/Action**

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

**JEFFERSON COUNTY
AMENDED RECYCLING ORDINANCE**

WHEREAS, The State of West Virginia has established the following goals for waste reduction through recycling and composting efforts; 20% reduction by January 1, 1994; 30% reduction by January 1, 2000; and 50% reduction by January 1, 2010; and,

WHEREAS, The Jefferson County Commission recognizes that the development of processing facilities and other necessary infrastructure for the handling of source separated material is necessary for the success of any recycling program; and,

WHEREAS, Public education is essential to maximize public participation and to ensure the collection of high quality recyclable materials; and,

WHEREAS, The Jefferson County Commission recognizes that procurement of recycled products is an essential element in creating markets for recyclable materials; and,

WHEREAS, It is the Policy of The State of West Virginia that to the maximum extent possible all agencies and instrumentalities of the State purchase recycled products; and,

WHEREAS, Market conditions are ever-changing; Therefore, the county recycling ordinance herein adopted is designed to give flexibility in the methods selected to accomplish the above-mentioned goals; and,

WHEREAS, Many different solutions are possible for the implementation of the mandates of the West Virginia Recycling Act of 1991; however, one method is hereby adopted that will comply with the mandates of the Act, while providing methods for collection entities to use alternative plans;

THEREFORE, BE IT ORDAINED That the title of the Ordinance be "The Jefferson County Recycling Ordinance."

1.0 General Authority

This Ordinance is adopted by the authority of the West Virginia Code, Chapter 20, Article 11

2.0 Jurisdiction

These regulations shall apply to all properties within Jefferson County, West Virginia: but, do not include the incorporated municipalities or areas hereafter annexed by any municipal corporation.

3.0 DEFINITIONS

- .1 "Recyclable material" means a material which would otherwise become municipal, industrial or commercial solid waste, which can be source separated, collected; processed, and returned to the economic mainstream in the form of raw materials or products.
- .2 "Recycling" means the source separation, collection, processing, and sale or re-use of metals, glass, paper, plastics, and other materials which would otherwise be disposed of as solid waste.
- .3 "Mandatory" means that and requires any collection entity to offer recycling service to each of it's residential and commercial customers in addition to solid waste collection service. Nothing in this Ordinance shall require any person, firm, or corporation to subscribe to waste hauling service.
- .4 "Source separate" means to separate recyclable materials from the municipal, industrial or commercial waste stream at the point of waste generation.
- .5 "Co-mingled" means source separated, non-putrescible recyclable materials that have been placed in the same container at the source of generation for collection.
- .6 "Designated Recyclable Materials" means those recyclable materials specified by the collection entity for separate collection in accordance with this Ordinance. Such materials may include, but not be limited to, aluminum, ferrous and bimetal cans; glass containers; newspapers; office waste paper; corrugated paper; and plastic containers.
- .7 "Collection Entity" means any person, partnership, corporation or other entity that provides for the collection of solid waste from residential or commercial establishments and the transportation thereof to approved disposal facilities.

4.0 ENFORCEMENT

- .1 As provided in Section 5, Subsection 5 of this ordinance, any waste collection entity may refuse to collect the solid waste from any person, firm, or corporation that has not source separated from the solid waste all recyclable materials named in the collection entity's plans filed with the county S.W.A.

5.0 RECYCLING PROGRAM

The Jefferson County Recycling Program shall consist of the following minimum requirements:

- .1 Each person, partnership, corporation or other entity in the County shall separate from other solid waste at least three designated recyclable materials, as deemed appropriate by the collection entity, as named, in its approved plan.
- .2 The eligible list of recyclable materials includes: newspaper; office waste paper; corrugated paper; ferrous; bimetal and aluminum cans; plastic containers; glass and other materials named from time to time by regulation established pursuant to this Ordinance.
- .3 Each collection entity shall establish at least one scheduled day per week during which source separated materials, which may be co-mingled, are to be placed at the curb-side, or similar location for collection.
- .4 To maximize participation and to ensure the collection of high quality recyclable materials, each collection entity shall establish an on-going, comprehensive public information and education program, to commence at least 30 days prior to the first date of collection of recyclable materials. Such education program shall, at a minimum, effectively notify all residential, commercial, institutional and other entities participating in the program of the required methods for source separating materials, how the system will operate, the dates of collection and program incentives.
- .5 Each collection entity shall accept only such solid waste from which recyclable materials named in the collection entity's plans filed with the Jefferson County Solid Waste Authority have been source separated.
- .6 Each collection entity's recycling program shall provide for appropriate incentives and penalties to ensure participation in its program.

6.0 ALTERNATIVE PROGRAMS

- .1 Any collection entity may propose an alternative program for a comprehensive recycling program that meets the stated waste reduction goals of this Ordinance. A proposed alternative program shall be reviewed by the Jefferson County Solid Waste Authority in accordance with final approval to be granted by the Jefferson County Commission.

7.0 YARD WASTE MANAGEMENT

- .1 Each collection entity shall file a plan with the Jefferson County Solid Waste Authority for the collection and management of yard waste. The yard waste plan will be filed by March 1, 1993.

8.0 MARKET AND INFRASTRUCTURE DEVELOPMENT

- .1 The Jefferson County Solid Waste Authority shall monitor, collect information, and assist in the development of markets and infrastructure for the processing of source separated recyclable material. The JCSWA will act as a clearinghouse to disseminate information on recycling activities and shall file semi-annual written reports with the Jefferson County Commission on the established processing capacity and a plan for new capacity. The first report due under this Ordinance shall be on July 1, 1993.
- .2 In keeping with state policy and goals, all state agencies, instrumentalities and political sub-divisions of The State of West Virginia located in Jefferson County shall strive to achieve a recycled product mix on future purchases of 1.) 20% by December 31, 1992, and 2.) 40% by December 31, 1995.

9.0 EFFECTIVE DATE

- .1 This Ordinance shall be effective from October 1, 1992.
- .2 Each collection entity shall file with the Jefferson County Commission its recycling program on or before October 1, 1992.
- .3 Each collection entity shall implement its approved program on or before October 1, 1993, and have its program fully implemented on or before April 1, 1994.

10.0 REGULATIONS

- .1 The Jefferson County Commission and/or the Jefferson County Solid Waste Authority are authorized to promulgate reasonable rules and regulations needed to implement the Jefferson County Recycling Ordinance which shall be submitted to the County Commission on or before October 1, 1992. The County Commission shall, thereafter, adopt rules and regulations by order.

11.0 AMENDMENT AND REPEAL

- .1 This Ordinance may be amended or repealed by the County Commission at any time, pertaining to West Virginia Code Chapter 20, Article 11.

Enacted and ordained by order of the Jefferson County Commission this 13th day of August, 1992.

By:

R. Gregory Pope
Robert S. Sizer
Edgar Chedeway
Harry M. Hable
[Signature]

ABRAHAM M. ASHTON, ESQ.
ATTORNEY AT LAW
LICENSED IN WV, DC



126 E. BURKE STREET
MARTINSBURG, WV 25401
304-267-1020 (O)
800-616-2141 (F)
ABE.ASHTON@ACWLAWYERS.COM

June 22, 2020

VIA REGULAR AND ELECTRONIC MAIL

Jefferson County Commission
200 E. Washington Street
Charles Town, West Virginia 25414

with a copy to:

Jefferson County Solid Waste Authority
332 Jefferson Orchard Road
Kearneysville, West Virginia 25430
Attention: Mr. William Madert

**RE: Recycling Program of Panhandle Dumpsters LLC (“Panhandle”) for
Jefferson County, West Virginia**

Dear Members of the Commission and JCSWA:

Please let this letter serve as a response to that certain letter, dated May 19, 2020, from the JCSWA requesting that Panhandle demonstrate its compliance with the County’s Amended Recycling Ordinance. In that regard, please find enclosed with this letter Panhandle’s Recycling Program for your review.

Additionally, for clarity and background information, Panhandle, unlike other collection entities such as Apple Valley Waste (“AVW”), operates as a “Harper” interstate waste transport carrier. In Harper v. Public Service Com’n of WV, 427 F. Supp. 2d 707, 724 (S.D.W.V 2006), the Court held that “West Virginia Code § 24A-2-5 is invalid insofar as it requires solid waste haulers engaged in the interstate transportation of solid waste to obtain a certificate of convenience and necessity from the PSC prior to providing those services.”

In plain language what that means is that, as a Harper Carrier, any waste that Panhandle collects which originates in West Virginia must be disposed of outside of West Virginia (however, any waste originating outside of West Virginia may be disposed of in West Virginia). Therefore, for purposes of waste collection in Jefferson County, Panhandle cannot utilize the JCSWA for the disposal of the recyclables.

Furthermore, Panhandle is committed to recycling and has been seeking efficient means to implement a recycling program not just for Jefferson County, but for every region it serves. However, these efforts are being severely hampered by competitors. Specifically, the nearest out-of-state recycling facility is located in Hagerstown, Maryland. It, however, is owned by AVW, who refuses to allow Panhandle to use the facility, notwithstanding it is open to the public. The lack of access to the Hagerstown facility is the primary reason Panhandle's recycling program has lagged, as Panhandle has been forced to locate alternative means to handle the recycling. At this time, Panhandle is able to meet its recycling needs at a facility in Baltimore, Maryland.

Finally, while Panhandle is committed to providing recycling services to all of the areas it serves regardless of any legal requirement to do so, the Commission should be aware that the Amended Recycling Ordinance may no longer be valid. Specifically, the Amended Recycling Ordinance, adopted August 13, 1992, was enacted under the authority of West Virginia Code, Chapter 20, Article 11 (the West Virginia Recycling Program). However, that act was repealed in its entirety in 2005. Accordingly, the authority under which the Amended Recycling Ordinance was adopted has not existed in 15 years; therefore, the Commission may find it desirable to revisit said Ordinance and either amend it or adopt a new ordinance under authority vested in another article of the West Virginia Code.

As an additional practical matter, the existing Ordinance, at nearly 28 years old, does not contemplate new carriers. For example, Article 9.0 of the Ordinance requires each collection agency to submit its recycling plan by October 1, 1992 and have it implemented by October 1, 1993. There are no instructions for new carriers. Accordingly, given its age and the changing times, Panhandle recommends that the Ordinance be updated or a new one adopted, and it looks forward to working with the County on any such implementation.

Sincerely,

Abraham M. Ashton, Esq.

AMA

cc: Client

RECYCLING PROGRAM OF PANHANDLE DUMPSTERS LLC FOR
JEFFERSON COUNTY, WEST VIRGINIA

Panhandle Dumpsters LLC (“Panhandle”), on this 22nd day of June, 2020, hereby submits to the Jefferson County Commission its Recycling Program for Jefferson County, West Virginia:

1. Designated Recyclable Materials. Panhandle hereby designates the following recyclable materials for collection: metal, paper, and plastics, each as more fully described on the attached flyer.

2. Collection Schedule. Panhandle has established that the Designated Recyclable Materials will be collected on each Thursday of each week, subject to adjustment for nationally recognized holidays.

3. Public Information. In addition to Panhandle’s website, Panhandle will provide existing customers with information regarding the required methods for source separating materials, how the collection system will operate, the dates of collection and program incentives. A copy of this information is enclosed with this submission.

4. Other. As a Harper Carrier, any waste which Panhandle picks up which originates in West Virginia must be disposed of outside of West Virginia (though waste which originates outside of West Virginia may be disposed of in West Virginia). Because of this requirement, Panhandle cannot dispose of recyclable materials collected within Jefferson County with the Jefferson County Solid Waste Authority. Alternatively, Panhandle disposes of its Designated Recyclable Materials in Baltimore, Maryland.

PANHANDLE DUMPSTERS LLC, a
West Virginia limited liability company

/s/Nathanial McClain, its Manager

NOW OFFERING

RECYCLING!

THE BASICS

1. Take the Lids Off & Rinse Your Items
2. Put It In the #YellowCan Recycling Bin
3. Leave It On the Curb the Night Before Pickup



THE SPECIFICS

	GO	NO-GO
METAL	<ul style="list-style-type: none">• Aluminum ,Tin, & Steel Food Containers & Foils• Totally Empty Aerosol Cans	<ul style="list-style-type: none">• Paint Thinner Solvent Cans• Non-Aerosol Pesticide Cans• Empty Gasoline Cans• Empty Chemical Cans
PAPER	<ul style="list-style-type: none">• Magazines, Books, Catalogs, Phone Books• Cardboard, Paperboard• Junk Mail• Office Paper• Cereal Boxes	<ul style="list-style-type: none">• Anything with Wax Coating• Gift Wrap• Juice or Milk Cartons with Wax Surface
PLASTICS	<ul style="list-style-type: none">• Numbers: 1 - 7• Wine Mouth Containers• 6 & 12 Pack Plastic Rings• Plastic Bags (Bundled Together)• Plastic Beverage Containers	<ul style="list-style-type: none">• Non-Rinsed Food Containers• Oil Containers• Plastic Buckets (5 gal, Mop)• Oversized Plastics (If doesn't fit in the bin, don't send it in)

833-DUMP-STR

www.PanhandleDumpsters.com/signup

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **July 16, 2020**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): **Discuss relocation of the SWA Transfer Station – possible land at the Burr Industrial Park - Discussion/Action**

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here](#) to enter text.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: July 16, 2020

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Discussion of JCC Meeting Room use by outside agencies during COVID-19 – Discussion/Action

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jessica Carroll

From: Marcella Genz <octldirector@ctlibrary.org>
Sent: Wednesday, July 8, 2020 12:01 PM
To: Jessica Carroll
Subject: Re: Library Meeting Room Input

Hello Jessica,

Thank you for your concern. I greatly appreciate it. As you note, we are currently providing porch side service (or curbside--depending on the day), so nobody but staff is allowed in the building at this point. We are scheduled to reopen on Monday the 13th with limited capacity, but given the recent flair-up I am proceeding with caution, and we might change our minds. The museum is also planning to open next week, by appointment, on Thursday and Fridays.

I'm not sure what kind of outside agencies you are thinking of, but I do think it would be best to limit the use of the room and I appreciate that the staff is thinking about this. However, having said that, it is the Commission's room, and you need to use it as you all see fit. Obviously, the fewer people in the building, the less likely we will be exposed to the virus. We seem to be on a roller coaster--things look up, then they look down--it is very hard to know what to think.

I did drop a note to Stephanie about the restrooms. We are not providing public access to them so they aren't being maintained at the moment in any real way. We made that decision because we don't have the resources to maintain the restrooms as frequently as they would need to be attended to during the pandemic.

I'm not sure this helps, but it is very difficult to be definitive these days.

Trust you are doing well.

Marcella

On Wed, Jul 8, 2020 at 11:36 AM Jessica Carroll <jcarroll@jeffersoncountywv.org> wrote:

Good Morning, Marcella –

I'm contacting you to inquire about the library's current level of service during COVID-19. From the website and Facebook pages, it seems that you're currently doing porch-pickups/drop-offs but are not open to the general public – is this correct? Since the phases and permissions are changing nearly every day, it's tough to keep up!

I'm asking because staff is considering suggesting to the Commission the suspension of the use of the Meeting Room by outside agencies until things are back to "normal," and we wanted your input and/or suggestions. I know most groups have moved to meeting online via Zoom, etc. but our office has had a couple calls regarding the use of the room, and we'd like to all be on the same page. This item will likely be on the agenda for discussion/action during the July 16 regularly scheduled meeting.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **July 2, 2020 or July 16, 2020**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

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

Approval of the Cooperative Law Enforcement Agreement - Discussion/Action

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

FS Agreement No. 19-LE-11162300-062

Cooperator Agreement No. _____

COOPERATIVE LAW ENFORCEMENT AGREEMENT
Between The
JEFFERSON COUNTY SHERIFF'S DEPARTMENT
And The
USDA, FOREST SERVICE
REGION NINE LAW ENFORCEMENT AND INVESTIGATION
And
HARPERS FERRY JOB CORPS CIVILIAN CONSERVATION CENTER

This COOPERATIVE LAW ENFORCEMENT AGREEMENT ('Agreement') is entered into by and between the Jefferson County Sheriff's Department, hereinafter referred to as "the County," the USDA, Forest Service, Region Nine Law Enforcement and Investigation, hereinafter referred to as the "U.S. Forest Service LEI" and the USDA, Forest Service, Harpers Ferry Job Corps Civilian Conservation Center, hereinafter referred to as the "Harpers Ferry JCCCC" or "Center" under the provisions of the Cooperative Law Enforcement Act of August 10, 1971, Pub. L. 92-82, 16 U.S.C. 551a and Subtitle C of the Workforce Investment Act of 1998 (WIA), Job Training Partnership Act, Title IV, 29 CFR 638.540 29 USC 1698 and the Policy Requirements Handbook (PRH-3:2.12).

Background: The U.S. Forest Service recognizes that criminal activity that may occur at Harpers Ferry JCCCC falls under the jurisdiction of the County under State and local laws. The U.S. Forest Service Law Enforcement Officer (LEO) will assist the County in the enforcement of these laws as needed. Cooperation between the three parties will provide and enhance the safety of the students and Center staff at the Harpers Ferry JCCCC.

Title: Jefferson County Sheriff's Department Cooperation

I. PURPOSE:

The purpose of this agreement is to document a cooperative effort between the parties to enhance State and local law enforcement in connection with activities on Harpers Ferry JCCCC lands.

II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

The Mission of the U.S. Forest Service Job Corps Civilian Conservation Centers is to train eligible youth in the educational, social and vocational skills; while assisting the conservation of the Nation's natural resources and contributing value to our communities.

This partnership is in line with the Agency's mission and Department of Labor – Office of Job Corps guidance. This partnership will also assist the County in its efforts to take a proactive approach to law enforcement by exposing and educating youth to positive law



enforcement activities. Now therefore, the parties hereby mutually agree that it is desirable to cooperate in better utilizing the resources of agencies, while providing for more adequate protection of persons and property.

In consideration of the above premises, the parties agree as follows:

III. THE COUNTY SHALL:

- A. Ensure that the officers/agents of the County performing law enforcement activities under this agreement meet the same standards of training required of the officers/agents in their jurisdiction, or the State Peace Officers Standards of Training where they exist.
- B. Advise the U.S. Forest Service Principal Contacts, listed in Provision VI-D, of any suspected criminal activities in connection with activities on Harpers Ferry JCCCC lands and facilities.
- C. Refer students under the age of 18 years old (juveniles) involved in criminal activity to the State Juvenile Justice System when deemed appropriate.
- D. Apprehend and transport persons charged to a detention facility when warranted.
- E. Release students to the Harpers Ferry JCCCC principal contact or other Harpers Ferry JCCCC staff as needed.
- F. Provide the U.S. Forest Service LEI contact, listed in Provision VI-D, with case reports and timely information relating to incidents/crimes in connection with activities on Harpers Ferry JCCCC lands and facilities.
- G. Give the U.S. Forest Service or Comptroller General, through any authorized representative, access to and the right to examine all records related to this agreement. As used in this provision, "records" include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form.
- H. Comply with all Federal statutes relating to nondiscrimination and all applicable requirements of all other Federal laws, Executive Orders, regulations, and policies. These include, but are not limited to Sections 119 and 504 of the Rehabilitation Act of 1973 as amended, which prohibits discrimination on the basis of race, color, religion, sex, age, national origin, marital status, familial status, sexual orientation, participation in any public assistance program, or disability.
- I. Provide assistance to U.S. Forest Service LEI personnel when requested.
- J. Provide K-9 units to periodically conduct searches at the Harpers Ferry JCCCC. If training opportunities are necessary, then the County will work with both the Harpers Ferry JCCCC and the U.S. Forest Service LEI contacts listed in Provision IV-B for



scheduling and required parameters for training sessions separate from requested contraband item searches.

- K. Routinely patrol the Harpers Ferry JCCCC or make other efforts for a visible presence at the Center.
- L. Coordinate with the U.S. Forest Service LEI, the Center Staff and other local groups to stage an active shooter drill to be practiced at the Center at least once yearly.

IV. THE U.S. FOREST SERVICE LAW ENFORCEMENT INVESTIGATIONS SHALL: (when on scene/center)

- A. Advise the Principal Contacts, listed in Provision VI-D, of any suspected criminal activities in connection with activities on Harpers Ferry JCCCC lands and facilities.
- B. Report sexual assaults, and other significant criminal incidents to law enforcement authorities as required by state and local law.
- C. Secure and maintain chain of custody of any illegal drugs, drug paraphernalia, dangerous weapons, contraband, or any other evidence of a crime until the found. County responds and takes custody.
- D. Cooperate with the County as requested.
- E. Investigate any damage or theft to government property.
- F. Investigate any threats or assaults against Federal Employees (Center Staff).
- G. U.S. Forest Service LEI personnel may assist Harpers Ferry JCCCC Management in maintaining the Zero Tolerance Policy, and other prohibited activities for the safety and security of students and staff by conducting general inspections according to policy (PRH: 5.4-2, R6). This may include maintaining secure custody of any dangerous weapon owned by a student that is not part of a criminal activity but has been confiscated by the Harpers Ferry JCCCC Management.
- H. Coordinate with the Principal Contacts, listed in Provision VI-D, and other local groups to stage an active shooter drill to be practiced at the Center at least once yearly.

V. THE U.S. FOREST SERVICE JOB CORPS CIVILIAN CONSERVATION CENTER SHALL:

- A. Advise immediately the Principal Contacts, listed in Provision VI-D, of any suspected criminal activities in connection with activities on Harpers Ferry JCCCC lands and



facilities.

- B. Discipline any students for fighting according to the DOL Job Corps Policy and Requirements Handbook, and notify the County if a student wishes to file charges. Notify U.S. Forest Service LEI of incident.
- C. Discipline any minor student under the influence or in possession of alcohol or tobacco products according to the Job Corps Policy and Requirement Handbook.
- D. As the Harpers Ferry JCCCC has a zero tolerance policy for dangerous weapons, if such weapons have not been involved in a crime, the Harpers Ferry JCCCC will secure and maintain chain of custody of any dangerous weapons until the student's designated person can take custody and remove the weapon from the facility and grounds. If the Harpers Ferry JCCCC is unable to provide a secure location, they may ask that the U.S. Forest Service LEI maintain custody until able to release to the appropriate individual.
- E. Cooperate with the County and/or the U.S. Forest Service LEI as requested.
- F. Make available any known student or staff member for interviewing as policy and the laws allow.
- G. Provide students with transportation to any Court Hearings as requested.
- H. Provide transportation to any student released on an Own Recognizance Bond back to the Harpers Ferry JCCCC facility.
- I. Provide open access to the grounds and facilities at the JCCCC for training purposes (such as K-9 units) to either the U.S. Forest Service LEI office or the County.
- J. Coordinate with the U.S. Forest Service LEI, the County and other local groups to stage an active shooter drill to be practiced at the Center at least once yearly.

VI. IT IS MUTUALLY UNDERSTOOD AND AGREED UPON BY AND BETWEEN THE PARTIES THAT:

- A. Students can be charged under Federal law for threatening or providing false information to a U.S. Forest Service employee (Center Staff).
- B. U.S. Forest Service employees (Center Staff) are subject to internal investigations of alleged federal criminal violation by the Office of Inspector General (OIG).
- C. The parties will make themselves available, when necessary to provide for continuing consultation, exchange information, aid in training and mutual support, discuss the conditions covered by this agreement and agree to actions essential to fulfill its purposes.



D. The principal contacts for this agreement are:

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Name: Pete Dougherty, Sheriff Address: 102 Industrial Blvd City, State, Zip: Kearneysville, WV 25430 Telephone: 304-728-3205 FAX: Email: info@icsdwy.com	Name: Pete Dougherty, Sheriff Address: 102 Industrial Blvd City, State, Zip: Kearneysville, WV 25430 Telephone: 304-728-3205 FAX: Email: info@icsdwy.com

Principal U.S. Forest Service Contacts:

U.S. Forest Service JCCCC Contact	U.S. Forest Service Administrative Contact
Name: Shawn L. Miller Address: 146 Buffalo Drive City, State, Zip: Harpers Ferry WV 25425 Telephone: 304-724-3409 FAX: 304-728-8200 Email: shawn.miller@usda.gov	Name: Benjamin Sotomayor Address: 146 Buffalo Drive City, State, Zip: Harpers Ferry WV 25425 Telephone: 304-724-3474 FAX: 304-728-8200 Email: benjamin.g.sotomayor@usda.gov
U.S. Forest Service LEI Contact	U.S. Forest Service Administrative Contact
Name: Roni Fein Address: 2499 North Fork Hwy City, State, Zip: Petersburg, WV 26847 Telephone: 231-342-9878 FAX: 304-257-4066 Email: roni@usda.gov	Name: John Hefner Address: 740 Simms St. City, State, Zip: Golden, CO 80401 Telephone: 530-543-2696 FAX: 303-275-5490 Email: jvhefner@fs.fed.us

E. This agreement has no effect upon the County's right to exercise civil and criminal jurisdiction on NFS or Harpers Ferry JCCCC lands nor does this agreement have any effect upon the responsibility of the U.S. Forest Service for the enforcement of federal laws and regulations relative to NFS & Harpers Ferry JCCCC lands or facilities.



- F. The officers/agents of the County performing law enforcement activities under this agreement are, and shall remain, under the supervision, authority, and responsibility of the County. Law enforcement provided by the County and its employees shall not be considered as coming within the scope of federal employment and none of the benefits of federal employment shall be conferred under this agreement.
- G. Federal Communication Commission procedures will be followed when operating radio(s) on either party's frequency.
- H. NOTICES. Any communications affecting the operations covered by this agreement given by the U.S. Forest Service, Harpers Ferry JCCCC, or the County is sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:
- To the U.S. Forest Service Contacts, at the addresses specified in the Agreement.
- To County, at the County's address shown in the Agreement or such other address designated within the Agreement.
- Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.
- I. PARTICIPATION IN SIMILAR ACTIVITIES. This Agreement in no way restricts the U.S. Forest Service, Harpers Ferry JCCCC or the County from participating in similar activities with other public or private agencies, organizations, and individuals.
- J. NONBINDING AGREEMENT. This Agreement creates no right, benefit, or trust responsibility, substantive or procedural, enforceable by law or equity. The parties shall manage their respective resources and activities in a separate, coordinated and mutually beneficial manner to meet the purpose(s) of this Agreement. Nothing in this Agreement authorizes any of the parties to obligate or transfer anything of value beyond services.

Specific, prospective projects or activities that involve the transfer of funds, property, and/or anything of value beyond services to a party requires the execution of separate agreements and are contingent upon numerous factors, including, as applicable, but not limited to: agency availability of appropriated funds and other resources; cooperator availability of funds and other resources; agency and cooperator administrative and legal requirements (including agency authorization by statute); etc. This Agreement neither provides, nor meets these criteria. If the parties elect to enter into an obligation agreement that involves the transfer of funds, property, and/or anything of value beyond services to a party, then the



applicable criteria must be met. Additionally, under a prospective agreement, each party operates under its own laws, regulations, and/or policies, and any Forest Service obligation is subject to the availability of appropriated funds and other resources. The negotiation, execution, and administration of these prospective agreements must comply with all applicable law.

Nothing in this Agreement is intended to alter, limit, or expand the agencies' statutory and regulatory authority.

- K. FREEDOM OF INFORMATION ACT (FOIA). Public access to agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552).
- L. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All cooperators, their employees, volunteers, and contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.
- M. PUBLIC NOTICES. It is the U.S. Forest Service's policy to inform the public as fully as possible of its programs and activities. The County is/are encouraged to give public notice of the receipt of this agreement and, from time to time, to announce progress and accomplishments.
- The County may call on the U.S. Forest Service's Office of Communication for advice regarding public notices. The County is/are requested to provide copies of notices or announcements to the U.S. Forest Service Program Manager and to The U.S. Forest Service's Office of Communications as far in advance of release as possible.
- N. TERMINATION. Any of the parties, in writing, may terminate this Agreement in whole, or in part, at any time before the date of expiration.
- O. DEBARMENT AND SUSPENSION. The County shall immediately inform the U.S. Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according to the terms of 2 CFR Part 180. Additionally, should County or any of their principals receive a transmittal letter or other official Federal notice



of debarment or suspension, then they shall notify the U.S. Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.

- P. MODIFICATIONS. Modifications within the scope of this Agreement must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change.
- Q. COMMENCEMENT/EXPIRATION DATE. This Agreement is executed as of the date of the last signature and is effective through June 30, 2021 at which time it will expire, unless extended by an executed modification, signed and dated by all properly authorized, signatory officials.
- R. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this MOU. In witness whereof, the parties hereto have executed this MOU as of the last date written below.

PETER H. DOUGHERTY, Sheriff
Jefferson County Sheriff's Department

06-17-2020

Date

SHAWN L. MILLER, Center Director
U.S. Forest Service, Harpers Ferry JCCC

Date

JEFFERSON COUNTY WV
County Commissioner

Date

MARY KING
Special Agent in Charge, Region 9

Date



The authority and format of this agreement have been reviewed and approved for signature.

Date

U.S. Forest Service Grants & Agreements Specialist

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.



Quarterly Report

April 1, 2020 – June 30, 2020

1. Active Projects

- a. Civil War Battlefield Preservation in Jefferson County – Ongoing
 - i. Shepherdstown Battlefield properties acquisition and management – ongoing
- b. Peter Burr Farm improvements and programming - ongoing
- c. *Jefferson County Historic Preservation Fund* Campaign - ongoing
- d. WV GeoExplorer project – sponsor and coordinate - ongoing
- e. Duffields Depot –building stabilization - ongoing
- f. Concept Plan reviews in conjunction with JC Planning Department - ongoing
- g. Hosting an AmeriCorps Member – McKenzie Hitchcock - ongoing
- h. Verification of JCHLC historic sites inventory data - ongoing
- i. Text amendment to Zoning Ordinance Sub-Regulations to include - Delay of Demolition Ordinance - ongoing
- j. Designation of NR Landmark – *McMurrin Farm* - Now on review at SHPO
- k. Designation of NR Landmark – *The Rocks*- Now on review at SHPO
- l. Designating the *Jefferson County Courthouse*, as a National Historic Landmark – awaiting NHL Committee review
- m. *Duffields Depot* brochure – in the research phase
- n. Rt. 340 mitigation - includes hiring a contractor to produce four NR nominations
- o. Designation of two barns as JC Landmarks – *Altona, Boidestone*
- p. Antietam National Battlefield boundary expansion to include the Shepherdstown Battlefield – ongoing
- q. Design Guidelines for Middleway Historic District – on review at Middleway Conservancy
- r. Recruiting a new part-time AmeriCorps Member

2. Projects Completed

- a. Designation of JC Historic Landmark – *Rose Lawn*
- b. Submitted WV Development Grant for Duffields Depot – Dewatering the basement
- c. Submitted North American Railway Foundation grant for Duffields Depot - Doors
- d. Submitted application for part time AmeriCorps Member starting August 2020
- e. Contractor hired for the Rt. 340 mitigation project

3. Projects Proposed

- a. Development of historic preservation curriculum for fourth and eighth graders in conjunction with JC Schools

Submitted by
Martin Burke
Chair, JCHLC

HOLLYWOOD
Casino
AT CHARLES TOWN RACES

June 12, 2020

BY STANDARD USPS MAIL

Jefferson County
Jane Tabb
President, County Commission
200 E. Washington St
Charles Town, WV 25414

Re: WARN Act Notice of Layoff at Hollywood Casino at Charles Town Races, 750
Hollywood Drive, Charles Town WV, 25414.

Dear Jane Tabb:

We regret to inform you that Hollywood Casino at Charles Town Races (the "Company") will be conducting a reduction in force at its location at 750 Hollywood Drive, Charles Town WV, 25414. Five hundred forty-one will be laid off beginning on August 15, 2020, or the 14-day period commencing on that date. This layoff will be permanent, but the facility will remain open. Any bumping rights for affected union-represented employees would be governed by the applicable Collective Bargaining Agreement. There are no bumping rights for non-union employees (that is, the right to avoid termination by displacing another employee).

These layoffs at Hollywood Casino at Charles Town Races are the unfortunate result of COVID-19 related business circumstances that were sudden, dramatic and beyond our control. The impact on our business was not reasonably foreseeable until now. We simply could not foresee, that the initial closures of our properties, that were issued by one or two states for a limited period of time, ultimately spread throughout all the states in which we operate and eventually be extended, interrupting almost all business and travel temporarily. These significant drags on our business will likely continue for the foreseeable future. Finally, we could not have anticipated when our properties would be allowed to reopen and how restrictive the new operating conditions would be, and the negative impact this would have on business volumes. As a result of all of these unfortunate circumstances, we are notifying you of this decision as soon as we practically could, taking into account the great difficulties our entire industry faces in projecting future staffing needs under these unprecedented circumstances.

As permitted by 20 C.F.R. § 639.7(f), the following additional information is available to you upon request (it is maintained on site and is readily accessible): The anticipated schedule for implementing these job actions (if a schedule applies); the job titles of positions to be affected, and the number of affected employees in each job classification; the name of each union representing affected employees, if any; and the name and address of the chief elected officer of each union, if any.

The information contained in this letter is based on the best information available to the Company at this time. If you have any questions or require further information, please contact Amy Brennan, Vice President of Human Resources, Hollywood Casino at Charles Town Races, 750 Hollywood Drive, Charles Town, WV 25414, Amy.Brennan@pngaming.com, (304)724-4387.

If there is any change in this information, we will update you as soon as practicable.

Very truly yours,

A handwritten signature in black ink, appearing to read "S. Saunders", followed by a long horizontal flourish.

Scott Saunders
Vice President & General Manager

Impact Fee Status Report

June 2020

Office of Impact Fees

Summary

Date Range: Monday 1 through Tuesday 30 June 2020

Report Date: 2 July 2020

Process Number Range: 2000142-2000165

Total Applications: 24

Total Non-Exempt: 24

Of which:

Commercial: 0

Residential: 24

Of which:

County: 9

Municipal: 15

Total Exempt: 0

Of which:

Commercial: 0

Residential: 0

Of which:

County: 0

Municipal: 0

Tables 1 through 7 summarize impact fee processing for June 2020. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 30 June 2020	0	0	24	24
Fees collected		\$0.00	\$169,235.00	\$169,235.00
<i>Of which</i>				
School Impact Fee			\$155,139.00	\$155,139.00
Law Enforcement Fee		\$0.00	\$1,584.00	\$1,584.00
Parks & Recreation Fee			\$11,290.00	\$11,290.00
EMS Fee		\$0.00	\$1,222.00	\$1,222.00

Table 2. Financial Data – Office of Impact Fees General Account (3111776)

Description	Amount
Opening Statement Balance (1 June 2020)	\$137,506.83
May Deposits (1 – 30 June 2020)	\$169,235.00
School May Transactions (withdraws via transfer on 12 June 2020)	(\$124,923.98)
Law May Transactions (withdraws via transfer on 12 June 2020)	(\$1,936.54)
Parks & Rec May Transactions (withdraws via transfer on 12 June 2020)	(\$9,600.77)
EMS May Transactions (withdraws via transfer on 12 June 2020)	(\$1,045.54)
Interest Earned (30 June 2020)	\$44.42
Ending Statement Balance (30 June 2020)	\$169,279.42
<i>Outstanding Credits (deposits through 1 July 2020)</i>	<i>\$0.00</i>

Table 3. Financial Data – School Impact Fee Account (3107582)

Description	Amount
Opening Balance (1 June 2020)	\$4,752,154.27
May Transactions (deposits via transfer on 12 June 2020)	\$124,923.98
Interest Earned (30 June 2020)	\$1,985.46
Ending Balance (30 June 2020)	\$4,879,063.71

Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)

Description	Amount
Opening Balance (1 June 2020)	\$169,115.32
May Transactions (deposits via transfer on 12 June 2020)	\$1,936.54
Interest Earned (30 June 2020)	\$70.00
Ending Balance (30 June 2020)	\$171,121.86

Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)

Description	Amount
Opening Balance (1 June 2020)	\$300,721.24
May Transactions (deposits via transfer on 12 June 2020)	\$9,600.77
Interest Earned (30 June 2020)	\$126.08
Ending Balance (30 June 2020)	\$310,448.09

Table 6. Financial Data –EMS Impact Fee Account (3122816)

Description	Amount
Opening Balance (1 June 2020)	\$13,906.11
May Transactions (deposits via transfer on 12 June 2020)	\$1,045.54
Interest Earned (30 June 2020)	\$5.98
Ending Balance (30 June 2020)	\$14,957.63

Table 7. Total Impact Fees as of 1 July 2020/1

Description	Amount
Office of Impact Fees General Account	\$169,279.42
School Impact Fee Account	\$4,879,063.71
Law Enforcement Fee Account	\$171,121.86
Parks & Recreation Impact Fee Account	\$310,448.09
EMS Impact Fee Account	\$14,957.63
Total Impact Fees	\$5,544,870.71

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

Table 8. Pending June 2020 Fee Transfers /1

Account	30 June 2020 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$4,879,063.71	\$155,179.43	\$5,034,243.14
Law Enforcement Fee Account	\$171,121.86	\$1,584.44	\$172,706.30
Parks & Recreation Impact Fee Account	\$310,448.09	\$11,293.11	\$321,741.20
EMS Impact Fee Account	\$14,957.63	\$1,222.44	\$16,180.07
Total Impact Fees	\$5,375,591.29	\$169,279.42	\$5,544,870.71

/1 This table represents each of the impact fee category account totals as of 30 June 2020 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in June 2020 are listed in table 1 of the General Account (3111776); these transactions will be processed in July 2020. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Monday 1 through Tuesday 30 June 2020

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											
Category Count: 0											
Category Total \$0.00											
Non-Exempt Applications											
2000142	06/02/2020	Wishmyer	Jeffrey	09 Shepherdstown	1239	195	5	8.15	\$6,700.00	06/02/2020	N/A
2000143	06/02/2020	Matthew	Sherry Sturman	09 Shepherdstown	1234	79	4	5	\$6,700.00	06/02/2020	N/A
2000144	06/10/2020	Edwin Fichter	Georgette	10 Shepherdstown			3B	14	\$7,141.00	06/10/2020	N/A
2000145	06/10/2020	Lutman Land		04 Harpers Ferry	1239	211	6F	20-21	\$6,700.00	06/10/2020	N/A
2000146	06/11/2020	Gladhill	Maurice	02 Charles Town	952	565	4G	32	\$6,700.00	06/11/2020	N/A
2000147	06/18/2020	Bayer	Gene	10 Shepherdstown			3B	13	\$7,141.00	06/18/2020	N/A
2000148	06/18/2020	Christopher	Tri-State	09 Shepherdstown	1219	419	17	9.8	\$6,700.00	06/18/2020	N/A
2000149	06/22/2020	P & R		02 Charles Town	1241	149	8A	2	\$6,700.00	06/22/2020	N/A
2000150	06/24/2020	Lutman Land		07 Middleway	1240	263	25	12.4	\$6,700.00	06/24/2020	N/A
2000151	06/24/2020	Roberto	Catherine	02 Charles Town	1225	533	20	5.1	\$6,700.00	06/24/2020	N/A
2000152	06/24/2020	President's		08 Ranson Corp	1059	359	8G	29	\$7,281.00	06/24/2020	N/A
2000153	06/24/2020	President's		08 Ranson Corp	1059	359	8G	30	\$7,281.00	06/24/2020	N/A
2000154	06/24/2020	President's		08 Ranson Corp	1059	359	8G	31	\$7,281.00	06/24/2020	N/A
2000155	06/24/2020	President's		08 Ranson Corp	1059	359	8G	32	\$7,281.00	06/24/2020	N/A
2000156	06/24/2020	President's		08 Ranson Corp	1059	359	8G	33	\$7,281.00	06/24/2020	N/A
2000157	06/24/2020	President's		08 Ranson Corp	1059	359	8G	34	\$7,281.00	06/24/2020	N/A
2000158	06/24/2020	President's		08 Ranson Corp	1059	359	8G	35	\$7,281.00	06/24/2020	N/A
2000159	06/24/2020	President's		08 Ranson Corp	1059	359	8G	36	\$7,281.00	06/24/2020	N/A
2000160	06/26/2020	DR Acquisitions		08 Ranson Corp	1028	659	4	382	\$7,281.00	06/26/2020	N/A
2000161	06/26/2020	DR Acquisitions		08 Ranson Corp	1028	659	4	383	\$7,281.00	06/26/2020	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Non-Exempt Applications											
2000162	06/26/2020	DR Acquisitions		08 Ranson Corp	1028	659	4	384	\$7,281.00	06/26/2020	N/A
2000163	06/26/2020	DR Acquisitions		08 Ranson Corp	1028	659	4	385	\$7,281.00	06/26/2020	N/A
2000164	06/26/2020	DR Acquisitions		08 Ranson Corp	1028	659	4	386	\$7,281.00	06/26/2020	N/A
2000165	06/30/2020	Titus	Derrick	02 Charles Town	1223	15	2	18.22	\$6,700.00	06/30/2020	N/A
Category Count: 24									Category Total	\$169,235.00	
TOTAL APPLICATIONS: 24									Grand Total	\$169,235.00	