

AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION - APRIL-JUNE 2023
THURSDAY, JUNE 1, 2023
9:30 A.M.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PRAYER – Pastor Adam Johnson

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- May 18, 2023 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE

- May 25, 2023
- June 1, 2023

APPROVAL OF MANUAL CHECKS

- May 26, 2023
- June 2, 2023

APPROVAL OF REQUISITIONS

- June 1, 2023

APPROVAL OF PAYROLL

- May 26, 2023

ANNOUNCEMENTS

Report if there are changes in the agenda if applicable

PUBLIC COMMENT

***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. 9:40 a.m. Angie Banks, Assessor
- Approval of Signatures for the Assessor's Certificate of Oaths
2. 9:50 a.m. Edwina Benites, Director, Jefferson County Development Authority
- Approval of internal promotion for Program Manager
- Approval to advertise for Jefferson County Development Authority Program Specialist
3. 10:00 a.m. Jeffrey Polczynski, Director, Jefferson County Emergency Communications
- Employment Reappointment – Public Safety Dispatcher
- Next Generation 9-1-1 (NG9-1-1)/Next Generation Core Services (ESINET)
4. 10:10 a.m. Russell Burgess, Director, Jefferson County Information Technology & GIS
- Hire of Information Technology Support/HelpDesk Technician Level 1
- Cyber Security – Disaster Recovery and HVAC Systems Hardware/Software Upgrade
5. 10:30 a.m. Mike Sine, Director, Jefferson County Emergency Services Agency
- Approval to hire for 5 part-time EMT vacancies
6. 10:45 a.m. Nathan Cochran, Assistant Prosecuting Attorney
 - a. Report by counsel on opioid case and consideration of recent developments in the case (Jefferson County Commission v. Perdue Pharmaceutical, et. al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170, MDL 17-md-02804-DAP In Re: National Prescription Opiate Litigation; State of West Virginia ex rel. Patrick Morrissey, Attorney General v. Walgreens Boots Alliance, Inc. et al., Civil Action No. 20-C-82 PNM (W. Va. Cir. Ct. Kanawha County) and related matters.
 - b. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01. Discussion of Jefferson County Circuit Court Civil Action No.'s 2021-C- 33 through 37 and Jefferson County Circuit Court Civil Action No.'s 2021-C-46 through 50, Jefferson County Circuit Court Civil Action No. CC-19-2022-C-6, Jefferson County Circuit Court Civil Action No. 2022-C-81, Jefferson County Circuit Court Civil Action No. 2022-C-103 and 2022-C-141 and WV Supreme Court No.'s 21- 0727, 21-0728, and 21- 0731.
 - c. Discussion and review of Comcast Contract/Franchise Agreement with counsel.
 - d. Review, discussion, and potential adoption of Commission leave policy as assigned to counsel.
 - e. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
 - f. Discussion of wage issue regarding Deputy Sheriffs.

UNFINISHED BUSINESS

7. Discussion of the July 6, 2023 Regular Meeting

NEW BUSINESS

8. Discussion and Possible Action on Ordinance Barring Minors from Adult Live Performances (JK)
9. Request Director of the ESA to provide to the County Commission monthly reports, including a Financial Summary, Labor Wheel, and Incident Reports displaying call volume per staffed station (TJ)

10. Review and Discussion of Ambulance Fee Ordinance

11. County Commission Appointment Procedures/Requirements

COUNTY ADMINISTRATOR REPORTS

- ATV Ordinance
- Budget Director Position
- Discussion and consideration of appointments to the Jefferson County Building Commission
- ESA Transition Update

COUNTY COMMISSION REPORTS

12. ADJOURN

CORRESPONDENCE AND INFORMATION

Year-to-Date Budget Reports for May 2023

Notices of Intent to Appoint to the following: Jefferson County Board of Health, Jefferson County Building Commission, Jefferson County Development Authority, Jefferson County Parks and Recreation Commission, South Jefferson Library Commission

Correspondence/public comments received from the following: Jeff Hertrick, John Freiler, Stephanie Yates, Tim Yates, Cindy Emmans, Bill Gaestel, Mark Werner, Marc Petitpierre, David Tabb, Bob Althcheson, Dan Clark

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

Minutes
Jefferson County Commission
Thursday, May 18, 2023

A meeting of the Jefferson County Commission was held on Thursday, May 18, 2023 during the second quarterly session at 6:00pm. The meeting was held via GoToWebinar and in-person. Present were Steve Stolipher, President, Vice-President Clare Ath, and Commissioners Tricia Jackson, Jennifer Krouse, and Jane Tabb. Also present were Makayla Zofrilli, County Administrator, Cindy Rezmer, Deputy County Administrator, Jacki Shadle, County Clerk and Sorayda Pitts, Administrative Assistant. The archived meeting of the Thursday, May 18, 2023 meeting is available on the Jefferson County Commission website.

PRAYER- Pastor John Seay

PLEDGE OF ALLEGIANCE

Commissioner Stolipher led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Stolipher to approve the April 20, 2023 Amended Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the May 4, 2023 Regular Meeting Minutes with edits. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Stolipher to approve the Payroll for May 12, 2023 in the amount of **\$289,609.81**. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
87929		AMERIFLEX		\$ 125.80
87930		AMY BERRY		\$ 113.50
87931		ANGELA L BANKS		\$ 113.50
87932		AT&T		\$ 281.98
87933		BUREAU OF CHILD SUPPORT		\$ 439.85
87934		CAROLINA RECORDING SYSTEMS LLC		\$ 2,180.00
87935		COMPTROLLER OF MARYLAND		\$ 741.15
87936		EFTPS IRS TAXES		\$ 96,207.59
87937		EMPOWER RETIREMENT		\$ 5,320.74
87938		ESRI		\$ 2,200.00
87939		JEFFERSON SECURITY BANK		\$ 4,095.00
87940		MILLENIUM INSURANCE GROUP		\$ 900.00
87941		MONICA BENNETT		\$ 113.50
87942		NATIONAL ACADEMY OF EMERGENCY DISPATCH		\$ 230.00
87943		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
87944		RETIREE HEALTH BENEFIT TRUST		\$ 8,008.00
87945		RHONDA WILLINGHAM		\$ 113.50
87946		STATE TAX DEPARTMENT		\$ 150.00
87947		STORAGE NETWORKS		\$ 3,025.00
87948		TEK ADVISORS LLC		\$ 4,200.00
87949		THE HARTFORD		\$ 2,317.75
87950		THE HARTFORD		\$ 3,452.14
87951		US POSTAL SERVICE		\$ 20,000.00
87952		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 17,399.20
87953		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 43,944.38
87954		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 166.49
87955	FG/009	SHERIFF OF JEFFERSON CO		\$ 5,318.69
87956	BS/011	SHERIFF OF JEFFERSON CO		\$ 7,157.81
87957	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,630.81
TOTAL				\$ 230,780.38

- **Motion by Mr. Stolipher to approve the Accounts Payable for May 11, 2023 in the amount of \$230,780.38. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
87958		84 LUMBER		\$ 137.46
87959		ALEXANDRA BEAULIEU		\$ 319.98
87960		ATLANTIC OCCUPSYCH INC.		\$ 2,125.00
87961		BIEDLERS ELEC MOTOR REP		\$ 144.52
87962		BOLAND TRANE SERVICES INC		\$ 1,939.00
87963		CITY OF CHARLES TOWN		\$ 40.00
87964		COLIN WAKEHAM		\$ 30.63
87965		CORMAC QUINN		\$ 15.48
87966		DARYLL WIMER		\$ 25.74
87967		DOUGLAS PITTINGER		\$ 62.68
87968		ED HANNON		\$ 31.17
87969		FIRST CITIZENS BANK & TRUST CO		\$ 2,633.05
87970		GUTTMAN OIL CO		\$ 11,104.63
87971		HIRERIGHT		\$ 113.00
87972		J.C. EHRLICH		\$ 775.94
87973		JOSHUA WEAVER		\$ 19.35
87974		KENT PARSONS FORD INC		\$ 770.84
87975		KONE BROOKLYN		\$ 1,809.75
87976		MARKL SUPPLY COMPANY		\$ 15,015.00
87977		MICROMAIN CORPORATION		\$ 1,045.00
87978		MOTOROLA SOLUTIONS INC		\$ 22,241.52
87979		NAPA AUTO PARTS		\$ 749.95
87980		POTOMAC EDISON		\$ 33,909.47
87981		R.E. MICHEL CO. LLC		\$ 309.65
87982		RC AIR AND MOLD SOLUTIONS		\$ 405.00
87983		RICE TIRES CO		\$ 824.69
87984		SOFTWARE SYSTEMS INC		\$ 1,161.27
87985		THE JOURNAL		\$ 966.00
87986		THOMAS HANSEN		\$ 148.23
87987		TYLER TECHNOLOGIES		\$ 700.00
87988		US BANK		\$ 93,460.51
87989		WHOLESALE TIRES INC.		\$ 13.74
87990		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 51,917.00
87991	GS/004	GENERAL CO FUND -004		\$ 12,851.93
TOTAL				\$ 257,817.18

- **Motion by Mr. Stolipher to approve the Accounts Payable for May 18, 2023 in the amount of \$257,817.18. Motion seconded and unanimously approved.**

APPROVAL OF MANUAL CHECKS

12-May-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
851	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,412.50
1063	AV/56	SEGRA		\$616
197	AR/207	RUGGED NOTEBOOKS		\$ 39,750.00
198	AR/207	SHAFER TRAXELL & HOWE		\$ 3,400.00
199	AR/207	SHERIFF OF JEFFERSON CO		\$ 11,555.90
TOTAL				\$ 56,734.40

- Motion by Mr. Stolipher approve the Manual Checks for May 12, 2023, in the amount of \$56,734.40. Motion seconded and unanimously approved.

19-May-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
852	HD/8	ALLIED UNIVERSAL		\$ 2,988.80
853	HD/8	US BANK		\$ 91.00
200	AR/207	FRIENDSHIP FIRE DEPT		\$ 5,400.00
201	AR/207	SHEPHERDSTOWN FIRE DEPT		\$ 1,600.00
1823	CO/246	84 LUMBER		\$ 874.25
1824	CO/246	BLACK STONE ROOFING		\$ 31,000.00
1825	CO/246	POLARIS SALES		\$ 8,855.14
361	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 105,805.70
1397	IP/249	SHERIFF JEFFERSON CO - SCHOOL		\$ 63.00
1398	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 18,354.16
1399	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 62,230.31
1400	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 6,563.31
1401	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 2,904.03
TOTAL				\$ 246,729.70

- Motion by Mr. Stolipher approve the Manual Checks for May 19, 2023, in the amount of \$246,729.70. Motion seconded and unanimously approved.

PUBLIC COMMENT: Marc Petitpierre, Natalie Stone, Bridget Cohee, Richard Zigler, Doug Rockwell, Denise Nick, Dale Smythe, David Tabb, Bob Aitchenson, Marc Mayrand and Christine Marshall.

PRESENTATIONS

1. Robert Sell-Sheriff- Requested

a. the approval to hire Animal Control Officers

- **Motion by Mr. Stolipher to approve the hire of Robin Mulliken as an Animal Control Officer position, annual salary of \$38,693.00 with a 80 hour work week. Start date would be May 21, 2023. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to hire Zachary Holler as an administrative assistant/kennel tech, annual salary of \$32,347.00 with a 80 hour work week. State date would be May 22, 2023. Motion seconded and unanimously approved.**

b. The approval to hire for the Deputy position

- **Motion by Mr. Stolipher to approve the hire of Brent Moreland as a probationary Deputy beginning June 12, 2023, starting salary of \$45,950.00. Motion seconded and unanimously approved.**

c. A promotion

NO ACTION REQUIRED

d. County Auction Sale

- **Motion by Mr. Stolipher to approve the Commission to hold an auction of County property, include a Conservatorship property and to be hosted by the Jefferson County Sheriff Department. Motion seconded and unanimously approved.**

2. Matthew Harvey-Prosecuting Attorney-Requested the approval to hire two part-time summer employees

- **Motion by Mr. Stolipher to approve the hire of Colton White and Noelle Ward as part-time summer employees with a salary of \$15 per hour, 20 hours max and a start date of May 19, 2023. Motion seconded and unanimously approved.**

3. Matthew Harvey -Prosecuting Attorney's Office Victim Assistance Program- Requested the approval of the 2023-2024 VOCA Federal Grant application and the 2023 VOCA State Supplement Grant Application

- **Motion by Mr. Stolipher to approve the 2023-2024 VOCA Federal Grant application and the 2023 VOCA State Supplement Grant Application. Motion seconded and unanimously approved.**

- **Motion by Mr. Stolipher to approve the invoice in the amount of \$20, 208.28 for overpayment funds VOCA Grant. Motion seconded and unanimously approved.**

4. Laura Kuhn- Fleet & Facilities Management- Requested

- a. the approval to advertise for the 3-approved position for the FY24

- **Motion by Mr. Stolipher to approve proceeding with the advertising and interview process for the 3 newly approved positions in the Fleet & Facilities Department for 2 custodians and 1 office assistant. Motion seconded and unanimously approved.**

- b. Approval to hire for the vacant custodian position.

- **Motion by Mr. Stolipher to approve the hire of Teagan Bradley to fill the vacant custodial position in the Fleet & Facilities Department at a grade 2, 80 hours, starting salary of \$33,000 and a start date of May 23, 2023. Motion seconded and unanimously approved.**

5. Jessica Gormont- Information Technology- Requested approval of the Award Grant Application to the State Records Management and Preservation Board grant program.
 - **Motion by Mrs. Tabb to approve the RMPB grant award in the amount of \$8,864.00 with a match of \$887 by the Jefferson County Commission and to sign the associated RMPB Agreement/Contract. Motion seconded and unanimously approved.**
6. Luke Seigfried- Department of Engineering, Planning & Zoning- Provided Quarterly status report of the 2045 Comprehensive Plan Update.

NO ACTION REQUIRED

7. Mike Sine- Interim Director- Jefferson County Emergency Services Agency-
 - a. EMS Transition Update
 - b. Request for reimbursement for Labor Expenses in the amount of \$3,771.12 for April 2023 associated with the EMS transition project
 - **Motion by Mr. Stolipher to approve the reimbursement of \$3,771.12 to JCESA for the cost of labor for April 2023 in association with the EMS transition project and funded by ARPA Fund: EMS System allocation. Motion seconded and unanimously approved.**
 - c. Request for reimbursement for the cost of supplies, equipment, and services for the EMS Transition in the amount of \$23,251.01 for April 2023
 - **Motion by Mr. Stolipher to approve the reimbursement of \$23,251.01 to JCESA for the cost of supplies, equipment, and services for April 2023 in association with the EMS transition project and funded by ARPA Fund: EMS System allocation. Motion seconded and unanimously approved.**
 - d. Life Saving/ Unit Citation/ Stork Award Ceremony, Friday May 26 at 11:00am at JCESA.

8. Christopher Callas- Wild Hill Solar-PILOT Program Presentation

NO ACTION TAKEN

9. Nathan Cochran- Prosecuting Attorney's Office-

- a. Report by counsel on opioid case and consideration of recent developments in the case (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170, MDL 17-md-02804-DAP In Re: National Prescription Opiate Litigation; State of West Virginia ex rel. Patrick Morrissey, Attorney General v. Walgreens Boots Alliance, Inc., et al., Civil Action No. 20-C-82 PNM (W. Va. Cir.Ct. Putnam County) (the "West Virginia AG Action"), pending within In re: Opioid Litigation, Civil Action No. 21-C-9000 (W. Va. Cir. Ct. Kanawha County) and related matters.
- b. Review, discussion, and potential adoption of Commission leave policy as assigned to counsel.
- c. Review, discussion, and potential adoption of Operational MOU for Fire and EMS between the JCESA and/or JCC and fire departments.
- d. Discussion of minor boundary issue between Berkeley and Jefferson County.
- e. Review, discussion, and potential adoption of organizational and related documents and appointment of Agency Director for Emergency Services Agency transition and operation.
 - **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice and status updates on items 9e, 12, and Building Securities Issues requested by County Administrator. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to come out of Executive Session and reconvene in regular session. Motion seconded and unanimously approved**
 - **Motion by Mr. Stolipher to accept the ordinance as presented by legal counsel to dissolve the Jefferson County Emergency Service Agency Board. Motion passed on a 3-2 vote with Commissioner Stolipher, Commissioner Tabb and Commissioner Ath voting for and Commissioner Jackson and Commissioner Krouse opposing.**

- **Motion by Mr. Stolipher to appoint Mike Sine as the Director of the Jefferson County Emergency Services Agency effective immediately. Motion passed on a 3-2 vote with Commissioner Stolipher, Commissioner Tabb and Commissioner Ath voting for and Commissioner Jackson and Commissioner Krouse opposing.**

UNFINISHED BUSINESS

10. Request modification of Existing Contract with Tyler Technologies to assist with onboarding/importing additional employee and payroll information resulting from the EMS transition.

NO ACTION REQUIRED

NEW BUSINESS

11. Discussion of July 6, 2023 County Commission Meeting

It was the consensus of the Commission to revisit this item at the next meeting. Motion seconded and unanimously approved.

12. Discussion of File #8603-38, Claim No. WV192021020134-WV20906 (SS)

COUNTY ADMINISTRATOR REPORT

-Orientation Update

Makayla Zonfrilli reported on her first days as County Administrator.

-Building Security Issues

ITEM DISCUSSED IN EXECUTIVE SESSION

The Commission adjourned at 9:58 pm on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant

REQUISITIONS TO BE APPROVED

June 1, 2023

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
911/COMMUNICATIONS	23127	\$ 14,058.00	Mobile Wireless, LLC	Netmotion Platform & Features
GRAND TOTAL		\$ 14,058.00		

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$429,066.19		\$429,066.19
6.2% Tax Payable OASDI	\$25,584.75		\$25,584.75
1.45% Tax Payable HI	\$5,983.54		\$5,983.54
Fed Withholding	\$34,270.36		\$34,270.36
WV State Withholding	\$13,508.05		\$13,508.05
VA State Tax	\$460.50		\$460.50
MD State Tax	\$920.60		\$920.60
PERS Retirement Deduct 4.5%	\$8,435.16		\$8,435.16
PERS Retirement Deduct 6%	\$7,597.53		\$7,597.53
DSRS Retirement Deduct 8.5%	\$6,563.18		\$6,563.18
EMS Retirement Deduct 9%	\$1,494.18		\$1,494.18
Hosp. Pre-Taxed	\$14,447.00		\$14,447.00
D/VF	\$1,612.77		\$1,612.77
AFLAC Pre-Taxed	\$348.93		\$348.93
AFLAC Post-Taxed	\$803.62		\$803.62
Optional Life Post-Taxed	\$1,738.32		\$1,738.32
Wage Attach #1	\$439.85		\$439.85
Wage Attach #2	\$150.00		\$150.00
Wage Attach #3	\$0.00		\$0.00
Wage Attach #4	\$0.00		\$0.00
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,358.85		\$4,358.85
457R - Roth	\$960.00		\$960.00
Christmas Club	\$4,075.00		\$4,075.00
Colonial(Plus)	\$47.84		\$47.84
Uniforms	\$0.00		\$0.00
Total Deductions	\$134,634.03	\$0.00	\$134,634.03
Net Wages Total	\$294,432.16	\$0.00	\$294,432.16
Payroll Date	May 26, 2023		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angela Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: June 1, 2023

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): **Approval of Signature of the Assessor's Certificate of Oaths**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Edwina Benites-LM

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

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

Date Requested – 1st Choice: **June 1, 2023**

If a specific date is needed, please provide reason:

2nd Choice: June 15, 2023

Subject (wording to be placed on agenda):

- Approval of internal promotion for Program Manager
- Approval to advertise for Jefferson County Development Authority Program Specialist

Please provide a description of your request or presentation, including any background information:

The Jefferson County Development Authority (JCDA) currently has a vacant program manager position- grade 4, job 0409. Ryan Snyder is an agricultural coordinator with the JCDA, grade 4 job 0428. While the JCDA operated without staff in the program manager position for several months, Ryan Snyder effectively managed the portfolio. The JCDA Board requests that Ryan Snyder be promoted to program manager (grade 4, job class 0409) effective June 15, 2023, with a salary of \$42,119.22. This salary is consistent with Jefferson County policies under the “pay increase- promotion” policy: “With the approval of the County Administrator and Commission, the promoted employee may receive an increase up to 10% above his or her current pay...”

This action has been approved by the whole JCDA board.

Should the Jefferson County Commission approve the action above, it will cause a vacancy in grade 4, job 0428—the position currently held by Ryan Snyder. The JCDA requests approval to hire for the grade 4 job 0428 vacancy created by the above action pursuant to the attached position description.

The JCDA requests no additional funds, and the action is budget neutral.

Is this a Funding Request? Y/N No
If so, how much? \$
Provide exact financial request:

Is this a Hiring Request?
Name of Hire:
Annual Salary: \$ 70 Hr/80 Hr
Start Date (beginning of pay period):
Increase after probation if any: n/a
Any Additional Conditions of Employment:

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

1. Motion to approve the promotion of Ryan Snyder to program manager effective June 15, 2023, with a salary of \$42,119.22.
2. Motion to advertise for the Jefferson County Development Authority project specialist position.

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: Edwina Benites-LM

Phone Number: (304) 728-3255

Email Address: ebenites@jcda.net

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jeffrey Polczynski, Director of Communications**

Department or Organization: **Emergency Communications Center – Dept 712**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 1, 2023**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Employment Re-appointment – Public Safety Dispatcher**

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

Part-time Public Safety Dispatcher Mallory Spinks is requesting to return to the Emergency Communications Center as a full-time employee. Previously a full-time employee, she dropped to part-time status in July 2021. She is now requesting to return after 10 months. Her salary offer of \$49,077 (\$23.5947/hour) is commensurate to her time in service equal to peers.

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*):

“Motion to approve the re-appointment of Mallory Spinks to full-time employment as a Public Safety Dispatcher”

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: **Jeffrey Polczynski**

Email address: jpolczynski@jeffersoncountywv.org

Phone Number: 304-728-3317

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jeffrey Polczynski, Director of Communications**

Department or Organization: **Emergency Communications Center – Dept 712**

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

Date Requested – 1st Choice: **6/1/2023**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Next Generation 9-1-1 (NG9-1-1) / Next Generation Core Services (ESINET)**

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

See attached document titled “NG9-1-1/NGCS Contract Approval”

Is this a funding request? **Y/N**

If so, how much? **See attached document**

Provide exact financial impact/request: **See attached document**

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

“Motion to approve the contract between The County Commission of Jefferson County and Motorola Solutions, Inc. for NextGeneration 9-1-1 (NG9-1-1) - NextGeneration Core Services (ESINET).

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: **Jeffrey Polczynski**

Email address: jpolczynski@jeffersoncountywv.org

Phone Number: 304-728-3317

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Russell Burgess**

Department or Organization: **Department of Information Technology**

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

Date Requested – 1st Choice: **June 1, 2023**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Hire of Information Technology Support/Helpdesk Technician Level 1**

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

- **The Department of Information Technology would like to fill the above full time position that was opened up in May of 2023 due to employee resignation. This position is necessary for the Information Technology Department to successfully support all county employees and operations. Salary would be \$37,500.00 per year full time employee.**

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

- **Motion to approve the Hiring of (name of potential hire) for the position of Information Technology Support/Helpdesk Technician Level 1 at salary of \$37,500.00 per year full time employee.**

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

If not attached, explain:

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

Contact information: Russell Burgess

Email address: rburgess@jeffersoncountywv.org Phone Number: (304) 728-5605

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Russell Burgess

Department or Organization: Information Technology

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **June 1, 2023**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **CyberSecurity – Disaster Recovery and HVAC Systems Hardware/Software Upgrade**

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

- **Obtain Rubrik Solution for Disaster Recovery utilizing Zero Trust Data Protection with Native Immutability and Logical Air-Gap for data backup/recovery with Capital Funds previously approved**
- **Obtain upgraded enterprise software/hardware for HVAC Systems for Emergency Communications Center and Courthouse Building to replace outdated software/hardware that is a Cyber Security risk.**

Is this a funding request? Y/N Yes

If so, how much? **\$264,942.00**

Provide exact financial impact/request: From Capital Outlay previously approved.

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

- **Motion to approve the purchase of Rubrik solution for Disaster Recovery in the amount of \$227,992.00 and the HVAC System upgrades in the amount of \$36,950 for a total amount of \$264,942 to be obtained from Capital Outlay Funds on or after July 1, 2023.**

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

If not attached, explain:

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

Contact information: Russell Burgess – Director of Information Technology

Email address: rburgess@jeffersoncountywv.org Phone Number: (304) 728-5605

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Quote

Quote Number: 298

Payment Terms: 100% Due on Approval
Expiration Date: 06/22/2023

Quote Prepared For

Russell Burgess
Jefferson County Commission (IT Dept)
116 E. Washington Street
Charles Town, WV 25414
United States
Phone:304.728.5605
rburgess@jeffersoncountywv.org

Quote Prepared By

Thomas Reilly
Tek Advisors
PO Box 774
219 South Duke Street
Shepherdstown, West Virginia 25443
United States
Phone:304.903.3500
treilly@tek-advisors.com

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
One-Time Items					
1)	105	Rubrik Foundation Edition; per usable BETB Rubrik Foundation Edition; per usable BETB; Premium support; prepay Months of Service 36	\$1,404.00	\$1,404.00	\$147,420.00
2)	1	Support for R6000S-2 hardware, prepay; Premium support Support for R6000S-2 hardware, prepay; Premium support 36 Months of Service	\$9,088.80	\$9,088.80	\$9,088.80
3)	1	Support for R6000S-2 hardware, prepay; Premium support Support for R6000S-2 hardware, prepay; Premium support 36 Months of Service	\$9,088.80	\$9,088.80	\$9,088.80
4)	2	Rubrik Professional Services, Onsite Installation and Configuration of up to 8 Rubrik Professional Services, Onsite Installation and Configuration of up to 8 (briks/32 nodes) per site, must be used within 6 months of purchase, prepay	\$7,650.00	\$7,650.00	\$15,300.00
5)	1	r6404s Appliance, 4-node, 48TB raw HDD, 1.6TB SSD, SFP+ NIC r6404s Appliance, 4-node, 48TB raw HDD, 1.6TB SSD, SFP+ NIC	\$19,854.98	\$19,854.98	\$19,854.98
6)	2	Fiber Optic OM3 LC/LC Cable, 3M, pack of 4 Fiber Optic OM3 LC/LC Cable, 3M, pack of 4	\$67.42	\$67.42	\$134.84
7)	2	10G/1G Dual Rate SFP+ Transceiver, pack of 4 10G/1G Dual Rate SFP+ Transceiver, pack of 4	\$422.30	\$422.30	\$844.60
8)	1	r6410s Appliance, 4-node, 120TB raw HDD, 1.6TB SSD, SFP+ NIC r6410s Appliance, 4-node, 120TB raw HDD, 1.6TB SSD, SFP+ NIC	\$24,880.54	\$24,880.54	\$24,880.54
9)	2	Fiber Optic OM3 LC/LC Cable, 3M, pack of 4 Fiber Optic OM3 LC/LC Cable, 3M, pack of 4	\$67.42	\$67.42	\$134.84

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
10)	2	10G/1G Dual Rate SFP+ Transceiver, pack of 4 10G/1G Dual Rate SFP+ Transceiver, pack of 4	\$422.30	\$422.30	\$844.60
One-Time Total					\$227,592.00
Shipping Items					
11)	1	UPS Ground Freight	\$400.00	\$400.00	\$400.00
Shipping Total					\$400.00
RUBRIK Bunker-In-a-box - 36 Month Solution					
Subtotal					\$227,992.00
Total Taxes					\$0.00
Total					\$227,992.00

Authorizing Signature _____

Date _____

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.



Rubrik Solution for Jefferson County, WV





Current State

Challenges

- Veeam not providing level of data security needed required by Jefferson County
 - No protection against accidental deletion of data
 - Current system is not Immutable - backup jobs and credentials can be comprised
 - Lack of protection against NTP (Network Time Protocol) poisoning
 - Windows based Operating System
- Lack of confidence in ability to recover from a cyber event
- Lack native reporting capabilities
- Inability to identify the impact to County data in the event of a cyber event
- Need for a simplified user interface to manage the security of entire data estate
- Current system unable to support mass machine recovery in event of failure or attack
- Current backup system is not built for future proof to handle the evolving threat of attacks targeted towards State and Local Government



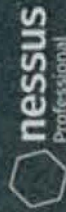


Future State with Rubrik

- **Modernize and consolidate:**
 - Automated SLA based approach to data protection requires no lengthy training or expertise.
 - Rubrik Security Cloud provides a single, easy to use UI.
- **Zero Trust Data Protection:**
 - Native Immutability + Logical Air-Gap - read only file system. Not discoverable from the network
 - Global access control with MFA + TOTP + RBAC
 - Encryption Detection - ability to rapidly identify encryption events to ensure clean recovery
- **Cyber Resilient:**
 - Rubrik's proprietary append only file system ensures data cannot be modified, changed or deleted.
 - **No 3rd Party hardware/ software needed**
- **Cloud ready:**
 - Plug-and-play cloud integrations for long-term retention, archival, and DR.
- **Instant Recovery and Live Mount:** Instantly recover VMs & SQL databases for near zero RTOs by mounting directly on Rubrik resulting in near-zero RTOs & RPOs.
- **Rubrik Ransomware Response Team (RRT):** 24/7 x 365 support from a dedicated team of experts in the event the Jefferson County, WV experiences a cyber event.



Bunker-in-a-box



Retention Lock & NTP Protection

External MFA & RBAC

Always On Built-in MFA

End-to-End Encryption

No 3rd Party Apps

Immutable File System



Hardened Secure Linux
Vendor Patched & No Shell/OS Access
No Downtime Automated Upgrade

1. True End-to-End Encryption

- Client to Rubrik & node to node with no performance impact
- In-flight TLS 1.2 SHA-512 hash & at-rest FIPS 140-2 L2 RSA 2048-bit key
- Key mgmt using TPM or KMIP for key rotation

2. Always On Built-in MFA

- Globally enforced using TOTP, no insecure email reset option
- Scan QR code with smartphone, secure any local or AD account in seconds
- Local account for recovery in event of attack (AD compromised)

3. Secure AD User/Group Logins & RBAC

- Integrate into RSA SecurID, Duo, anything SAML2.0 compliant
- Multi-factor on all AD integrated logins, alerts/syslog for failed logins
- RBAC: read-only admins, least privilege access & API tokens
- No login to backup without MFA, local or AD, also applies to SSH

4. Retention Lock with 3rd party verification

- Prohibits backup admin from expiring backups prematurely
- No 2-person bypass capability, requires support case for negative change



Rubrik's Global Support Organization

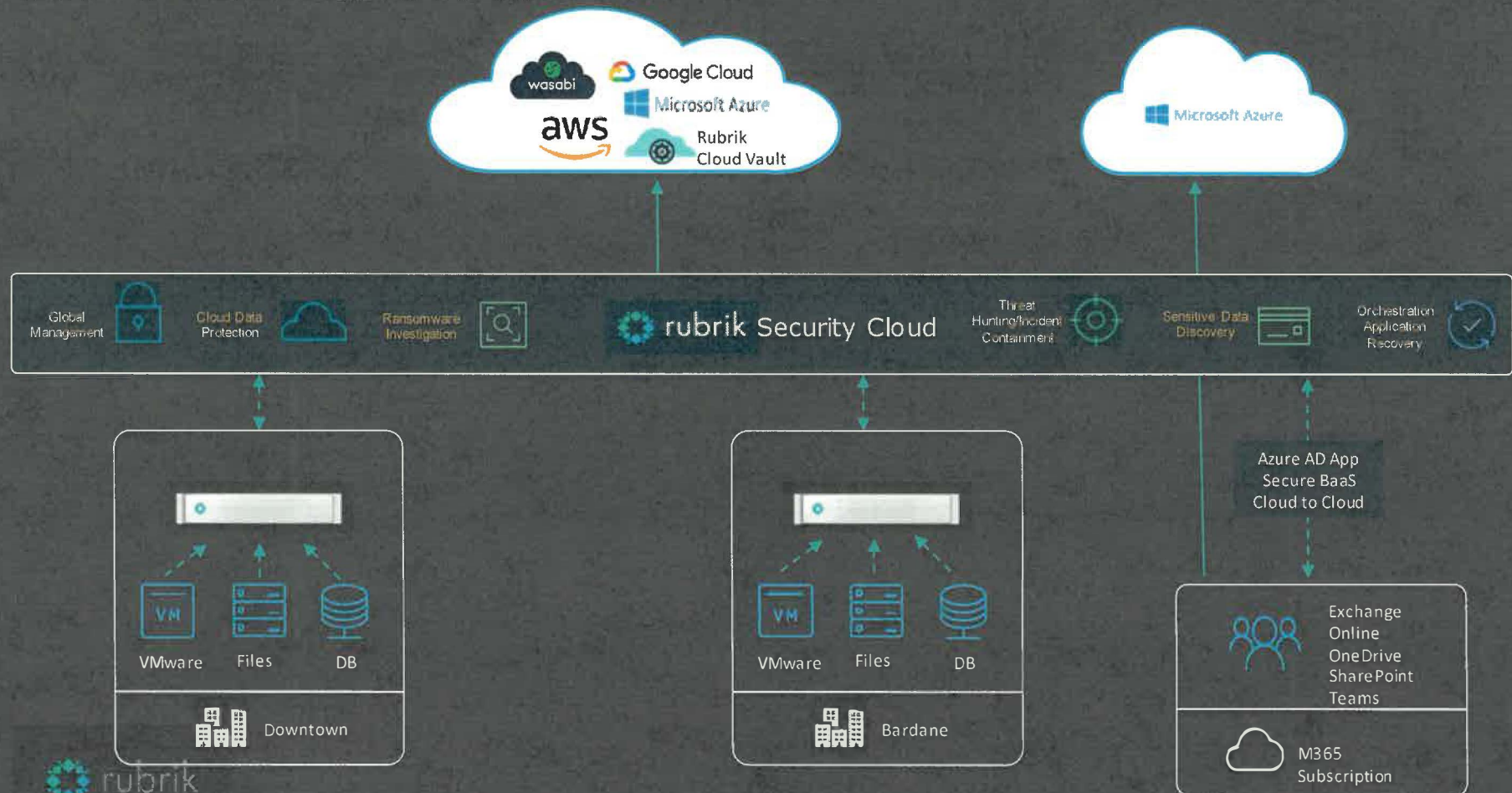
Customers Have Direct access to Experienced L2/L3 Support Engineers Around The Globe



Rubrik Ransomware Response Team

- Rubrik activated a global **Ransomware Response Team (RRT)** in early 2021
- Global 24x7x365 team composed of deep technical experts including incident managers, senior support staff, and executive leadership.
- Prepared to respond with consistency and confidentiality, while meeting unique customer needs with speed and flexibility
- "We stay 'till we're told to go away"
- Goal: actively support customer incident response and data recoveries

Future Rubrik State





Rubrik 3 Year Solution



Sizing and Assumptions: Downtown

Sizing Capacities by Data Type (TB)

	Compressible Data	Non-compressible Data
VMware VMs	20 TB	5 TB
SQL	.500 GB	
EXCHANGE	3 TB	
Total Storage to be backed up	23.5 TB	5 TB

Sizing Assumptions

<u>Workload</u>	<u>Daily Change Rate</u>	<u>Retention on Brik</u>	<u>AGR</u>
VMware VMs	2.0%	31 days, 6 monthly	10%
SQL	5.0%	31 days, 6 monthly	10%
EXCHANGE	5.0%	31 days, 6 monthly	10%

Assumptions Details

1. Retention period is **31 dailies and 6 monthlies**.
2. Sizing based on data provided by Russ Burgess.
3. The entirety of the environment is virtualized.
4. TB Totals are backend numbers and account for actual used space.
5. Assumed Non-Compressible data is *estimate at 20% of used space*.
6. **10GbE connectivity available for local network fabric.**
7. Rubrik CDM Does not support backup and restore of databases that have non-ASCII characters in their names.
8. Did not account for replication of backups to a Secondary location or any cross replication back.



This sizing *estimate* is based on data provided by Jefferson County and constitutes an **estimate only**. Actual capacity may vary depending on changes in the scope of protected systems, daily change rate, yearly growth rate, frequency, retention, and unidentified compressed or deduplicated data.

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Sizing Details: Jefferson County – Downtown



1x R6410

- 120 TB Raw + 1.6TB SSD + 40 Cores
- 75 TB Usable
- 30,000 R/W IOPS (50/50, 4KB Block Size)
- 8 x 10Gbps (Data) + 4 x 1Gbps (IPMI)



75 TB

Total Usable Capacity



31 Daily

6 Monthly

Estimated Local Retention



Immutability



Instant Recovery



Encryption



Multi-Cloud



Report



API



Professional
Service Included



Ransomware
Recovery

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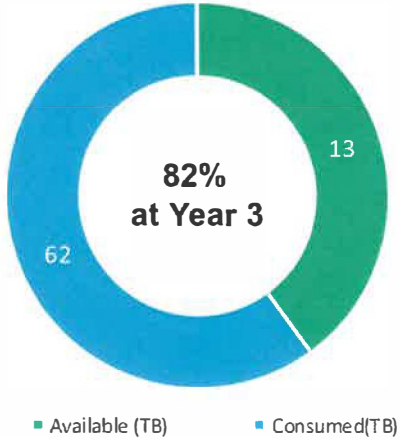
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Sizing Assumptions and Requirements

Dataset	Usable Capacity Required (TB)	Reserve Capacity (TB)	Total Capacity Required (TB)	Seeding Bandwidth (Gb/s)	Incremental Bandwidth (Gb/s)
VM	33.88	3.76	37.64	-	-
SQL	8.2	0.91	9.11	-	-
Total	42.08	4.67	46.75	-	-

Required Capacity	Year0	Year1	Year2	Year3
Usable Capacity Required	42.08	46.29	50.92	56.01
Reserve Space	4.68	5.14	5.66	6.22
Total Capacity Required	46.76	51.43	56.58	62.23



Application consistency for Windows VMs requires the Rubrik backup service running in the guest-OS and is supported on Windows 2008R2, 2012, 2012R2, and 2016. 64-bit versions only.



Sizing and Assumptions: Bardane

Sizing Capacities by Data Type (TB)

	Compressible Data	Non-compressible Data
VMware VMs	8 TB	2 TB
SQL	.200 GB	
Total Storage to be backed up	8.5 TB	2 TB

Sizing Assumptions

<u>Workload</u>	<u>Daily Change Rate</u>	<u>Retention on Brik</u>	<u>AGR</u>
VMware VMs	2.0%	31 days, 6 monthly	10%
SQL	5.0%	31 days, 6 monthly	10%

Assumptions Details

1. Retention period is **31 dailies and 6 monthlies**.
2. Sizing based on data provided by Russ Burgess.
3. The entirety of the environment is virtualized.
4. TB Totals are backend numbers and account for actual used space.
5. Assumed Non-Compressible data is *estimate at 20% of used space*.
6. **10GbE connectivity available for local network fabric.**
7. Rubrik CDM Does not support backup and restore of databases that have non-ASCII characters in their names.
8. Did not account for replication of backups to a Secondary location or any cross replication back.



This sizing *estimate* is based on data provided by Jefferson County and constitutes an ***estimate only***. Actual capacity may vary depending on changes in the scope of protected systems, daily change rate, yearly growth rate, frequency, retention, and unidentified compressed or deduplicated data.



Sizing Details: Jefferson County – Bardane



1x R6404

- 48 TB Raw + 1.6TB SSD + 40 Cores
- 30 TB Usable
- 30,000 R/W IOPS (50/50, 4KB Block Size)
- 8 x 10Gbps (Data) + 4 x 1Gbps (IPMI)



30 TB

Total Usable Capacity



31 Daily

6 Monthly

Estimated Local Retention



Immutability



Instant Recovery



Encryption



Multi-Cloud



Report



API



Professional
Service Included



Ransomware
Recovery

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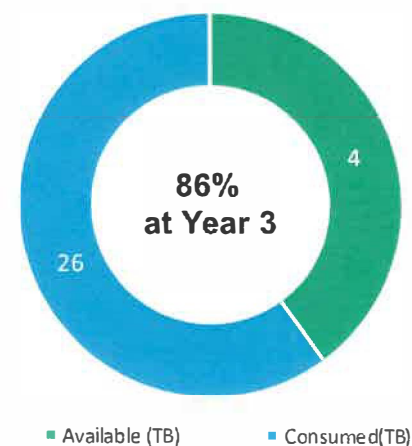
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Sizing Assumptions and Requirements

Dataset	Usable Capacity Required (TB)	Reserve Capacity (TB)	Total Capacity Required (TB)	Seeding Bandwidth (Gb/s)	Incremental Bandwidth (Gb/s)
VM	14.52	1.61	16.13	-	-
SQL	3.08	0.34	3.42	-	-
Total	17.6	1.95	19.55	-	-

Required Capacity	Year0	Year1	Year2	Year3
Usable Capacity Required	17.6	19.36	21.3	23.43
Reserve Space	1.96	2.15	2.37	2.6
Total Capacity Required	19.56	21.51	23.67	26.03



Application consistency for Windows VMs requires the Rubrik backup service running in the guest-OS and is supported on Windows 2008R2, 2012, 2012R2, and 2016. 64-bit versions only.

Rubrik Pricing for 3 Year Solution



RUBRIK FOUNDATION EDITON	2023	2024	2025
Downtown - Foundation Edition (75 TB)	\$35,670	\$35,670	\$35,670
Hardware & Hardware Support for Rubrik - 1 x R6410	\$11,255	\$11,255	\$11,255
Bardane- Foundation Edition (30 TB)	\$14,268	\$14,268	\$14,268
Hardware & Hardware Support for Rubrik - 1 x R6404	\$9,615	\$9,615	\$9,615
Professional Services / Implementation	\$15,548	\$0	\$0
ANNUAL INVESTMENT	\$86,356	\$70,808	\$70,808
TOTAL RUBRIK INVESTMENT			\$227,972



Physical Specifications

Rubrik Appliance Physical Information			
Dimensions	2U Rack Unit		
Height	3.5"	88 mm	
Width	17.25"	438 mm	
Depth	28.5"	724 mm	
Weight	115 lbs	48.2 Kg	
Operational Temp	50F - 95F 10C-35C		
Humidity	8-90% non-condensation		
Electrical Power	Double - Hot replacement 1200-2090 W		
Maximum consumption	985W		
Power plugs	100-240V, 9.8-14A, 50-60 Hz Automatic		
BTU	3361		
	BTU/Hour		

Location number	Description
1	10 GBASE-T-Optional dedicated Management Network single primary or active-bonded primary port and IPMI shared port, eth0, bond1
2	10 GBASE-T-Optional dedicated Management Network passive-bonded primary port, eth1, bond1
3	10 GbE/25 GbE-Data Network (and optional shared Management Network) passive-bonded secondary port, eth2, bond0
4	10 GbE/25 GbE-Data Network (and optional shared Management Network) single primary or active-bonded primary port, eth3, bond0
5	Optional dedicated IPMI port







The Hagerstown Business Park, 934 Sweeney Drive, Suite 3, Hagerstown, MD 21740
Phone 301.791.1166 Fax 301.791.6437 www.csihagerstown.com

April 4, 2023

Jefferson County Commission
Maintenance Department
128 Industrial Blvd.
Kearneysville, WV 25430

Attn: Randy Doane

Re: Emergency Communication Center Building Automation System – Automation Server Upgrade to Eliminate Java Plugin.

Proposal

Control Systems, Inc. proposes to supply the materials and or labor necessary to complete the work described below for the amount of Sixteen-Thousand-Seven-Hundred-Dollars ([\$16,700.00]).

The scope of this proposal includes:

1. Provide and install one Automation Server to replace the existing BAS network controller.
2. The Automation Server will include native LonWorks support to interface to the existing LonWorks field controller communication trunk.
3. The upgrade includes WebStation as a web-based user interface to your BMS. See attached.
4. Replicate all programming, graphics, and scheduling from the existing BAS network controller.
5. Provide and install new HTML 5 vector graphics with the WebStation interface. This eliminates the need for the JAVA plugin on computers to view the graphical interface.
6. The new Automation Server will also eliminate the existing network controller that is no longer supported by the factory.

Price is firm for thirty (30) days from this proposal date.

This proposal is accepted by:

Control Systems Inc. approved by

Signature

Robert F. Socks

Signature

Print

Robert F. Socks

Print

Company Name



The Hagerstown Business Park, 934 Sweeney Drive, Suite 3, Hagerstown, MD 21740
Phone 301.791.1166 Fax 301.791.6437 www.csihagerstown.com

April 4, 2023

Jefferson County Commission
Maintenance Department
128 Industrial Blvd.
Kearneysville, WV 25430

Attn: Randy Doane

Re: Courthouse Building Automation System – Automation Server Upgrade to Eliminate Java Plugin.

Proposal

Control Systems, Inc. proposes to supply the materials and or labor necessary to complete the work described below for the amount of Fifteen-Thousand-Nine-Hundred-Fifty-Dollars (\$15,950.00).

The scope of this proposal includes:

1. Provide and install one Automation Server to replace the existing BAS network controller.
2. The Automation Server will include native LonWorks support to interface to the existing LonWorks field controller communication trunk.
3. The upgrade includes WebStation as a web-based user interface to your BMS. See attached.
4. Replicate all programming, graphics, and scheduling from the existing BAS network controller.
5. Provide and install new HTML 5 vector graphics with the WebStation interface. This eliminates the need for the JAVA plugin on computers to view the graphical interface.
6. The new Automation Server will also eliminate the existing network controller that is no longer supported by the factory.

Price is firm for thirty (30) days from this proposal date.

This proposal is accepted by:

Control Systems Inc. approved by

Signature

Print

Company Name

Robert F. Socks

Signature

Robert F. Socks

Print



The Hagerstown Business Park, 934 Sweeney Drive, Suite 3, Hagerstown, MD 21740
Phone 301.791.1166 Fax 301.791.6437 www.csihagerstown.com

April 4, 2023

Jefferson County Commission
Maintenance Department
128 Industrial Blvd.
Kearneysville, WV 25430

Re: Building Automation System – EcoStruxure Enterprise Server Upgrade.

Proposal

Control Systems, Inc. proposes to supply the materials and or labor necessary to complete the work described below for the amount of Four-Thousand-Three-Hundred Dollars ([extract_itex]4,300.00]).

The scope of this proposal includes:

1. Provide and install one Enterprise Server software that will be installed on a PC or server machine provided by Jefferson County.
2. Provide WebStation graphical user interface with single point access to all Automation Servers within the system.
3. Provide system alarm management and trending.
4. Replicate all programming, graphics, and scheduling from the existing BAS network controller.
5. The software does not include Workstation Pro software for advanced editing features.
6. The new Enterprise Server software will also eliminate the existing server software that is no longer supported by the factory.

Price is firm for thirty (30) days from this proposal date.

This proposal is accepted by:

Control Systems Inc. approved by

Signature

Print

Company Name

Robert F. Socks

Signature

Robert F. Socks

Print



AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: **Mike Sine**

Department or Organization: **JCESA**

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

Date Requested – 1st Choice: **June 1, 2023**

If a specific date is needed, please provide reason:

Subject (Wording to be placed on agenda):

1. Approval to hire 5 part-time EMTs to fill vacant positions.

Please provide a description of your request or presentation, including any background information:

1. To approve hiring of 5 part-time EMTs to fill vacant positions.

Is this a Funding Request? **Y/N - No**

If so, how much? **\$00**

Provide exact financial request:

Contact Information: **Mike Sine**

Phone Number: 304.728.3287 Ext. 5207

Email Address: msine@icesa.org

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nathan Cochran**

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 1, 2023**

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

Date Requested – 2nd Choice: **June 15, 2023**

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

- a. Report by counsel on opioid case and consideration of recent developments in the case (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170, MDL 17-md-02804-DAP In Re: National Prescription Opiate Litigation; State of West Virginia ex rel. Patrick Morrissey, Attorney General v. Walgreens Boots Alliance, Inc., et al., Civil Action No. 20-C-82 PNM (W. Va. Cir.Ct. Putnam County) (the "West Virginia AG Action"), pending within In re: Opioid Litigation, Civil Action No. 21-C-9000 (W. Va. Cir. Ct. Kanawha County) and related matters.
- b. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01. Discussion of Jefferson County Circuit Court Civil Action No.'s 2021-C-33 through 37 and Jefferson County Circuit Court Civil Action No.'s 2021-C-46 through 50, Jefferson County Circuit Court Civil Action No. CC-19-2022-C-6, Jefferson County Circuit Court Civil Action No. 2022-C-81, Jefferson County Circuit Court Civil Action No. 2022-C-103 and 2022-C-141 and WV Supreme Court No.'s 21-0727, 21-0728, and 21-0731.
- c. Discussion and review of Comcast Contract/Franchise Agreement with counsel.
- d. Review, discussion, and potential adoption of Commission leave policy as assigned to counsel.
- e. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
- f. Discussion of wage issue regarding Deputy Sheriffs.

Is this a funding request? **No**

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

Provide exact financial impact/request:

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica James

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **June 1, 2023**

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 the July 6, 2023 Regular Meeting**

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

In years prior, the Commission has canceled the first regularly scheduled meeting of July due to the July 4th holiday and general lack of actionable agenda items as county staff take their summer vacations.

The intention of requesting a decision on this matter “early” is to ensure staff has enough time/notice to plan accordingly should they have agenda items requiring approval prior to the start of the new fiscal year.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jennifer Krouse**

Department or Organization: **Commissioner**

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

Date Requested – 1st Choice: **June 1, 2023**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Discussion and possible action on ordinance barring minors from adult live performances**

Please provide the County Commission with a description of your request or presentation, including any background information:
Discussion of adoption of an ordinance barring minors from adult live performances which include obscene material. Review and discussion of included draft ordinance.

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*):

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

If not attached, explain:

Draft ordinance attached for discussion

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

JEFFERSON COUNTY ORDINANCE BARRING MINORS FROM ATTENDING ADULT LIVE PERFORMANCES

Purpose: The purpose of this ordinance is to prohibit minors from attending Adult Live Performances within Jefferson County

Whereas, Adult Live Performances occur within Jefferson County, and

Whereas, Adult Live Performances contain nudity, simulated sexual acts, lewd behavior, and other obscenity, and

Whereas, minors attending Adult Live Performances constitutes an immediate, serious danger to the public health, safety, or welfare, and

Whereas, Chapter 7, Article 1, Section Three-k-k of the West Virginia Code (WV Code §7-1-3kk) authorizes county commissions to enact ordinances and issue orders for elimination of hazards to the public health or safety, and

Whereas, Chapter 7, Article 1, Section 4 of the West Virginia Code (WV Code §7-1-4) authorizes county commissions to enact ordinances regulating obscene matter.

Be it therefore enacted as follows:

I. Definitions

A. “Adult Live Performance” means any show, exhibition, or other presentation in front of a live audience which, (i) in whole or in part (a) is obscene as defined in WV Code §7-1-4(4), (b) depicts, discusses or simulates nudity, sexual conduct, sexual excitement, masturbation, specific sexual activities, lewd conduct, or (c) contains the lewd exposure of real, prosthetic, or imitation genitals, buttocks, or breasts, (ii) appeals to the prurient interest, (iii) lacks serious literary, artistic, political or scientific value, and (iv) is patently offensive to the prevailing standards in the adult community of what is appropriate for a minor child.

B. “Minor Child” means any individual under the age of 18.

C. “Person” means any individual, partnership, firm, association, corporation, or other legal entity.

D. “Knowingly” means having general knowledge of, reason to know, or a belief or ground for belief which warrants further inspection of (i) the age of the child, and/or (ii) the character and content of the adult live performance.

II. Prohibited Activities

A. No person may knowingly permit a minor child to attend an adult live performance within Jefferson County.

B. No person may knowingly perform in an adult live performance in Jefferson County where a minor child is present.

III. Penalties for Violation

A. It is hereby unlawful for any person to violate any provisions of this ordinance.

B. Any person who violates any provision of this ordinance is guilty of a misdemeanor and, upon conviction thereof shall be fined not more than \$500 or imprisoned in the county jail not more than thirty days or both fined and imprisoned.

C. Any person convicted of a second or subsequent offense under this ordinance is guilty of a misdemeanor, and, upon conviction thereof, shall be fined not more than \$1,000 or imprisoned in the county jail not more than six months or both fined and imprisoned.

IV. Severability

The several sections and subsections of this ordinance are severable, and if any section or subsections hereof shall be held unconstitutional, all the remaining sections or subsections shall remain valid.

Be it Therefore Resolved that the Jefferson County Commission hereby adopts this ordinance barring minors from attending adult live performances, which shall be effective immediately.

Adopted by majority vote at a duly called meeting of the County Commission of Jefferson County, West Virginia, where a quorum was present, on the ____ day of _____, 2023.

County Commission of Jefferson County,

West Virginia

By: _____

Its: _____

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Commissioner Tricia Jackson

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 1, 2023**

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

Date Requested – 2nd Choice:

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

To remain consistent with transparency and reporting to the public, I am requesting the Director of ESA to provide the County Commission, in the absence of an ESA Board, the following monthly reports:

Financial Summary to include income in each account under the ESA including the MCA transport billing income. Balances of each bank account and expenses to include but not limited to allocation, ytd spend, forecast, and variances as displayed in exhibit A attached.

Labor wheel with details outlined in exhibit B attached as well as all position vacancies with position titles.

Incident reports like Exhibit C displaying the call volume per station where current staffing is allocated. The report should include the deployment of staffing for EMS calls, Fire calls, or a combination of.

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 direct the Director of ESA to provide the reports outlined above to the county commission at the 2nd meeting (3rd Thursday of the month) with previous months details and for the reporting to be included in the commission agenda packets for distribution and publishing to the public.

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

Jefferson County Emergency Services Agency

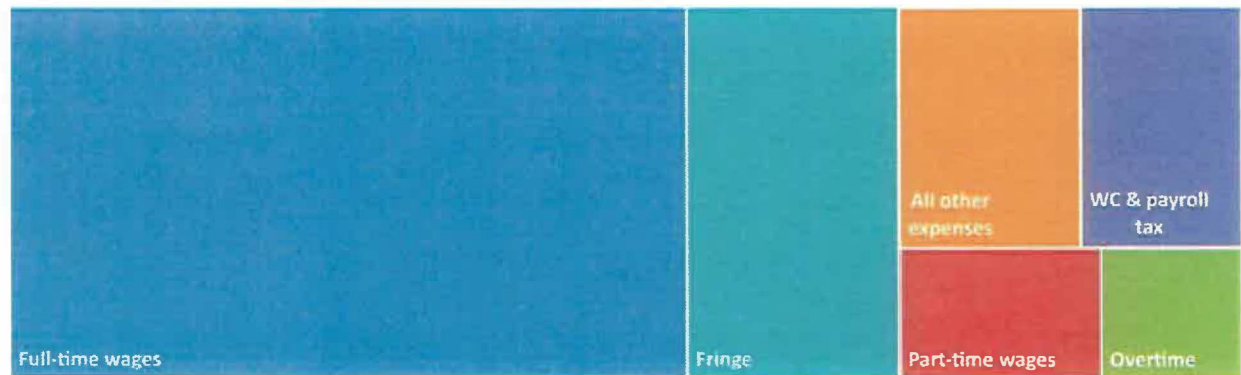
Financial Summary - FY2023 (July 2022 - June 2023)

Through December

Income		\$ 4,048,871	Expenses		Full-Year Allocation	YTD Spend	Full-Year Forecast	Variance
JCC - Gen. Fund	\$	3,148,871	Full-time wages	\$	2,178,123	\$ 1,105,270	\$ 2,211,615	\$ (33,492)
JCC - Amb. Fee	\$	900,000	Part-time wages	\$	176,174	\$ 115,295	\$ 205,144	\$ (28,970)
TB Assn.	\$	10,930	Overtime	\$	174,529	\$ 81,257	\$ 170,267	\$ 4,262
Other Grants	\$	0	WC & payroll tax	\$	374,310	\$ 170,724	\$ 360,613	\$ 13,697
Sale of assets	\$	6,270	Fringe	\$	723,331	\$ 345,612	\$ 707,140	\$ 16,191
Other	\$	6,714	All other expenses	\$	435,388	\$ 191,639	\$ 389,940	\$ 45,448
Total			Total		\$ 4,061,855	\$ 2,009,797	\$ 4,044,719	\$ 17,136

Some income (i.e., dedicated grants) may not be reflected here.

YTD Spending - by Category



Bank Account Balances

as of: December 31, 2022

General	\$	467,268
Payroll	\$	103,707
Amb. Fee	\$	444,250
Mortgage	\$	152,560

Annual mortgage cost of \$81K not included in expenses as it is covered through impact fee budget.



48% of fiscal year complete based on 12.6 out of 26 pay periods finalized.

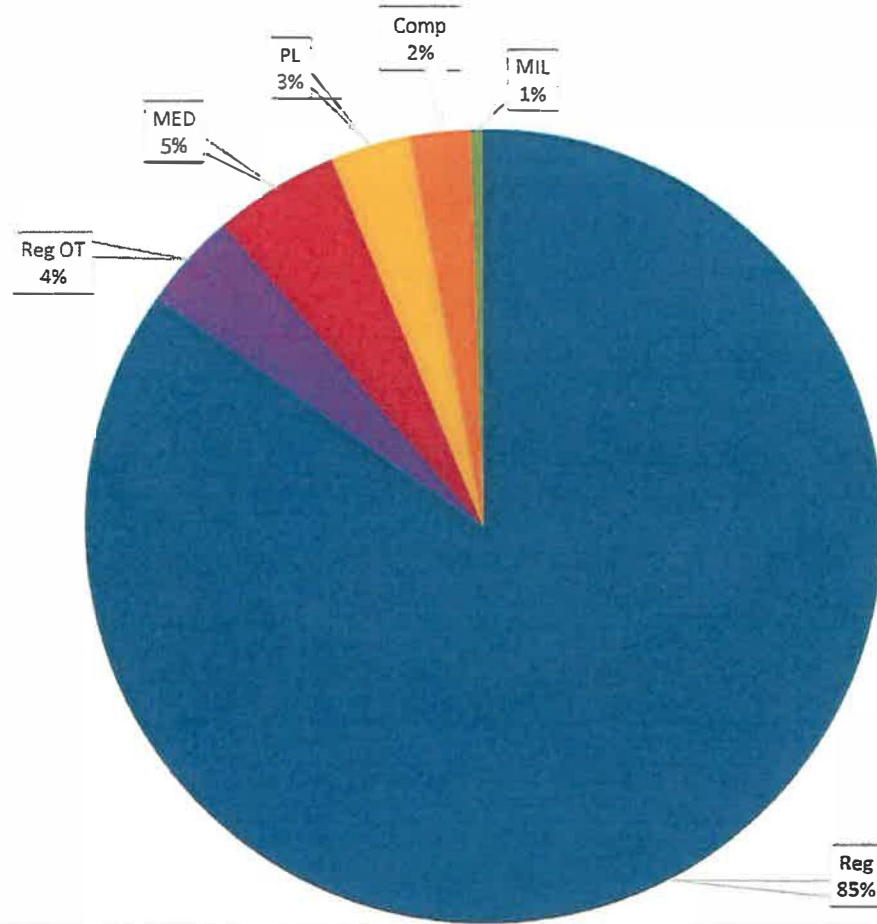
FisYr 2023
 PayMo. Ending 12/31/2022

Pay Type	Hours
Reg	10865
Reg OT	507
MED	652
PL	412
Comp	316
MIL	60
HOLU	685
HOLW	572
AL	108
HOLP	140
Grand Total	14317

Total: 14,317
 OT/Total 3.5%

Worked: 11,372
 OT/Worked 4.5%

LABOR HOURS BY PAY TYPE

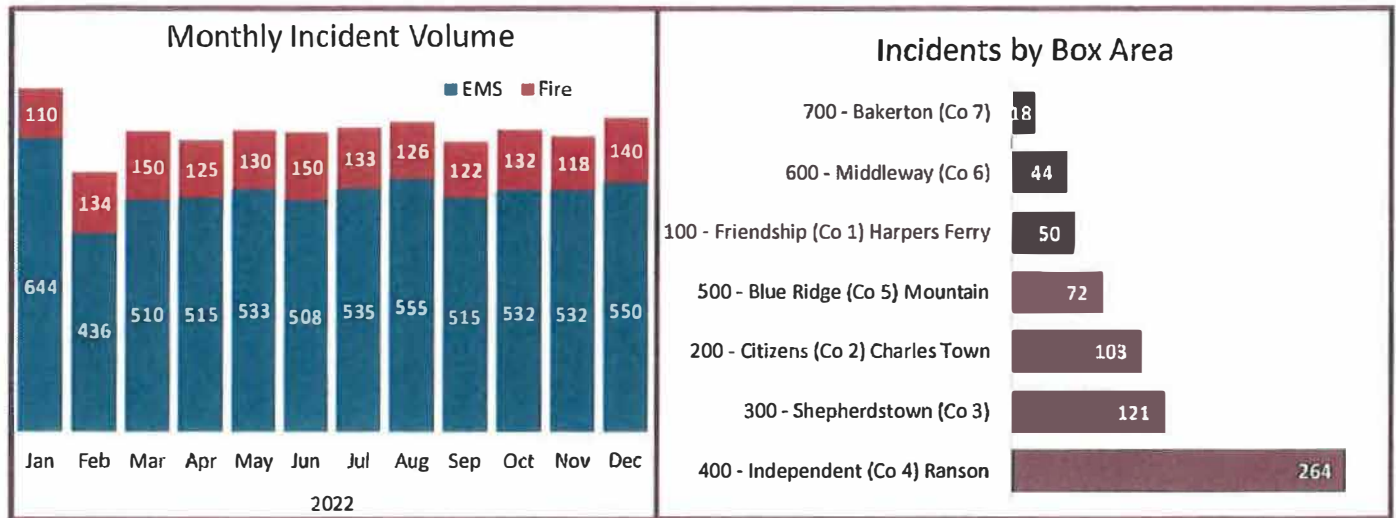


Reg Regular Worked
Reg OT Overtime Worked
MED Medical Leave

PL Personal Leave
Comp Compensatory Leave
AL Administrative Leave*
 *Includes COVID Leave

HOLU Holiday - Unworked
HOLW Holiday - Worked
HOLP Holiday - Prime

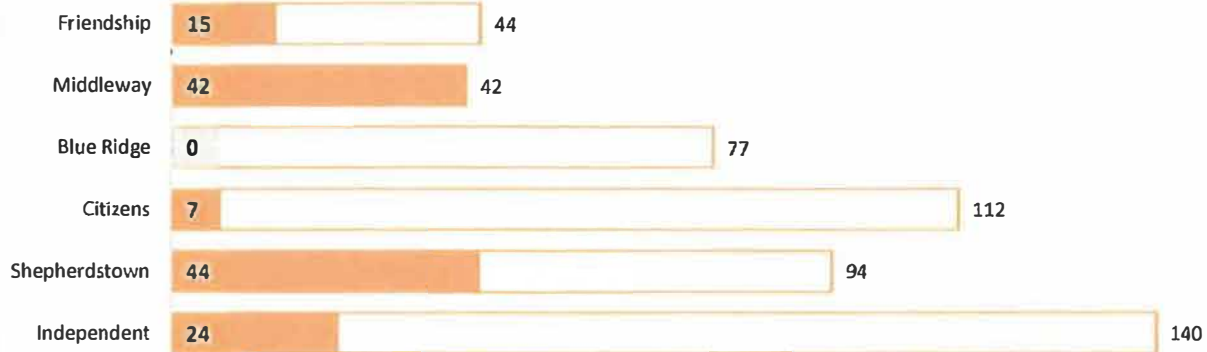
December, 2022



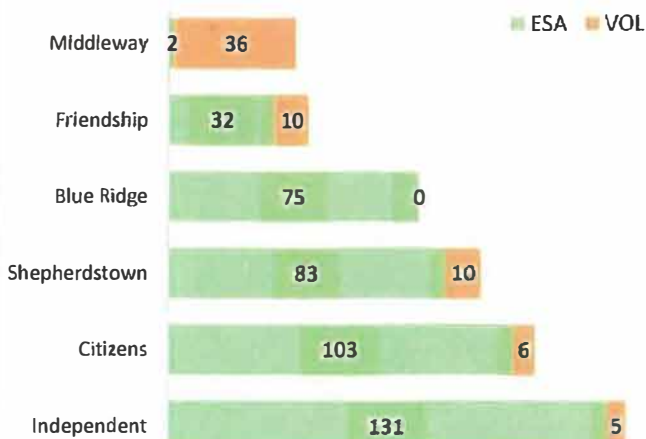
Volunteer Engagement in Charted EMS Encounters

EMS patient encounters where 1 or more volunteer personnel were charted as the driver, lead, or other crew

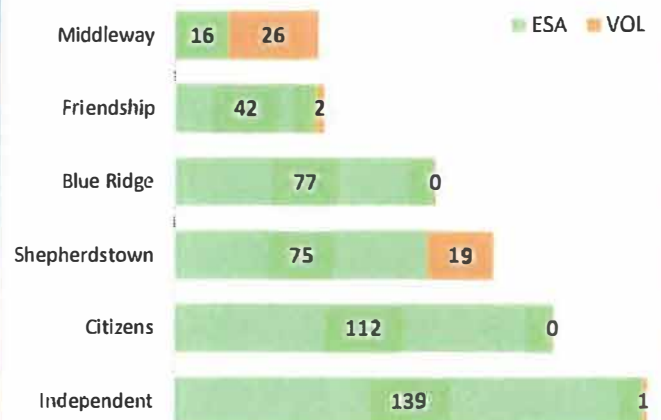
Does not include volunteer responses that were not charted as part of the ambulance crew (i.e., responded on an engine, rescue, POV, etc.)



Charted EMS Driver by Company



Charted EMS Lead Provider by Company



Jefferson County Emergency Services Agency

Financial Summary - FY2023 (July 2022 - June 2023)

Through April

Income			Expenses		Full-Year Allocation	YTD Spend	Full-Year Forecast	Variance
		\$ 4,048,871						
JCC - Gen. Fund	\$	3,148,871	Full-time wages	\$	2,178,123	\$ 1,839,452	\$ 2,295,361	\$ (117,238)
JCC - Amb. Fee	\$	900,000	Part-time wages	\$	176,174	\$ 169,103	\$ 206,100	\$ (29,926)
TB Assn.	\$	10,930	Overtime	\$	174,529	\$ 179,641	\$ 216,292	\$ (41,763)
Other Grants	\$	0	WC & payroll tax	\$	374,310	\$ 289,456	\$ 367,698	\$ 6,612
Sale of assets	\$	6,270	Fringe	\$	723,331	\$ 576,106	\$ 705,556	\$ 17,775
Other	\$	13,096	All other expenses	\$	435,388	\$ 317,713	\$ 393,056	\$ 42,332
<i>Some income (i.e., dedicated grants)</i>			Total	\$	4,061,855	\$ 3,371,472	\$ 4,184,062	\$ (122,207)

may not be reflected here.

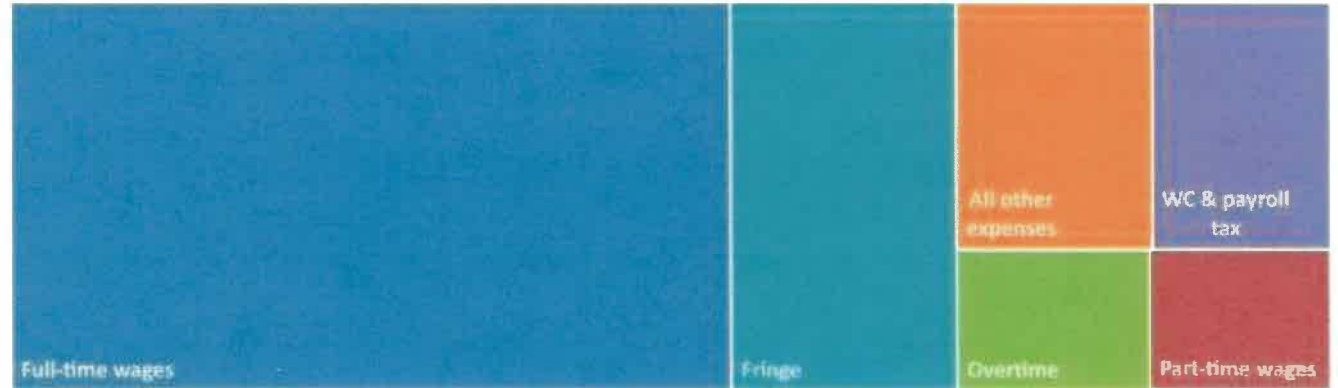
Bank Account Balances

as of: April 30, 2023

General	\$	1,010,784
Payroll	\$	44,244
Amb. Fee	\$	862,939
Mortgage	\$	125,936

Annual mortgage cost of \$81K not included in expenses as it is covered through impact fee budget.

YTD Spending - by Category



79% of fiscal year complete based on 20.6 out of 26 pay periods finalized.

Jefferson County Emergency Services Agency

Monthly Expense Budget - FY2023 (July 2022 - June 2023)

Through April

Fund: **COMBINED**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	1.6	2	2	2	2	3	2	2	2	2	2	3.4	26
Expenses	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast
Full Time	145,062	164,739	173,429	179,392	180,045	262,603	193,257	174,369	177,922	188,635	151,719	304,190	2,295,361
Part Time	8,505	11,068	16,043	21,302	21,124	37,253	19,192	9,814	10,741	14,061	12,332	24,664	206,100
Overtime	10,325	7,230	14,205	16,557	15,167	17,773	12,414	17,381	30,793	37,796	12,217	24,434	216,292
Worker Comp	12,291	12,291	12,291	12,291	12,291	12,291	12,291	12,291	12,291	12,291	12,603	25,260	160,774
FICA/Med	12,063	13,449	15,012	16,051	15,983	24,420	19,005	15,498	16,902	18,163	13,440	26,938	206,924
Subtotal	188,246	208,777	230,980	245,593	244,610	354,340	256,159	229,353	248,649	270,946	202,311	405,486	3,085,450
Medical Ins	31,484	30,947	33,127	36,251	34,535	30,552	34,249	34,385	30,294	31,580	36,012	36,012	399,427
Ancillary (dent,visn,life)	4,087	8,008	4,410	4,519	9,949	4,382	4,460	4,340	5,137	4,905	5,317	5,317	64,830
Retirement	14,761	16,337	17,808	18,615	17,989	27,852	21,685	17,138	20,513	21,808	15,574	31,219	241,299
Subtotal	50,332	55,292	55,345	59,385	62,472	62,786	60,394	55,863	55,944	58,293	56,902	72,547	705,556
Fuel	767	626	977	843	1,231	684	670	623	4,915	1,186	1,100	1,100	14,722
Rep & Maint (Auto)	673	4,129	229	1,273	603	2,104	1,504	252	252	252	700	700	12,671
License / Svc Contracts	1,200	-	647	11,293	3,533	300	1,384	754	-	-	900	3,000	23,011
Medical Exp	20	15	16,115	4,590	35	-	50	-	190	-	400	400	21,815
Ems Supples	2,755	2,217	1,531	2,728	66	2,789	1,900	749	7,010	-	3,667	3,667	29,078
Uniforms/Fire Gear	6,245	2,557	2,036	7,422	1,455	4,138	2,245	2,445	341	55	5,500	15,000	49,439
Trav/Train (non-wage)	4,018	1,767	573	1,700	7,003	325	1,091	1,191	392	4,531	2,100	2,100	26,791
Subtotal	15,678	11,311	22,108	29,849	13,926	10,340	8,844	6,014	13,100	6,024	14,367	25,967	177,528
Auto & Liability Ins.	5,042	5,042	5,042	5,042	5,042	5,042	5,042	5,042	5,042	5,042	5,194	5,194	60,808
Prof Svc	3,243	6,545	3,043	2,573	2,649	6,257	7,737	3,513	2,885	3,488	2,275	5,275	49,483
Tech Svc	-	1,719	4,934	1,823	1,845	1,864	1,843	5,802	7,966	4,203	2,100	3,100	37,199
Office Exp/Equip Rent	5,654	1,437	2,697	1,321	1,409	1,396	2,642	915	3,845	2,307	1,575	1,575	26,773
Utilities	1,101	2,358	2,332	2,202	2,926	2,473	2,420	3,146	2,762	1,514	2,244	4,478	29,956
Rep & Maint (Facility)	-	-	-	-	-	155	-	-	3	387	-	2,000	2,545
Audit Costs	-	-	-	-	-	-	-	3,353	5,411	-	-	-	8,764
Other (Unemp./Conting	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	15,040	17,101	18,048	12,961	13,871	17,187	19,684	21,771	27,914	16,941	13,388	21,622	215,528
Total	269,296	292,481	326,481	347,788	334,879	444,653	345,081	313,001	345,607	352,204	286,968	525,623	4,184,062
Cumulative Expenses	269,296	561,777	888,258	1,236,046	1,570,926	2,015,579	2,360,660	2,673,661	3,019,267	3,371,472	3,658,439	4,184,062	

Jefferson County Emergency Services Agency			Monthly Expense Budget - FY2023 (July 2022 - June 2023)								Through April		Fund: GENERAL
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	1.6	2	2	2	2	3	2	2	2	2	2	3.4	26
Expenses	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast
	7%	7%	7%	8%	8%	12%	8%	8%	7%	7%	7%	14%	
Full Time	109,238	120,939	128,058	141,229	146,462	235,595	174,247	163,852	171,052	187,848	131,881	263,762	1,974,162
Part Time	-	-	-	-	-	-	-	-	-	-	-	-	-
Overtime	-	-	-	-	-	-	-	-	-	-	-	-	-
Worker Comp	9,218	9,218	9,218	9,218	9,218	9,218	9,218	9,218	9,218	9,218	9,429	18,859	120,469
FICA/Med	7,971	8,809	9,353	10,344	10,710	18,193	15,166	12,637	13,214	14,137	10,056	20,112	150,701
Subtotal	126,427	138,966	146,629	160,791	166,390	263,006	198,631	185,707	193,484	211,203	151,366	302,732	2,245,333
	-	-	-	-	-	-	-	-	-	-	-	-	-
Hosp	23,828	23,461	25,675	29,295	30,975	26,676	30,214	30,346	30,294	30,951	28,953	28,953	339,621
Life	3,141	7,037	3,506	3,478	9,373	3,395	3,998	4,018	5,137	4,818	4,400	4,400	56,701
Retirement	10,288	11,432	12,096	13,282	13,796	23,423	18,586	14,335	16,650	17,830	12,529	25,057	189,304
Subtotal	37,257	41,930	41,277	46,055	54,143	53,494	52,798	48,699	52,081	53,599	45,882	58,411	585,626
	-	-	-	-	-	-	-	-	-	-	-	-	-
Fuel	767	626	977	843	1,231	684	670	623	4,915	1,186	1,100	1,100	14,722
Rep & Maint (Auto)	673	4,129	229	1,273	603	2,104	1,504	252	252	252	700	700	12,671
License / Svc Contracts	1,200	-	647	11,293	3,533	300	1,384	754	-	-	900	3,000	23,011
Medical Exp	20	15	16,115	4,590	35	-	50	-	190	-	400	400	21,815
Ems Supples	2,755	2,217	1,531	2,728	66	2,789	1,900	749	7,010	-	3,667	3,667	29,078
Uniforms/Fire Gear	6,245	2,557	2,036	7,422	1,455	4,138	2,245	2,445	341	55	5,500	15,000	49,439
Trav/Train (non-wage)	4,018	1,767	573	1,700	7,003	325	1,091	1,191	392	4,531	2,100	2,100	26,791
Subtotal	15,678	11,311	22,108	29,849	13,926	10,340	8,844	6,014	13,100	6,024	14,367	25,967	177,528
	-	-	-	-	-	-	-	-	-	-	-	-	-
Auto & Liability Ins.	3,630	3,630	3,630	3,630	3,630	3,630	3,630	3,630	3,630	3,630	3,782	3,782	43,864
Prof Svc	3,243	6,545	3,043	2,573	2,649	6,257	7,737	3,513	2,885	3,488	2,275	5,275	49,483
Tech Svc	-	1,719	4,934	1,823	1,845	1,864	1,843	5,802	7,966	4,203	2,100	3,100	37,199
Office Exp/Equip Rent	5,654	1,437	2,697	1,321	1,409	1,396	2,642	915	3,845	2,307	1,575	1,575	26,773
Utilities	1,101	2,358	2,332	2,202	2,926	2,473	2,420	3,146	2,762	1,514	2,244	4,478	29,956
Rep & Maint (Facility)	-	-	-	-	-	155	-	-	3	387	-	2,000	2,545
Audit Costs	-	-	-	-	-	-	-	3,353	5,411	-	-	-	8,764
Other (Unemp./Conting	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	13,628	15,689	16,636	11,549	12,459	15,775	18,272	20,359	26,502	15,529	11,976	20,210	198,584
	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	192,990	207,896	226,650	248,244	246,918	342,615	278,545	260,779	285,167	286,356	223,590	407,320	3,207,070
Cumulative Expenses	192,990	400,886	627,536	875,780	1,122,699	1,465,314	1,743,859	2,004,638	2,289,805	2,576,160	2,799,751	3,207,070	

Jefferson County Emergency Services Agency

Monthly Expense Budget - FY2023 (July 2022 - June 2023)

Through April

Fund: **Amb. Fee**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	1.6	2	2	2	2	3	2	2	2	2	2	3.4	26
Expenses	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast
	7%	7%	7%	8%	8%	12%	8%	8%	7%	7%	7%	14%	
Full Time	35,824	43,800	45,371	38,163	33,583	27,008	19,010	10,517	6,870	787	19,838	40,428	321,198
Part Time	8,505	11,068	16,043	21,302	21,124	37,253	19,192	9,814	10,741	14,061	12,332	24,664	206,100
Overtime	10,325	7,230	14,205	16,557	15,167	17,773	12,414	17,381	30,793	37,796	12,217	24,434	216,292
Worker Comp	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,174	6,401	40,305
FICA/Med	4,092	4,640	5,659	5,707	5,273	6,227	3,839	2,861	3,688	4,026	3,385	6,826	56,223
Subtotal	61,819	69,811	84,351	84,802	78,220	91,334	57,528	43,646	55,165	59,743	50,945	102,754	840,118
Hosp	7,656	7,486	7,452	6,956	3,560	3,876	4,035	4,039	-	629	7,058	7,058	59,806
Life	946	971	904	1,041	576	987	462	322	-	87	917	917	8,129
Retirement	4,473	4,905	5,712	5,333	4,193	4,429	3,099	2,803	3,863	3,978	3,045	6,162	51,995
Subtotal	13,075	13,362	14,068	13,330	8,329	9,292	7,596	7,164	3,863	4,694	11,020	14,137	119,930
Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Auto)	-	-	-	-	-	-	-	-	-	-	-	-	-
License / Svc Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Exp	-	-	-	-	-	-	-	-	-	-	-	-	-
Ems Supples	-	-	-	-	-	-	-	-	-	-	-	-	-
Uniforms/Fire Gear	-	-	-	-	-	-	-	-	-	-	-	-	-
Trav/Train (non-wage)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-
Auto & Liability Ins.	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	16,944
Prof Svc	-	-	-	-	-	-	-	-	-	-	-	-	-
Tech Svc	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Exp/Equip Rent	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Facility)	-	-	-	-	-	-	-	-	-	-	-	-	-
Audit Costs	-	-	-	-	-	-	-	-	-	-	-	-	-
Other (Cars/Gear)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	16,944
Total	76,306	84,585	99,831	99,544	87,961	102,038	66,536	52,222	60,440	65,849	63,377	118,303	976,992
Cumulative Expenses	76,306	160,891	260,722	360,266	448,227	550,265	616,801	669,023	729,463	795,312	858,689	976,992	



AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: New Business

Department or Organization: **Jefferson County Commission**

Estimation of time needed for appointment:

Date Requested – 1st Choice: **Jun 1, 2023**

2nd Choice:

If a specific date is needed, please provide reason:

Subject (wording to be placed on agenda):

Review and discussion of Ambulance Fee Ordinance

Please provide a description of your request or presentation, including any background information:

Is this a Funding Request? Y/N

If so, how much? \$

Provide exact financial request:

Is this a Hiring Request? Y/N

Name of Hire:

Annual Salary: Grade: 70/80 Hr:

Start Date (beginning of pay period):

Increase after probation if any: n/a

Any Additional Conditions of Employment:

Recommended Motion (type out wording of the motion 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:

Phone Number:

Email Address:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

**JEFFERSON COUNTY, WEST VIRGINIA
EMERGENCY AMBULANCE SERVICE FEE ORDINANCE**

Amendment Effective July 1, 2023

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NON-RESIDENTIAL PROPERTY. Means commercial business, industrial activity or non-residential activity conducted for a profit or non-profit, and any federal, state or local government (except those defined as an "Agricultural" property herein) including, but not limited to, any store, filling station, hotel, motel, warehouse, flea market, amusement park, camp ground, institutional living arrangement with centralized services such as nursing homes, assisted living or similar arrangement, a bed and breakfast, an entertainment venue, a club, bar or restaurants, church, school, courthouse, or federal, state, or municipal government building. In the case of commercial activity that occurs outdoors such as a flea market, camp ground or amusement park, such business shall be assessed a fee as a commercial unit unless a permanent structure associated with the use is already subject to a commercial fee at the same location. In the case of a commercial complex with more than one structure, such as a shopping center or business complex, each separate structure shall be included in total square foot calculations.

In addition, any structure which conducts a retail commercial enterprise open to the general public, including but not limited to a distillery, butcher shop, winery, bed and breakfast, buildings used in the course of business for animal racing, or retail nursery, shall be subject to the standard non-residential fee even if located on a farm.

EMERGENCY AMBULANCE SYSTEM. Any emergency ambulance service provided pursuant to this ordinance.

HOMESTEAD EXEMPTION shall mean an owner-occupied residential unit used exclusively for residential purposes and occupied by the owner or one of the owners who is a citizen of this state and who is sixty-five years of age or older or is permanently and totally disabled as that term may be defined by the Legislature, and which granted by, and recognized in the records of, the Assessor of Jefferson County as exempt from a portion of the ad valorem property taxation of Jefferson County as prescribed by general law. The burden shall be upon the owner claiming the exemption to present proof of same at the time the fee is paid. Status may be verified by reviewing the tax system. If sufficient proof is not provided, the owner shall pay the normal fee.

SQUARE-FOOTAGE shall be determined by the Jefferson County Assessor's Office. All structures located on each property shall be included in the total square-footage calculation, including but not limited to warehouses, retail space, storage areas, and accessory structures. If a dispute arises with regard to whether or not a structure qualifies for inclusion in the total square-footage calculation, the burden is upon the owner to demonstrate that the structure is not a non-residential accessory structure or residential unit.

OWNER. Means the person, firm or corporation listed in the Jefferson County land records and/or records of the Assessor of Jefferson County as the owner of the unit or property as of July 1st of the year the bill is issued.

RESIDENTIAL UNIT. Means any habitable structure intended for residential use, whether occupied or unoccupied, including, but not limited to, single-family homes, duplexes, vacation and secondary homes, mobile homes, apartments, condominiums and rental units. In the case of a structure which contains multiple independent addressable dwelling units, such as duplexes and apartments, each addressable unit shall be deemed to be a separate residential unit.

Late Fee and Dates

- For each service year, *accounts paid on or after October 1 through December 31* the fee shall increase by \$5 for residential properties or by 10% for non-residential properties.
- For *accounts paid on or after January 1 through March 31* of a given service year, the fee shall increase to \$15 for residential properties or to 30% for non-residential properties, whichever is greater.

Collections. Fees delinquent on or after the First day of April the year after they became due and payable may be subject to collection. The County Commission, in its sole discretion, may collect unpaid fees through civil action filed in a court of competent jurisdiction. Such suit need not be brought in the same fiscal year the fee was billed. In any suit for collection of delinquent fees, the Commission is authorized to recover its reasonable costs of collection, including court costs, attorney's fees, service costs and statutory interest.

Error Resolution. If any owner believes he or she was erroneously charged an emergency service fee, the County Commission shall provide, upon the owner's request, an exoneration form. The form shall be completed and returned to the County Commission no later than September 30 of the Fiscal Year for which the fee applies. The County Commission staff shall, within a reasonable time, investigate any request for exoneration. The County Commission shall, at its next regular meeting after completion of the investigation, consider each written request for exoneration and staffs recommendation regarding the exoneration request. If good cause for exoneration is found by the County Commission, the Commission shall exonerate or modify the imposed charges, and shall notify the owner in writing of its actions. If the Commission does not exonerate or modify as requested by the applicant, the owner requesting exoneration may appeal to the Circuit Court of Jefferson County. The appeal must be filed within 30 days of the Commission decision upon the exoneration. No prior fiscal year fees will be refunded.

SECTION 5 - RATE CHANGES

The service of ambulance protection shall be continued, maintained, and improved by the Jefferson County Commission/Jefferson County Emergency Services Agency at the charge and expense of the owners of all residential and commercial units within the county. The fees shall be imposed, assessed and collected as set forth in this Ordinance. In the event that a change in the fee imposed by this ordinance is necessary, the County Commission shall consider approving a change. The JCESA shall submit copies of its current budget, the future budget developed under Section 7 and any other documentation supporting the proposed a change in the fee. In conjunction with JCESA's departmental reviews, a review of 911 Center CAD call data shall be performed regularly at a minimum of every 2 (two) to 3 (three) years. The fee may be adjusted based on this review of CAD call data to ensure that the fee being charged is commensurate with CAD usage data for each property type. The County Commission retains sole discretion in approving, denying or modifying any fee change. Procedures set forth in Article 15, Chapter 7, Section 17 of the Code of West Virginia for the initial levy of such a fee shall be followed by the County Commission in the event an increase is sought.

SECTION 10 - COLLECTION OF DELINQUENT ACCOUNTS

On or before January 1 of each year, letters shall be sent to all unpaid accounts as a status reminder including a notice of late fees and charges and a notice that delinquent accounts will be submitted for collection after March 31st. On or about April 1, all delinquent accounts at that point shall be submitted for collection by either internal or external agencies.

SECTION 11- INITIAL USE OF FUNDS AND POSITIONS

Funds will initially be allocated to train, hire and equip Fire Fighter/Paramedics and Fire Fighter/EMTs assigned based on response time to maximize limited resources.

SECTION 12 - AMENDMENTS AND SEVERABILITY

This Ordinance may, from time to time, be amended by a majority of the members of the County Commission as they deem it necessary and appropriate.

If a court of competent jurisdiction declares any provision of this Ordinance to be void, invalid or ineffective in whole or in part, the effect of such decisions shall be limited to those provisions which are expressly declared to be void, invalid or ineffective, and all other provisions of this Ordinance shall continue to be separately and fully enforceable and effective.

This Ordinance shall become effective upon July 1, 2023.

NOW THEREFORE, THIS ORDINANCE IS ENACTED AND ORDAINED BY MAJORITY VOTE OF THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA.

Given under my hand and seal this ____ day of _____, 20__.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **June 1, 2023**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **County Commission Appointment Procedures/Requirements**

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

👉 In light of Commissioner Ath's resignation, the Commission will need to review the code requirements necessary to fill her vacancy.

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

CHAPTER 3. ELECTIONS.
ARTICLE 10. FILLING VACANCIES.

§3-10-7. Vacancies in offices of county commissioner and clerk of county commission.

- (a) Any vacancy in the office of county commissioner or clerk of county commission shall be filled by appointment by the county commission. The appointee must be a person of the same political party with which the person holding the office immediately preceding the vacancy was affiliated at the time the vacancy occurred: Provided, That at the time of appointment, the appointee must have been a member of that political party for at least 60 days prior to the occurrence of the vacancy.
- (b) If a quorum of the county commission fails to make an appointment within 30 days, the county executive committee of the same political party with which the person holding the office preceding the vacancy was affiliated at the time the vacancy occurred, shall submit a list of three legally qualified persons to fill the vacancy. Within 15 days from the date on which the list is received, the county commission shall appoint a candidate from the list to fill the vacancy. If the county commission fails to make the appointment within the specified time, then the county commissioner with the longest tenure shall eliminate one name from the submitted list, followed by the county commissioner with the second-longest tenure then eliminating one name from the submitted list. The name remaining after those two names have been eliminated shall be deemed to be appointed by the county commission to fill the vacancy.
- (c) If the number of vacancies in a county commission deprives that body of a quorum, the Governor shall make an appointment to fill any vacancy in the county commission necessary to create a quorum, from a list of three legally qualified persons submitted by the party executive committee of the same political party with which the person holding the office immediately preceding the vacancy was affiliated at the time the vacancy occurred. The Governor shall make any appointments necessary, beginning with the vacancy first created, to create a quorum in accordance with the same procedures applicable to county commissions under §3-10-7(a) of this code. Once a quorum of the county commission is reestablished by gubernatorial appointment, the authority to fill the remaining vacancies shall be filled in the manner prescribed in §3-10-7(a) of this code.
- (d) An appointment made pursuant to this section is for the period of time provided in §3-10-1 of this code.
- (e) Notwithstanding any code provision to the contrary, a county commission may appoint a temporary successor to the office of clerk of the county commission until the requirements of this section have been met. The temporary successor may serve no more than 30 days from the date of the vacancy.

(f) If an election is necessary under §3-10-1 of this code, the county commission, or the president thereof in vacation, shall be responsible for the proper proclamation, by order, and notice required by §3-10-1 of this code.

(g) §3-10-1 of this code shall be followed with respect to any election needed to fill a vacancy, except that if the vacancy occurs after the primary cutoff date but not later than the general cutoff date, candidates to fill the vacancy shall be nominated by the county executive committee in the manner provided in §3-5-19 of this code, as in the case of filling vacancies in nominations, and the names of the persons, so nominated and certified to the clerk of the county commission of the county, shall be placed upon the ballot to be voted at the next general election.

(h) If the election for an unexpired term is held at the same time as the election for a full term for county commissioner, the full term shall be counted first and the unexpired term shall be counted second. If the candidate with the highest number of votes for the unexpired term resides in the same magisterial district as the candidate with the highest number of votes for the full term, the candidate for the full term shall be seated. The candidate with the next highest number of votes for the unexpired term residing in a different magisterial district shall be seated for the unexpired term.



AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: **Makayla Zonfrilli, County Administrator**

Department or Organization: **Jefferson County Commission**

Estimation of time needed for appointment:

Date Requested – 1st Choice: **6/1/2023**

If a specific date is needed, please provide reason:

2nd Choice:

Subject (Wording to be placed on agenda):

1. ATV Ordinance
2. Budget Director Position
3. Discussion and consideration on appointments to the Jefferson County Building Commission, review of the Commissions' status, and consider members
4. ESA Transition Update

Please provide a description of your request or presentation, including any background information:

1. Public information and clarification on the County ATV ordinance. Several constituents have inquired about the County ATV ordinance. Discussion led to research where the finding was that the old ordinance is still listed as being in effect. The old ATV Ordinance is still up on the website: [Ordinances | Jefferson County Commission, WV \(jeffersoncountywv.org\)](http://www.jeffersoncountywv.org/ordinances). The old ordinance was adopted on June 17, 2004. The new ordinance appealing this one was adopted on April 28, 2021. The County will work on getting this website change updated.
2. Discussion and potential approval to post Budget Director position (replacing CFO position). There will be no change to the overall county commission salary and wage benefits budget.
3. Review status of the Jefferson County Building Commission and consider any necessary appointment of members for the necessary transition of assets and property of the ESA department to the Building Commission as part of the new department's acclimation into County infrastructure.
4. Provide updates on the ESA transition relating to Payroll, Retirement, Building Commission, and CPA Tax firm, and next steps for tax EIN merging.

Is this a Funding Request? Y/N No

If so, how much? \$

Provide exact financial request:

Is this a Hiring Request? Yes

Name of Hire: Not Applicable

Annual Salary: \$65,000 70 Hr/80 Hr

Start Date (beginning of pay period):

Increase after probation if any: n/a

Any Additional Conditions of Employment:

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

Motion to approve the reclassification of the Chief Financial Officer to a Budget Director and post the position.

Motion to reinstitute the building commission and its current members or motion to reinstitute the building commission and accept candidate nominations for appointment to the Building Commission to be reviewed and acted upon at the next Commission meeting.

Attach supporting documents for request, or request may be denied.
If not attached, explain:

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

Contact Information:
Email Address:

Phone Number:

<p><u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</u></p>

Position Title:	Budget Director	Grade Level:	VII \$65,000
Department	County Commission	Date:	05/23/2023
Reports to:	County Administrator	FLSA Status	Exempt

Statement of Duties: The Budget Director performs administrative, clerical, and financial services in the support of the County Administrator for financial management of the County's Budget and Grant management. Employee is required to perform all similar or related duties under the direction of the County Administrator.

Financial services will include financial planning, accounting, auditing, capital improvements, grant management, and working closely with the County Clerk's office, Sheriff's Department, Tax Office, and department heads for County financial continuity.

Supervision Required: Employee works under the general supervision and policy direction of the County Administrator who assumes responsibility for the County Budget process. The Budget Director will exercise authority over assigned projects and budgetary functions in conformance with general directives and objectives set forth by the County Administrator and Deputy County Administrator. Seeks counsel of governing body only on matters of policy adjustment or where required by law.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, does not regularly supervise any staff members.

Confidentiality: As a County Commission employee and affiliate with the County's budget, Employee has access to most confidential information of the county.

Accountability: Duties involve monitoring the County's budget under the direction of the County Administrator; carrying out daily finance activities including pulling reports and adjusting budget line items and entries (after approval by the Commission and/or State). Consequences of errors, missed deadlines or poor judgment could have far reaching effects on the public's confidence and the county's ability to deliver services.

Judgment: The Budget Director, in conjunction with the County Administrator and in his/her absence the Deputy County Administrator, directs the overall financial and budget activity of the county by accepting responsibility while exercising authority and following standardized practices, procedures regulations or guidelines for government financial administration. Work will be performed under the direction of the County Administrator. Extensive judgment and ingenuity are required to apply the most pertinent practice, procedure, regulation or guideline, to develop new or adapt existing methods and approaches for accomplishing financial objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

Complexity: The work consists of financial and budget monitoring, controlling, coordinating, evaluating, integrating, and other related activities for more than one major department within the county.

Work Environment: Hybrid work structure where employee can work remotely two days per week. The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The Budget Director may be required to work beyond normal business hours to attend evening meetings and/or meet financial, County, State, and Federal deadlines.

Nature and Purpose of Public Contact: Duties do not involve constant and/or direct contact with social media or news outlets. This responsibility will fall to the County Administrator. This role will interact with local, state, and federal government officials and Department Heads. Duties require a well-developed sense of strategy and timing in representing the county effectively in critical and important situations which may influence the well-being of the county. Relationships with co-workers and elected officials is important. To an extent, this role will report information to the County Administrator who will present information for frequent explanation, discussion, or interpretation of practices, procedures, regulations, financial decisions, or guidelines in order to render service, plan, or coordinate work efforts or resolving operating problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Must be able to work in a collaborative team environment with the ability to multi-task, a high degree of integrity, an ability to maintain strict confidentiality, and exercise sound judgement. Strong communication, time management, analytical skills, financial aptitude, attention to detail, and problem-solving skills to compile and analyze data is crucial for success. Duties will include daily interaction to provide guidance and support related to the County Budget and/or grant management.

All functions are to be administered in collaboration with the County Administrator and Deputy County Administrator.

Financial Duties

Work with the County Administrator to develop and monitor the County's annual operating and capital budgets and coordinates budgetary information with and other elected officials and department heads; amends budget as approved by Commissioners.

Assist the County Administrator to develop and update a multiple year operating and capital budget.

Assist the County Administrator to develop periodic financial and statistical reports regarding budget status including analysis of monthly closings and cash flow analysis and reports to Commissioners within a timely manner; meets with accountants, attorneys and others as required.

Work with the County Administrator and County Clerk's office to develop and implement accounting and financial management policy and procedure.

Participate in County Finance Advisory Board Meetings for the purpose of developing and implementing uniform fiscal policies and procedures. (When applicable – Advisory Board has not been created).

At times work with and coordinate efforts with the County Clerk's department as a collaborative effort with the leave of County Administrator.

Maintains a close continuing working relationship with the County Clerk's, Assessor's, and Sheriff's Tax offices and all departments with regard to financial management matters.

Identifies problem areas and takes immediate action to resolve issues, assuring a stable fiscal structure within the County.

Conducts fiscal research and provides assistance to County Administrator and Deputy County Administrator and staff regarding financial decision making and special projects.

Evaluates the County's financial position and issues periodic financial and operating reports for the County Administrator to distribute to all departments, County Commission, including grant in-aid agencies.

Assures compliance with all federal, state and local accounting principles, procedures and financial record-keeping requirements.

Manages the County's purchasing and inventory control procedures, and proposes recommendations as appropriate.

Develops a comprehensive management information master system plan and oversees the implementation and integration of the financial software.

Approves requests for changes, additions or deletions to the MIS system after consultation with the Commissioners.

Administers and monitors all vendor contracts to assure compliance and consistency with County goals and financial resources.

Establishes working relationship with vendors and develops procedures for verification and cost approval of purchases within the County.

Analyzes, consolidates, and directs all cost accounting procedures and prepares reports for the County Administrator to present to the Commission.

Analyzes and conducts studies of economic, business and financial conditions and their impact on the County's revenue and capital investments.

Analyzes all contracts and/or projects for their financial impact prior to recommending same to the County Administrator to present to Commission.

Institutes policies and procedures to assure maximum reimbursement from Federal/State funding sources for County programs.

Oversees property and casualty management including the reconciliation of all assets for capital and other financial reporting.

Participates in monthly Department Head meetings.

In the absence of the County Administrator, the Budget Director will report to the Deputy County Administrator.

Education and Experience:

Qualified candidates will preferably have an understanding of government financial management, County budgeting, grants administration, capital planning, and Tyler Munis software. Must have at least seven (7) years of government financial management services or a minimum of five (5) years of government financial management and at least a two-year degree in a related field.

A strong organizational ability and self-directed drive to complete tasks and projects is required. The successful candidate must be a positive credible professional who is also an effective problem solver with strong communication skills, accurate and attentive to detail, able to handle multiple priorities with deadlines, experience partnering with department heads on human resources initiatives, and have intermediate knowledge of Windows, Quick Books, and Microsoft Office 365 (Word, Excel, and PowerPoint). Ability to work in a hands-on environment is essential.

Special Requirements: None required.

Knowledge, Abilities and Skill:

Knowledge: Knowledge and understanding of the County's mission, purpose, goals and the role of the employees in achieving them, the County's operation, and knowledge regarding the common policies, practices and procedures of all county department operations; laws and regulations pertinent to county operations; finance and budget administration; and overall human resources management;

Abilities: Ability to effectively and efficiently direct the County's budget and maintain effective working relationships with county officials, department heads, and other personnel; resolve problems or conflicts; perform multiple tasks under tight deadlines; maintain confidential information.

Must be capable of in-depth analysis of problems based on professional knowledge, but more importantly, logic and reason. Must be capable of understanding long term ramifications of actions taken, and how they will affect the operation as a whole.

Must be capable of inventing solutions to unique financial problems and not necessarily rely on solutions furnished by other individuals or institutions.

Skills: Outstanding interpersonal skills, presentation skills, oral and written communication skills, negotiation skills, management skills, and attention to detail required.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the positions essential functions.

Physical Demands: Limited physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may be occasional lifting of objects such as books, office equipment and computer paper (up to 30 lbs.).

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing.

Visual Demands: Visual demands include constantly reading documents for general understanding and for analytical purposes.

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

JOURNAL DETAIL 2023 11 TO 2023 11

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	

001401 COUNTY COMMISSION

001401 410100	OFFICIALS SALARY							
206,975.00	206,975.00	183,091.39	13,532.85	0.00	23,883.61	88.5%		
2023/11/000026	05/12/2023 PRJ	8,597.70	REF 2323PR	WARRANT=2323PR	RUN=1 BI-WEEKL			
2023/11/000082	05/26/2023 PRJ	8,597.70	REF 2324PR	WARRANT=2324	RUN=1 BI-WEEKL			
001401 410300	EMPLOYEES SALARY AND WAGES							
512,469.00	486,707.00	389,664.08	28,319.80	0.00	97,042.92	80.1%		
2023/11/000026	05/12/2023 PRJ	10,386.00	REF 2323PR	WARRANT=2323PR	RUN=1 BI-WEEKL			
2023/11/000082	05/26/2023 PRJ	13,384.50	REF 2324PR	WARRANT=2324	RUN=1 BI-WEEKL			
001401 410400	FICA TAX							
41,013.00	39,663.00	34,407.37	2,511.56	0.00	5,255.63	86.7%		
2023/11/000026	05/12/2023 PRJ	1,152.48	REF 2323PR	WARRANT=2323PR	RUN=1 BI-WEEKL			
2023/11/000082	05/26/2023 PRJ	1,346.40	REF 2324PR	WARRANT=2324	RUN=1 BI-WEEKL			
001401 410401	MEDICARE EXPENSE							
9,590.00	9,274.00	8,046.89	587.39	0.00	1,227.11	86.8%		
2023/11/000026	05/12/2023 PRJ	269.51	REF 2323PR	WARRANT=2323PR	RUN=1 BI-WEEKL			
2023/11/000082	05/26/2023 PRJ	314.91	REF 2324PR	WARRANT=2324	RUN=1 BI-WEEKL			
001401 410500	HEALTH INSURANCE							
237,255.00	233,902.00	99,706.70	7,731.65	0.00	134,195.30	42.6%		
2023/11/000026	05/12/2023 PRJ	2,476.75	REF 2323PR	WARRANT=2323PR	RUN=1 BI-WEEKL			
2023/11/000082	05/26/2023 PRJ	2,368.80	REF 2324PR	WARRANT=2324	RUN=1 BI-WEEKL			
001401 410599	HEALTH INSURANCE-CONTRA							
-237,255.00	-233,902.00	-99,708.21	-7,731.65	0.00	-134,193.79	42.6%		
001401 410600	RETIREMENT							
51,479.00	49,301.00	45,414.00	3,795.00	0.00	3,887.00	92.1%		
2023/11/000026	05/12/2023 PRJ	1,550.93	REF 2323PR	WARRANT=2323PR	RUN=1 BI-WEEKL			
2023/11/000082	05/26/2023 PRJ	1,832.43	REF 2324PR	WARRANT=2324	RUN=1 BI-WEEKL			

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

JOURNAL DETAIL 2023 11 TO 2023 11

ACCOUNTS FOR: 001	GENERAL FUND	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL	APPROP	REVISED					
001401 410801	OVERTIME						
1,000.00		1,000.00	1,014.03	77.61	0.00	-14.03	101.4%
2023/11/000082	05/26/2023 PRJ		129.36 REF 2324PR		WARRANT=2324	RUN=1 BI-WEEKL	
001401 421100	TELEPHONE						
850.00		850.00	581.44	57.03	0.00	268.56	68.4%
001401 421400	TRAVEL						
4,000.00		4,000.00	127.98	0.00	0.00	3,872.02	3.2%
2023/11/000011	05/01/2023 API		146.00 VND 019002 VCH	TRICIA JACKSON	PER DIEM WVACO 2023	SPRING BOA	88030
2023/11/000102	05/25/2023 APM		162.00 VND 020073 VCH	JENNIFER KROUSE	PER DIEM WVACO 2023	SPRING BOA	
001401 421800	POSTAGE						
0.00		0.00	78.09	0.00	0.00	-78.09	100.0%
001401 422000	ADVERTISING / LEGAL PUBLS						
6,200.00		6,200.00	4,376.31	872.84	0.00	1,823.69	70.6%
2023/11/000061	05/10/2023 API		966.00 VND 019017 VCH	THE JOURNAL	JC COMMISSION LEVY		87985
001401 422100	TRAINING AND EDUCATION						
2,500.00		2,500.00	1,599.00	0.00	0.00	901.00	64.0%
2023/11/000011	05/01/2023 API		100.00 VND 032021 VCH	WVACO	2023 ANNL SPRING BOARD MEETING		87924
2023/11/000011	05/01/2023 API		100.00 VND 032021 VCH	WVACO	2023 ANNL SPRING BOARD MEETING		87925
001401 422200	DUES AND SUBSCRIPTIONS						
9,115.00		9,115.00	7,564.00	0.00	0.00	1,551.00	83.0%
001401 422300	PROFESSIONAL SERVICES						
70,750.00		70,750.00	33,183.00	1,545.50	0.00	37,567.00	46.9%
2023/11/000029	05/03/2023 API		900.00 VND 022192 VCH	MILLENNIUM INS G	HRA ADMINISTRATION FOR MAY 202		87940
2023/11/000061	05/05/2023 API		113.00 VND 017126 VCH	HIRERIGHT	Background Check		87971
2023/11/000061	05/09/2023 API		700.00 VND 029123 VCH	TYLER TECHNOLOG	Prof Svcs-Financial Training		87987
001401 422301	HRA-HEALTH REIMBURSEMENT ACCT						
200,000.00		200,000.00	130,257.29	11,425.96	0.00	69,742.71	65.1%
2023/11/000091	05/17/2023 API		4,938.30 VND 011175 VCH	JENNIFER M BROCK	EMPLOYEE HRA DEDUCTIBLE REIMBU		88016
2023/11/000091	05/17/2023 API		956.95 VND 013002 VCH	ELIZABETH DUTKO	EMPLOYEE HRA DEDUCTIBLE REIMBU		88003
2023/11/000091	05/17/2023 API		3,250.00 VND 016038 VCH	ROGER GOODWIN	EMPLOYEE HRA DEDUCTIBLE REIMBU		88025

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

JOURNAL DETAIL 2023 11 TO 2023 11

ACCOUNTS FOR: 001	GENERAL FUND								
ORIGINAL	APPROP	REVISED	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
001401 422320	3,800.00	EMPLOYEE ASSISTANCE PGM	3,800.00	3,744.00	0.00	0.00	56.00	98.5%	
001401 422400	35,000.00	AUDIT COSTS	35,000.00	30,900.00	0.00	0.00	4,100.00	88.3%	
001401 422600	336,639.00	INSURANCE AND BONDS	336,639.00	325,884.50	0.00	0.00	10,754.50	96.8%	
001401 422601	126,590.00	WORKERS COMP INSURANCE	126,590.00	125,293.00	0.00	0.00	1,297.00	99.0%	
001401 422602	20,000.00	UNEMPLOYMENT INSURANCE	23,171.00	17,226.71	0.00	0.00	5,944.29	74.3%	
001401 423000	3,000.00	CONTRACTED SERVICES	61,279.00	59,955.58	186.32	0.00	1,323.42	97.8%	
2023/11/000061	05/08/2023	API	225.77	VND 015010 VCH	FIRST CITIZENS	APRIL 2023 COPIER MAINT		87969	
2023/11/000061	05/08/2023	API	225.77	VND 015010 VCH	FIRST CITIZENS	MAY 2023 COPIER MAINT		87969	
001401 423000 COVID	0.00	CONTRACTED SERVICES	770.00	805.00	0.00	0.00	-35.00	104.5%	
001401 423900	105,000.00	INSURANCE PREMIUM RETIREE	105,000.00	86,248.00	7,130.00	0.00	18,752.00	82.1%	
2023/11/000029	05/03/2023	API	8,008.00	VND 027078 VCH	RETIREE HLTH BE	RETIREE HEALTH BENEFIT INSURAN		87944	
001401 434100	1,000.00	MATERIALS AND SUPPLIES	1,000.00	696.06	0.00	0.00	303.94	69.6%	
001401 449999	0.00	PCARD UNALLOCATED TRANSACTIONS	0.00	1,196.94	1,196.94	0.00	-1,196.94	100.0%	
001401 456700	4,800.00	CONTR/TRSFR OTHR GOV UNIT	4,800.00	4,800.00	0.00	0.00	0.00	100.0%	

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

JOURNAL DETAIL 2023 11 TO 2023 11

ACCOUNTS FOR: 001		GENERAL FUND		YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL	APPROP	REVISED	BUDGET					
001401 456800	500.00	CONTRIBUTION/	TRANSFER OTHER	500.00	500.00	0.00	0.00	100.0%
001401 456800 G2011	150,010.00	CONTRIBUTION/	TRANSFER OTHER	150,010.00	150,010.00	0.00	0.00	100.0%
001401 456802	5,000.00	CONTRIBUTION -	AIRPORT AUTH	0.00	0.00	0.00	0.00	.0%
TOTAL COUNTY COMMISSION								
	1,907,280.00		1,934,894.00	1,646,663.15	71,238.80	0.00	288,230.85	85.1%
TOTAL GENERAL FUND								
	1,907,280.00		1,934,894.00	1,646,663.15	71,238.80	0.00	288,230.85	85.1%
TOTAL EXPENSES								
	1,907,280.00		1,934,894.00	1,646,663.15	71,238.80	0.00	288,230.85	

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

JOURNAL DETAIL 2023 11 TO 2023 11

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL						
1,907,280.00	1,934,894.00	1,646,663.15	71,238.80	0.00	288,230.85	85.1%

** END OF REPORT - Generated by Vivian Fields **

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

	Field #	Total	Page Break	
Sequence 1	1	Y	Y	Year/Period: 2021/11
Sequence 2	9	Y	N	Print revenue as credit: Y
Sequence 3	0	N	N	Print totals only: N
Sequence 4	0	N	N	Suppress zero bal accts: Y

Report title:
YEAR-TO-DATE BUDGET REPORT

Print Full or Short description: F
Print MTD Version: Y
Print Revenues-Version headings: N
Format type: 1
Print revenue budgets as zero: N
Include Fund Balance: N
Include requisition amount: N
Multiyear view: D
Amounts/totals exceed 999 million dollars: N

Carry forward code: 1
Print journal detail: Y
From Yr/Per: 2023/11
To Yr/Per: 2023/11
Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: J
Detail format option: 1

Find Criteria

Field Name	Field value
Org	001401
Object	
Project	
Rollup code	
Account type	
Account status	

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

ACCOUNTS FOR: 001		GENERAL FUND						
	ORIGINAL	APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001401 COUNTY COMMISSION								
001401 410100			OFFICIALS SALARY					
	206,975.00		206,975.00	183,091.39	13,532.85	0.00	23,883.61	88.5%
001401 410300			EMPLOYEES SALARY AND WAGES					
	512,469.00		486,707.00	389,664.08	28,319.80	0.00	97,042.92	80.1%
001401 410400			FICA TAX					
	41,013.00		39,663.00	34,407.37	2,511.56	0.00	5,255.63	86.7%
001401 410401			MEDICARE EXPENSE					
	9,590.00		9,274.00	8,046.89	587.39	0.00	1,227.11	86.8%
001401 410500			HEALTH INSURANCE					
	237,255.00		233,902.00	99,706.70	7,731.65	0.00	134,195.30	42.6%
001401 410599			HEALTH INSURANCE-CONTRA					
	-237,255.00		-233,902.00	-99,708.21	-7,731.65	0.00	-134,193.79	42.6%
001401 410600			RETIREMENT					
	51,479.00		49,301.00	45,414.00	3,795.00	0.00	3,887.00	92.1%
001401 410801			OVERTIME					
	1,000.00		1,000.00	1,014.03	77.61	0.00	-14.03	101.4%
001401 421100			TELEPHONE					
	850.00		850.00	581.44	57.03	0.00	268.56	68.4%
001401 421400			TRAVEL					
	4,000.00		4,000.00	127.98	0.00	0.00	3,872.02	3.2%
001401 421800			POSTAGE					
	0.00		0.00	78.09	0.00	0.00	-78.09	100.0%
001401 422000			ADVERTISING / LEGAL PUBS					
	6,200.00		6,200.00	4,376.31	872.84	0.00	1,823.69	70.6%
001401 422100			TRAINING AND EDUCATION					
	2,500.00		2,500.00	1,599.00	0.00	0.00	901.00	64.0%
001401 422200			DUES AND SUBSCRIPTIONS					
	9,115.00		9,115.00	7,564.00	0.00	0.00	1,551.00	83.0%
001401 422300			PROFESSIONAL SERVICES					
	70,750.00		70,750.00	33,183.00	1,545.50	0.00	37,567.00	46.9%
001401 422301			HRA-HEALTH REIMBURSEMENT ACCT					
	200,000.00		200,000.00	130,257.29	11,425.96	0.00	69,742.71	65.1%
001401 422320			EMPLOYEE ASSISTANCE PGM					
	3,800.00		3,800.00	3,744.00	0.00	0.00	56.00	98.5%
001401 422400			AUDIT COSTS					
	35,000.00		35,000.00	30,900.00	0.00	0.00	4,100.00	88.3%
001401 422600			INSURANCE AND BONDS					
	336,639.00		336,639.00	325,884.50	0.00	0.00	10,754.50	96.8%
001401 422601			WORKERS COMP INSURANCE					
	126,590.00		126,590.00	125,293.00	0.00	0.00	1,297.00	99.0%

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
001401 422602	UNEMPLOYMENT INSURANCE							
20,000.00	23,171.00	17,226.71	0.00	0.00	5,944.29	74.3%		
001401 423000	CONTRACTED SERVICES							
3,000.00	61,279.00	59,955.58	186.32	0.00	1,323.42	97.8%		
001401 423000 COVID	CONTRACTED SERVICES							
0.00	770.00	805.00	0.00	0.00	-35.00	104.5%		
001401 423900	INSURANCE PREMIUM RETIREE							
105,000.00	105,000.00	86,248.00	7,130.00	0.00	18,752.00	82.1%		
001401 434100	MATERIALS AND SUPPLIES							
1,000.00	1,000.00	696.06	0.00	0.00	303.94	69.6%		
001401 449999	PCARD UNALLOCATED TRANSACTIONS							
0.00	0.00	1,196.94	1,196.94	0.00	-1,196.94	100.0%		
001401 456700	CONTR/TRANSFR OTHR GOV UNIT							
4,800.00	4,800.00	4,800.00	0.00	0.00	0.00	100.0%		
001401 456800	CONTRIBUTION/ TRANSFER OTHER							
500.00	500.00	500.00	0.00	0.00	0.00	100.0%		
001401 456800 G2011	CONTRIBUTION/ TRANSFER OTHER							
150,010.00	150,010.00	150,010.00	0.00	0.00	0.00	100.0%		
001401 456802	CONTRIBUTION - AIRPORT AUTH							
5,000.00	0.00	0.00	0.00	0.00	0.00	.0%		
TOTAL COUNTY COMMISSION								
1,907,280.00	1,934,894.00	1,646,663.15	71,238.80	0.00	288,230.85	85.1%		
TOTAL GENERAL FUND								
1,907,280.00	1,934,894.00	1,646,663.15	71,238.80	0.00	288,230.85	85.1%		
TOTAL EXPENSES								
1,907,280.00	1,934,894.00	1,646,663.15	71,238.80	0.00	288,230.85			

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL 1,907,280.00	1,934,894.00	1,646,663.15	71,238.80	0.00	288,230.85	85.1%
** END OF REPORT - Generated by Vivian Fields **						

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	9	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Print Full or Short description: F
Print MTD Version: Y
Print Revenues-Version headings: N
Format type: 1
Print revenue budgets as zero: N
Include Fund Balance: N
Include requisition amount: N
Multiyear view: D
Amounts/totals exceed 999 million dollars: N

Year/Period: 2021/11
Print revenue as credit: Y
Print totals only: N
Suppress zero bal accts: Y
Print full GL account: N
Double space: N
Roll projects to object: N

Carry forward code: 1
Print journal detail: N
From Yr/Per: 2023/11
To Yr/Per: 2023/11
Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: J
Detail format option: 1

Find Criteria
Field Name Field Value
Org 001401
Object
Project
Rollup code
Account type
Account status

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, June 15, 2023, or as soon thereafter as the Commission may decide:

**Jefferson County Building Commission - three five-year terms
ending July 27, 2028**

Per West Virginia State Code:

“No more than two thirds of the total number of members of the board of each commission shall be from the same political party and no member of any such board shall hold any office (other than the office of notary public) or employment under the United States of America, the state of West Virginia, any county or political subdivision thereof, or any political party. All members of any board shall be residents of the county for which appointed.”

Please note: Interested applicants must not have ties to any local financial agencies or institutions that may potentially bid on projects approved by the members of the Jefferson County Building Commission.

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 pm on the Monday prior to the proposed appointment date.

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, June 15, 2023 or as soon thereafter as the Commission may decide:

Jefferson County Board of Health: one five year term ending June 30, 2028.

§ 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, Harpers Ferry District, Shepherdstown District, and Middleway District.

The Board currently includes three registered Republicans. Qualified applicants must be either a registered Democrat or a registered Independent.

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.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, June 15, 2023, or as soon thereafter as the Commission may decide:

Jefferson County Development Authority Board:

- 1 unexpired term for Citizen Representative ending April 5, 2024

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 before 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, June 15, 2023, or as soon thereafter as the Commission may decide:

Jefferson County Parks and Recreation Commission: three (3) three-year terms ending June 30, 2026.

South Jefferson Public Library Board – one five-year term ending June 30, 2028.

Persons who may be interested in the above listed agencies 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: Jeff Hertrick <jeffhert@gmail.com>
Sent: Sunday, April 30, 2023 12:16 PM
To: JCCInfo
Subject: Traffic light on Rt. 340

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

To Whom It May Concern:

I'm writing to ask why the Route 340 traffic light at the U.S. Customs and Border Protection Drive is constantly stopping traffic for no reason whatsoever.

Constantly, day and night, all hours, 24/7, it turns red when there is NO VEHICLE trying to exit or enter that road.

This is wasteful of gasoline... for every vehicle forced to stop, it wastes fuel sitting at that light. Not to mention the time of the drivers, many of whom are working, eating up their work time, some of whom are paid with our tax money.

Why can it not be retrofitted with trip mechanisms to only turn red for 340 traffic when someone is actually trying to make a left turn out of that road?

It's 2023, not 1950. The technology certainly exists.

Jeff Hertrick
151 Venice Way
Shepherdstown, WV 25443

Jessica Carroll

From: John Freiler <johnlfreiler@gmail.com>
Sent: Tuesday, May 16, 2023 9:36 AM
To: JCCInfo
Subject: No PILOT agreements for Solar Projects

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

Jefferson County Commisioners,

I wanted to express my concerns, but will not be able to make the Thursday, May 18 meeting to do so.

I'm not opposed to Solar projects in Jefferson county, but I'm VERY much opposed to fat tax breaks being given to these projects. they're not great employers one the construction is done. They are a bit of an eyesore. But all that pales to the idea that somehow these companies are getting out of paying their fair share of property taxes like the rest of us are required to. If you want to give away our tax dollars, give them back to the residents if you can find good job producers to lure in.

I urge the commision: No PILOT agreement for Solar projects. They pay like the rest of us do.

Thank you.

John Freiler

83 Shady Ln, Harpers Ferry, WV 25425

Jessica Carroll

From: Stephanie Yates <stephanie.ekucoe12@gmail.com>
Sent: Wednesday, May 17, 2023 8:40 PM
To: JCCInfo
Subject: Public Comment for 5/18/23 second quarterly session

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

Please provide the following statements to be read during public comment.

I am writing to express my extreme opposition to any special tax agreement which short changes the residents of this county. The residents of this county deserve the opportunities this tax money would provide. The proposed PILOT agreement for the Wind Hill Solar Farm should not be considered and our commissioners should consider the vast needs of this county and vote against this agreement.

Thank you,
Stephanie Yates
Jefferson County Resident

--

Stephanie Yates, MLIS
phone: 1-606-369-2109
email: stephanie.ekucoe12@gmail.com

Jessica Carroll

From: Ti Yat <tjyeky13@gmail.com>
Sent: Wednesday, May 17, 2023 8:36 PM
To: JCCInfo
Subject: Public Comment for 5/18/23, second quarterly session

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

Please provide the following statement to be read during public comment:

I am writing to express my opposition to any special tax agreement which short changes the residents of Jefferson County. The proposed PILOT agreement for the Wind Hill Solar Farm should not be considered and our commissioners should vote against this agreement.

Tim Yates
Jefferson County Resident

Jessica Carroll

From: Cindy Emmans <ccemmans@yahoo.com>
Sent: Friday, May 19, 2023 3:12 PM
To: JCCInfo
Subject: Speed humps/ pedestrian safety

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

Thank you for the opportunity to provide feedback ahead of your meeting on May 23. Pedestrian safety is sorely lacking in and around our neighborhood and I hope you can make some wise changes.

Speed humps are needed in the Norborne Glebe neighborhood (and no doubt other neighborhoods as well). Ranson has effective speed humps in many neighborhoods but Charles Town does not. Speed humps (not bumps) are snowplow-friendly and are the only effective way to slow down cars and protect pedestrians. A traffic (speed) study was conducted a few years ago with strips placed across the road at various points in Norborne Glebe and results showed that speeding was not a big problem. HOWEVER, the strips were not placed in areas where the worst speeding occurs and therefore the data gathered were not helpful. Speeding is an enormous problem here in Norborne Glebe, and as a pedestrian I find myself at great risk far too often.

Sincerely,

Cindy Emmans
Norborne Glebe Subdivision

Jessica Carroll

From: Cindy Emmans <ccemmans@yahoo.com>
Sent: Friday, May 19, 2023 6:26 PM
To: JCCInfo
Subject: signage on Hwy 115/ Hwy 340

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

Thank you for the opportunity to provide input on traffic concerns in the county.

The traffic signs where Hwy 115 crosses over Hwy 340 just south of Charles Town are misleading. A driver looking for Norborne Glebe and/or Campbell Drive has absolutely no indication that the entrance ramp to Hwy 340 East is also the frontage road that leads to Campbell Drive and Norborne Glebe.

Please see attached photo, taken from Hwy 115 looking south. The sign for North 340, Harpers Ferry/ Martinsburg should also indicate "Campbell Drive" FOR SURE and perhaps "Norborne Glebe" as well.

The signs need to be improved from both sides, for those traveling north on 115 and also those traveling south. I sent this suggestion to the WV DOT a few years ago and they responded that this was a local issue not a state issue.

Please consider making changes to the signage by adding signs for "Campbell Drive" and "Norborne Glebe" as appropriate.

Sincerely,

Cindy Emmans
Norborne Glebe subdivision



Jessica Carroll

From: Bill Gaestel <bgaestel@live.com>
Sent: Thursday, May 18, 2023 8:29 AM
To: JCCInfo
Subject: Trash on our road ways

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

Is there a place to ask what the county is doing with the problem of trash on Jefferson county roads. My farm is located at 1602 Kearneysville pike and the amount of trash we pick up weekly is crazy. It seems the surrounding states have something in place to stop this and it magnifies our trashy roads in our county. As a suggestion could we pass an ordinance to have all loads covered? This could also raise money to clean our county by fining those who are trashing our community. I am willing to work with the county to help in any way.

Thanks for your time,

Bill Gaestel
304-268-9121

Jessica Carroll

From: Mark Werner <mark_werner@outlook.com>
Sent: Friday, May 19, 2023 4:35 PM
To: JCCInfo
Subject: Fw: Important Update **Please Read**

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

Hello,

If anyone employed with Jefferson County was involved in this "conclusion" to force Panhandle Dumpsters out, can you please let me know who those people are? I want to be sure they are included on all correspondances.

We are going to get to the bottom of this "conclusion".

Apple Valley Waste. If anyone working for Jefferson County wanted to help the county, they'd throw Apple Valley Waste and all of their people out of Jefferson County on their asses. Apple Valley Waste and their Parent, Gold Medal Group, are a cancer to Jefferson County.

Thank you,

Mark Werner

From: Mark Werner <mark_werner@outlook.com>
Sent: Friday, May 19, 2023 3:01 PM
To: patricia.rucker@wvsenate.gov <patricia.rucker@wvsenate.gov>; jason.barrett@wvsenate.gov <jason.barrett@wvsenate.gov>; wayne.clark@wvhouse.gov <wayne.clark@wvhouse.gov>; jeffcoswa@gmail.com <jeffcoswa@gmail.com>; Paul.F.Hayes@wv.gov <Paul.F.Hayes@wv.gov>; Thomas.J.Aluise@wv.gov <Thomas.J.Aluise@wv.gov>; Lisa.I.Facemyer@wv.gov <Lisa.I.Facemyer@wv.gov>; Carol.A.Throckmorton@wv.gov <Carol.A.Throckmorton@wv.gov>; Nicole.D.Hunter@wv.gov <Nicole.D.Hunter@wv.gov>; Annette.L.Hoskins@wv.gov <Annette.L.Hoskins@wv.gov>; Lisa.I.Facemyer@wv.gov <Lisa.I.Facemyer@wv.gov>; jmenter100@aol.com <jmenter100@aol.com>; Gary.Walker@wvcashin.com <Gary.Walker@wvcashin.com>; charity.fellure@pcswa.org <charity.fellure@pcswa.org>; Niki.N.Davis@wv.gov <Niki.N.Davis@wv.gov>
Subject: Fw: Important Update **Please Read**

Hello,

Unfortunately (and shockingly) I recently received the memo below from my waste management provider, Panhandle Dumpsters.

I reside at 44 General Kershaw CT, Harpers Ferry, WV 25425.

I want to know how the State of West Virginia, the Public Service Commission, and the local recycling programs came to this conclusion - in detail.

Something seems wrong here and it makes zero sense how anyone came to this conclusion regarding the inadequate company, Apple Valley Waste, and their even more inadequate parent company, Gold Medal Group.

It is difficult to not believe that this conclusion was made based on some sort of "incentive" from Apple Valley Waste or Gold Medal Group. There is no other explanation why anybody could come to this conclusion.

Why is Panhandle Dumpster being forced out? Why has Panhandle Dumpster not been allowed to use dump facilities, landfill facilities, and recycling facilities the same way that Apple Valley Waste can to conduct business?

Let me be clear. I have lived in Jefferson County, West Virginia for 9 years. It has been eye opening to watch the rapid decline of the quality of the livability in Jefferson County the past 9 years. Eye opening!! But this "conclusion" is the final straw for me. This is something I don't want to stand for. Not after my experiences with Apple Valley Waste.

To be even more clear, I am 60 years old. I have resided / owned homes in 3 different states. 6 different homes. I have never, not once, ever, had an issue, or a problem, with the waste manage services that I have had anywhere. Never! Ever! The same is not true dealing with Apple Valley Waste and / or Gold Medal Group.

I will not address Gold Medal Group, being that they simply do not acknowledge or respond to you as a customer - at all.

Apple Valley Waste is the worst service / customer service company I have ever had to deal with in my life. In my life! In any industry, not just waste management services. The company is awful in every aspect. I have had to spend more time than anyone can imagine calling & emailing this company for their failures and inadequacies. Aside from all their failures, shortcomings, spillage on roads, broken glass on roads, price gouging, driving habits on roads, etc., their customer service, and most specifically their customer service manager, lie to you. Blatantly lie. You can send them picture to dispute their lies. They still lie. It kept me awake at night having to deal with a company like Apple Valley Waste because it was so upsetting and so frustrating. I could never understand how Apple Valley Waste was allowed by Jefferson County to continue their services. I have never dealt with a company so unprofessional.

I am not going to go into detail. I thought for sure I had gotten ridden of this problem for good. I was so relieved and so happy, and so happy with Panhandle Dumpsters service. Now, somehow, some way, for some reason, somebody decided to force me to have to use one and only one company for waste management services. No options. No choices. I would like a detailed, acceptable reason, or reasons, of what led to this conclusion.

Why should we be forced to use one company? What is driving "somebody" to monopolize the waste management services? Haven't we always, always, always, always heard that competition is good? And nothing could be better for a company like Apple Valley Waste than some competition. Nothing could be better for the residents of Jefferson County West Virginia. I believe that is evident by seeing how every week after week, anyone could see more and more households using Panhandle Dumpsters "yellow" dumpsters as opposed to Apple Valley Waste's "red" dumpsters. It was very telling. There was no reason to speculate why that was happening. Anybody who knew Apple Valley Waste knew why this was happening.

Which makes it even more curious how this "conclusion" came to be. Apple Valley Waste could noticeably see their customer base declining - fast. All of sudden, the reason for the customer base decline has been forced out. And no normal, logical thinking, observant person can understand why.

Panhandle Dumpsters provides exceptional service compared to Apple Valley Waste. And it isn't even close. Even more, Panhandle Dumpsters' customer service is head and shoulders above Apple Valley Waste. Not hard to do because simply, Apple Valley Waste has no customer service. Apple Valley Waste doesn't need to provide customer service, or even provide any type of adequate waste management service. That is because the State of West

Virginia, Public Service commission of West Virginia, and all local recycling programs seem to have some interest in creating a waste management monopoly with Apple Valley Waste.

I am still waiting for Apple Valley Waste to provide an explanation as to why a couple years ago they missed providing service 3 weeks in a row. Never notified anybody. Never offered anybody a credit. They are a company with zero professionalism and zero integrity. I will debate that with anyone, anywhere, anytime.

Panhandle Dumpsters missed service 1 time, and I had an email the very same night apologizing and confirming they will service the next day. Never even had to contact them. I have never, EVER had to contact a waste management service provider for anything, anywhere I lived. It was a forgotten thing. It just worked. It just happened. It was second nature. That is, until Apple Valley Waste came along.

Even worse, to add insult to injury, Panhandle Dumpsters is a local company with local people who care about our community. Apple Valley Waste is owned by a giant corporation in New Jersey who could care less about our community. They don't even respond to concerned customers.

I find it sad, the time I have had to take out of my life to address waste management issues, when for 40 years it just worked. Never had to give it a 2nd thought - ever. That is, until Apple Valley Waste came along.

And what happened to DEI? I thought we were now in this Woke world of diversity, equality, "inclusion".

It is hard not to believe there is something more to what is driving this conclusion to force a local "good" company out and allow a documented inadequate, failure of a company like Apple Valley Waste to monopolize a service. Nothing about it makes any sense.

I would like a detailed response as to why Panhandle Dumpsters is being forced out and why they haven't been given the same opportunities and access to the same service as Apple Valley Waste does to conduct business?

There is nothing about this "conclusion" that would lead anybody to believe for 1 minute, that this was a good, honest, fair, informed, researched conclusion.

This memo is also being sent to Governor Jim Justice, Public Service Commission of West Virginia, and any local recycling program that I can find.

Sincerely,

Mark Werner

From: Trash Panhandle <trash@panhandledumpsters.com>

Sent: Thursday, May 18, 2023 10:48 AM

To: Trash Panhandle <trash@panhandledumpsters.com>

Subject: Important Update **Please Read**

Panhandle Dumpsters Family,

First, we want to thank each customer for allowing us to serve you; we consider ourselves very fortunate that you have supported us (a great deal of you from the beginning); your support truly has meant the world to us!

We are sad to announce that after MUCH consideration, we can no longer provide services in your area.

The State of West Virginia, the Public Service Commission, and the local recycling programs have concluded that your area only needs one permitted Trash Collection Provider. They have concluded that Apple Valley Waste is providing an "adequate service" to your community; therefore, we have been forced to conclude that we can no longer provide service to your area. This decision has been a challenging decision for us to make because we genuinely care about the local area. We believe you should have options and not be driven into a local and state monopoly. We have spent countless hours and tons of money to find other options, but unfortunately, we must continue dumping out of state. This, combined with fuel and increased dump prices, has brought us to a point where we are forced to change our business model.

With that said, your last pickup will be Tuesday, June 6th; we will also be picking up our cans that day after your trash has been picked up!

Refunds for the months that were paid ahead of time will be sent out.

Again, we thank you from the bottom of our hearts for your support and hope that before you consider leaving bad reviews about our small company, you feel the fight we put up to continue serving you.



Panhandle Dumpsters

phone: 304-707-3913

site: www.panhandledumpsters.com

email: trash@panhandledumpsters.com

address: 446 Eagle School Rd.,
Martinsburg, WV 25404

Save time each month? Take advantage of our autopay system. [Click Here.](#)

Did we miss your stop? [Click here](#) to let us know!

Note, If you want to be kept up to date with route changes, weather delays, and other such crucial information, please [click here](#).

Need to pay your bill? [Click Here.](#)

How's My Service? Please leave us a review! [Click here.](#)

Sorayda Pitts

From: rabblrouser <marc.petitpierre@gmail.com>
Sent: Tuesday, May 23, 2023 8:50 AM
To: Sorayda Pitts
Subject: public comment for 5/18 meeting

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

let me tell you a story -- a parable -- if you will. like in which you-all seem to find some truth.
there was once this fake preacher that wanted to lead attendees of a gov't function in prayer.
totally contradicting what jesus said about keeping prayers private and in a closet.
in fact, his prayer was sectarian and denominational.
so it was in violation of your own prayer policy.
and a` number of specific rulings recently made by scotus.
when apprised of these facts, the person in question went on a cursing rant going on and on about how I was going to hell.
and worse.
all indications of such lousy examples of how supposedly righteous christians -- such as yourself -- should behave.
then -- in an attempt to de-escalate the situation -- I tried to leave by exiting the main entry door to the building.
but he blocked me, to prevent this.
I guess he thought he wasn't done.
hell, he wouldn't even let me close the door. as he was outside, it would've quieted the disturbance he was causing.
so there's where you-all jumped to conclusions -- believing what you wanted, as long as it was made-up.
that there was -- as reported by the sheriff, who wasn't even at the door -- this infamous chest bump.
it's a good thing you-all didn't press charges.
is why I didn't. for harassment. and blocking my legal right of passage
as an aside, if your little prayers worked, we wouldn't need commissioners such as you
so, did your little feelings get hurt?

Public Comment for Jefferson County Commission meeting May 18, 2023

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

PUBLIC COMMENT –

It appears Dan Casto Esquire, has a real problem with me filing an official concern about a Jefferson County Commissioner to a State of West Virginia _____ Commission. In part, Mr. Casto stated: *“Mr. Tabb has a long and storied history of filing administrative complaints against government officials. Mr. Tabb’s tactic seems to be to harass and bully public officials...”*. To date, I have not been charged with any type of crime or illegal activity. I believe Mr. Casto cannot say the same. Mr. Casto enclosed some 100 plus pages to justify his comments. If Mr. Casto was representing me, I would have tried to make a better argument on the concerns that was sent to a West Virginia _____ Commission, rather than focus on the person than sent the official concern. This is an ongoing investigation that will take a month or so. I will keep you informed.

Presentation #7 – Mike Sine, Interim Director, JCESA

Reimbursement of the cost of supplies, equipment and services \$23,251.01

This reimbursement amount actually reflects the original cost of \$33,673.43. Only by reviewing the agenda packet, did I find the \$10,422.42, from billing collections in April. Now we know that the ESA is billing for services. It appears, that it’s not working out, you didn’t even charge for the medical expenses for what it costed. The other issue is the reimbursement for labor was for \$3,771.12, which is a drastic reduction of the previous months. So where is the paperwork to show how much was charged for the ambulance service that in turn reduced the labor cost? The medical paperwork was done properly and you are not being transparent on the rest of it! This does shows that the JCC taking over the ambulance service is not as profitable as the Commissioners had planned on. Keep in mind, you have already spent over \$5 million dollars of AARP money on top of the \$2 million dollars budgeted and you still have to subsidize the ESA. Great job of destroying over 100 years of the volunteer services. Good luck with all that!

Presentation #8 – Wild Hill Solar Pilot Presentation

I was under the impression there was no more pilot programs within Jefferson County due to Rockwool. It appears, this pilot agreement proposal is \$28,806,595.21 million dollars, to include the lease agreement, that reduces the taxes and leases for the county and schools, to include B&O taxes, of \$82,153,143.47. Now discovering there is a pilot proposal; has there been any other pilot agreements within Jefferson County?

The other question is: Who is going to pay the commercial property tax on the land since solar rays are considered industrial projects?

Presentation #9 – Nathan Cochran

Where is the paperwork? The County Commission cannot act upon any of these items without transparency and or paperwork. Items b, c, d, and e are not courtroom issues, therefore there is no confidentiality within these subject matters. Show me the paperwork! This actually requires a public hearing on each subject matter.

Unfinished Business:

Presentation #10 Modification of Existing contract with Tyler Technologies (EMS transition)

There is not enough information within the outline presented. It appears this is the beginning of a departmental manual for the ESA. I hope Cindy Rezmer did not charge you for anything... this is standard boiler plate of requirements to have a department manual. I was under the impression you already had this done! You can't run a department without it.

Presentation #12 Discussion of File 8603-38

There was no request for this presentation. Therefore, the Commission cannot act.

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

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

Have a nice day!

Proposed PILOT agreement requested by Wild Hill Solar

From: Robert Aitcheson (bob.aitch46@gmail.com)

To: vinemont.farm@gmail.com; commissioner.triciajackson@gmail.com; jckrouse@gmail.com

Bcc: waitcheson@yahoo.com

Date: Thursday, May 18, 2023 at 01:30 PM EDT

For the reasons set forth below & such others as shall be stated at the public hearing, the above should be rejected by the County Commission:

- 1) These projects are already subsidized by us taxpayers at the Federal level. Now they want to 'double dip' & get us taxpayers to yield even more of our hard earned tax dollars so they can give their billionaire investors an even better return on their investment!
- 2) I say "our" tax dollars because as noted by Commissioner Jackson, depriving the County of approximately 80% of its full tax revenue from these bandits, inevitably will increase the tax burden on us, the hard-working tax payers of Jefferson County. Why, because, as Commissioner Jackson has said, the County budget is stretched too thin & the County is struggling to provide needed services.
- 3) Paragraph 6 of the referenced document shifts all liability to the County citizens, your constituents. Not only do they want a huge special tax break, they also want us to be on the hook for operation, maintenance, decommissioning & eventual disposal of the admitted toxic waste these panels, batteries, etc are actually made of!
- 4) We'd be expecting a shell business entity with no assets to meet its tax obligation, but we would not be able to enforce it because it would have NO ASSETS!
- 5) I should add my opinion that the reason Mr Stolipher is pushing this so hard is because in securing his substantial commissions for his involvement in some of such projects, he undoubtedly promised these outfits a sweet deal on local property taxes! As has been recognized by you, the elected office is to serve the constituents, not to impoverish them. He should be disqualified from any discussion or vote on this issue.
- 6) Wild Hill claimed before the BOE, I believe, that the project is not viable without this subsidy by Jefferson County citizens. Go down old Route 9 & look what is going on below the Catholic Church! Is this what we want 5-8,000 acres agricultural land in our County, the finest in the State, to look like. At least in part, that should answer the question in the negative as to whether we should be concerned about their viability.

THIS IS A BAD IDEA. VOTE NO!!!

RESPECTFULLY,
Bob Aitcheson

Sorayda Pitts

From: Dan Clark <dc585313@yahoo.com>
Sent: Tuesday, May 16, 2023 1:57 PM
To: JCCInfo
Subject: "NO PILOT AGREEMENTS FOR SOLAR"

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