



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Pasha Majdi

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Mike Mood

COMMISSIONER

Steve Stolipher

AGENDA

JEFFERSON COUNTY COMMISSION

FIRST QUARTERLY SESSION – JANUARY- MARCH 2025

THURSDAY, March 6, 2025

9:30 a.m.

County Commission Meeting Room

located at the Old Charles Town Library

200 E. Washington Street, Charles Town, WV

Zoom Broadcast (live):

<https://us06web.zoom.us/j/89590498489?pwd=2uIr6dQx4Q9mAf04t8QjWX33ClGqzN.1>

Meeting ID: 895 9049 8489

Passcode: 997870

If you are attending virtually and would like to speak during the public comment period, please use the “raise hand” icon.

I. Call to Order

II. Prayer – Moment of silence

III. Pledge of Allegiance

IV. Pledge of Allegiance to the West Virginia Flag

I pledge allegiance to the flag of West Virginia, which serves as a constant reminder that ‘Mountaineers Are Always Free,’ which stands as a symbol of her majestic mountains, fertile forests, rich veins of coal, and the pride of her people.

V. Consent Agenda

1. Approval of Minutes

- a. February 13, 2025 BORE Meeting Minutes DRAFT
- b. February 18, 2025 BORE Meeting Minutes DRAFT
- c. February 20, 2025 Regular Meeting Minutes DRAFT

2. Approval of Accounts Payable:

- a. February 27, 2025
- b. March 6, 2025

3. Approval of Manual Checks:

- a. February 28, 2025
- b. March 7, 2025

4. Approval of Payroll:

- a. February 28, 2025

5. Approval of Requisitions

- a. March 6, 2025

VI. Announcements

Please note:

- Draft minutes are included in the meeting packet. Draft meeting minutes are often also available separately online. See both here:
<https://www.jeffersoncountywv.org/find-it-fast/agendas-minutes-and-webcasts>
- Jefferson County Commission spending syncs with West Virginia Checkbook (<https://www.wvcheckbook.gov/>) daily. A complete list of publicly available information, and tutorials on using the site, are available online.

Report if there are changes in the agenda if applicable.

VII. Public Comment

To participate in public comment in person, please sign the public comment sign-in sheet located on the table in the back of the room. To participate virtually, please “raise your hand” on the Zoom control panel. Please submit comments via email to info@jeffersoncountywv.org. Your name and any written comments submitted for the record will be included in the minutes.

VIII. Regular Agenda- It is expected that all items will include discussion and possible action

New Businesses

- 1. 9:40 pm Years of Service awards
- 2. 9:45 pm Pasha Majdi, commissioner
 - 2.1. Jefferson County First Resolution
 - 2.2. Government efficiency provision
- 3. 10:30 am Kelly Franklin, executive director of the Jefferson County Report Center, Inc.
 - 3.1 FY 2026 West Virginia Community Corrections grant

4. 10:45 am John Nissel (city manager, City of Charles Town), Duke Pierson (Mayor, City of Ranson), and Bob Trainer (Mayor, City of Charles Town)
4.1 Homeless liaison position
 5. 11:15 am Mike Sine, chief and director of the Jefferson County Emergency Services Agency
5.1. Reconsideration of purchase of SFD A3-1
5.2. Rebranding project
5.3. Approval to install vending machine by non-County entity
 6. 11:35 am Thomas Hansen, Jefferson County Sheriff and Treasurer
6.1. Administrative Assistant New Hire
6.2. Tax Deputy New Hire
6.3. Funding request- portable fingerprint scanners
6.4. Animal Control Re-hire
 7. 11:55 am Roger Goodwin, chief county engineer, Department of Engineering, Planning, and Zoning
7.1. Complete construction bond release for Lot 41, Burr Business Park at 272 James Burr Blvd, Kearneysville, WV 25414 (JCPC file #19-5-S)
7.2. Request approval to amend Parks and Recreation Impact Fees- FY2025 Capital Improvement Plan
7.3. Presentation on the FY 2026 Capital Improvement Plan for the Office of Impact Fees
 8. 12:25 pm Nikki Painter, Jefferson County Probate Office
8.1. Set hearing date to hear the Petition to Remove Executrix Margaret Simmons from the estate of Francis X. Campanella
 9. 12:35 pm Josh Monogold, Greater Shenandoah Valley Chapter of American Red Cross
9.1. Red Cross Month Proclamation
- LUNCH BREAK – RECONVENE AT 2 P.M.**
10. 2:00 pm Annette Gavin Bates, Jefferson County Convention and Visitors Bureau
10.1. Presentation of the Jefferson County Convention and Visitors Bureau Annual Report
 11. 2:30 pm David Bound, chief financial officer Jefferson County Commission
11.1. Bill payment request- \$13,481.07
11.2. Reinvestment of opioid settlement funds
11.3. Budget timeline
11.4. FY26 Levy Rate

12. 2:45 pm Jessica James, chief human resource officer Jefferson County Commission
- 12.1. Approval of Employee Promotions – FF/EMT to FF/AEMT- Jefferson County ESA
 - 12.2. Approval of Hires – 2 full-time FF/EMT’s – Jefferson County ESA
 - 12.3. Approval of Employee Promotions-Circuit Clerk’s office
 - 12.4 Current vacancies – informational/no action requested
13. 3:00 pm Nathan Cochran, Prosecuting Attorney’s Office
- 13.1. Report by counsel on CC-19-2021-C-33.
 - 13.2. Review and discussion of Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff’s Department and the Corporation of Bolivar for Public Safety Services and Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff’s Department, and the Corporation of Bolivar for Tax Collection Services.
 - 13.3 Report by counsel on WV Human Rights Commission EDR-194-25
14. 3:30 pm Edwina Benites-LM, County Administrator
- 14.1 Agenda policy
 - 14.2 Boards and Commissions Policy
 - 14.3 Update: Planning Commission finished consideration of the Comprehensive Plan
 - 14.4 JCDA board member request for removal
 - 14.5 Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space.

Old Business

15. 4:00 pm 15.1 Status review of the Jefferson County Development Authority bylaws

CORRESPONDENCE AND INFORMATION

Christine Potts - letter
David Tabb – correspondence

Minutes
Board of Review and Equalization
Jefferson County Commission
Thursday, February 13, 2025

A hearing of the Jefferson County Commission seated as a Board of Review and Equalization was held on Thursday, February 13, 2025, during the first quarterly session at 1:30 p.m. The meeting was held via Zoom and in-person. Present were President Pasha Majdi, Vice President Mike Mood, Commissioner Steve Stolipher, Commissioner Cara Keys, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; Steve Groh, Assistant Prosecuting Attorney; Jacki Shadle, County Clerk; June Bowers, Senior Tax Appraiser; Mark Thompson, Senior Tax Appraiser; Jason Mickey, Tax Appraiser; Angie Banks, Assessor; and Lynn Dillow, Administrative Clerk; David Gray, petitioner and Christine Huddle, petitioner. The archived meeting of the Thursday, February 13, 2025 meeting is available on the Jefferson County Commission website.

Call to Order as a Board of Review and Equalization

The hearing was called to order at 1:32 p.m. by Commission President Pasha Majdi.

The commission received sworn testimony from David Gray of 1252 French Road, Shepherdstown, WV 25443 regarding the tax assessment on his real property.

- Commissioner Stolipher motioned to have the assessor measure the square footage of the property interior, and requested that Mr. Gray allow assessor staff into his home for that purpose. The appointment was scheduled for the next day, Friday, Friday 14, 2025 at 10:00 a.m. The motion was seconded by Commissioner Mood and approved unanimously. Commissioner Keys voted in her capacity as county commissioner.

The commission received sworn testimony from Christine Huddle of 1220 W. Ridge Street, Harpers Ferry, WV 25425 regarding the tax assessment on her real property.

- Commissioner Stolipher motioned to reassess the appraised land value from \$390,700 to \$370,800. The motion was seconded by Commissioner Majdi and approved unanimously. Commissioner Keys voted in her capacity as county commissioner.

There being no further business, Commissioner Majdi recessed the hearing at 3:19 p.m. until the next BORE hearing scheduled for February 18, 2025 at 1:30 p.m.

Recessed

The commission recessed at 3:19 p.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Lynn Dillow
Jefferson County Commission
Administrative Clerk

DRAFT

BOARD OF REVIEW

February 13, 2025

[illegible]

2025 BOARD OF REVIEW AND EQUALIZATION HEARINGS

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom Meeting Room located in the Historic Courthouse, 100 E. Washington Street, Charles Town, WV, beginning on Thursday, January 30, 2025 at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor for the Tax Year 2025.

The Commission will continue to sit as a Board of Review and Equalization on Tuesday, February 4th, 2025, at 1:30 p.m., Thursday, February 6, 2025, at 1:30 p.m., Tuesday, February 11, 2025, at 1:30 p.m., Thursday, February 13, 2025, at 1:30 p.m.

Persons wishing to appear before the Commission should apply to the Jefferson County Assessor no later than Wednesday, February 12, 2025, to complete the proper forms and to schedule a hearing date before the planned final date of Tuesday, February 18, 2025.

Instructions for Taxpayer Assessment Appeal

A hearing before the County Commission of Jefferson County, sitting as a Board of Review and Equalization, for your appeal is scheduled for:

Name: Gray Family Trust Agreement

Map & Parcel: 9-20-11.2

Date: 2/13/25 Time: 1:30 PM

In matters of property appraisal, the appraisal and the assessed value placed on the property by the Assessor is presumed to be correct and may not be modified unless the property owner can prove to the Board of Review and Equalization that there is an error in the appraisal done by the Assessor. Citizens, property owners and taxpayers have an obligation to see that their concerns about their property appraisal are presented to the Board of Review and Equalization so that the Board may adequately review the taxpayer requests and protests.

For your hearing before the Board of Review and Equalization, you must present all supporting reasons, information or documentation (such as insurance policies on property) as to why your property is not correctly appraised (any errors you may find in your appraisal). The Board may only change an appraisal if there is an error in the appraisal. The appraisal cannot be changed simply because the taxpayer feels that the appraisal is too high. Rather clear and convincing evidence that substantiates an error has occurred must be provided by the Taxpayer. Also, the Board of Review and Equalization may not hear appeals on the issues of property classification or taxability of property.

Please remember that all property appraisals done by the Assessor are presumed correct. It is the responsibility of the taxpayer/property owner to provide the Board of Review and Equalization proof that there is an error in the appraisal. If there is an error, the Board of Review and Equalization will approve the appropriate corrections. We also want the appraisals to be correct.

APPLICATION FOR REVIEW OF PROPERTY ASSESSMENT

THIS COMPLAINT WILL NOT BE REVIEWED UNLESS FILLED OUT IN DETAIL

Charles town (City) West Virginia FEB. 01 20 25 (Date)

To the Assessor of Jefferson County or the Jefferson County Board of Review and Equalization:

Your complainant represents that the following described real estate is valued and assessed out of proportion to its true and actual value on the current tax roll and requests a review of the assessed valuation before the next period of liability is effective.

Property assessed in the name of The George Family Trust in Shepherdstown District.

Address of property 1252 FRENCH RD. SHENDONAH Junction, WV 25442

Lot No.	Block No.	Acres	Description
09-20-0011-0002-000		60	Link
Assessed Value - Land \$ <u>154,600</u> Improvements \$ <u>1,108,300</u>			Total \$ <u>1,262,900</u>
CONSTRUCTION BY COMPLAINANT			
Cost of land	\$ <u>185,000</u>	PURCHASE BY COMPLAINANT	
Cost of construction or contract price	\$ <u>350,000 (House)</u>	Total purchase price	
Date of Construction	\$ <u>2008</u>	Date purchased	
Cost of added improvements	\$ <u>—</u>	Cost of added improvements	
Face amount of fire insurance carried	\$ <u>1,000,000</u>	Face amount of fire insurance carried	
Offered for sale for	\$ <u>1,000,000</u>	Offered for sale for	
Date of offer	\$ <u>2020</u>	Date of offer	
Monthly rental received, if rented	\$ <u>0</u>	Monthly rental received, if rented	
Present value in your opinion	\$ <u>700,000</u>	Present value in your opinion	
VALUE - 40%		TOTAL	

185,000
350,000
185,000
160,000
1,000,000
1,000,000
2020
0
700,000
TOTAL
1,850,000

REASON AND BASIS FOR COMPLAINT

List the name and location of the three properties comparable to yours. If more space is needed, use back.

1. 6000 - 200 FRENCH RD. SHEPHERDSTOWN, WV
2. SEE ATTACHED SHEET
3. SEE ATTACHED SHEET

4700,000 ESTIMATED VALUE

MUCH OF THIS WORK WAS DONE BY MYSELF + MY MOTHER + MY MOTHER'S MOTHER

I do hereby certify that the above statements are true to the best of my knowledge and ability and that all questions on this petition pertaining to the property have been answered.

Signature of Complainant Danah J. Jorgensen Phone No: 858-663-1093

D/M/P 9-20-11-2

The Gray Family Trust Agreement – 2025 Tax Appeal

There are two disparate issues at play here:

- 1.) The use of the IAS Mass Appraisal system for determining Value. There are a number of problems with this system – mainly the lack of concessions for services, conveniences, proximity to major roadway (noise), High Voltage power lines, Solar fields, etc. – and even considerations for Preservation Easement develop limitations (loss of potential value). This system assumes that my home – based on construction materials and labor costs – is as valuable as the exact same home setting in McLean, VA, Manhattan, NY, Bel Air, CA, San Francisco CA, Palm Beach, FL – even Ranson, WV.
- 2.) Unacceptable inconsistencies between property values – land/Improvements. Given all the residents are subjected to the IAS system – the following narrative and the following table presents the actual tax assessments (random) of surrounding like/similar properties --- As you will see my assessment is way out-of-line with the surrounding properties – both in Land Value and Improvements. It clearly demonstrates an inconsistency in the value assessed from one property to the next. The ultimate goal of a Mass Appraisal system should be consistent in its application.

Based on Tax Year 2024 Tickets/Bills – I don't have the 2025 proposed assessments for other properties. The following table demonstrates the major discrepancies with tax assessments for properties in my immediate area. These figures (from 7 properties) demonstrate a need to bring my property assessment in line with surrounding (like/similar) properties. **I would request a permanent reduction in my Residential Review Document (i.e., the Listing).** I've been paying this level of taxes for **MANY** years.

The IAS Mass Appraisal system should not be used for properties in the Rural Area. Mass appraisals assume a certain (or consistent) level of services and conveniences – a baseline. And baselines should differ depending on the overall offerings of the county and the general quality of life these areas offer. Rural Zoning doesn't reward its resident with even the basic level of community support/services, as does larger towns and cities. If you insist on using the IAS system – major concessions (for all residents in the Rural Zone) must be made. The following table clearly demonstrates the inequities that exist in the Rural Zone with all residents. This level of assessment for my property is truly **OUT OF LINE** with; 1) the services I receive and 2) the discrepancy with surrounding properties. **Thus, I would request a permanent reduction of approximately 40%.**

The Assessed Value (terminology?) – **AFTER** the 40% reduction is pretty much in line with how I view my Total Assessed Value – it would appear the 60%/40% reduction has not been applied. My understanding is that the property is assessed at 60% of the Total Value – It appears in my case – the property is assessed – and a **40% premium was added**. The Assessed Value (Taxes to be paid) is \$705,900 (Market Price) – that's about what the Total Assessed Value should be – minus 40% and the Homestead Exemption (\$685,900). I believe the table will prove my analysis.

Please keep in mind that my proposed 2025 Tax Bill is based on \$757,740 – which is approximately 7.5% higher than the numbers I've used in the table. That's nearly a \$52,000 increase – in a single year – that followed two years of increases of more than 10%. How can you justify this? The tax base in Jefferson has increased more than 1000 percent since 2020 (new construction) – and you're still raising taxes at 7.5% (or greater)? The only thing that hasn't increased around here is the services and improvements; I can't maintain an internet connection throughout the day, my road (French Rd.) is literally crumbling to pieces, no curb, no gutter, no lights, inadequate signage, no city water, no sewage, increased traffic congestion, etc., etc.,. And please don't fall back on the school funding argument – building and maintaining schools – seemingly the **ONLY** important thing in Jefferson County (at the tune of approximately 80% of tax revenues) should not fall on the elderly residents of the county.

I believe the county is supplementing the builders (and thus the real estate brokers) – there's no other rationale. Tens of millions of dollars have been collected – and I have not received a **SINGLE** benefit from **ANY** of it. I look for the services/improvements – but, I don't see them. The residents of Jefferson County need to wake up – you're being ripped off.

	Gray Property	Cobb Property	Link Property	French Property
Tax Amount	\$ 7,930	\$ 4,350	\$ 970 (app. 12%)	\$ 170
Land Assessment	\$ 92,800	\$ 78,750	\$ 32,800	\$ 14,600
Improvements	\$ 613,100 House and 2 Barns 1 Run-in Shed	\$ 297,900 6 Bed Room 5 Out Buildings	\$ 50,900 – Large New Barn	\$ 0 No Improvements
Total Assessment	\$ 705,900 (\$ 685,900) Homestead	\$ 376,650	\$ 83,700	\$ 14,600
Land Area	60 ac.	39.78 ac.	127.5 ac.	70.05 ac.
Ticket #	0000028584	0000027863	0000029242	0000028432
Use	Under Easement - Dwelling	Dwelling – Large Commercial Venue	Under Easement - Barn	Raw Land

	Jenkins Property	Lutman Property	Smith Property	Longfield Property
Tax Amount	\$ 1,500	\$ 3,324	\$ 7,100	\$ 3,820
Land Assessment	\$ 37,700	\$ 39,860	\$ 115,200	\$ 99,600
Improvements	-\$ 110,300 - 3,852 sq. ft. House – Less than my Building Site – \$ 129,960 (Base Site)	\$ 102,180- 1,541 sq. ft. 7 rooms/2 bedrooms (new construction) Less than my Building Site – \$ 129,960 (Base Site)	\$ 498,700 – 6,286 sq. ft. Dwelling and Multiple Large Barns/Buildings	\$ 230,900 – 1,624 sq. ft. House
Total Assessment	\$ 148,000	\$ 142,040	\$ 613,900	\$ 330,500
Land Area	88.47 ac.	62.92 ac.	157.5 ac.	256.25 ac.
Ticket #	0000028939	0000029323	0000030343	0000013493
Use	Dwelling	Dwelling	Dwelling	Dwelling

Eric Nelson
Secretary of Revenue



Matthew Irby
State Tax Commissioner

STATE TAX DEPARTMENT

February 1, 2025

Angela L "Angie" Banks
104 E Washington Street
Charles Town, WV 25414
Jefferson County

Dear Angela L "Angie" Banks,

Enclosed you will find the final sales ratio analysis for your county for the period of July 1, 2023 to June 30, 2024 for Tax Year 2025. This analysis was used to determine your compliance with monitoring guidelines, as established by the Property Valuation and Procedures Commission (PVC).

The medians or aggregate ratios of appraised values should be between 90% and 110% of market value and the COD should be 15 or less for residential improved property and 20 or less for all other property types. As per PVC instructions, for any property where the sales price is more than plus or minus two standard deviation (+/- 2SD) from the median may be eliminated from the sales ratio calculation with the approval of the State Tax Department.

Should you have any questions about this report, please feel free to contact me at 304-461-0819.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert D. Cuthbert".

Robert D. Cuthbert
Appraiser Manager

RC/tg

5

2/1/2025

Jefferson County
Tax Year 2025
FINAL RATIO REPORT EVALUATION

	NUMBER OF SALES	AGGR RATIO	OK? YES OR NO	MEDIAN	OK? YES OR NO	COD~	OK? YES OR NO	OVERALL OK? YES OR NO
RES IMP	1319	91.00	YES	91.00	YES	7.00	YES	YES
RES VAC	40	90.00	YES	94.00	YES	11.00	YES	YES
COM ALL	16	91.00	YES	99.00	YES	10.00	YES	YES
TOTAL LESS F&T	1375	91.00	YES	91.00	YES	7.00	YES	YES

	AGGR		MEDIAN	COD~	
	RATIO				
RES IMP	90 - 110	YES	90 - 110	YES	15 OR LESS
RES VAC	90 - 110	YES	90 - 110	YES	20 OR LESS
COMM ALL	90 - 110	YES	90 - 110	YES	20 OR LESS
TOTAL LESS F&T	90 - 110	YES	90 - 110	YES	20 OR LESS

YES=COD & AGGR OR MED. YES
NO=COD/NO OR MED OR AGGR NO

Note: Must have at least three (3) sales in a category to produce statistical results

CY	TD	MAP	PRCL	SUBP	SPID	MM	YY	CL	NBHD	LAND	BLDG	TOTAL	SALE PRICE	RATIO	REMARKS
19	09	6	0005	0004	0000	10	23	R	072.0	99,500	254,000	353,500	433,099	81.62	
19	09	6	0005	0010	0000	10	23	R	072.0	100,600	253,300	353,900	434,299	81.49	
19	09	7	0015	0007	0000	05	24	R	072.0	94,900	353,900	448,800	600,000	74.80	
19	09	7	0015	0008	0000	06	24	R	072.0	105,800	326,000	431,800	569,999	75.75	
19	09	9	0022	0001	0000	01	24	R	072.0	197,100	345,500	542,600	649,999	83.48	
19	09	9	0022	0002	0000	12	23	R	072.0	204,000	385,900	589,900	695,399	84.83	
19	09	9	0022	0003	0000	02	24	R	072.0	197,100	348,700	545,800	649,999	83.97	
19	09	12	0011	0000	0000	11	23	R	072.0	165,700	355,300	521,000	670,000	77.76	
19	09	12	0011	0012	0000	11	23	R	072.0	191,400	243,000	434,400	570,000	76.21	
19	09	13	0022	0002	0000	08	23	R	072.0	151,700	364,100	515,800	538,000	95.87	
19	09	13	0022	0016	0000	04	24	R	072.0	148,900	234,600	383,500	470,000	81.60	
19	09	13	0029	0017	0000	02	24	R	072.0	101,400	208,100	303,400	360,000	96.57	
19	09	14	0004	0008	0000	10	23	R	072.0	170,500	287,400	457,900	450,000	84.28	
19	09	14	0006	0006	0000	02	24	R	072.0	94,900	90,000	184,900	225,000	82.18	
19	09	14	0009	0002	0000	04	24	R	072.0	268,800	434,600	703,400	750,000	93.79	
19	09	15	0017	0000	0000	09	23	R	072.0	93,400	285,200	378,600	465,960	81.25	
19	09	15	0022	0000	0000	12	23	R	072.0	95,600	76,900	172,500	241,000	71.58	
19	09	17	0004	0004	0000	07	23	R	072.0	236,000	139,000	375,000	420,000	89.29	
19	09	21	0016	0001	0000	03	24	R	072.0	201,300	625,200	826,500	750,000	110.20	
19	09	22	0016	0003	0000	05	24	R	072.0	266,100	493,500	759,600	875,000	86.81	
19	09	8C	0047	0000	0000	12	23	R	072.0	136,400	0	136,400	150,000	90.93	
19	09									118,400	163,100	281,500	319,900	88.00	

Y2K TXNRA642 APPRAISAL SYSTEM VALUES

SALES RATIO FOR JEFFERSON

STATE OF WEST VIRGINIA

DATE 02/11/2025

PAGE NO.

2

	NUMBER SALES	TOTAL CONSIDER.	MEAN CONSIDER.	TOTAL VALUE	MEAN VALUE	AGGR. RATIO	MEAN RATIO	MEDIAN RATIO	STD. DEV.	COEF DISP
RESIDENTIAL IMP	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
0000000-0019999	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
0020000-0039999	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
0040000-0059999	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
0060000-0079999	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
0080000-0099999	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
0100000-0149999	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
0150000-9999999	21	11,137,654	530,364	9,564,300	455,442	85.87	85.07	83.48	9.22	7.67
RESIDENTIAL IMPROVED	21	11,137,654	530,364	9,564,300	455,442	85.87	85.07	83.48	9.22	7.67
VACANT	2	255,000	127,500	237,800	118,900	93.25	93.75	93.75	3.98	3.00
TOTAL	23	11,392,654	495,332	9,802,100	426,178	86.04	85.83	83.97	9.18	8.00
APARTMENT IMPROVED	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
VACANT	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
COMMERCIAL IMPROVED	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
VACANT	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
INDUSTRIAL IMPROVED	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
VACANT	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
TIMBER IMPROVED	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
VACANT	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
FARM IMPROVED	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
VACANT	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
COMB C & I IMPROVED	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
VACANT	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL	23	11,392,654	495,332	9,802,100	426,178	86.04	85.83	83.97	9.18	8.00

SUBJECT PROPERTY: 1252 FRENCH RD
OWNERSHIP: GRAY FAMILY TRUST AGREEMENT



60 AC



1252



10

PETITIONER'S COMPARABLES SHOWING PERCENT CHANGE FROM 2024 TO 2025

OWNERSHIP & PARCEL ID			TAX YEAR 2024 APPRAISED VALUE	TAX YEAR 2025 APPRAISED VALUE	% CHANGE FROM 2024 TO 2025	NOTES
GRAY FAMILY TRUST AGREEMENT 09 20001100020000 60 ACRES	Land	\$	154,600	\$	+ 7.57%	SUBJECT PROPERTY
	Building	\$	1,021,800	\$		
	Total	\$	1,176,400	\$		
COBB DOUGLASS A JR & LEANNE O 09 20001100000000 39.78 ACRES	Land	\$	145,900	\$	+ 14.61%	BARN RENOVATION - THIS CHANGE CAUSED VALUE INCREASE TO BE HIGHER THAN AVERAGE
	Building	\$	551,600	\$		
	Total	\$	697,500	\$		
LINK ADAM B III 09 20000500000000 127.15 ACRES	Land	\$	54,700	\$	+ 6.38%	
	Building	\$	84,900	\$		
	Total	\$	139,600	\$		
FRENCH CHARLES R SR ET AL 09 20001000020000 68 ACRES	Land	\$	24,300	\$	-4.53%	ACREAGE REDUCED BY CREATING A NEW PARCEL
	Building	\$	-	\$		
	Total	\$	24,300	\$		
JENKINS HARRY R III 09 23000300000000 88.47 ACRES	Land	\$	62,900	\$	+ 7.46%	
	Building	\$	183,900	\$		
	Total	\$	246,800	\$		
LUTMAN DAVID W 09 20000800005000 62.92 ACRES	Land	\$	91,000	\$	+ 7.08%	
	Building	\$	218,400	\$		
	Total	\$	309,400	\$		
SMITH CHARLES E 09 18000900000000 157.5 ACRES	Land	\$	192,000	\$	+ 8.01%	
	Building	\$	831,100	\$		
	Total	\$	1,023,100	\$		
LONGFIELD LLC 04 10001000000000 256.25 ACRES	Land	\$	166,000	\$	+ 6.68%	
	Building	\$	384,900	\$		
	Total	\$	550,900	\$		

Dave Hardy
Secretary of Revenue



Dale W. Steager
State Tax Commissioner

STATE TAX DEPARTMENT

ADMINISTRATIVE NOTICE 2021-15

**PROPERTY TAX
STATE TAX COMMISSIONER'S STATEMENT
CONCERNING METHODS BY WHICH
RESIDENTIAL REAL ESTATE IS APPRAISED STATEWIDE**

FILED
2011 JAN 29 P 1:19
OFFICE WEST VIRGINIA
SECRETARY OF STATE

This notice will discuss the method by which local county assessors appraise residential real estate statewide through the use of an Integrated Assessment System (IAS).

DISCUSSION

Several years ago, the State Tax Department purchased real estate mass appraisal software called IAS. This software is installed on the network server in Charleston and is accessed through computers in each County Assessor's Office.

Generally, IAS will separately value raw land and structures. This software provides for the entry of data by the local Assessor concerning "comparable sales" of land in particular "neighborhoods" in the county and then prices the value of this land on a "price per front foot or square foot" or by acreage. All such data is entered by tax map and parcel number. In addition, this software contains "replacement cost" pricing features for structures that will allow the local Assessor to enter data such as the size and dimensions of a structure and its rooms, construction materials utilized, quality of construction, date of construction, present condition, style, mechanical systems such as air conditioning and/or furnace, bathrooms, porches, decks, garages, basements, chimneys, exterior and outbuildings. Data collected by the field data collectors/appraisers is entered upon a field card called a "property record card" or "review document" which corresponds to an IAS data entry screen. A data entry clerk then will enter the information taken from the field card into a computer. The IAS software then prices the improvements utilizing construction cost data particularized for that area of the State. A county modifier is utilized to modify the price of the improvements based upon current construction costs.

The local Assessor divides his or her county into "neighborhoods" giving consideration to similarities such as parcel size, roads, topography, costs, type and quality of improvements for land pricing. A neighborhood is "a geographical area exhibiting a high degree of homogeneity in residential amenities, land use, economic and social trends and housing characteristics". Sometimes a large subdivision, town or city will contain several "neighborhoods". Other times a subdivision or agricultural area will be unique and will stand alone as a single neighborhood.

Property Tax Division, 1124 Smith Street, P.O. Box 2389, Charleston, WV 25328-2389
Telephone 304-558-3940
Fax 304-558-1843

The County Clerk prepares a "Certificate of Transfer" which will state change of ownership, legal description and whether the transfer is deed stamp exempt or not and whether consideration was paid. The County Clerk provides these "Certificates of Transfer" to the Assessor.

The Assessor will receive a copy of the "Certificate of Transfer" for each such conveyance. The Assessor, by tax map and parcel number, will enter into the computer these "transfers" indicating the "consideration" paid for a particular parcel but also indicating by "validity code" whether the sale is a "valid sale", "involved additional parcels", "not open market", "changed after sale", "related person", "forced sale", "land contract", "construction costs" or "included personal property".

Based upon the "transfer" values, that are identified by the Assessor as being valid arms-length sales as defined by State law, the Assessor will generate a "price per front foot or square foot" for smaller parcels or a monetary per acre value for larger parcels in each neighborhood. Again all data is entered by tax map and parcel number. In those "neighborhoods" where there have been insufficient numbers of "transfers" of unimproved land to generate a "price per front foot or square foot" or a monetary per acre value, the Assessor will take a valid "transfer" price for an improved parcel, value the improvements and subtract the price of the improvements to arrive at a value for the land. This method, commonly referred to as a "land residual method", will then generate a "price per front foot" or a per acre value for the raw land in that neighborhood. Each parcel is physically reviewed and adjustments applied to reflect individual variations with each neighborhood.

Mapping is crucial to any mass appraisal. The county tax maps have been generated over the years utilizing recorded plats, recorded descriptions and aerial photography. Tax map and parcel numbers are assigned to each parcel in the county. Based upon lot measurement or acreage derived by mapping, lot dimensions or acreage is entered into the IAS system by tax map and parcel number for each lot or parcel. The "price per front foot" or acreage value for the neighborhood is then applied to each lot or parcel in the neighborhood, as the case may be, to arrive at an appraised value for the land. This appraised value will reflect market value for the subject land.

Field data collection is the key to "pricing" an improvement. The field data collector or appraiser will visit the structure. He will note on the "property record card" the type of structure, the exterior walls, the style of the structure, the age of the structure, the living accommodations to include total number of rooms, bedrooms, family rooms, plumbing, basement, heating, attic, physical condition, other features such as recreation room area, finished basement living area, basement garage, unfinished area, grade factor, cost and design factor and CDU (condition, desirability and utility factor). The field data collector or appraiser will measure the structure and other structures on the lot or parcel and note on the "property record card" the dimensions of each structure and will draw a ground floor sketch of the dwelling or main structure and additions. Finally, the field data collector or appraiser will visit the "other buildings and yard improvements" and note on the "property record card" the "type code", "quantity", "year", "size", "grade", and "condition" of the other improvements. The data entered on the "property record card" or "review document" is then entered into the IAS system by the data entry clerk and the IAS system then generates the depreciated replacement cost value, which is market value of the improvements.

The appraised values for improved real property thus determined are compared to the arms-length selling prices of properties that have recently sold to develop an appraisal/sales ratio for each neighborhood. Results from the appraisal/sales ratio are analyzed and neighborhood-pricing factors adjusted to bring the ratio in each neighborhood to within 10% plus or minus of average selling price.

For additional information concerning the appraisal of residential property using the IAS system, please contact the Property Tax Division of the State Tax Department at (304) 558-3940.

Notice of this determination will be filed in the West Virginia Register.

Issued: January 29, 2021



Dale W. Steager
State Tax Commissioner

State Tax Department
Property Tax Division
P. O. Box 2389
Charleston, WV 25328-2389

Operator on Duty 8:30 am - 5:00 pm
Monday through Friday
Phone: (304) 558-3940
FAX: (304) 558-1843

INDEX

- 1 – Petitioner's Application
- 2 – Subject Property Review Document
- 3 – Petitioner's Addendum, page 1 of 2
- 4 – Petitioner's Addendum, page 2 of 2
- 5 – Final Ratio Report Evaluation
- 6 – Ratio Study for NBHD 0720, page 1 of 2
- 7 – Ratio Study for NBHD 0720, page 2 of 2
- 8 – Front Photograph of Subject Property
- 9 – Aerial Photograph of Subject Property Out Buildings
- 10 – Aerial Photograph of Subject Property Boundary
- 11 – Assessor's Analysis of Petitioner's Comparables
- 12 – Administrative Notice, page 1 of 3
- 13 – Administrative Notice, page 2 of 3
- 14 – Administrative Notice, page 3 of 3

2025 BOARD OF REVIEW AND EQUALIZATION HEARINGS

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom Meeting Room located in the Historic Courthouse, 100 E. Washington Street, Charles Town, WV, beginning on Thursday, January 30, 2025 at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor for the Tax Year 2025.

The Commission will continue to sit as a Board of Review and Equalization on Tuesday, February 4th, 2025, at 1:30 p.m., Thursday, February 6, 2025, at 1:30 p.m., Tuesday, February 11, 2025, at 1:30 p.m., Thursday, February 13, 2025, at 1:30 p.m.

Persons wishing to appear before the Commission should apply to the Jefferson County Assessor no later than Wednesday, February 12, 2025, to complete the proper forms and to schedule a hearing date before the planned final date of Tuesday, February 18, 2025.

Instructions for Taxpayer Assessment Appeal

A hearing before the County Commission of Jefferson County, sitting as a Board of Review and Equalization, for your appeal is scheduled for:

Name: Christine S. Huddle

Map & Parcel: 5-1-34.1

Date: 13 Feb 25 Time: 2:00p

In matters of property appraisal, the appraisal and the assessed value placed on the property by the Assessor is presumed to be correct and may not be modified unless the property owner can prove to the Board of Review and Equalization that there is an error in the appraisal done by the Assessor. Citizens, property owners and taxpayers have an obligation to see that their concerns about their property appraisal are presented to the Board of Review and Equalization so that the Board may adequately review the taxpayer requests and protests.

For your hearing before the Board of Review and Equalization, you must present all supporting reasons, information or documentation (such as insurance policies on property) as to why your property is not correctly appraised (any errors you may find in your appraisal). The Board may only change an appraisal if there is an error in the appraisal. The appraisal cannot be changed simply because the taxpayer feels that the appraisal is too high. Rather clear and convincing evidence that substantiates an error has occurred must be provided by the Taxpayer. Also, the Board of Review and Equalization may not hear appeals on the issues of property classification or taxability of property.

Please remember that all property appraisals done by the Assessor are presumed correct. It is the responsibility of the taxpayer/property owner to provide the Board of Review and Equalization proof that there is an error in the appraisal. If there is an error, the Board of Review and Equalization will approve the appropriate corrections. We also want the appraisals to be correct.

APPLICATION FOR REVIEW OF PROPERTY ASSESSMENT

THIS COMPLAINT WILL NOT BE REVIEWED UNLESS FILLED OUT IN DETAIL

Harpers Ferry (City) West Virginia

2/10 (Date) 20 25

To the Assessor of Jefferson County or the Jefferson County Board of Review and Equalization:

Your complainant represents that the following described real estate is valued and assessed out of proportion to its true and actual value on the current tax roll and requests a review of the assessed valuation before the next period of liability is effective.

Property assessed in the name of Christine S. Huddle in 05 District.

Address of property 1220 W. Ridge St. Harpers Ferry WV

Lot No.	Block No.	Acres	Description
(2 , 3)	34.1	N	generally flat
Assessed Value - Land \$ 135,960		Improvements \$ 98,460	Total \$ 234,420
CONSTRUCTION BY COMPLAINANT			PURCHASE BY COMPLAINANT
Cost of land	\$	Total purchase price	\$ 92,000
Cost of construction or contract price	\$	Date purchased	\$ 1990
Date of Construction	\$	Cost of added improvements	\$50,000 house carpent & w
Cost of added improvements	\$	Face amount of fire insurance carried	\$ 259,600 for house
Face amount of fire insurance carried	\$	Offered for sale for	\$ 68,100 for other structure
Offered for sale for	\$	Date of offer	\$
Date of offer	\$	Monthly rental received, if rented	\$
Monthly rental received, if rented	\$	Present value in your opinion	\$ 360,000
Present value in your opinion	\$		

REASON AND BASIS FOR COMPLAINT

List the name and location of the three properties comparable to yours. If more space is needed, use back.

- See attached sheets
-
-

I do hereby certify that the above statements are true to the best of my knowledge and ability and that all questions on this petition pertaining to the property have been answered.

Signature of Complainant Christine Huddle Phone No: (304) 997-9779

Assessor's Use Only
D/M/P S-1-34.1

PARCEL ID 05- 1-0034-0001-0000 DEED B/P 1076 / 633 CARD NO. 2 OF 2 TAX YEAR 2025 TIEBACK ALT ID
(CA12) ADDRESS 1220 W RIDGE ST RESTRICTION / REV.FL HMSD H AG.USE N (CA21)-----DWELLING DESCRIPTION-----
NBHD 1050 (A11)---OWNER INFO.-----
LIV UNIT 1 HUDDLE CHRISTINE S (CA13)---SALES INFORMATION-----
TX CLASS 2 1220 W RIDGE ST DATE TYP PRICE SR VAL
ZONING HARBERS FERRY WV 25425 05/01/90 2 92,000 4 8
PROP.CL R 02/01/83 2 33,000 4 0

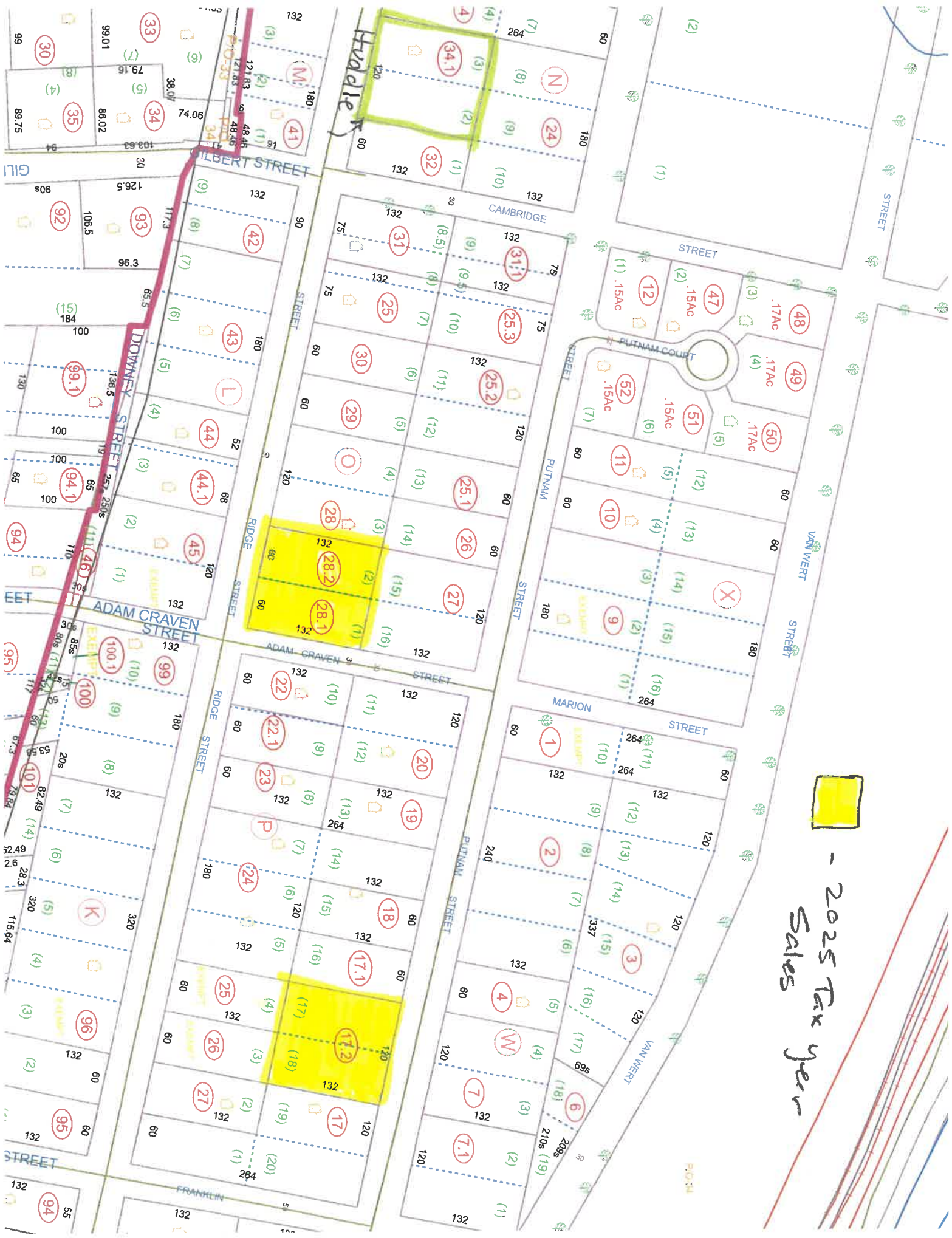
(CA12)-----PROPERTY FACTORS----- (CA16)---ENTRANCE INFO.---
TOPO 2 ABOVE STRE/ / DATE CODE INFO.C ID
UTILITY 2 3 PUBLIC W / PUBLIC S / 10/27/22 4 3 MT
RDS/TRF 3 DIRT / 10/30/19 10 1 MNB
FRT 9 RESIDENTIAL (CA12)-----NOTES-----
(A112)-----LEGAL-----
BLK N #2,3 RIDGE ST NOTE C
NOTE C
NOTES:SM5 & SM7 ATT RS1

(CA14)---LAND DATA-----
OFFY ACRE/SFT/UNITS C A L P T A B L E -----
PE LN CD FRONT DEPTH PRICE INFL-FAC BASE BASE INCR
F 1 1 120 132 1888.17 60.00 2650.00 1325.00 226,580
REGULAR LOT

NOTES:PTNK STRUCTURE IS WORKSHOP-
PREPAB FIREPLACE 0 OPENINGS 0
BSMT.GAR.(NO.CARS) 0
MSC O.F.DES 0
MSC O.F.DES 0
G.F.L.A. 596
S.F.L.A. 596
(CA11)-----CURRENT APPRAISED VALUES-----
C U R R E N T A P P R A I S E D V A L U E S -----

(CA23)

TOTAL ACRES TOTAL LAND-VALUE 226,600
(CA24)---OTHER BUILDING & YARD IMPROVEMENTS--- (CA12) MISC. IMPROV 0
TYP QN YEAR SIZE GRD MODS C FMDs VALUE TOT OBY & MISC IMPROV VALUE 0
GROSS BUILDING SUMMARY
DESC VALUE
(CA22)-----A D D I T I O N S -----
LINE LOW 1S 2ND 3RD AREA VALUE
0 596
1 11 392
2 31 384



- 2025 Tax year
Sales

Christine S Huddle
2/10/25

Data for complaint

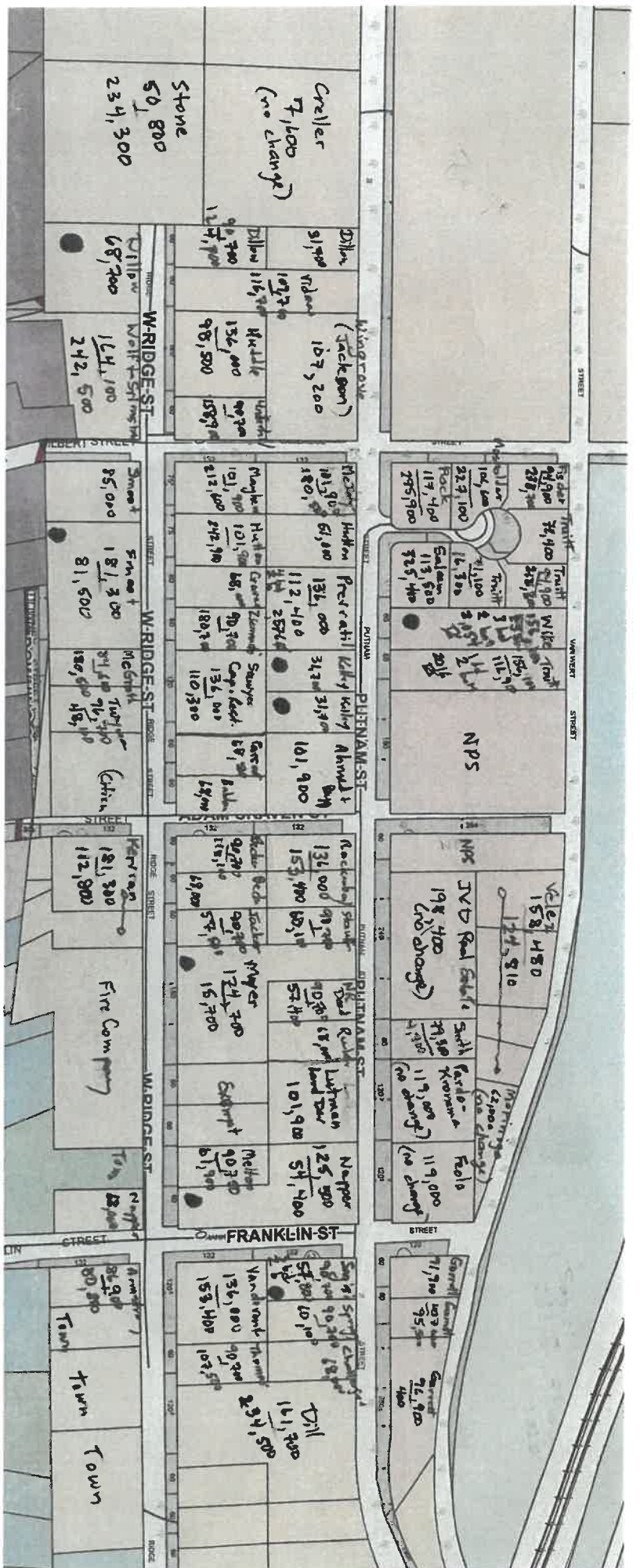
Assessed values

Vacant lots

Dillow double lot 1200 block W Ridge \$68,700
Kelly 2 separate lots fronting on Putnam \$31,700

Houses

Meyer 1050 W Ridge 1,388 sq ft house w/3 bd, 1 bath, full basement \$15,700
Napper 1000 W Ridge 1,760 sq ft, house w/4 bd, 1 bath \$54,400
Smoot. 1171 W Ridge 1,864 sq ft house w/3 bd, 1.5 bath, large (3 car) garage, \$81,500
Wilk 1160 Putnam 2,054 sq ft house w/3 bath, 2 bd \$85,500
Sagisi 991 Putnam. 1,564 sq ft w3 bd,2 bath, and a studio apt in basement \$57,800
(sold for \$300 K in 2020)



SALES RATIO FOR JEFFERSON COUNTY FROM 07/23 TO 06/24 RANGE 000.00% - 999.99% NBHD 105.0

CY	TD	MAP	PRCL	SUBP	SPID	MM	YY	CL	NBHD	LAND	BLDG	TOTAL	SALE PRICE	RATIO	REMARKS
19	05	1	0028	0001	0000	03/24	R	105.0		113,300	0	113,300	140,000	80.93	
19	05	1	0028	0002	0000	03/24	R	105.0		113,300	0	113,300	120,000	94.42	
19	05	2	0017	0002	0000	05/24	R	105.0		169,900	0	169,900	213,334	79.64	

SALES RATIO FOR JEFFERSON			COUNTY	FROM 07/23 TO 06/24	RANGE 000.00% - 999.99%	NBHD 105.0					
	NUMBER	TOTAL	CONSIDER.	MEAN	TOTAL	MEAN	AGGR.	MEAN	MEDIAN	STD.	COEF
	SALES			CONSIDER.	VALUE	VALUE	RATIO	RATIO	RATIO	DEV.	DISP
RESIDENTIAL IMP	0000000-0019999	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
	0020000-0039999	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
	0040000-0059999	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
	0060000-0079999	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
	0080000-0099999	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
0100000-0149999	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
0150000-9999999	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
RESIDENTIAL IMPROVED	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
VACANT	3	473,334	157,778	396,500	132,166	83.77	85.00	80.93	8.18	6.08	
TOTAL	3	473,334	157,778	396,500	132,166	83.77	85.00	80.93	8.18	6.08	
APARTMENT IMPROVED	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
VACANT	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
COMMERCIAL IMPROVED	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
VACANT	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
INDUSTRIAL IMPROVED	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
VACANT	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
TIMBER IMPROVED	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
VACANT	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
FARM IMPROVED	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
VACANT	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
COMB C & I IMPROVED	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
VACANT	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL	3	473,334	157,778	396,500	132,166	83.77	85.00	80.93	8.18	6.08	

2/1/2025

Jefferson County Tax Year 2025 FINAL RATIO REPORT EVALUATION

	NUMBER OF SALES	AGGR RATIO	OK? YES OR NO	MEDIAN	OK? YES OR NO	COD~	OK? YES OR NO	OVERALL OK? YES OR NO
RES IMP	1319	91.00	YES	91.00	YES	7.00	YES	YES
RES VAC	40	90.00	YES	94.00	YES	11.00	YES	YES
COM ALL	16	91.00	YES	99.00	YES	10.00	YES	YES
TOTAL LESS F&T	1375	91.00	YES	91.00	YES	7.00	YES	YES

AGGR

RATIO

MEDIAN

COD~

RES IMP

90 - 110 YES

90 - 110 YES

15 OR LESS

YES

YES=COD & AGGR OR MED. YES

RES VAC

90 - 110 YES

90 - 110 YES

20 OR LESS

YES

NO=COD/NO OR MED OR AGGR NO

COMM ALL

90 - 110 YES

90 - 110 YES

20 OR LESS

YES

TOTAL LESS F&T

90 - 110 YES

90 - 110 YES

20 OR LESS

YES

Note: Must have at least three (3) sales in a category to produce statistical results

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
SITTING AS A BOARD OF REVIEW AND EQUALIZATION

IN RE: TAXPAYER ASSESSMENT REVIEW FOR

Christin Huddle 1220 W. Ridge St
H.F.

ORDER

On the 13 day of February, 2025 came the above-named taxpayer in person, and came the Assessor, Angela Banks, by S. Mickey, Deputy Assessor, and by counsel, S. Groh, Assistant Prosecuting Attorney, for the purpose of a hearing on the taxpayer's "Application for Review of Property Assessment" on the property identified in Map

H.F. 1 Parcel 34.1

Whereupon, the parties presented evidence to the Board of Review and Equalization, and 5 members of the Board voted that the assessment was not erroneous, and 5 members of the Board voted that the assessment was erroneous by clear and convincing evidence. The Board found that the following factors supported its finding that the assessment was erroneous:

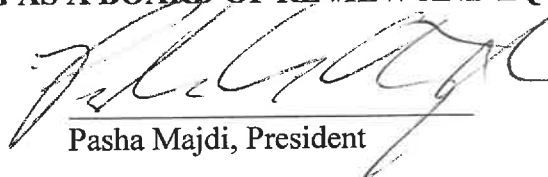
over valuation of lots based on
recent equality sales.

Accordingly, it is hereby ORDERED that the assessment shall remain as set by the Assessor.

Accordingly, it is hereby ORDERED that the assessment on the identified property shall be reduced from \$ 390,700 (Appraisal) to \$ 370,800 (Appraisal) for the July 1, 2023 to June 30, 2024 tax year, and that the reduction is to ☒ the land ☐ the building or ☐ both.

COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
SITTING AS A BOARD OF REVIEW AND EQUALIZATION

By:


Pasha Majdi, President

Entered: _____

Minutes
Board of Review and Equalization
Jefferson County Commission
Tuesday, February 18, 2025

A hearing of the Jefferson County Commission seated as a Board of Review and Equalization was held on Tuesday, February 18, 2025, during the first quarterly session at 1:30 p.m. The meeting was held via Zoom and in-person. Present were President Pasha Majdi (virtual), Vice President Mike Mood, Commissioner Steve Stolipher, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; Nathan Cochran, Assistant Prosecuting Attorney; June Bowers, Senior Tax Appraiser; Mark Thompson, Senior Tax Appraiser; David Gray, petitioner and Lynn Dillow, Administrative Clerk. The archived meeting of the Tuesday, February 18, 2025 meeting is available on the Jefferson County Commission website.

Call to Order as a Board of Review and Equalization

The hearing was called to order at 1:35 p.m. by Commission Vice President Mike Mood.

The commission heard sworn testimony from David Gray, petitioner and Mark Thompson, Senior Tax Appraiser.

- Commissioner Stolipher motioned to accept the new square footage as reported by Mark Thompson from 8671 sq. ft to 7897 sq. ft. (difference of 774 sq. feet). The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Stolipher motioned to close the final hearing of the Board of Review and Equalization for this term. The motion was seconded by Commissioner Hefestay and approved unanimously.

Adjourned

The commission adjourned at 1:46 p.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Lynn Dillow
Jefferson County Commission, Administrative Clerk

Minutes

Jefferson County Commission

Thursday, February 20, 2025

A meeting of the Jefferson County Commission was held on Thursday, February 20, 2025, during the first quarterly session at 6:00 p.m. The meeting was held via Zoom and in-person. Present were President Pasha Majdi, Vice President Mike Mood, Commissioner Steve Stolipher, Commissioner Cara Keys, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; Nathan Cochran, Assistant Prosecuting Attorney; Jacki Shadle, County Clerk; and Lynn Dillow, Administrative Clerk. The archived meeting of the Thursday, February 20, 2025, meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of Allegiance to the West Virginia flag

APPROVAL OF MINUTES

Commissioner Majdi motioned to approve the meeting minutes from:

1. February 4, 2025 BORE Meeting Minutes DRAFT
2. February 6, 2025 Regular Meeting Minutes DRAFT
3. February 6, 2025 BORE Meeting Minutes DRAFT
4. February 11, 2025 BORE Meeting Minutes DRAFT

The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
91838		ADVANCE AUTO PARTS	17.43
91839		AMERIFLEX	122.40
91840		ANGELA L BANKS	189.00
91841		AT&T	70.82
91842		AUTOZONE	16.99
91843		AUTUMN ULSH	632.92
91844		BEGIN COUNSELING PLLC	1,286.98
91845		BOLAND TRANE SERVICES INC	4,062.67

91846		BOUND TREE MEDICAL LLC	1,108.50
91847		BUREAU OF CHILD SUPPORT	376.62
91848		CITIZENS VOLUNTEER FIRE DEPARTMENT	63,750.00
91849		CLERK OF JEFFERSON COUNTY COMMISSION	147.06
91850		COMPTROLLER OF MARYLAND	1,305.50
91851		COX HOLLIDA YOUNG PLLC	6,299.46
91852		CRYSTAL GASTLEY	100.00
91853		CYNTHIA DANNER	93.04
91854		DOING BETTER BUSINES	900.66
91855		DR. TANIA GLENN & ASSOCIATES, PA	175.34
91856		EFTPS IRS TAXES	157,199.52
91857		EMILY MORROW	75.00
91858		EMPOWER RETIREMENT	6,627.38
91859		ENTERPRISE FM TRUST	23,525.89
91860		FRONTIER	9,724.85
91861		GEARCLEAN, INC	5,260.50
91862		GUTTMAN OIL CO	5,036.90
91863		J.C. EHRlich	908.07
91864		JACQUELINE SHADLE	189.00
91865		JEFFERSON SECURITY BANK	3,973.00
91866		JEFFREY POLCZYNSKI	360.00
91867		JENNIFER M BROCKMAN	5,225.71
91868		MARY ESPINOSA	3,155.88
91869		MCA, INC	2,180.57
91870		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	458.88
91871		MID ATLANTIC ENTRY MD LLC	419.70
91872		MILLER'S SUPPLIES AT WORK	2,882.25
91873		NAPA AUTO PARTS	457.92
91874		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
91875		PA SCDU	320.00
91876		POTOMAC EDISON	176.54
91877		PRINT-O-STAT INC.	1,095.00
91878		PRINT-O-STAT INC.	1,227.00
91879		PRIORITY DISPATCH	1,204.00
91880		RICE TIRES CO	1,739.80
91881		ROBERTS OXYGEN COMPANY, INC	261.81
91882		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	1,600.00
91883		STAPLES	74.49
91884		STATE INDUSTRIAL PRODUCTS	243.09
91885		STATE TAX DEPARTMENT	250.00
91886		SUMMIT COMMUNITY BANK	438.60

91887		TEK ADVISORS LLC	7,488.98
91888		UNIFIRST	346.93
91889		US BANK	67,275.07
91890		WINCHESTER EQUIPMENT COMPANY	41.54
91891		WV DEPUTY SHERIFF RETIREMENT SYSTEM	26,202.06
91892		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	44,921.36
91893		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	332.09
91894		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	52,256.39
91895		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	101,228.25
91896		WVPST-MARTINSBURG	50.00
91897	GS/004	GENERAL COUNTY FUND-J FEE	11,961.78
91898	FG/009	SHERIFF OF JEFFERSON COUNTY	7,544.84
91899	BS/011	SHERIFF OF JEFFERSON COUNTY	8,906.30
91900	AM/053	SHERIFF OF JEFFERSON COUNTY	1,887.78
TOTAL			648,455.11

Commissioner Majdi motioned to approve the accounts payable for February 13, 2025 in the amount of \$ 648,455.11. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
91901		BERKELEY GLASS INC	275.00
91902		BEST BEST & KRIEGER LLP	2,706.00
91903		CITY OF CHARLES TOWN	40.00
91904		DEARBORN LIFE INSURANCE COMPANY	2,343.69
91905		ENVELOPE SUPERSTORE	1,188.58
91906		GUTTMAN OIL CO	10,090.53
91907		HIGHMARK WV	49,575.48
91908		JACOB MORRISON	1,393.00
91909		JEFFREY POLCZYNSKI	208.00
91910		THE LAW OFFICE OF GREGORY E KENNEDY PLLC	43,500.00
91911		MILLENIUUM INSURANCE GROUP	900.00
91912		PATRIOT FIRE AND SECURITY LLC	1,000.00
91913		PATTON BUILDING SERVICES, INC	11,999.00
91914		RICE TIRES CO	297.20
91915		ROBERTS OXYGEN COMPANY, INC	1,531.55
91916		SEN COMMUNICATIONS LLC	172.63
91917		THOMPSON GAS	877.78
91918		UNIFIRST	158.67
91919		VALLEY HEALTH EMPLOYER HEALTH	250.00
91920		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	868.32

91921	FG/009	SHERIFF OF JEFFERSON COUNTY	52,023.31
Total			181,398.74

Commissioner Majdi motioned to approve the accounts payable for February 20, 2025, in the amount of \$ 181,398.74. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

		13-Feb-25		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
953	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US INC		3,148.80
954	HD/008	SATELLITE TRACKING OF PEOPLE, LLC		1,016.80
955	HD/008	US BANK		91.42
1222	AV/056	MILLERS SUPPLIES AT WORK		161.85
1223	AV/056	US BANK		859.06
391	AR/207	SHERIFF OF JEFFERSON COUNTY		2,832.14
392	AR/207	US BANK		2,232.05
1502	IP/249	SHERIFF OF JEFFERSON COUNTY		123.00
1503	IP/249	SHERIFF OF JEFFERSON COUNTY		11,459.63
1504	IP/249	SHERIFF OF JEFFERSON COUNTY		139,247.55
1505	IP/249	SHERIFF OF JEFFERSON COUNTY		14,650.29
1506	IP/249	SHERIFF OF JEFFERSON COUNTY		7,017.64
TOTAL				182,840.23

Commissioner Majdi motioned to approve the manual checks for February 14, 2025, in the amount of \$ 182,840.23. The motion was approved unanimously.

		20-Feb-25		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
383	FP/057	JEFFERSON COUNTY FARMLAND PROTECTION BOARD		137,838.92
393	AR/207	MINGHINI'S		147,150.00
1912	CO/246	ALERT FIRE INSTALLATION		4,670.00
1913	CO/246	G & TRIPLE T LLC		8,000.00
421	WV/369	SHERIFF OF JEFFERSON COUNTY		865.00
TOTAL				298,523.92

Commissioner Majdi motioned to approve the manual checks for February 21, 2025, in the amount of \$ 298,523.92. The motion was approved unanimously.

APPROVAL OF PAYROLL

Commissioner Majdi motioned to approve the payroll for February 14, 2025, in the amount of \$ 443,112.15. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Commissioner Majdi motioned to approve the requisition for February 20, 2025, in the amount of \$ 124,860.35. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Rich Gee

Rich Gee for Rosalind Welsh

Jacquelyn Milliron

Greg Heflebower

Denise Nick

David Tabb

Amanda Stroud

Jessie Norris for Stacey Chapman

Don Rebmann

Nicholas Prezzi

Ross L. Morgan

Theresa Ghiorzi

PRESENTATIONS

1. Cara Keys, Commissioner

Girl Scouts: An essential part of Jefferson County's youth program

Commissioner Keys motioned to designate that once a year in March the Jefferson County Commission will celebrate the Girl Scouts' birthday and honor Girl Scout student leaders and their service contributions with a pin and recognition ceremony. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

2. Delegate Daniel Linville, Chairman West Virginia House Environment, Infrastructure and Technology Committee; Mary Gee; Robin Huyett Thomas and Keryn Newman (private citizens)

Potomac-Appalachian Transmission Highline (PATH)

Commissioner Hefestay motioned the Jefferson County Commission to write a letter of opposition to the PJM Board of Managers. Commissioner Majdi requested that the letter also contain mention of the effect on electricity and electric bills, content on the Comprehensive Plan and the effect on our tourism industry. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

3. David Tabb, private citizen

Removal of sanctions – David Tabb

Mr. Tabb's request for the removal of sanctions was refused. No further action was taken.

4. David Bound, Chief Financial Officer

Request for budget adjustments to response spending outside of approved spending limits

Commissioner Stolipher motioned to approve the payment of the invoices as presented and motion to approve the transfer of \$43,289.98 from Coal Severance. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Majdi motioned to seek an ethics opinion on whether section V of our contract with the West Virginia Communities Risk Pool complies with West Virginia State code section 6.6.7 regarding reimbursement as applied to future actions. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Stolipher motioned to bill Jennifer Krouse and Trisha Jackson for the amount of \$43,289.98. The motion was seconded by Commissioner Keys. The motion was approved by a vote of 4-1 (Hefestay).

Commissioner Stolipher motioned to clarify the July 20, 2023 expenditure approval to state that \$900,000 is approved for the emergency communications tower project in the area of Shepherdstown Fire Department with funds to be allocated out of Capital Outlay – Equipment 246994-445900. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

5. Steve Allen, Director of Jefferson County Office of Homeland Security and Emergency Management

2023 Emergency Management Performance Grant (EMPG) application and request for payment

Commissioner Mood motioned to approve the application for the 2023 Emergency Management Performance Grant and associated request for payment. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Dissolution of the Homeland Security Emergency Management Steering Committee and the creation of the Emergency Services Council

Commissioner Keys motioned to dissolve the HSEM Steering Committee and create the Jefferson County Emergency Services Council per WV State Code 15-5-8. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Request for repayment from the State of West Virginia for additional invoice from the 2023 Hazard Mitigation Plan Grant

Commissioner Stolipher motioned to approve the request for payment and submit the document to the state of WV for \$4560 under the 2023 Hazard Mitigation Grant. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

6. Jennifer Myers, Director of the Jefferson County Parks and Recreation Commission

Presentation of the Jefferson County Parks and Recreation Commission 2024 Annual Report

The agenda item was for informational purposes only and no action was taken.

7. Jessica James, Chief Human Resource Officer/Assistant Deputy Administrator

Approval of Hire – GIS Analyst- Jefferson County Department of IT/GIS and Addressing Office

Commissioner Stolipher motioned to approve the hire of Rachel Pierce as a full-time GIS Technician to a Grade V, 80-hour GIS Analyst with the Jefferson County Department of IT/GIS and Addressing Office at a salary of \$52,636.30, effective Monday, February 24, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of Hire – Zoning Administrator – Jefferson County Department of Engineering, Planning and Zoning

Commissioner Keys motioned to approve the hire of Andy Beall as a Grade VII, full-time, 80-hour Zoning Administrator with a salary of \$84,994, and an accrual rate of 12 hours per month, effective Monday March 10, 2015. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval of salary adjustment – Jefferson County Department of Fleet and Facilities

Commissioner Stolipher motioned to approve the minor salary adjustment for Lucas Cannady, full-time custodial team member position within the Department of Fleet & Facilities management at a Grade 2 with a salary of \$35,664, effective April 1, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval to reallocate funding from other departments to fund a Deputy Director of Information Technology – Jefferson County Department of Information Technology

Commissioner Stolipher motioned to approve the reallocation of funding for the position of Deputy Director within the Jefferson County Department of Information Technology. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval to solicit for a Deputy Director of Information Technology – Jefferson County Department of Information Technology

Commissioner Stolipher motioned to approve the solicitation of the position of Deputy Director for the Jefferson County Department of Information Technology as presented. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

8. Cara Keys, County Commissioner

Update of water study and funding options

Commissioner Stolipher motioned to send a letter to the state to seek clarification on what funding is available to help with a water study for the county. The motion was seconded by Commissioner. Mood. The motion was approved unanimously.

9. Laura Kuhn, Fleet & Facilities Management

Underground Injection Control Permit – Approval of President’s Signature on Certification Document

Commissioner Stolipher motioned to approve the President’s signature on the UIC Permit Certification Document for the West Virginia Department of Environmental Protection. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

10. Mike Mood, county Commissioner

Update on the status of a letter of support/authorizing volunteer fire companies to bill for service

Commissioner Mood motioned to advise that the Jefferson County Commission supports and approves the Volunteer Fire Companies/Departments located in Jefferson County, WV to bill insurance providers for approved services. The motion was seconded by Commissioner. Stolipher. The motion was approved unanimously.

11. Nathan Cochran, Prosecuting Attorney's Office

Report by counsel on CC-19-2021-C-33

Review and discussion of Intergovernmental Agreement between the Jefferson County Commission , the Jefferson County Sheriff's Department and the Corporation of Bolivar for Public Safety Services and Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department, and the Corporation of Bolivar for Tax Collection Services.

Commissioner Stolipher motioned to enter into executive session at 10:30 p.m. to receive legal advice. The motion was seconded by Commissioner. Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 11:15 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

12. Edwina Benites-LM, County Administrator

Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for county office space and/or courthouse space.

Commissioner Stolipher motioned to enter into executive session at 10:30 p.m. to receive legal advice. The motion was seconded by Commissioner. Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 11:15 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to amend the purchase and sale agreement to extend the contingency date from March 7, 2025 to May 6, 2025 as described in the first amendment to the purchase and sale agreement signed by the commission president today, February 20, 2025. The motion was seconded by Commissioner Keys and approved unanimously.

Old Business

13. Status review of presentation of options regarding the obscenity ordinance by legal counsel.

The commission was in agreement to closely monitor upcoming legislative changes concerning and related to obscenity laws and to revisit the issue at a later time.

Adjourn

Having no further business, Commissioner Stolipher motioned to adjourn the meeting. The motion was seconded by Commissioner Mood and unanimously approved. The Commission adjourned at 11:16 p.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Lynn Dillow
Jefferson County Commission Administrative Clerk

Jefferson County Commission

SIGN-IN SHEET TO SPEAK DURING PUBLIC COMMENT

Thursday, February 20, 2025

NAME (please print)	NAME OF GROUP REPRESENTED	JEFFERSON COUNTY RESIDENT?
Rich Gee	SELF	YES
Jacquelyn Milliken	self	Yes
GREG HEFLERBOUR	self	yes
Denise N. M.	self	
David Tabb	me	yes
Amanda Stroud	self	yes
Stacey Chapman	self	yes
Don Rebmann	self	yes
Nicholas Brezzi	self	yes
Ross L. Morgan	SELF	YES

THE COMMISSION ALLOWS THREE (3) MINUTES FOR EACH PERSON WISHING TO MAKE PUBLIC COMMENT

Fw: PJM transmission lines in Jefferson County

Rosalind Welsh <welsharch@yahoo.com>
To: mary gee <mgeeturtle@gmail.com>

Thu, Feb 20 at 12:56

----- Forwarded Message -----

From: Rosalind Welsh <welsharch@yahoo.com>
To: lynn welsh <welsharch@yahoo.com>
Sent: Thursday, February 20, 2025 at 12:50:58 PM EST
Subject: PJM transmission lines in Jefferson County

This is not PATH. It is PJM transmission line. The PATH lines were not built because Maryland, Virginia & West Virginia did not approve saddling their citizens with the cost of sending power to New Jersey. This PJM project is way worse for West Virginia because West Virginia alone will be footing the bill to send power to Loudoun County, Virginia. Loudoun County is making lots of tax money from their data centers. They need the power and expect West Virginia to pay for supplying it. Loudoun County has passed legislation preventing power plants from being built in Loudoun County. If data centers are so important, they should be built near power plants. If Loudoun County cannot support electrical needs for the data centers, the data centers should be relocated in West Virginia near the power plant. If we are supplying the power, we should get the employment plus the tax benefits.

Lynn Welsh

Rich Gee, Jefferson County Resident
JCC Public Comment 2/20/2025

PJM Transmission Projects

FirstEnergy has engaged in criminal activities and is now trying to take our land for data centers in Virginia. FirstEnergy bribed Ohio government officials this year to pass laws that boosted their profits. They paid off the Ohio Speaker of the House and the Chairman of the Public Utilities Commission in a massive corruption scheme called RICO and witness tampering.

A federal RICO case was opened and the Ohio Speaker and a lobbyist are now in prison. Another lobbyist and the utilities chairman took their own lives. FirstEnergy was forced to pay hundreds of millions in fines, and now their former CEO and lobbyists are facing prosecution by the federal government.

This is the same company that now wants to seize our land for their profit. If FirstEnergy was willing to bribe and manipulate an entire Ohio government, why should we trust them with the future of our community?

I urge the Commission to become an intervenor against PJM's transmission projects and put a stop to this criminal enterprise.

Thank you.

Rich Gee

1. **WVSOS FOIA**: Please provide an estimated completion date for my June 27, 2024 FOIA. The West Virginia Secretary of State has advised me regarding the failure of this commission to complete a Freedom of Information Act Request, with the statutory procedure in WV code §29B1 which describes penalties and costs.
2. **Obscenity Ordinance**: Please revoke the repeal of the Jefferson County Obscenity Ordinance. (Thank you, Mr. M. Donnelly for helping)
 - The Ordinance neither reduces penalties in code nor does it make the code more permissive. It is not unconstitutional and obscenity does not fall under free speech.
 - WV Code § 61-8A does not clearly define what adult live performances are, therefore, the original local ordinance closes the gap and provides community standards. Community standards are historically upheld at the Supreme Court. The Obscenity Ordinance defines what is not defined in code. This is the same type of legal framework that allows JCC to have defining policy outside of code. Community standards should not be held hostage waiting for code revision clarity, especially those standards based upon the spirit of protecting children.
 - Community standards through ordinances provide effective “notice” to those who would even consider obscene adult live performances in the presence of minors. It is clear that there is no legal reason to reject community standards unless you perhaps benefit from not having them. Please revoke the repeal of the Obscenity Ordinance and you do not need a hearing for that.
3. **The PJM**: On October 23, 2024, just before the general election, four of five commissioners who are sitting before me today came to the PJM Citizens Informational Meeting. One made a promise that if he was elected, he would fight this electric transmission project. When a private corporation invests in refurbishing energy plants and counts them as company assets on the backs of taxpayers and ratepayers it called equity asset investment. If that scheme sounds a lot like the green new deal, it's because it is. Today, my plea to you is to join the citizens, farmers, ratepayers, taxpayers, and affected landowners of Jefferson and provide whatever support is needed to intervene in this PJM project. We shouldn't be paying to refurbish old coal plants to bring ugly transmission lines across our beautiful county for the sake of northern Virginia, pandering to the high energy consumption data center industry. WV needs to put data centers near the coal plants and make the cost causer pay for upgrades, not the electric monopolized customer base that has been promised economic growth through agrotourism.
4. **The \$43K Insurance Claim**: The WVSOS is recommending me to get a court opinion on the failure of the JCC to fulfill my FOIA. Likewise, the WVSOS's first recommendation to the JCC was to get a court opinion on filling a commission vacancy. Don't forget that the JCC and the county prosecutor's office, not the defendants listed, chose the path to spend the \$43K rather than submit to a inexpensive simple court opinion. Misinformation is convenient for those who don't want to know the truth.

GREG HEFLEBOWER
gheflebower@gmail.com

304-707-1459

Hello

My name is Greg Heflebower and I am a property owner in Rippon WV. I take the position that the following information should be posted publicly, whether on a website online or made public in the commission office.

1. I would like to know who the company that is constructing the Solar Farm on Mr Hough's farm on Myerstown Road.
2. Who is the Point of Contact at the company, their phone number and email address.
3. Where can i find / receive the rules and guidelines that the Solar Farm company must follow.
4. Who is responsible for ensuring that the Solar Farm company follows the guidelines.
5. Who is the Point of Contact that is responsible for the inspections, their phone number and email address.

Is this information available anywhere that I mentioned?

If the information is not available, how do I acquire this information?

Public Comment for Jefferson County Commission meeting for February 20, 2025

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

PUBLIC COMMENT –

Mr. Tabb would like to point out that his public comment/correspondence was not included, within the approval of the minutes, of the last meeting (2/6/2025). Please make the correction.

Due to the recent electrical fire at Blake Solar, I would encourage the County Commission in their re-write of the solar provision of the Comprehensive plan to include safety and preventive measures to be developed and provided to the emergency headquarters (911 center).

Presentation #8 – Groundwater Study

I believe updating the information is all that would be needed since there have been several studies in the past. The information can be used to show the difference between projected info versus reality that should include the additional load on water usage. A recalculation of the past studies doesn't require a reinvention of the wheel; only data collection is needed.

I have recently purchased a sonar device, and have started my own data collection of water levels to include environmental conditions. My data collection has already revealed that weather related conditions directly affect water levels. I am also considering purchasing a mobile water testing device that will give water value data in real time.

With the County Commission, at least considering that there is a groundwater issue, I would highly encourage the County Commission to halt any projects and or permitting that are related to water concerns.

Water Advisory Committee – Expired terms to be filled

There is a provision for a member(s) of the public to be included therefore, I am submitting my request to be considered. I believe that it would essential that the EPCD have the ability to appoint a position that they could fill since they already handle multiple water related subjects.

Planning and Zoning Hearing Scheduled for 3/11/2025

I have previously attached my public comment for the Planning Commission hearing and you will see that this application has everything to do with water. I believe that this hearing should be postponed until the Commission completes an updated water study under the guidelines of the USDA, WV DEP and the Fish and Wildlife/Wetlands provisions and protection.

The County Commission and the Jefferson County Development Authority are still out of compliance on a FIOA of the 3M/Water bottling plant that has yet to be completed.

All four of the newly elected County Commissioners promised no new or increase taxes. Good luck with that! It's not just Mr. Tabb who's watching now.

"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!

Amanda Howard

First apologies for yelling during the last meeting. But for the record I did have my hand raised on Zoom.

Second, out of curiosity why aren't the other county commission "regulars" afforded the same sort of introduction as David Tabb?

Third, land. During the meeting Commissioner Stolipher stated he had some ideas regarding land for the complex. Am curious what land he is referring to and did he mention this land to the contingent from the YMCA.

Speaking of the Y - and feasibility studies, this commission just approved spending money on a feasibility study for a sports complex similar to the Bridge Sports Complex. Of note, within the past two years the county put funds toward a feasibility study for a pool. The YMCA performed their own feasibility study for opening a Y in either Jefferson or Berkeley County. I have a copy if anyone would like to read it. The City of Charles Town compiled survey and townhall responses to determine what to do with their pool.

Given all the research currently available, I say put a hold on the study until we know for sure whether or not we're getting a Y. I compared the Bridge Complex with the Urbana Y and both offer a gym, fitness center, pool, programs and camps. If we get a Y (yea!) then perform a study on the number and types of fields that is required to support both local and traveling sports organizations as that seems to be our greatest need. If we don't get a Y (boo) then using the research already compiled to build the county a sports complex.

Thank you for listening.

My name is Stacy Chapman. I currently live in Middleway but have been a Jefferson County resident for nearly four decades. I am speaking tonight to advocate for protection. For you to protect all of us from growth and business that may harm us.

I am for good business. I am for businesses that are good FOR and TO the community. We may not benefit from the business itself but we all benefit from the services that the taxes they contribute will help to fund.

Respectfully, there are decisions being made that directly negatively impact the tax paying citizens of the county. When the interest of a business is to the detriment of those of us in the community, we should all pause and consider those detrimental impacts.

The transmission line project benefits a neighboring county while my own neighbors are being devastatingly affected. How can we allow our neighbors to lose their homes?

Please do all that you are able to do to stop it from moving forward.

The Village of Middleway and its neighbors, including our farmers, are fighting to protect our water supply because we do not have a recent comprehensive water study to protect us.

Please fight to find a way to fund a comprehensive water study. I implore you to insure that good businesses not only thrive but are good neighbors to ALL of us.

I beg ALL of you to please protect the citizens of Jefferson County.

Thank you

Good evening my name is Don Rebmann, I'm a resident of Jefferson County West Virginia and I'm here to express my opposition to any new or extended high voltage power lines crossing through Jefferson County or West Virginia as a state to feed these energy hungry data centers located in Northern Virginia.

The poor planning of the state of Virginia and local governments concerning these energy hungry data centers should not become a burden for the citizens and landowners in West Virginia and Pennsylvania ^{in Maryland} so they may power. If Virginia wants to keep promoting these data centers to come into their Commonwealth, then they need to plan how to power these ^{DATA Center} from Virginia electrical power suppliers.

There are several new advances in onsite power production and these options should be studied further before planning new HVAC power line corridors.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pasha Majdi, commissioner

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: **March 6, 2025**

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

Date Requested – 2nd Choice:

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

- **Jefferson County First Resolution**
- **Government Efficiency procedure**

Please provide the County Commission with 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 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



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

To Establish a *Jefferson County First* Economic Development Strategy

WHEREAS, market forces and trends are significantly increasing demand to reside, to invest, to do business, and to recreate in Jefferson County, causing a steady rise in the value of land;

WHEREAS, the vast majority of land in Jefferson County is owned by private citizens who largely respond to market forces and trends to make decisions for the use of their land according to their will;

WHEREAS, the tax structure in West Virginia and Jefferson County is attractive to those who prefer lower taxes and more freedom, but the cost of government services is increasingly difficult to meet as more residents move to the County and corresponding commercial growth lags behind;

WHEREAS, Jefferson County leads West Virginia in tourism, bringing \$876.2 million in tourism-related spending for our economy, based on preserving the scenic vistas and beauty of Jefferson County that are put at risk by transmission lines that are sited without regard for our strong existing tourism industry;

WHEREAS, Jefferson County leads West Virginia in population and industry growth, Jefferson County has seen a significant increase in population over the last decade. In 2024 the population is estimated to be approximately 60,573 which is a 12.98% increase over 2010. Jefferson County would be put at additional risk by transmission lines that are in conflict with planned 20 year adopted growth areas under our 2045 comprehensive plan; newly developed high-density residential subdivisions; and newly developed and planned commercial developments within our county that are vital for the continued economic prosperity of Jefferson county;

WHEREAS, the Jefferson County Commission is a limited government that cannot infringe on the personal property rights of landowners, but is empowered by the State of West Virginia to apply zoning regulations as limited by state, federal, and constitutional law; and

WHEREAS, the Jefferson County Commission has limited authority and must abide by state and federal law, such as those governing the siting of interstate transmission lines or the building of roads; and

WHEREAS, the Jefferson County Commission is limited in its authority but may represent the best interests of its citizens before state and federal governing bodies, and interstate transmission siting authorities.

THEREFORE, BE IT RESOLVED by the Jefferson County Commission that:

1. Jefferson County opposes the seizing of private property of our citizens to serve economic development in Loudoun County, Virginia; and
2. Jefferson County supports economic development in West Virginia to capitalize on West Virginia resources to economically develop and to serve Jefferson County first, to create jobs, prosperity, new tax revenue, and services for our citizens; and
3. If the PJM transmission line is approved and executed by outside government agencies despite opposition by the Jefferson County Commission, then Jefferson County supports local economic development and investment to benefit Jefferson County first, such as new businesses and technology industries including data centers; and
4. Jefferson County supports training students and workers for technical and trade jobs brought by new businesses and technology industries, and further supports fostering partnerships with county schools and educational institutions, such as training or vocational programs, scholarships, and career development programs; and
5. A Jefferson County First economic development strategy includes balancing residential growth with new commercial growth to benefit our citizens so that Jefferson County is a well-rounded community for people of all ages to live, work, and play. Jefferson County First does not include taking of land in Jefferson County to power Loudoun County data centers and provide jobs, prosperity, services, and tax benefits to Loudoun County, Virginia.

Pasha Majdi
Jefferson County Commission President

Jacqueline C. Shadle
Jefferson County Clerk

JEFFERSON COUNTY COMMISSION
PRE-BALANCE BUDGET
FISCAL YEAR 2026

ESTIMATED REVENUE \$ 38,426,601

DEPARTMENT	FY 26 BUDGET	FY25 BUDGET	DELTA	INC / DECREASE
401 COUNTY COMMISSION - BENITES	\$ 1,831,788	\$ 1,958,876	\$ (127,088)	-6.5%
402 COUNTY CLERK - SHADLE	801,168	801,169	\$ (1)	0.0%
403 CIRCUIT CLERK - RENNER	539,279	539,298	\$ (19)	0.0%
404 TAX OFFICE - LOWE SHERIFF	536,108	593,762	\$ (57,654)	-9.7%
405 PROSECUTING ATTORNEY - HARVEY	1,763,718	1,945,340	\$ (181,622)	-9.3%
406 ASSESSOR - BANKS	484,840	490,301	\$ (5,461)	-1.1%
407 ASSESSORS VALUATION - BANKS	632,405	632,405	\$ -	0.0%
408 STATE WIDE COMPUTER NETWORK - BURGESS	53,157	53,157	\$ -	0.0%
412 AGRICULTURAL AGENT - MORROW	140,404	140,405	\$ (1)	0.0%
413 COUNTY CLERK ELECTIONS - PAINTER	331,922	331,922	\$ (0)	0.0%
415 MAGISTRATE COURT - HARVEY	3,200	3,200	\$ -	0.0%
421 CIVIL SERVICE COMMISSION - SHADLE	2,875	2,875	\$ -	0.0%
423 HEALTH INSURANCE-CONTRA - JAMES	2,900,000	2,900,000	\$ -	0.0%
424 MAINTENANCE DEPT - KUHN	1,979,191	2,201,614	\$ (222,423)	-10.1%
425 OTHER BUIDINGS - KUHN	891,800	810,800	\$ 81,000	10.0%
428 IT DATA PROCESSING - BURGESS	1,220,999	1,220,999	\$ 0	0.0%
429 REGIONAL DEVELOPMENT AUTHORITY - KOFFMAN	54,240	54,240	\$ -	0.0%
431 ECONOMIC DEVELOPMENT AUTHORITY - KOFFMAN	399,555	399,555	\$ (0)	0.0%
440 ENGINEERING PLANNING & ZONING - GOODWIN	1,608,338	1,616,098	\$ (7,760)	-0.5%
450 FARMLAND PROTECTION - ADAMS	101,719	112,404	\$ (10,686)	-9.5%
696 STABILITY FUND - BENITES	452,707	452,707	\$ -	0.0%
697 HOTEL OCCUPANCY	25,246	25,246	\$ -	0.0%
698 CAPITAL OUTLAY	-	653,975	\$ -	0.0%
699 CONTINGENCY FOR EMERGENCIES (16.7% OF BUDGET)	4,063,022	4,063,022	\$ -	0.0%
700 LAW ENFORCEMENT - LOWE & SHERIFF	5,130,212	5,245,793	\$ (115,581)	-2.2%
701 LAW SERVICE OF PROCESS - LOWE & SHERIFF	14,300	14,300	\$ -	0.0%
704 LAW REGIONAL JAIL	775,000	775,000	\$ -	0.0%
711 EMERGENCY SERVICES - ALLEN	264,790	302,536	\$ (37,746)	-12.5%
712 COMM CENTER 911 - JEFF POLCZYNSKI	2,632,027	2,632,027	\$ (0)	0.0%
713 FIRE DEPARTMENTS - SINE	595,000	595,000	\$ -	0.0%
715 AMBULANCE AUTHORITY - SINE & NELSON	3,523,233	4,146,093	\$ (622,860)	-15.0%
716 LAW ANIMAL CONTROL - LOWE & SHERIFF	332,874	332,874	\$ 0	0.0%
717 CENTRAL GARAGE - KUHN	665,817	666,212	\$ (395)	-0.1%
800 HEALTH DEPT	106,000	106,186	\$ (186)	-0.2%
808 LANDFILL	-	-	\$ -	#DIV/0!
900 JC PARKS AND RECREATION - MYERS	1,089,840	1,139,476	\$ (49,636)	-4.4%
903 ARTS AND HUMANITIES	16,808	16,808	\$ -	0.0%
908 COMMUNITY CENTER	-	-	\$ -	#DIV/0!
909 HISTORICAL COMMISSION	24,888	24,888	\$ -	0.0%
911 VISITORS BUREAU	445,000	445,450	\$ (450)	-0.1%
916 LIBRARY	370,799	370,800	\$ (1)	0.0%
950 SOCIAL SERVICES	-	-	\$ -	#DIV/0!
952 SENIOR CITIZENS	-	-	\$ -	#DIV/0!
953 PUBLIC TRANSIT	-	100,000	\$ (100,000)	-100.0%
DAY REPORT - KELLY FRANKLIN	155,000	155,000	\$ -	0.0%
TOTAL ESTIMATED EXPENDITURES	36,959,269		\$ (1,458,568)	
OVER / (UNDER)	\$ 1,467,332			

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Kelly Franklin, Executive Director

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

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: March 2025 (daytime meeting preferred)
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: March 2025 (evening meeting)

Subject (*Wording to be placed on agenda*): FY 2026 West Virginia Community Corrections Grant

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

Background: The County has applied for the Community Corrections grant since 2015. The WV Community Corrections Act is intended to provide a means for communities to develop, establish for communities to develop, establish community-based corrections programs to provide the judicial system with sentencing alternatives for those offenders who may require less than institutional custody. Examples include, but are not limited to, probation supervision, day fines, community service restitution, home incarceration, substance abuse treatment, sex offender containment/treatment, licensed domestic violence treatment, day reporting centers, education or counseling, and drug courts.

Is this a funding request? **Y/N** However, the County required match will be provided through the Jefferson Day Report Center budget allotment as in previous years. The amount of \$155,000 (same as previous fiscal year) is requested from the Division of Justice and Reinvestment Subcommittee as they have not received an increase in funding for the Community Corrections Program.

If so, how much: \$300,000

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

The County Commission authorizes Pasha Majdi, President to act on its behalf to enter into a contractual agreement with the Division of Justice and Administrative Services to receive and administer grant funds pursuant to provisions of the Community Corrections Program.

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: kfranklin@jeffersondrc.com jlyons@jeffersondrc.com

Phone Number: (304) 728-3527

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Appendix B

West Virginia Community Corrections Grant Program Application Forms



**West Virginia Community Corrections
Grant Program Application**

**General Administrative Information
Section 1**

<u>Applicant Agency:</u> Jefferson County Commission Address: PO Box 250 Charles Town, WV 25414 Phone: (304) 728-3284 Fax Number: (304) 728-7916		<u>Type of Agency:</u> <input type="checkbox"/> Municipality <input checked="" type="checkbox"/> County <u>Type of Application:</u> <input checked="" type="checkbox"/> For State Funds <input type="checkbox"/> No State Funds
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<u>Project Director:</u> Kelly J. Franklin PD Title: Executive Director Address: 179 E. Burr Blvd., Unit L Kearneysville, WV 25430 Phone: (304) 728-3527 Fax: (304) 728-3614 Email: KFRANKLIN@JEFFERSONDRC.COM	<u>Fiscal Officer:</u> David Bound FO Title: Chief Financial Officer Address: 124 E. Washington St. Charles Town, WV 25414 Phone: (304) 724-8425 Fax: (304) 725-7916 Email: DBOUND@JEFFERSONCOUNTYWV.ORG
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State Funds Requested: \$155,000.00

Amount Awarded:

Local Funds Committed: \$300,000.00

(for JCS use only)

Project Period: July 1, 2025 – June 30, 2026

Number of years previously funded: 11

Previous Year Number admitted: 473

Geographic Area(s) Served: Jefferson County

Total Population: 61,380

Project Title: Jefferson Day Report Center Program

Project Description: The Jefferson Day Report Center program is an alternative sentence program that combines close community supervision with an intensive treatment program for offenders sentenced or referred by criminal justice agencies as an alternative to incarceration.

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

<u>Authorized Official:</u> Pasha Majdi Address: PO Box 250 Charles Town, WV 25414	<u>AO Title:</u> President Phone: (304) 728-3284 Fax: (304) 728-7916 E-Mail: pmajdi@jeffersondrc.com
Signature:	Date:



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
JUSTICE & COMMUNITY SERVICES SECTION
STANDARD CONDITIONS & ASSURANCES**

Effective: July 23, 2019

Revision History: N/A

The following Standard Conditions and Assurances apply to all Grant Programs that the Division of Administrative Services, Justice and Community Services (JCS) Section administers. The application of these Assurances is applicable regardless of the source of funding and/or whether the recipient receives an upfront allocation of funds or is operating under a request for reimbursement process.

All correspondence to JCS, which is required and/or occurs as a result or action of any of the following Assurances, or as a result of the administration of any JCS grant program, should be mailed to the following address:

Justice and Community Services Section
1124 Smith Street, Suite 3100
Charleston, West Virginia 25301-1323

1. **LAWS OF WEST VIRGINIA:** This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by JCS, regardless of the original funding source. At the sole discretion of JCS, this grant can be based on a "reimbursement bases" mechanism, or a mechanism which awards an "upfront allocation" of funds on a quarterly or semi-annual basis. Upon timely notification to the grantee, JCS reserves the express right to commute an upfront allocation mechanism to a request for reimbursement mechanism for a recipient of funds, at any time during a grant period.
2. **LEGAL AUTHORITY:** The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required if applicable.
3. **RELATIONSHIP:** The relationship of the grantee to JCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind JCS for any obligation or expense without the express prior written approval from JCS.
4. **COMMENCEMENT WITHIN 60 DAYS:** This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by

letter to JCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

5. OPERATIONAL WITHIN 90 DAYS: If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to JCS explaining the delay in implementation.

6. SUSPENSION OF FUNDING: The grantee acknowledges that acceptance of an award is not a guarantee of funds. Further, by accepting this award, the grantee acknowledges and agrees that JCS may suspend in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- 60 or more days late in submitting reports;
- Failure to submit reports;
- High Risk Grantee as determined by the JCS High Risk Assessment; or
- Any other cause shown.

7. SANCTIONS FOR NONCOMPLIANCE: In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, JCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the grantee until the grantee complies or, if reports are more than 60 days late, the funding for that month is forfeited and may not be recouped or remedied;
- Cancellation, termination or suspension of the contract, in whole or in part;
- Refraining from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received;
- If the grantee is receiving funds on an upfront basis, JCS can commute the transfer of funds mechanism to a reimbursement only process for the remainder of the grant period;
- If the grantee is receiving funds on an upfront basis and a determination is made by JCS that funds were intentionally or unintentionally misused, misappropriated, misspent or otherwise not consistent with the intents and purpose of the grant, the grantee automatically forfeits any remaining funds from the grant program, and any other awarded funds from any other program, until a satisfactory resolution has been achieved;
- If a grantee is indebted to JCS for any amount of funds at the close of an applicable quarter, semi-annual or end of a grant period, and the debt is not resolved within 30 days following the close of those periods, the grantee acknowledges and agrees that it is automatically ineligible to receive or apply for funds from JCS for any grant program; and
- Grantee agrees and acknowledges that under no circumstances may it commute a debt to be applied as matching funds; or, will JCS reduce a future quarterly or semi-annual allotment or future award as repayment of the debt. Repayment must be from a general account or an account unrelated to the grant award.

8. **ACCOUNTING REQUIREMENTS:** Grantee agrees to record all project funds and costs following generally accepted accounting principles. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material must be retained and be available for audit purposes. Federal regulations prohibit the commingling of Federal grant funds with funds from other sources; further, funds received on an upfront basis from JCS for one program may not be comingled with funds received on an upfront basis for another JCS program.
9. **REPORTS:** Regardless of an award being on an upfront or reimbursement basis, each grantee shall submit all reports as JCS requires necessary to the execution of monitoring, stewardship, and evaluation of programmatic and fiscal responsibilities.
10. **WRITTEN APPROVAL OF CHANGES:** The grantee must obtain prior written approval from JCS for all project changes (programmatic, fiscal or otherwise) before those changes are executed.
11. **OBLIGATION OF PROJECT FUNDS:** Funds may not, without prior written approval from JCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.
12. **USE OF FUNDS:** Funds awarded through JCS may be expended only for the purposes and activities specifically covered by the grantee's approved project scope and budget. By attaching their signature, the grantee recognizes that any deviations from the original grant budget are unallowable.
13. **ALLOWABLE AND UNALLOWABLE COSTS:** Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards, state guidelines, and federal guidelines pursuant to the specific grant program.
14. **PURCHASING:** When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or another agency. See 148CSR1 of the West Virginia State Code.
15. **PROJECT INCOME:** All income earned by the grantee as a result of the conduct of this project must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established for grant funds by JCS. All grantees must maintain records that clearly show the source, the amount, and the timing of all project income. There is no waiver provision for the project income requirement.
16. **MATCHING CONTRIBUTION:** The grantee will have available, and will expend as required, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by JCS. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines as grant funds for this program. All grantees must maintain records that clearly show the source, the amount, and the timing of all matching contributions. In addition, Federal grant dollars from any source may not be utilized as matching funds.

17. **TIME EXTENSIONS:** In general, time extensions will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated. Funds remaining at the end of a project where an upfront allocation will, by the deadline of the final financial and progress report, be remitted back to JCS.
18. **NON-SUPPLANTING:** Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.
19. **TRANSFER OF FUNDS PROHIBITION:** The grantee is expressly prohibited from transferring funds between any JCS programs. Federal regulations prohibit the commingling of Federal grant funds with funds from other sources.
20. **TRAINING:** For projects involving payment of personnel, JCS reserves the right to require training as a condition of the grant before or at any time during the project period.
21. **PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:** To the extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.
22. **MARKING OF EQUIPMENT:** Grantee will ensure that all equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by Justice and Community Services."
23. **PROPERTY ACCOUNTABILITY:** The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by JCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from JCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to JCS. Property must be used for the intended grant purposes. If the property is not being used in accordance with terms of the grant, said property will revert to JCS.
24. **COMPUTER EQUIPMENT:** Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. Computer equipment must adhere to minimum requirements established by the West Virginia Office of Technology.
25. **LEASE AGREEMENTS:** Grantee agrees to provide JCS with a copy of the lease arrangement if funds are being requested for reimbursement or utilized as match.
26. **PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:** Grantee acknowledges that JCS, or any applicable parent federal agency, reserves a royalty-free, non-exclusive, and

irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support. Grantee agrees to consult with JCS regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

27. **ACCESS TO RECORDS:** JCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.
28. **CIVIL RIGHTS COMPLIANCE:** Grantee will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228(c) and 10221(a); the Victims of Crime Act (34 U.S.C. § 20110(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Violence Against Women Act (34 U.S.C. § 12291(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); Executive Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38. Subrecipients of grants under the Violence Against Women Act (VAWA) of 1994, as amended, are prohibited from discriminating on the basis of sexual orientation or gender identity. These laws collectively prohibit grantees from discriminating on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation and gender identity. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of age, disability, race, color, religion, national origin, or sex against a recipient of funds, the grantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and Justice and Community Services Section.
29. **RELIGIOUS ACTIVITIES:** Grantees must ensure that services are offered without regard to religious affiliation and that receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the funded project. Participation in such activities by individuals receiving services must be voluntary.
30. **LOBBYING:** Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in the Uniformed Guidelines, Department of Justice Guidelines, and as outlined in §6B-2-5 of the West Virginia State code.
31. **CONFLICT OF INTEREST:** No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family as discussed in the W. Va. Code §§ 6B-1-1 through 6B-3-11).
32. **FREEDOM OF INFORMATION ACT:** All records, papers, and other documents kept by recipients of grant funds are required to be made available to JCS. These records and other

documents submitted to JCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code. JCS recognizes that some information submitted in the course of applying for funding under this program or provided in the course of its grant management activities, may be considered law enforcement, personnel, juvenile sensitive, or personal or otherwise important to national or state security interests. This may include threat, risk and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures.

While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, all determinations concerning the release of information of this nature are made on a case-by-case basis by JCS and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable federal, state, and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive or protected. Applicants may also consult JCS regarding concerns or questions about the release of potentially sensitive, protected or exempt information applicable to federal, state, and local laws and regulations.

JCS has the authority to release all information which does not meet an exemption to the public without a FOIA.

- 33. NATIONAL AND STATE EVALUATION EFFORTS:** The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.
- 34. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES:** The grantee must submit one copy of all reports and proposed publications resulting from this agreement to JCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements: "This document [product] was prepared under a grant from the West Virginia Division of Administrative Services, Justice & Community Services Section (or simply "JCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia Division of Administrative Services, Justice & Community Services Section or any entity of the Department of Justice." In addition, the grantee agrees not to utilize the JCS logo without written permission.
- 35. JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:** Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974, reauthorized 2002.
- Deinstitutionalization of status offenders (DSO).
 - Separation of juveniles from adults in institutions (separation).
 - Removal of juveniles from adult jails and lockups (jail removal).
 - Reduction of disproportionate minority contact (DMC), where it exists.

As well as, 101CSR1 of the West Virginia code. This includes, but is not limited to, completing the annual WV Certification of Non-Secure Facilities and submitting to JCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

- 36. COLLABORATION W/OTHER FEDERAL AND STATE GRANTS:** Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment, and any other resources deemed necessary by JCS.
- 37. USE OF DATA/EXCHANGE OF INFORMATION:** With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:
- a. That all computer programs (software produced under this grant) will be made available to JCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
 - b. To provide a complete copy of the computer programs and documentation, upon requests, to JCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
 - c. That whenever possible all application programs will be written in standardized programming languages or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
 - d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916-392-2550) should be contacted to determine availability of software prior to any development effort.
- 38. NATIONAL AND STATE EVALUATION EFFORTS:** The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.
- 39. EQUAL EMPLOYMENT OPPORTUNITY PLAN:** The grantee will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR) and JCS. Each grantee certifies that it has executed and has on file an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E; or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required. The grantee further certifies that it has filed an EEOP Certification form and, if required, an EEOP Utilization Report, through the EEO Reporting Tool at <https://ojp.gov/about/ocr/eeop.htm>.
- 40. VETERANS PREFERENCE:** This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. JCS defines "suitable preference" as the requirement that a grantee agency

have in place a mechanism ensuring that veterans are given consideration in the hiring process.

41. **IMMIGRATION AND NATURALIZATION VERIFICATION:** The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.
42. **POLITICAL ACTIVITY:** The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government, and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.). Please reference West Virginia Code § 29-6-20 for state restricted activities.
43. **PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:** Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.ojp.gov/gjxdm.

To the best of my knowledge the applicant has and will comply with all of the attached Standard Conditions and Assurances.

Authorized Official [please print]: Pasha Majdi

Authorized Official Signature: _____

Date: _____



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
JUSTICE AND COMMUNITY SERVICES SECTION
WEST VIRGINIA COMMUNITY CORRECTIONS GRANT PROGRAM
SPECIAL CONDITIONS & ASSURANCES**

- 44. PUBLIC AVAILABILITY OF INFORMATION:** The sub-grantee agrees to comply with the terms and conditions of pertinent federal and state freedom of information acts, and to require its contractors to comply with these requirements.
- 45. CONSULTANTS/CONTRACTS:** No contract or agreement may be entered into by the sub-grantee for the execution of project activities or provision of service that is not incorporated in the approved grant, and without prior written approval of JCS. Grant approval by JCS does not constitute consultant/contract approval.
- 46. REPORTING OF IRREGULARITIES:** Sub-grantees are responsible for reporting promptly to JCS the nature and circumstances surrounding any fiscal irregularities discovered. Failure to report known irregularities may result in suspension of the grant or other remedial action.
- 47. VEHICLE PROCUREMENT:** Applicants purchasing vehicles with West Virginia Community Corrections funds are required to adhere to the established bidding procedures for their respective units of government. To ensure reputable vendors are obtained, applicants may consider utilizing the current applicable state contract.
- 48. COMMUNICATION EQUIPMENT:** All portable communication equipment purchased utilizing West Virginia Community Corrections funds must be compatible with programmable hand-held units, available through purchase via state contract.
- 49. OFFENDER INFORMATION SYSTEM (OIS) and the SUPREME COURT OF APPEALS OF WEST VIRGINIA'S OFFENDER CASE MANAGEMENT SYSTEM (OCMS):** The applicant shall agree to utilize the OIS database to input all participants regardless of referral source including, but not limited to, probation, parole, and Treatment Supervision cases. Additionally, the applicant shall agree to utilize the OCMS database to input all drug court participants. Non-criminal justice participants, such as those referred by the West Virginia Department of Health and Human Resources (DHHR), should **not** be entered into either database.
- 50. BUSINESS ASSOCIATE AGREEMENT AND AUTHORIZATION FOR THE RELEASE OF PROTECTED MEDICAL INFORMATION:** The applicant shall agree to execute a HIPAA Business Associate Agreement with Justice and Community Services for OIS data entry. The agreement will be sent to applicants annually and must be signed by the Authorized Official. Additionally, the applicant agrees to utilize a release of information form prior to entering participants into OIS.
- 51. LEVEL OF SERVICE/CASE MANAGEMENT INVENTORY (LS/CMI) AND MOTIVATIONAL INTERVIEWING (MI):** The applicant agrees to utilize the online LS/CMI assessment

instrument as required by the WV Community Corrections Subcommittee for all LS/CMIs conducted on cases that are not entered into the WVSCA OCMS.

All DRC staff who conduct LS/CMI assessments and/or work directly with offenders will complete both the Effective Practices in Community Supervision (EPICS) and Motivational Interviewing trainings in accordance with all JCS Office of Research and Strategic Planning (ORSP) requirements.

- 52. QUALITY ASSURANCE:** All DRC staff certified on the LS/CMI will participate in the Quality Assurance for Treatment Intervention Programs and Supervision (QA-TIPS) program through the ORSP.

All DRC directors and staff will register with the Online Learning Management System (OLMS) and utilize the system for course registration and certification tracking as instructed by the ORSP.

- 53. JUSTICE REINVESTMENT INITIATIVE TRAINING AGENDA:** All DRC Directors, staff, and DRC contractors responsible for the delivery of group interventions will be certified in the Cognitive Behavioral Intervention for Substance Abuse (CBI-SA) and Thinking for a Change (T4C) curricula at the earliest opportunity and as seats are available. For information on the trainings offered, please contact the ORSP.

- 54. REFERRALS TO STATE RECOVERY RESIDENCES:** The applicant shall agree to comply with West Virginia Code §16-54-3. When referring participants to statewide recovery residences, programs must ensure that the recovery residence holds a valid certificate of compliance. A list of certified residences is maintained by the West Virginia Alliance of Recovery Residences (WVARR).

- 55. QUARTERLY MEETINGS:** The applicant shall agree to have in attendance the Project Director and/or Program Director at quarterly meetings. These meetings will be located throughout the State. Each Community Corrections program will host a quarterly meeting, with a listing of the host sites being published by JCS with each new funding cycle. When hosting a meeting it is the responsibility of the Program Director to make all necessary contacts, set the agenda, and facilitate the meetings.

- 56. ADDITIONAL SPECIAL CONDITIONS AND ASSURANCES:** The Community Corrections Subcommittee may add additional special conditions and assurances after a submitted proposal application has been reviewed by the Subcommittee. Program approval and funding approval may be contingent on the applicant agreeing to comply with the additional special conditions and assurances.

To the best of my knowledge the applicant has and will comply with all of the attached Special Conditions and Assurances.

Authorized Official [please print]: Pasha Majdi

Authorized Official Signature: _____

Date: _____

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: Jefferson County Commission

Address: PO Box 250, Charles Town, WV 25414

Is agency a: ☐ Direct or ☒ Sub recipient of OJP, OVW or COPS funding? Law Enforcement Agency? ☐ Yes ☒ No

DUNS Number: 077414548

Vendor Number (only if direct recipient)

Name and Title of Contact Person: Pasha Majdi

Telephone Number: 304-728-3284

E-Mail Address: pmajdi@jeffersoncountywv.org

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

☐ Less than fifty employees.

☐ Indian Tribe

☐ Medical Institution.

☐ Nonprofit Organization.

☐ Educational Institution

☐ Receiving a single award(s) less than \$25,000.

I, _____ [responsible official], certify that _____

[recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.

I further certify that _____ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, _____ [responsible official], certify that _____

[recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

[organization],

[address].

Print or Type Name and Title

Signature

Date

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, Pasha Majdi [responsible official], certify that Jefferson County Commission

[recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____

[date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Pasha Majdi, Jefferson County Commission - President

Print or Type Name and Title

Signature

Date



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ If there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ If the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

Jefferson County Commission, PO Box 250, Charles Town, WV 25414

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

26-CC-07

55-60000296

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

Pasha Majdi, Jefferson County Commission - President

**RESOLUTION OF THE COMMUNITY CORRECTIONS SUBCOMMITTEE OF THE
GOVERNOR'S COMMITTEE ON CRIME, DELINQUENCY AND CORRECTION**

WHEREAS,

The Provision of West Virginia Code 62-11C-6 place the responsibilities for establishing, maintaining and supervising local community corrections programs in the community criminal justice boards, and there has been persistent confusion in some parts of the state on this issue, in that these powers have been shared with, or delegated to, the fiscal agent for the grant, it is hereby RESOLVED,

THAT, since the responsibility for establishing, maintaining and supervising local community corrections program is fully vested in the community criminal justice board, which is the governing board (Code of state rules 149-4-2.(4)., further expanded upon and clarified in the duly adopted Community Corrections Grant Program Guideline 11.3.b.) a local board may not allow any other local agency or entity to veto, divest or usurp any of these responsibilities even if the agency serves as the fiscal agent. The subcommittee finds that client eligibility hiring, personnel and budgetary issues are foremost among those duties that must be approved by the community criminal justice board provided that when the local community corrections program administrative office uses the West Virginia Supreme Court of Appeals as a fiscal agent, then the advisory board and chief probation officer shall assume day to day oversight and control just as a local community criminal justice board would. The local advisory board shall consult with the local judges(s) on the programs that are to be offered.

**PASHA MAJDI, PRESIDENT
JEFFERSON COUNTY COMMISSION**

RESOLUTION

The **Commission** of **Jefferson County** met on _____ with a quorum present and passed the following resolution.

Be it resolved that the **County Commission** hereby authorizes **The Honorable PASHA MAJDI, President** of the **Jefferson County Commission,** to act on its behalf to enter into a contractual agreement with the Division of Justice and Administrative Services to receive and administer grant funds pursuant to provisions of the Community Corrections Program.

Signed: _____
County Clerk



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: March 6, 2025

Re: Fiscal Note: Justice and Community Services Day Report

Kelly Franklin of the Jefferson Day Report Center Program requests the Jefferson County Commission to match funds as part of the Day Report's application for the FY26 West Virginia Community Corrections grant.

The grant application is due March 28, 2026.

Funding approved in FY25	\$155,000
<u>Additional funding requested above for FY 26</u>	<u>\$145,000</u>
Total funding request	\$300,000
Amount of WV funding request	\$155,000

Sources of funding for the additional \$145,000:

- | | |
|--|----------------|
| • Unencumbered Coal Severance Funds | \$ 59,830.00 |
| • Unencumbers opioid settlement funding | \$1,237,030.10 |
| • Jefferson County Commission financial stability fund | \$4,082,655.00 |

Alternatively, the Commission could consider this funding request as part of the FY26 Jefferson County budget process. The Commission is expected to consider the FY26 budget beginning the week of March 10th. West Virginia requires that the budget considerations be complete by March 28th, allowing for final consideration of this request before the Community Corrections due date.

West Virginia Community Corrections (CC) Grant Program

The WV Community Corrections Act is intended to provide a means for communities to develop, establish for communities to develop, establish community-based corrections programs to provide the judicial system with sentencing alternatives for those offenders who may require less than institutional custody. Examples include, but are not limited to, probation supervision, day fines, community service restitution, home incarceration, substance abuse treatment, sex offender containment/treatment, licensed domestic violence treatment, day reporting centers, education or counseling, and drug courts.

Eligible applicants are a county or combination of counties or a county or counties and a Class I or II municipality. Preference will be given to programs who are providing evidence-based treatment that seeks to reduce recidivism within the identified areas of service. Please see the Program Guidelines for more detailed information.

The WV Community Corrections Act (§62-11c) and Legislative Rule Title 149 Series 4 develop and set standards for this program. The Community Corrections Subcommittee (CCS) of the Governor's Committee on Crime, Delinquency and Correction (GCCDC) oversees this program, reviews applications, and makes funding recommendations.

Note: Applications will only be accepted and reviewed if a local criminal justice board has been established and is active as outlined in Chapter 62, Article 11c, Section 6 of the West Virginia Code, as amended. If such a board has not been established, but the applicant can clearly demonstrate how the local criminal justice and at-large communities are currently involved in program development and implementation, then the application may be reviewed.

**Completed applications are due
at JCS no later than
5:00 p.m. **Friday, March 28, 2025**, through
the Vendor Self-Service (VSS) Portal.**

Faxed, mailed, and late applications will not be accepted.

Should you need further information, clarification, or assistance,
please contact **Carolann Caudill at (304) 352-2441 or Chad Smith at (304) 352-2440**
or by email at djcsc@wv.gov.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: *CITY OF ~~CHARLES~~ CHARLES TOWN*

Estimation of amount of time needed for appointment: *30 MINUTES*

Date Requested – 1st Choice: *MARCH 6*

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

Date Requested – 2nd Choice: *MARCH 20*

Subject (Wording to be placed on agenda): *PRESENTATION / HOMELESS LIASON POSITION*

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

PRESENTING TO REQUEST FUNDING FOR HOMELESS LIASON POSITION

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

If so, how much? \$ *UNDETERMINED*

Provide exact financial impact/request: *NA*

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

MOTION: TO FUND IN-PART OR FULL THE HOMELESS LIASON 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: *JOHN NISSEL / CITY MANAGER CHARLES TOWN*

Email address: Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

To Authorize Participation in the Eastern Panhandle HOME Consortium of West Virginia for the Period of July 1, 2025, to June 30, 2026

Approved February 6, 2025

WHEREAS, TITLE II of the National Affordable Housing Act of 1990 provides for the creation of the HOME Investment Partnership Program (hereinafter referred to as "HOME"); and

WHEREAS, the HOME regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) under 24 CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements; and

WHEREAS, there is a need throughout the Eastern Panhandle of West Virginia to provide affordable housing for the low and moderate-income residents; and

WHEREAS, the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, Town of Bolivar, City of Charles Town, Corporation of Harpers Ferry, City of Ranson, Corporation of Shepherdstown, County of Morgan, Town of Bath, Town of Paw Paw, West Virginia, have formed a Consortium that has been designated as a Participating Jurisdiction under the HOME Program, thereby entitling the Consortium to seek annual funding; and

WHEREAS, the Jefferson County Commission entered into a three (3) year Housing Consortium Cooperation Agreement with an annual renewal clause for participation in the HOME Consortium for the Eastern Panhandle; and

WHEREAS, the U.S. Department of Housing and Urban Development is expected to award the HOME Consortium of the Eastern Panhandle a HOME grant upon request and consideration for Fiscal Year 2025; and

WHEREAS, the Jefferson County Commission recognizes the need to obtain funding for affordable housing and has identified the HOME Program as a source of funds to meet this need.

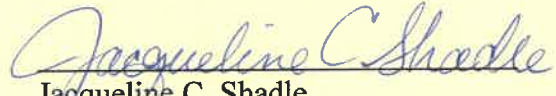
THEREFORE, BE IT RESOLVED that the Jefferson County Commission that:

1. Jefferson County will cooperate with the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, Town of Bolivar, City of Charles Town, Corporation of Harpers Ferry, City of Ranson, Corporation of Shepherdstown, Town of Bath, Town of Paw Paw, West Virginia, in a Consortium for participation in the HOME Program; and

2. The President of the Jefferson County Commission is hereby authorized to enter into a one-year Cooperation Agreement for the period of July 1, 2025, to June 30, 2026, with the other members which form the Eastern Panhandle HOME Consortium of West Virginia; and
3. A copy of this resolution is to be submitted in the request to US. Department of Housing and Urban Development to approve funding of the Eastern Panhandle HOME Consortium of West Virginia for the above Fiscal Year 2025 HOME Investment Partnership Program.



Pasha Majdi
Jefferson County Commission President



Jacqueline C. Shadle
Jefferson County Clerk

**Jefferson County
Draft Job Description**

Position Title:	Social Services Liaison	Grade Level:	VII
Department	County Commission	Date:	
Reports to:	County Administrator	FLSA Status	Exempt

Statement of Duties: Responsible for coordinating various affordable housing resources in the County in an attempt to obtain funding and additional resources to assist the homeless and at risk of homelessness population.

Supervision Required: Employee works under the general direction of the County Administrator. The employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the workactivities, including determining the work methods. The employee is expected to solve, through experienced judgment, most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Confidentiality: Access to *some confidential information*, not department-wide that is obtained during performance of essential functions, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed.

Accountability: Consequences of errors or poor judgment may include adverse public relations, missed deadlines, monetary loss, legal repercussions, labor/material costs, and jeopardize programs.

Judgment: Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

Jefferson County
Draft Job Description

Work Environment: The work environment involves *everyday discomforts typical of indoor environments such as office settings*, with *infrequent exposure to outside elements*. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Mental stress is usually present in the form of being required to weigh competing and concurrent demands under deadline pressures.

Nature and Purpose of Public Contact: Duties involve *constant contact with local, state and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest*. Employees must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations which may influence the well-being of the municipality.

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.

1. Plans, organizes, directs, coordinates, and implements the work plan and policies related to the County-wide housing projects and programs.
2. Generate resources and funding to assist the homeless population and those at risk for homelessness.
3. Ascertain housing needs in the County and available resources to assist the County's homeless population.
4. Research available affordable and supportive housing options.
5. Research and apply for federal, state, local, and private grants. Research other funding opportunities for affordable housing, programs to prevent homelessness, and other programs that would support the homeless population and those at risk of homelessness.
6. Direct and coordinate grant acquisition and contract management for housing programs.
7. Develop partnerships with housing and community providers and organizations to assist the County homeless population.
8. Engage landlords to create housing opportunities.
9. Coordinate with community volunteer organizations to create positive community engagement opportunities for the homeless population. Such organizations may include church groups, local high school volunteer organization, community civic groups, boy/girl

County Administration
Social Services Liaison
04/15/21

**Jefferson County
Draft Job Description**

scout groups and other similar organizations.

10. Represent the County and municipalities at meetings regarding housing issues for homeless populations and assist in educating the community on changing policy as it related to access to affordable housing.
11. Prepare and present policy recommendations to the County Commission and City Councils with regard to housing for the at risk and homeless populations.
12. Maintain all related records and documents.
13. Other duties as assigned

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree from an accredited college or university in Social Services, Public Policy, Public Administration, Business Administration or a related field of study. Three to five years of progressively responsible work experience in public or private affordable housing policy and/or affordable housing development. Specific experience in financing affordable housing is desirable. Four years of relevant experience may be substituted for the educational requirement or a combination of education and experience.

Knowledge, Abilities and Skill

Knowledge: Knowledge of federal, state, and local housing legislation, regulations, programs, and resources. Knowledge of housing programs, functions, and services.

Abilities: Ability to interact effectively and appropriately and establish collaborative relationships with the public, policy makers, community partners, and state federal, and local officials. Ability to perform multiple tasks and plan, organize, direct, develop, and implement housing policies. Ability to exercise ingenuity in solving County-wide housing and homeless problems.

Skills: Excellent written and oral communication skills. Working knowledge of Microsoft Word, Outlook, and Excel.

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 position's essential functions.

Physical Demands: *Little or no 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 also be some occasional lifting of objects such as ledger books, photocopy and computer paper (up to 30lbs.).

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require

County Administration
Social Services Liaison
04/15/21

**Jefferson County
Draft Job Description**

minimal motor skills for activities such as moving objects, operating a personal computer and/or most other office equipment, typing and/or word processing, filing, sorting of papers or operating a motor vehicle.

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



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: March 6, 2025

Re: Fiscal Note: Social Services Coordinator

ARPA funding approved at the request of Charles Town for a social services coordinator	\$150,000.00
---	--------------

<u>Funding contributed by any municipality (total)</u>	<u>\$ 13,902.31</u>
--	---------------------

Total	\$163,902.31
-------	--------------

<i>Annual need</i>	<i>\$ 73,458.19¹</i>
---------------------------	--

***** Funding for this position will expire with the June 20, 2025, paycheck. The last day in the office will be June 13, 2025.***

Sources of funding for the additional \$73,458.19 in FY26:

- | | |
|--|----------------|
| • Unencumbered Coal Severance Funds | \$ 59,830.00 |
| • Unencumbers opioid settlement funding | \$1,237,030.10 |
| • Jefferson County Commission financial stability fund | \$4,082,655.00 |

Alternatively, the Commission could consider this funding request as part of the FY26 Jefferson County budget process. The Commission is expected to consider the FY26 budget beginning the week of March 10th.

¹ FY25 rate. Future years may need additional funds to account for COLA and merit increases.



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Steve Stolipher

COMMISSIONER

Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: Edwina Benites-LM

Date: March 6, 2025

Re: Funding for the Social Services Coordinator position

Funding for the Social Services Coordinator position will conclude with the June 20, 2025, payroll. The last working day in the office will be June 13, 2025.

Efforts to Secure Funding

County staff has actively explored multiple options for the position:

- *Municipal Contributions:* The Commission approved \$150,000 for this effort in November 2022. Staff understands that the funding request included a statement that the municipalities would contribute to the position. In 2024, without any municipal contributions, staff followed up at a presentation with the Jefferson County mayors to request financial support for the position. As a result, the City of Charles Town contributed \$13,902.31; however, no other municipality provided funding.
- *Self-Funding Proposal:* Staff understands that the initial funding proposal described the position as "self-funded" through administrative fees collected through grant application. However, the County has not received any administrative funds to offset costs.
- *Opioid Fund Investment Strategy:* Staff has made at least four presentations to the Commission to advocate for using opioid settlement funds to establish an investment fund that could cover 50% of the position's cost without impacting taxpayers. This initiative would require, however, contributions from the municipalities to cover the outstanding balance.
- *Information request:* Staff has requested information regarding grant work of the position and has yet to receive backup.
- *Transition Support:* To support the transition, staff has initiated efforts to provide education, training, and career coaching to assist the Social Services Coordinator in securing another position with the County.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Mike Sine**

Department or Organization: **ESA**

Estimation of the amount of time needed for appointment: **30 min**

Date Requested – 1st Choice: **3/06/2025**

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

Date Requested – 2nd Choice:

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

- 1- Reconsideration purchase of SFD A3-1
- 2- Rebranding Project
- 3- Approval to install vending machine by non-County entity

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

- ✚ 1- Discussion and action on the offer from SFD to purchase their ambulance.
- ✚ 2- Discussion and action to allow the ESA to move forward with a project to rebrand the department.
- ✚ 3- The JC Professional Firefighters Union – Local 5351 is requesting to install a vending machine at the Emergency Services building located at 419 Sixteen Avenue, Ranson to generate additional revenues for the union. The Emergency Services department hosts classes 4-6 days a week for employees and residents including Community CPR and First Aid, EMT, RSI, fire training etc. This would provide the opportunity for attendees to purchase drinks and snacks as well as generate income. The vending machine would be maintained by members of the union and would have no financial impact on the County.

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

If so, how much? **Item 1: \$125,000 for unit plus up to \$90,000 for outfitting/upgrade**
 Item 2: unknown – limited, phased in over time
 Item 3: none

Provide exact financial impact/request:

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

- 1- **Move to (approve or decline) the purchase of SFD for the sale price of \$125,000.**
If approved: Move to approve the additional expenditure of up to \$100,000 of ARPA funds for upgrades to the unit to bring it into compliance with the existing ambulance fleet.
- 2- **Move to allow the ESA leadership to move forward with creating a plan to rebrand the department.**
- 3- **Move to approve the installation of a vending machine at the Emergency Services building located at 419 Sixteen Avenue, Ranson to generate revenue for the JC Professional Firefighters Union – Local 5351.**

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: Mike Sine

Email address: msine@jcesa.org

Phone Number: 304-728-3287

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</u>
not applicable



Jefferson County Professional Firefighters – Local 5351

International Association of Firefighters
419 16th Avenue, Ranson WV, 25438

Jefferson County Commission

Subject: Request for Placement of Vending Machine at JCESA Building

Dear Commissioners,

On behalf of the Jefferson County Professional Firefighters – IAFF Local 5351, I respectfully submit this formal request for permission to place a vending machine within the **Jefferson County Emergency Services Agency (JCESA) building**. This vending machine would provide beverages and snacks for students attending courses hosted by JCESA, as well as career personnel. Financial Administrative Manager Bessie Nelson has requested that we submit this request in writing for official consideration.

The purpose of this vending machine is to generate minimal supplemental funds to support Local 5351's efforts in fostering employee engagement, assisting members facing financial hardships, and covering expenses for out-of-policy training opportunities, such as the EMS Expo, FDIC, and Mental Health Conferences.

Jefferson County Professional Firefighters – Local 5351 maintains an active business license with the State of West Virginia and is a voluntary association registered with the State Tax Department. Copies of these documents are attached for your reference to confirm compliance with the West Virginia State Code.

Additionally, we have the full support of **Chief Sine** in this initiative, further reinforcing the positive impact this vending machine will have on both JCESA personnel and students utilizing the facility.

You understand that the vending machine would be placed within the Jefferson County Emergency Services station, located at 419 16th Avenue, Ranson, WV 25438. We appreciate the Commission's consideration and support of this request. Please do not hesitate to contact me should you require any additional information. Local 5351 will handle all maintenance and upkeep of the machine.

Thank you for your time and consideration.

Sincerely,
Matthew Locke 2/25/2025

Matthew Locke

President

IAFF Local 5351

mlocke@iaff5351.org

681-389-6333

**WEST VIRGINIA
TAX DIVISION**

**BUSINESS REGISTRATION
CERTIFICATE**

**ISSUED TO:
JEFFERSON COUNTY PROFESSIONAL FIREFIGHTERS
DBA LOCAL 5351
419 16TH AVE
RANSON, WV 25438-5732**

BUSINESS REGISTRATION ACCOUNT NUMBER: 2417-7363

This certificate is issued on: December 13, 2024

*This certificate is issued by
the West Virginia Tax Commissioner
in accordance with Chapter 11, Article 12, of the West Virginia Code.*

*The person or organization identified on this certificate is registered
to conduct business in the State of West Virginia at the location above.*

This certificate is not transferrable and must be displayed at the location for which issued.

This certificate shall be permanent until cessation of the business for which the certificate of registration was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.

Change in name or change of location shall be considered a cessation of the business and a new certificate shall be required.

TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of this certificate displayed at every job site within West Virginia.



Certificate

*I, Mac Warner, Secretary of State,
of the State of West Virginia, hereby certify that*

Jefferson County Professional Firefighters

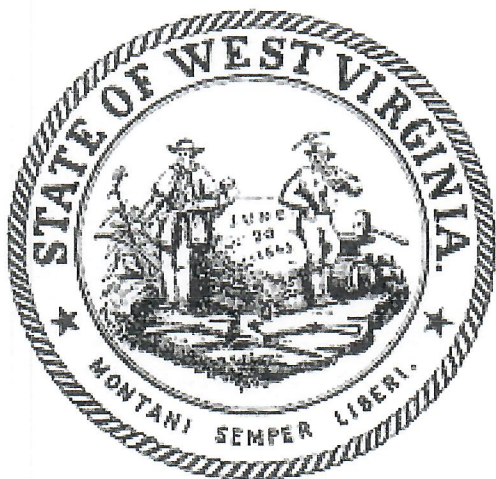
has filed a "Certificate of Registration of Trade Name" in my office according to the provisions of Chapter 47 of the West Virginia Code and was found to conform to law.

Therefore, I hereby issue this

CERTIFICATE OF REGISTRATION OF TRADE NAME

authorizing it to transact business in West Virginia under the assumed name of

Local 5351



*Given under my hand and
the Great Seal of West Virginia
on this day of*

November 14, 2024

Mac Warner

Secretary of State



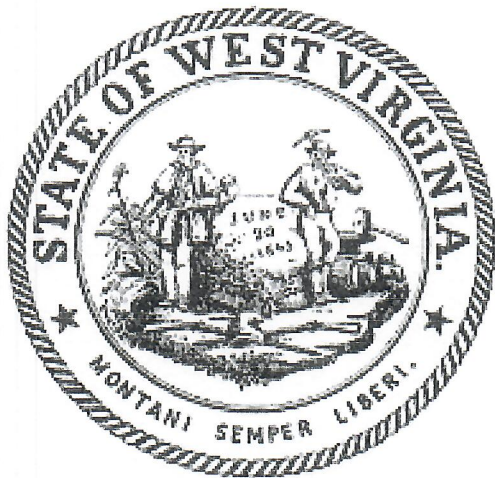
Certificate

*I, Mac Warner, Secretary of State,
of the State of West Virginia, hereby certify that*

JEFFERSON COUNTY PROFESSIONAL FIREFIGHTERS

has filed the appropriate registration documents in my office according to the provisions of the West Virginia Code and hereby declare the organization listed above as duly registered with the Secretary of State's Office.

*Given under my hand and
the Great Seal of West Virginia
on this day of
November 14, 2024*



Mac Warner

Secretary of State



JEFFERSON COUNTY COMMISSION

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

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PRESIDENT
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COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: March 6, 2025

Re: Fiscal Note: Ambulance consideration

There is a request that the County purchase the ambulance owned by the Shepherdstown Fire Department.

Shepherdstown ambulance:

Funding request to purchase Shepherdstown Fire Department ambulance	\$125,000.00
Anticipated needed upgrades	\$ 90,000.00
Total	\$215,000.00

New ambulance:

Cost estimate	\$400,000.00
Total	\$400,000.00

Planned obsolescence

The Emergency Services Agency presented a planned obsolescence strategy to to replace ambulances every 10 years, understanding that cost-of-ownership will generally increase annually from year one to year ten.

Annual cost of ownership: ¹	
Shepherdstown Fire ambulance- \$215,000/ 2 years	\$107,500.00
New ambulance- \$400,000/ 10 years	\$ 40,000.00

¹ Minus annual repair costs.

Current available funds for ambulance purchases- new and/or used:

- ARPA funds \$371,459.68
- Capital outlay funds allocated in FY25 \$750,000.00

Sources of funding for the additional \$215,000.00 in FY26:

- Unencumbered Coal Severance Funds \$ 59,830
- Jefferson County Commission financial stability fund \$4,082,655

Alternatively, the Commission could consider this funding request as part of the FY26 Jefferson County budget process. The Commission is expected to consider the FY26 budget beginning the week of March 10th.

JEFFERSON COUNTY COMMISSION AGENDA REQUEST FORM

Name: Tom Hansen

Department or Organization: Sheriff and Treasurer

Commission Meeting Date: Next Available

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Administrative Assistant New Hire
Tax Deputy New Hire

Capital Outlay Funds
Animal Control Re-Hire (Executive Session)

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

- There is a vacancy for Administrative Assistant and a candidate has been identified
- A Tax Deputy has resigned and a replacement has been found
- Request approval to utilize leftover funds to aid in the purchase of fingerprint scanners
- Discussion and potential action regarding the request to re-hire a former Animal Control Officer (executive session)

Type of Request: (Funding/Hiring): hiring

Funding/Salary/Hourly Amount: see below

Name of Hire (if Applicable): see below

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period): see below

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

- I move to approve the hire of Shaun Pacetti as an 80 hour Administrative Assistant beginning March 10, 2025 with a starting salary of \$40,000 with an increase to \$42,000 upon demonstration of competency within 90 Days.
- I move to approve the hire of Robin Coulter as an 80 hour Tax Deputy beginning March 10, 2025 with a starting salary of \$36,000.

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

If not attached, explain:

Is equipment needed? ☐ Projector ☐ Internet/Wi Fi: ☐ Conference/Video ☐ No

Contact Information:

Phone Number: 304-728-3205

Email Address:

dlowe@jeffersoncountywv.org

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

- I move to approve the use of \$4,750.02 in remaining Capital Outlay funds to be used toward the purchase of portable fingerprint scanners.
- I move to approve the hire of Robin Mullikin as an 80 hour Animal Control Officer beginning March 10, 2025 with a starting salary of \$42,660.00.



JEFFERSON COUNTY COMMISSION

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PRESIDENT
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Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: March 6, 2025

Re: Fiscal Note: Approval of Hire – Administrative Assistant - Jefferson County Sheriff's Office

The Sheriff requests hiring an administrative assistant.

Sheriff's Department:

Proposed annual salary:	\$42,000.00 ¹
Amount budgeted for this position in FY 25:	\$ 0.00

Over budget **\$42,000.00**

For FY25, the Sheriff is requesting to use the excess salaries that currently exist from two vacant Deputy positions with the understanding these positions will need to be funded in FY26 as well as the Administrative Assistant II position.

There is also approximately \$28,000 available in the FY25 budget for part time.

Sources of funding for the FY26 \$42,000:

- | | |
|--|----------------|
| • Unencumbers opioid settlement funding | \$1,237,030.10 |
| • Jefferson County Commission financial stability fund | \$4,082,655.00 |

Alternatively, the Commission could consider this funding request as part of the FY26 Jefferson County budget process. The Commission is expected to consider the FY26 budget beginning the week of March 10th. West Virginia requires that the budget considerations be complete by March 28th.

¹ After probationary period



JEFFERSON COUNTY COMMISSION

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Steve Stolipher

COMMISSIONER

Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: March 6, 2025

Re: Fiscal Note: Approval of Hire – Tax Deputy - Jefferson County Sheriff's Department

The Jefferson County Sheriff's Office requests to hire a tax deputy.

Sheriff's Office:

Proposed annual salary:	\$36,000.00
Amount budgeted for this position in FY 25:	\$36,000.00



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Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: March 6, 2025

Re: Fiscal Note: Portable fingerprint scanners.

The Jefferson County Sheriff's Office requests funding for portable fingerprint scanners.

Unencumbered Capital Outlay- Equipment (246980-445900) balance	\$66,096.00
<u>Portable fingerprint scanners</u>	<u>\$ 4,750.02</u>

Amount remaining should this request be approved	\$61,345.98
--	-------------

Other Sources:

Other sources of funding for \$4,750.02:

- | | |
|--|----------------|
| • Unencumbered Coal Severance Funds | \$ 59,830.00 |
| • Unencumbers opioid settlement funding | \$1,237,030.10 |
| • Jefferson County Commission financial stability fund | \$4,082,655.00 |

Alternatively, the Commission could consider this funding request as part of the FY26 Jefferson County budget process. The Commission is expected to consider the FY26 budget beginning the week of March 10th.



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To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: March 6, 2025

Re: Fiscal Note: Approval of Re-Hire – Animal Control Officer - Jefferson County Sheriff's Office

The Sheriff requests hiring an animal control officer.

Sheriff's Department:

Proposed annual salary:	\$42,660.00
Amount budgeted for this position in FY 25:	\$42,660.00

JEFFERSON COUNTY, WV - PRODUCTION

POSITION VACANCY REPORT

POSITION	TYPE	MAX	FTE	FILED	VACANT JOB	LOC	BGNU	GRAD/ST	ANNUAL SALARY	HOURLY SALARY
70018 BAILIFF- PART-TIME		1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT 700 PT	01PT/00	0.00
70019 BAILIFF- PART-TIME		1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT 700 PT	01PT/00	0.00
70020 BAILIFF- PART-TIME		1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT 700 PT	01PT/00	0.00
70021 BAILIFF- PART-TIME		1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT 700 PT	01PT/00	0.00
70024 BAILIFF- PART-TIME		1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT 700 PT	01PT/00	0.00
70033 FORENSIC ANALYST-80HR		1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT 700 PT	01PT/00	0.00
70067 BAILIFF- PART-TIME		1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT 700 PT	01PT/00	0.00
70070 BAILIFF- PART-TIME		1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT 700 PT	01PT/00	0.00
70071 BAILIFF- PART-TIME		1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT 700 PT	01PT/00	0.00
70072 BAILIFF- PART-TIME		1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT 700 PT	01PT/00	0.00
70073 BAILIFF- PART-TIME		1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT 700 PT	01PT/00	0.00
70074 BAILIFF-FT - 70HR		1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT 700 PT	01PT/00	0.00
70077 DEPUTY		1.0000	1.0000	0.0000	1.0000	0222	BAILIFF	FT 700 FT	0270/00	0.00
70078 BAILIFF- PART-TIME		1.0000	1.0000	0.0000	1.0000	IDEP	DEPUTY	700 DEP	IDEP/00	0.00
70079 BAILIFF- PART-TIME		1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT 700 PT	01PT/00	0.00
70091 DEPUTY		1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT 700 PT	01PT/00	0.00
70099 ADMIN ASST II-JCSO 80HR		1.0000	1.0000	0.0000	1.0000	IDEP	DEPUTY	700 DEP	IDEP/00	0.00
70501 HOME CONFINEMENT OFFICER		1.0000	1.0000	0.0000	1.0000	0110	HM CONF	FT 700 FT	0480/00	0.00
TOTAL			0.0000	18.0000					42,659.76	273.21

JEFFERSON COUNTY, WV - PRODUCTION

POSITION VACANCY REPORT

POSITION	TYPE	MAX	FTE	FILED	VACANT JOB	LOC	BGNU	GRAD/ST	ANNUAL SALARY	HOURLY SALARY
40408 TAX DEPUTY-PT TEMP		1.0000	1.0000	0.0000	1.0000	0223	TAX DEP	PT 404 TEMP	02TP/00	0.00
40409 TAX DEPUTY-PT TEMP		1.0000	1.0000	0.0000	1.0000	0223	TAX DEP	PT 404 TEMP	02TP/00	0.00
40411 TAX DEPUTY		1.0000	1.0000	0.0000	1.0000	0203	TAX DEPUTY	404 FT	0280/00	15.07
TOTAL			0.0000	3.0000					35,663.68	17.15

JEFFERSON COUNTY, WV - PRODUCTION

POSITION VACANCY REPORT

POSITION	TYPE	MAX	FTE	FILED	VACANT JOB	LOC	BGNU	GRAD/ST	ANNUAL SALARY	HOURLY SALARY
71603 ANIMAL CONTROL OFFCR		1.0000	1.0000	0.0000	1.0000	0413	AN CTL	OFF 716 FT	0480/00	20.51
TOTAL			0.0000	1.0000					42,659.76	20.51

** END OF REPORT - Generated by David Bound **

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin

Department or Organization: Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested — 1st Choice: 3/6/2025

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

Date Requested — 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Complete Construction bond release for Lot 41, Burr Business Park at 272 James Burr Blvd. Kearneysville, WV 25414 (JCPC file #19-5-S)

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of Cash-In-Escrow Bond for MC2 Properties, LLC in the amount of \$165,161.00 with United Bank located at 374 Maple Avenue East, Vienna VA, 21280 for JCPC file # 19-5-S with Jefferson County WV.

Is this a funding request? Y/NO

If so, how much? \$Click here to enter text.

Recommended motion /Please type out the wording of the motion that you would like the Commission to approve): I Authorize a complete release of \$165,161.00 from the construction bond for Lot 41 Burr Business Park (File #19-5-S)

Attach supporting documents for request, or request may be denied.
If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/NO Internet/Wi Fi Y/NO Telephone for conference call Y/NO

Contact information:

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



JEFFERSON COUNTY COMMISSION

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PRESIDENT
Pasha Majdi

March 6th, 2025

VICE PRESIDENT
Mike Mood

**Ms. Gail Binder
United Bank**

COMMISSIONER
Cara Keys

**374 Maple Avenue East.
Vienna VA, 21280**

COMMISSIONER
Steve Stolipher

**RE: Cash-In-Escrow bond dated February 7th, 2023, Construction Bond
Surety for Lot 41 Burr Business Park (File # 19-5-S)**

COMMISSIONER
Jack Hefestay

Dear Ms. Binder:

The Jefferson County Commission authorizes a complete release of \$165,161.00 from the construction bond for Lot 41 Burr Business Park (File # 19-5-S). This project is located at 272 James Burr Blvd, Kearneysville, WV 25414. The work appears to be 100% complete

In summary, you are hereby authorized to fully release the remaining amount of the above referenced Cash-In-Escrow Bond originally issued in the amount of \$165,161.. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

**Pasha Majdi, President
Jefferson County Commission**

**cc: Mark Cerasi
272 James Burr Blvd
Kearneysville, WV 25414**

Department of Engineering, Planning & Zoning

County Administrator
Edwina Benites

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 2 / 14 / 2025 J.C.P.C. File No. 19-5-S

Consultant/Engineer/Firm Name: Dura Trac

Mailing Address: 272 James Burr Blvd

City: Kearneysville State: WV Zip: 25430

Contact Person: Mark Cerasi Phone: 304-279-7731

Project/Subdivision Name: Burr Lot 41

Section/Phase: _____ Lots: _____

Review Comments:

- ☒ The bond release reduction is Approved as Submitted. _____ The bond release/reduction request is Denied.
- _____ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.
- _____ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.
- _____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: All Inspections + Documents
have been received & approved

Original Bond Amt. \$ 143,618 + 15% Cont. \$ 21,543 = Total Original Bond Amt \$ 165,161

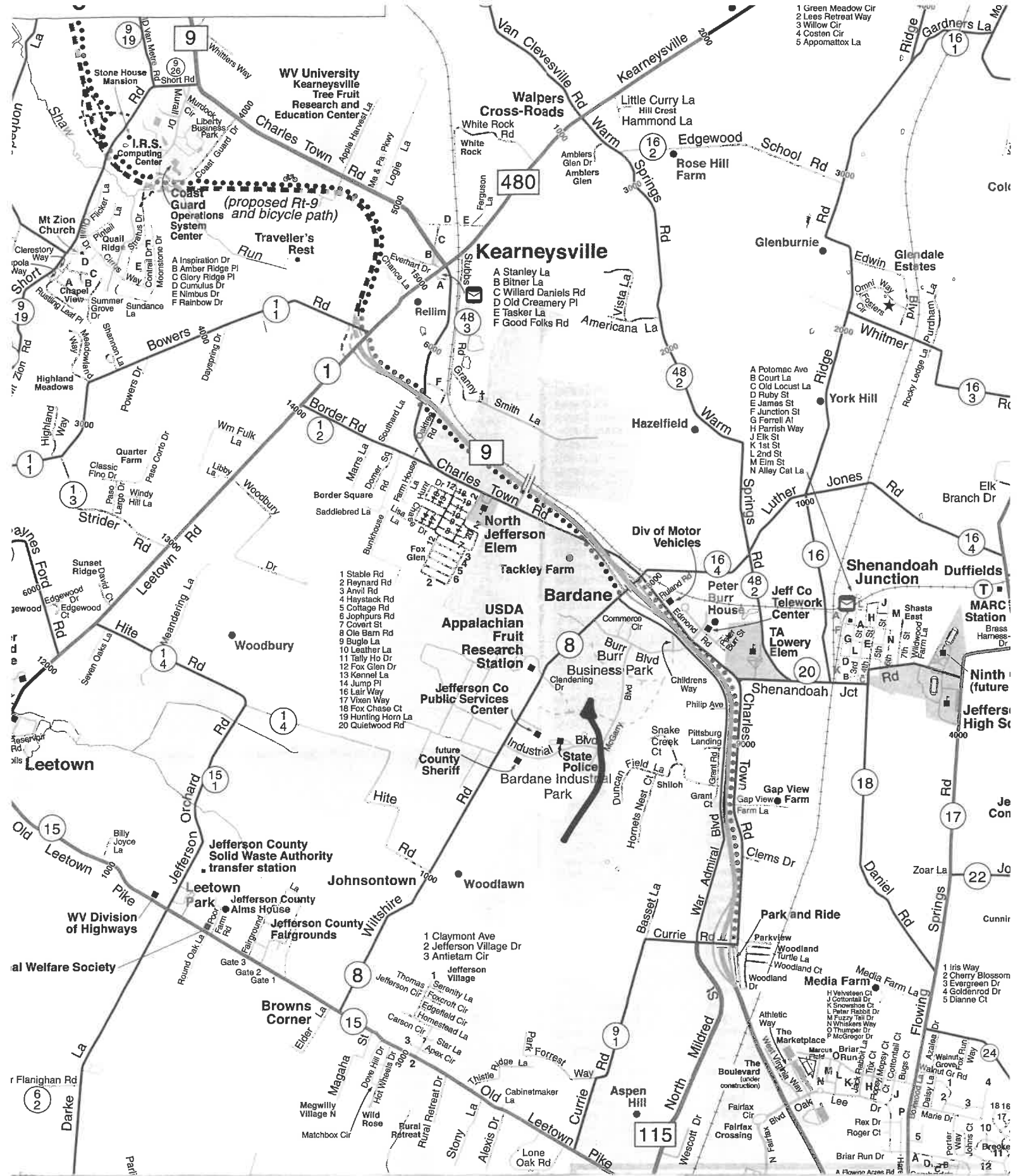
Total Current Bond Amount \$ 165,161.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Will Smith Title: L.D.I.

Signature: [Signature] Date: 2 / 24 / 2025



AGENDA REQUEST FORM
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Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Department of Engineering, Planning & Zoning**

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

Date Requested – 1st Choice: **6 March 2025**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Request Approval to amend Parks and Recreation Impact Fees – FY 2025 Capital Improvement Plan.**

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

**Parks and Recreation
FY 2025 CIP
Amendment No. 2**

This CIP amendment regards moving the remaining FY 2025 CIP funds for Sam Michael's Park Sewer Upgrades in the amount of \$317,150 to the Sam Michael's Park Amphitheatre Phase II project.

This amendment reduces the Sam Michael's Park Sewer Upgrades by \$317,150 and adds it to the Sam Michael's Park Amphitheatre Phase II project.

The \$317,150 funding request is available in the impact fees "Park Improvements, Facilities (bldgs.) & Study" Capital Category as previously approved within the FY 2025 CIP.

The Office of Impact Fees recommends approval of the requested amendment.

Is this a funding request? **No, Impact fees are used as funding.**

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 approve the Parks and Recreation – FY 2025 Capital Improvement Plan – Parks and Recreation Amendment No. 2, as presented.

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

If not attached, explain:

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

Contact information:

Email address: engineering@jeffersoncountywv.org

Phone Number: 304-728-3257

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</u>
not applicable

Table 3. FY 2025 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2025	Other Sources Allocation	Yr 1 FY 2026	Yr 2 FY 2027	Yr 3 FY 2028	Yr 4 FY 2029	Yr 5 FY 2030
					Full funding is currently available in the Law Enforcement account for this \$25,000 request, in FY 2025. The CIP impact fees funding request through FY 2030 is \$75,000 and is currently available, which completes this funding request.						
3	2	Internal Expansion of Temporary Sheriff's Office Space		Eligible for Full Funding due to being for new growth							
					As of December 31, 2023, the remaining allocation amount is \$388,246 in the "Sheriff Facilities & Study" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$500,317 on June 30, 2024.						
					Full funding is currently available in the Law Enforcement account for this \$150,000 request, in FY 2025. The CIP impact fees funding request through FY 2030 is \$150,000 and is currently available, which completes this funding request.						
Jefferson County Parks & Recreation Commission											
3	2	Sam Michaels Park (Septic Upgrades)	\$750,000		\$0	\$132,850	\$300,000	\$0	\$0	\$0	\$0
10	2	James Hite Park (Pickleball Courts)	\$350,000		\$0	\$200,000	\$150,000	\$0	\$0	\$0	\$0
14	2	Sam Michael's Park (Community Center Expansion Design)	\$100,000		\$0	\$100,000	\$0	\$0	\$0	\$0	\$0
3	2	Sam Michael's Park (Amphitheatre-Phase 2)	\$1,175,000		\$0	\$567,150	\$925,000	\$0	\$0	\$0	\$0
TOTALS			\$2,375,000		\$0	\$1,000,000	\$1,375,000	\$0	\$0	\$0	\$0
Impact Fee Specialist Recommendations – Jefferson County Parks & Recreation Commission											
#	Pri	Project		Fee Funding Potential	Comments						
3	2	Sam Michaels Park (Septic Upgrades)		Eligible for Full Funding due to being for new growth	As of December 31, 2023, the remaining allocation amount is \$1,231,906 in the "Park Improvements, Facilities (bldgs.) & Study" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,549,280 on June 30, 2024. Full funding is currently available in the Parks and Rec impact fee account for this \$450,000 request, in FY 2025. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$300,000 of funding from other sources. This request is reducing the original amount of \$450,000 minus \$317,150 for total of \$132,850.						
4	2	South Jefferson Park (Master Plan)		Eligible for Full Funding due to being	The remaining funds in the amount of \$317,150 have been moved to Sam Michael's Park Amphitheatre Phase II. As of December 31, 2023, the remaining allocation amount is \$1,231,906 in the "Park Improvements, Facilities (bldgs.) & Study" capital category of this project and is currently fully fundable up to that amount and contingent						

Parks and Recreation Amendment No. 2

Table 3. FY 2025 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2025	Other Sources Allocation	Yr 1 FY 2026	Yr 2 FY 2027	Yr 3 FY 2028	Yr 4 FY 2029	Yr 5 FY 2030
				for new growth	upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,549,280 on June 30, 2024.						
					Full funding is currently available in the Parks and Rec impact fee account for this \$75,000 request, in FY 2025. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						
10	2	James Hite Park (Pickleball Courts)		Eligible for Full Funding due to being for new growth	As of December 31, 2023, the remaining allocation amount is \$1,231,906 in the "Park Improvements, Facilities (bldgs.) & Study" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,549,280 on June 30, 2024.						
					Funding for this project is available in the Parks and Rec impact fee account for this \$200,000 request in FY 2025. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$150,000 of funding from other sources.						
14	2	Sam Michael's Park (Community Center Expansion Design)		Eligible for Full Funding due to being for new growth	As of July 18, 2024, the remaining allocation amount is \$1,789,757 in the "Park Improvements, Facilities (bldgs.) & Study" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$2,107,132 on July 31, 2024.						
					Funding for this project is available in the Parks and Rec impact fee account for this \$100,000 request in FY 2025. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						
					As of December 31, 2022, the remaining allocation amount is \$837,876 in the "Park Improvements, Facilities (bldgs.) & Study" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,079,074 on June 30, 2023.						
3	2	Sam Michael's Park (Amphitheatre-Phase 2)		Eligible for Full Funding due to being for new growth	Full funding is currently available in the Parks and Rec impact fee account for this \$250,000 request, in FY 2025. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$925,000 of funding from other sources.						
					The original request of \$250,000 plus \$317,150 equals \$567,150 for total requested for Sam Michael's Park Amphitheatre Phase II.						
					The total request for this project has been increased by \$317,150 which resulted from the reduction of funds from Sam Michaels Park (Septic Upgrades) project.						

Jefferson County Emergency Services Agency (EMS)

1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
TOTALS			\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000

AGENDA REQUEST FORM
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Name: **Roger Goodwin, Director & Chief County Engineer**
Michelle Mason, Impact Fees Program Specialist

Department or Organization: **Department of Engineering, Planning & Zoning - Office of Impact Fees**

Estimation of amount of time needed for appointment: **25 minutes or less**

Date Requested – 1st Choice: **March 6, 2025**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Presentation of the FY 2026 Capital Improvement Plan for the Office of Impact Fees.**

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

Pursuant to West Virginia State Code, Chapter 7, Article 20, Section 6 (§7-20-6), counties which have enabled impact fees must maintain an Impact Fee Program Capital Improvement Plan (CIP). Only the projects listed on this CIP are eligible for funding by impact fees (either in whole or in part). Whether a project may be wholly or only partially funded depends upon whether the project is exclusively needed due to new growth or is only partially required due to conditions of new growth.

The requirement for a yearly Impact Fee Program Capital Improvement Plan, and the identification of Impact Fee Fundable projects, is outlined in Jefferson County Impact Fee Procedures Ordinance 2003-1 Section 3(C) et seq.

Presentation of the Capital Improvement Plan traditionally follows that of the Annual Report for the Office of Impact Fees. The majority of all governments present their upcoming CIP prior to the budget process due to the possible impact of capital projects on the County's General Fund or Capital Outlay Fund.

Several impact fee funded projects, submitted for FY 2026, will require additional funding from other sources. Parks and Recreation's James Hite Park Tennis/Pickle Ball Courts, Leetown Park (Multipurpose Field), and Sam Michael's Park (Dog Park Expansion Design/Construction will be partially funded by other funding sources available to them. The projects recommended for FY 2026 impact fee funding are presented in the CIP report.

The Jefferson County School Board will also need to utilize other funding sources for one of their proposed projects contingent upon availability of impact fees.

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

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

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

Move to approve the FY 2026 Capital Improvement Plan for the Office of Impact Fees as presented.

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

If not attached, explain: **See attached Impact Fees - FY 2026 Capital Improvement Plan**

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

Contact information:

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

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

FY 2026 Capital Improvement Plan

Schools

Law Enforcement

Parks & Recreation

Emergency Services

Administrative Facilities

Jefferson County Commission

Engineering Department/Office of Impact Fees

26 February 2025

FY 2026 Impact Fee Program Capital Improvement Plan

Contents

Overview	2
Overview of Funding Options	3
(a) Direct County Support.....	3
(b) General Obligation/Construction Bonds	3
(c) State Support.....	4
(d) Federal Support.....	4
Summary of Impact Fee Fundable Projects	4
Impact Fee Program Specialist's Notes	15
(e) Authority.....	15
(f) Overview	15
Cash Flow Analyses.....	16

Tables

Table 1. FY 2026 Priority 1 Projects - All Funding Sources	5
Table 2. FY 2026 Impact Fee Projects - All Priorities	6
Table 3. FY 2026 Impact Fee Fundable Projects.....	8
Table 4. School Cash Flow Analysis.....	164
Table 5. Law Enforcement Cash Flow Analysis.....	15
Table 6. Parks & Recreation Cash Flow Analysis.....	16
Table 7. EMS Cash Flow Analysis	17
Table 8. Administrative Facilities Cash Flow Analysis.....	18

FY 2024 Capital Improvement Plan Submissions

Divider

Board of Education	1
Sheriff of Jefferson County.....	2
Jefferson County Parks & Recreation Commission.....	3
Jefferson County Emergency Services Agency.....	4
Jefferson County Administrative Facilities	5

Overview

This document constitutes the Jefferson County Impact Fee Program Capital Improvement Plan for Fiscal Year 2026 (which begins July 1 2025). It consists of two categories, those eligible for Impact Fee funding for capital improvements and those ineligible. For the entities eligible for Impact Fee funding, their names and their associated impact fee category are indicated below (impact fee categories noted in square brackets):

- Jefferson County Board of Education [School]
- Sheriff of Jefferson County [Law Enforcement]
- Jefferson County Parks & Recreation Commission [Parks and Recreation]
- Jefferson County Emergency Services Agency [EMS]
- Jefferson County Administrative Facilities [Administrative Facilities]

The total funding request for all projects over the upcoming fiscal year as well as the next five outlying years is \$128,546,650 (down from \$188,072,100 in FY 2025). Of this amount, \$5,694,573.70 represents the funding requests for FY 2026 (in FY 2025 the amount was \$3,251,000).

The divided sections which follow include the submitted ***CIP Form 1*** (Agency/Department/Office Summary) for each entity as well as the individual ***CIP Form 2*** documents (Annual and Five Year Project Request and Justification) which detail each project listed on an entity's ***CIP Form 1***. Any supplementary documentation is included with the appropriate ***CIP Form 2***. Proposed projects that directly impact the County Budget also require ***Form 2B – Budget Impact Analysis***; however, the projects submitted for FY 2026 do not require funding from the County's General or Capital Outlay Funds.

Each entity's submission is entered into the Capital Improvement Plan database, which permits comments from the Impact Fee Program Specialist to be included with ***CIP Form 1***. In the case of the Board of Education, ***CIP Form 2*** documents are not required. The original submissions received from all entities are on file within the Engineering Department/Office of Impact Fees.

Overview of Funding Options

This document lists planned capital projects within the Jefferson County Impact Fee Program of which some entities have several options for funding available to them. In general, revenues available to fund capital projects may be classed into one of the following categories:

- Direct County support (General and Coal Severance Funds, etc.).
- General Obligation/Construction Bonds (currently only one such bond is in effect for the taxpayers of Jefferson County – a school construction bond). Loans mediated through banks to the County Building Commission also fall into this category.
- State support (usually as School Building Authority grants, or similar grants through other state agencies).
- Federal grants.
- Impact fees (see the discussion on page 15 for details).
- Entity-specific user fees (for example Park & Recreation or Fire/Ambulance fees).
- Donations and gifts (bequeathments, corporate partnerships, etc.).

The major funding mechanisms will be briefly discussed in the following section.

(a) Direct County Support

The County Commission has the authority to use monies from the General and/or Coal Severance Fund to assist with the funding of County projects. Previously, several dedicated Capital Outlay funds have been established for this purpose using General Fund revenue. In prior years, these funds have been used to build the Sam Michael's Park Community Center, and to purchase and renovate several other buildings. Among some of the other projects which have benefited from these funds includes the Emergency Communications Center, the Sheriff's Department, and the County Maintenance Facility which are all located in the Bardane Industrial Park. In downtown Charles Town, the Old Jail was renovated for the Circuit Court and most recently, the purchase and renovation of the Gray Building which now houses the Prosecuting Attorney's Office. These funds have also assisted with the mortgage payments for the new Emergency Services Agency building.

(b) General Obligation/Construction Bonds

Only the County Commission and the Board of Education may propose special levies to fund capital projects. In both cases the question of a levy must be placed before the County's voters and must receive a minimum of 60% of the vote.

This type of funding mechanism is rarely used in Jefferson County. The Board of Education has floated several construction bonds which have funded expansion and renovation projects at Jefferson High School and part of the construction costs at Washington High School.

Jefferson County has an appointed Building Commission. The County Commission, through its Building Commission, may borrow money from any type of lending financial institution or issue general obligation bonds. If the loan is to acquire land or construct a building, the deed to the property is transferred from the County Commission (or other entity) to the Building Commission. Generally, the County Commission funds the Building Commission to provide revenue to satisfy the terms of the loan. Building Commissions were specifically granted this authority in order to prevent County Commissions of obligating future Commissions via the issuance of bonds or by securing mortgages or loans¹.

(c) State Support

The only significant source of state-supplied capital funding for the County comes from the State School Building Authority (SBA). This entity sets school construction standards and releases funds, generally for entities that bring significant cash matches. In the past few funding cycles, the Jefferson County Board of Education has used collected impact fee monies as a monetary match. The SBA has responded favorably by providing monies for several construction and school expansion projects. No other entity, including the County Commission, has an equivalent state funding agency.

(d) Federal Support

Unfortunately, Federal monies have not been a predictable or reliable revenue stream to fund capital projects within Jefferson County. The Sheriff's Department has in the past received some Federal monies for capital projects, but historically the funding amounts have been relatively small and random in nature. Federal monies are also available to fund capital projects for EMS entities.

Summary of Impact Fee Fundable Projects

Table 1 lists all *priority 1* projects (described as Urgent/Mandatory on **CIP Form 2**) as requested by each entity. Not all of these projects are eligible for funding by impact fees, but it is important to note that these projects have been described by their respective entities as having Urgent/Mandatory funding needs.

Table 2 lists all Urgent and Non- Urgent capital improvement projects requested by each entity, regardless of being fundable by impact fees. This is each entities' overall "wish list".

Table 3 identifies only those projects that are **impact fee-fundable**, which are eligible for funding by available impact fees, either in whole or in part. Emphasis on approving impact fee expenditure on projects requested is suggested to be for *priority 1* projects first. The Impact Fee Program Specialist has determined which of the projects that are impact fee fundable for FY 2026 based on the current availability of impact fee funds for each of the impact fee categories and their associated bank accounts, prior and current allocation sources, along with the impact fee collection projections for the remainder of FY 2025.

¹ See WV Code §8-30 *et seq.*

Table 1. FY 2026 Priority 1 Projects (Urgent/Mandatory) - All Funding Sources

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2029	Yr 4 FY 2030	Yr 5 FY 2031
Jefferson County Board of Education											
1	1	High School Auxiliary Gym	\$5,088,600	\$1,910,688	\$0	\$3,177,912	\$0	\$0	\$0	\$0	\$0
2	1	ROTC Wing at Jefferson High School	\$1,650,000	\$0	\$1,650,000	\$0	\$0	\$0	\$0	\$0	\$0
3	1	New High School	\$75,400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4	1	Impact Fee Study	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0
TOTALS			\$82,168,600	\$1,910,688	\$1,650,000	\$3,177,912	\$0	\$0	\$0	\$30,000	\$0
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
TOTALS			\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
Jefferson County Administrative and Court Facilities											
1	1	393 N. Lawrence Street, Charles Town, WV	\$19,100,000	\$0	\$568,342	\$0	\$568,342	\$568,342	\$568,342	\$568,342	\$568,342
2	1	County Administrative Facilities/Courts - Prosecutor Cost Recovery	\$180,222	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$2,660.15	\$0	\$0
			\$19,280,222	\$0	\$593,342	\$25,000	\$593,342	\$593,342	\$571,002.15	\$568,342	\$568,342

Table 2. FY 2026 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2028	Yr 4 FY 2030	Yr 5 FY 2031
Jefferson County Board of Education											
1	1	High School Auxiliary Gym ROTC Wing at Jefferson	\$5,088,600	\$1,910,688	\$0	\$3,177,912	\$0	\$0	\$0	\$0	\$0
2	1	High School	\$1,650,000	\$0	\$1,650,000	\$0	\$0	\$0	\$0	\$0	\$0
3	1	New High School	\$75,400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4	1	Impact Fee Study	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0
TOTALS			\$82,168,600	\$1,910,688	\$1,650,000	\$3,177,912	\$0	\$0	\$0	\$30,000	\$0
Sheriff of Jefferson County											
1	2	Weapons Training Qualifications Range Exterior Expansion	\$100,000	\$0	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$0	\$0
2	2	Temporary Sheriff's Office Space Storage Garage	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0
3	2	Interior Expansion Temporary Sheriff's Office Space	\$300,000	\$0	\$150,000	\$0	\$150,000	\$0	\$0	\$0	\$0
4	2	Mobile Data Terminal System for Police Vehicles	\$184,500	\$0	\$0	\$0	\$31,500	\$31,500	\$10,000	\$50,000	\$61,500
5	2	Jefferson County Public Safety Center (50%)	\$7,000,000	\$0	\$1,500,000	\$0	\$1,500,000	\$2,000,000	\$2,000,000	\$0	\$0
6	2	Purchase of Police Cruisers x 18	\$900,000	\$0	\$0	\$0	\$175,000	\$175,000	\$175,000	\$175,000	\$200,000
TOTALS			\$9,234,500	\$0	\$1,750,000	\$0	\$1,881,500	\$2,231,500	\$2,210,000	\$225,000	\$261,500
Jefferson County Parks & Recreation Commission											
1	2	James Hite Park (Utilities)	\$1,800,000	\$0	\$0	\$0	\$0	\$100,000	\$850,000	\$850,000	\$0
2	2	Department Vehicle (Maintenance)	\$60,000	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0
3	2	Land Acquisition Sam Michael's Park	\$2,000,000	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$0	\$0
4	2	(Community Center Design & Expansion)	\$2,500,000	\$0	\$100,000	\$0	\$2,400,000	\$0	\$0	\$0	\$0
5	3	South Jefferson Park (Master Plan)	\$75,000	\$0	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0

Table 2. FY 2026 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2028	Yr 4 FY 2030	Yr 5 FY 2031
6	2	Sam Michaels Park Splashpad	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
7	2	James Hite Park (Dog Park)	\$78,000	\$0	\$0	\$0	\$0	\$0	\$78,000	\$0	\$0
8	2	James Hite Park (Phase III Development)	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000
9	2	2026 Parks Master Plan	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
10	2	Sam Michaels Park (Artificial Turf Field)	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$0
11	2	Sam Michaels Park (Amphitheater-Phase III)	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$0
12	2	Program Support Vehicle	\$40,000	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0
13	2	James Hite Park (Tennis/Pickleball Courts)	\$425,000	\$0	\$275,000	\$150,000	\$0	\$0	\$0	\$0	\$0
14	2	Leetown Park (Multipurpose Field)	\$60,000	\$0	\$50,231.70	\$9,768.30	\$0	\$0	\$0	\$0	\$0
15	2	Sam Michaels Park (AMP- Orchestra Pit)	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
16	2	Mobile Recreation Vehicle (Van)	\$45,000	\$0	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0
17	2	Moulton Park (Parking)	\$85,000	\$0	\$85,000	\$0	\$0	\$0	\$0	\$0	\$0
18	2	Moulton Park (Phase I)	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0
19	2	Sam Michaels Park (Dog Park Expansion Design/Construction)	\$100,000	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$11,868,000	\$9,768.30	\$970,231.70	\$209,768.30	\$4,695,000	\$215,000	\$1,928,000	\$2,850,000	\$1,250,000
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
		Jefferson County Public									
2	2	Safety Center (50%)	\$5,100,000	\$0	\$200,000	\$0	\$2,450,000	\$2,450,000	\$0	\$0	\$0
TOTALS			\$5,620,328	\$0	\$281,000	\$0	\$2,531,000	\$2,531,000	\$81,000	\$81,000	\$81,000

Table 2. FY 2026 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2028	Yr 4 FY 2030	Yr 5 FY 2031
Jefferson County Administrative Facilities											
1	1	393 N. Lawrence Street, Charles Town, WV County Administrative Facilities/Courts -	\$19,100,000	\$0	\$568,342	\$0	\$568,342	\$568,342	\$568,342	\$568,342	\$568,342
2	1	Prosecutor Cost Recovery	\$180,222	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$2,660.15	\$0	\$0
			\$19,280,222	\$0	\$593,342	\$25,000	\$593,342	\$593,342	\$571,002.15	\$568,342	\$568,342

Table 3. FY 2026 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2029	Yr 4 FY 2030	Yr 5 FY 2031
Jefferson County Board of Education											
1	1	High School Auxiliary Gym ROTC Wing at Jefferson	\$5,088,600	\$1,910,688	\$0	\$3,177,912	\$0	\$0	\$0	\$0	\$0
2	1	High School	\$1,650,000	\$0	\$1,650,000	\$0	\$0	\$0	\$0	\$0	\$0
3	1	New High School	\$75,400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4	1	Impact Fee Study	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0
TOTALS			\$82,168,600	\$1,910,688	\$1,650,000	\$3,177,912	\$0	\$0	\$0	\$30,000	\$0

Impact Fee Specialist Recommendations – Jefferson County Board of Education				
#	Pri	Project	Fee Funding Potential	Comments
1	1	High School Auxiliary Gym	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$3,174,651 in the "High School Facilities/Building" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$1,973,423 on June 30, 2025. Full funding is currently available in the School account for this \$1,910,688 request, in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. This project previously approved in FY 2023 as modified on 3 November 2022 during regular County Commission meeting.
2	1	ROTC Wing at Jefferson High School	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$3,174,651 in the "High School Facilities/Building" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$1,973,423 on June 30, 2025. This appears to be a one-time request for this project and is contingent upon availability of funds collected as of 1 June 2025. However, after funding the \$1,910,988 for the High School Auxiliary Gym, it appears that there will only be approximately \$70,000 available towards the ROTC Wing at Jefferson High School.

Sheriff of Jefferson County											
1	2	Weapons Training Qualifications Range Exterior Expansion	\$100,000	\$0	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$0	\$0
2	2	Temporary Sheriff's Office Space Storage Garage	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0
3	2	Interior Expansion Temporary Sheriff's	\$300,000	\$0	\$150,000	\$0	\$150,000	\$0	\$0	\$0	\$0

Table 3. FY 2026 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2029	Yr 4 FY 2030	Yr 5 FY 2031
		Office Space									
5	2	Jefferson County Public Safety Center (50%)	\$7,000,000	\$0	\$1,500,000	\$0	\$1,500,000	\$2,000,000	\$2,000,000	\$0	\$0
TOTALS			\$7,475,000	\$0	\$1,750,000	\$0	\$1,675,000	\$2,025,000	\$2,025,000	\$0	\$0

Impact Fee Specialist Recommendations – Sheriff of Jefferson County				
#	Pri	Project	Fee Funding Potential	Comments
1	2	Weapons Training Qualifications Range	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$450,757 in the "Sheriff Facilities" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$569,176 on June 30, 2025. Full funding is currently available in the Law Enforcement account for this \$25,000 request, in FY 2026. The CIP impact fees funding request through FY 2031 is \$75,000 and is currently available, which completes this funding request.
2	2	Exterior Expansion Temporary Sheriff's Office Space Storage Garage	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$450,757 in the "Sheriff Facilities" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$569,176 on June 30, 2025. Full funding is currently available in the Law Enforcement account for this \$75,000 request, in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.
3	2	Internal Expansion of Temporary Sheriff's Office Space	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$450,757 in the "Sheriff Facilities" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$569,176 on June 30, 2025. Full funding is currently available in the Law Enforcement account for this \$150,000 request, in FY 2026. The CIP impact fees funding request through FY 2031 is \$150,000 and is currently available, which completes this funding request.
5	2	Jefferson County Public Safety Center (50%)	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$450,757 in the "Sheriff Facilities" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$569,176 on June 30, 2025. Funding is currently available in the Law Enforcement account for \$300,000, in FY 2026 for this project. The CIP impact fees funding request through FY 2031 exceeds funding available and another funding source may have to be used to complete this request.

Table 3. FY 2026 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2029	Yr 4 FY 2030	Yr 5 FY 2031
Jefferson County Parks & Recreation Commission											
4	2	Sam Michael's Park (Community Center Design & Expansion)	\$2,500,000	\$0	\$100,000	\$0	\$2,400,000	\$0	\$0	\$0	\$0
9	3	2026 Parks Master Plan	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
13	2	James Hite Park (Tennis/Pickleball Courts)	\$425,000	\$0	\$275,000	\$150,000	\$0	\$0	\$0	\$0	\$0
14	2	Leetown Park (Multipurpose Field)	\$60,000	\$0	\$50,231.70	\$9,768.30	\$0	\$0	\$0	\$0	\$0
17	2	Moulton Park (Parking)	\$85,000	\$0	\$85,000	\$0	\$0	\$0	\$0	\$0	\$0
18	2	Moulton Park (Phase I)	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0
19	2	Sam Michaels Park (Dog Park Expansion Design/Construction)	\$100,000	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$3,270,000	\$9,768.30	\$560,231.70	\$209,768.30	\$2,400,000	\$0	\$0	\$0	\$0

Impact Fee Specialist Recommendations – Jefferson County Parks & Recreation Commission				
#	Pri	Project	Fee Funding Potential	Comments
4	2	Sam Michael's Park (Community Center Design & Expansion)	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$577,233 in the "Recreation Center Space" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$643,295 on June 30, 2025. Full funding is currently available in the Parks and Rec impact fee account for this \$100,000 request, in FY 2026. The CIP impact fees funding request through FY 2031 exceeds funding available and another funding source will have to be used to complete this request.
9	3	2026 Parks Master Plan	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$1,491,547 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,837,327 on June 30, 2025. Full funding is currently available in the Parks and Rec impact fee account for this \$100,000 request, in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.
13	2	James Hite Park (Tennis/Pickleball Courts)	Eligible for Full Funding due to being	As of December 31, 2024, the remaining allocation amount is \$1,491,547 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,837,327 on June 30, 2025.

Table 3. FY 2026 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2029	Yr 4 FY 2030	Yr 5 FY 2031
				for new growth	Funding for this project is available in the Parks and Rec impact fee account for this \$200,000 request in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$150,000 of funding from other sources.						
14	2	Leetown Park (Multipurpose Field)		Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$1,491,547 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,837,327 on June 30, 2025. Funding for this project is available in the Parks and Rec impact fee account for this \$50,231.70 request in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$9,768.30 of funding from other sources.						
17	2	Moulton Park (Parking)		Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$1,491,547 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,837,327 on June 30, 2025. Funding for this project is available in the Parks and Rec impact fee account for this \$85,000 request in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						
18	2	Moulton Park (Phase I)		Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$1,491,547 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,837,327 on June 30, 2025. Funding for this project is available in the Parks and Rec impact fee account for this \$250,000 request in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						
19	2	Sam Michaels Park (Dog Park Expansion Design/Construction)		Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$1,491,547 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,837,327 on June 30, 2025. Funding for this project is available in the Parks and Rec impact fee account for this \$50,000 request in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$50,000 of funding from other sources.						

Table 3. FY 2026 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2029	Yr 4 FY 2030	Yr 5 FY 2031
Jefferson County Emergency Services Agency (EMS)											
1	1	JCESA Building Mortgage	\$520,328		\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000
2	2	Jefferson County Public Safety Center (50%)	\$5,100,000		\$0	\$200,000	\$0	\$2,450,000	\$2,450,000	\$0	\$0
TOTALS			\$5,620,328		\$0	\$281,000	\$0	\$2,531,000	\$2,531,000	\$81,000	\$81,000

Impact Fee Specialist Recommendations – Jefferson County Emergency Services Agency (EMS)				
#	Pri	Project	Fee Funding Potential	Comments
1	1	JCESA Building Mortgage	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$80,661 in the "EMS Facilities (16 Street & new Bardane Station)" capital category of this project. This request is fundable up to future growth's cost of \$520,328. However, fully funding the current request is contingent upon availability of funds in the EMS impact fee account; which is projected to have an estimated balance of only \$468,364 on June 30, 2024. Funding for this project is available in the EMS impact fee account for the full \$81,000. Funding of the mortgage ends June 2025.
2	2	Jefferson County Public Safety Center (50%)	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$80,661 in the "EMS Facilities (16 Street & new Bardane Station)" capital category of this project. This request is fundable up to future growth's cost of \$520,328. However, fully funding the current request is contingent upon availability of funds in the EMS impact fee account; which is projected to have an estimated balance of only \$468,364 on June 30, 2024. Funding for this project is available in the EMS impact fee account for in the amount of \$75,000 only, not the full \$200,000 request. However, it appears that there will be insufficient funding in future fiscal years to pay the future \$2,450,000 in FY 2027 and FY 2028.

Jefferson County Administrative Facilities											
1	1	393 N. Lawrence Street County Administrative Facilities/Courts - Prosecutor Cost	\$19,100,000		\$0	\$568,342	\$0	\$568,342	\$568,342	\$568,342	\$568,342
2	1	Recovery	\$180,222		\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$2,660.15	\$0
TOTALS			\$19,280,222		\$0	\$593,342	\$25,000	\$593,342	\$593,342	\$571,002.15	\$568,342

Impact Fee Specialist Recommendations – Jefferson County Administrative Facilities											
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Table 3. FY 2026 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2029	Yr 4 FY 2030	Yr 5 FY 2031
#	Pri	Project	Fee Funding Potential	Comments							
1	1	393 N. Lawrence Street	Eligible for Full Funding due to being for new growth	<p>As of December 31, 2024, the remaining allocation amount is \$105,972 in the "County Administrative Space (393 Building)" capital category of this project. This request is fundable up to future growth's cost of \$520,328. However, fully funding the current request is contingent upon availability of funds in the Administrative Facilities impact fee account; which is projected to have an estimated balance of only \$131,318 on June 30, 2024.</p> <p>Funding for this project is available in the Administrative Facilities impact fee account in the amount of \$100,000. However, it appears that there will be insufficient funding in future fiscal years to pay the full \$568,342 fully from impact fee funds; the County Commission will need to find another funding source.</p>							
2	1	County Administrative Facilities/Courts - Prosecutor Cost Recovery	Not Fee Fundable	<p>As of December 31, 2024, the remaining allocation amount is \$105,972 in the "County Administrative Space (393 Building)" capital category of this project. This request is fundable up to future growth's cost of \$520,328. However, fully funding the current request is contingent upon availability of funds in the Administrative Facilities impact fee account; which is projected to have an estimated balance of only \$131,318 on June 30, 2024.</p> <p>Funding for this project ended after FY 2025..</p>							

Impact Fee Program Specialist's Notes

(e) Authority

Pursuant to West Virginia State Code, Chapter 7, Article 20, Section 6 (§7-20-6) counties which have enabled impact fees must maintain a Impact Fee Program Capital Improvement Plan. Only the projects listed on this CIP are eligible for funding by impact fees (either in whole or in part). Whether a project may be wholly or only partially funded depends upon whether the project is exclusively needed due to new growth or is only partially required due to conditions of new growth (see §7-20-3 (h) and (i) for definitions of “proportionate share” and “reasonable benefit”).

The requirement for a yearly Impact Fee Program Capital Improvement Plan, and the identification of **Impact Fee Fundable** projects, is outlined in Jefferson County Impact Fee Procedures Ordinance 2003-1 Section 3(C) *et seq.*

Any subsequent changes to the approved Capital Improvement Plan shall be approved by the County Commission.

(f) Overview

The role of the Impact Fee Program Specialist is to identify projects from the Impact Fee Program Capital Improvement Plan which are eligible for funding. This is done for each capital category for each entity for which impact fees are collected (Impact Fees Ordinance 2003-1 Section 6(A)(2)(b)).

There are two important decision points made when considering each project:

1. Does the project represent expansion of an acknowledged capital category?
 - a. If the answer is **no** (in other words the project may represent maintenance or replacement, or an effort to increase the *standard of service*), then the project is ineligible for funding using impact fees. However, it is important to note that such projects **may be** eligible for funding by other revenue sources.
 - b. If the answer is **yes**, then the project is eligible, and the second decision point applies.
2. Is the requested project necessary only because of new growth?
 - a. If the answer is **yes**, then the project is potentially **fully impact fee-fundable**.
 - b. If the answer is **no** (generally because there is a repair, replacement, or increase in the standard of service component), then the project is usually only **partially fundable** by impact fees.

In cases where a project may be funded using impact fees, the Impact Fee Program Specialist examines the current cash flow analysis to determine how much in collected funds is attributed to the relevant capital category (i.e. schools, land, buildings, equipment, vehicles). The cash flow analysis also tracks fee disbursement over time, so it is a useful tool for providing guidance on overall spending trends. The cash flow analyses for each of the fee categories are presented on the following pages.

Cash Flow Analyses

The following 5 tables constitute the official cash flow analyses for each of the five impact fee categories:

- Jefferson County Board of Education [School]
- Sheriff of Jefferson County [Law Enforcement]
- Jefferson County Parks & Recreation Commission [Parks and Recreation]
- Jefferson County Emergency Services Agency [EMS]
- Jefferson County Administrative Facilities [Administrative Facilities]

The revenue and expenditures data are cumulative from the beginning of the respective fee collection start date through January 1, 2025 (50% of FY 2025). The projected balance runs to July 1, 2025, which is the end of FY 2025 and the start of FY 2026.

For the purposes of projecting the cash flow analysis from 1 January 2025 through 30 June 2025, it was assumed that the County growth rate for the period of 1 January 2025 through 30 June 2025, will be approximate and equal to the same time period last year. During this period, there were 450 new single family detached structures (of which 1 qualified for the Affordable Housing Discount), 0 new townhouse structures, 0 duplex structures, and 0 multi-family units. For projecting the future cash flow from 1 January 2025 through 30 June 2025, we assumed the following:

450	Single-family units
0	Townhouse units
0	Duplex units
0	Multi-family units

While there were eight commercial development projects in CY 2024, the amount of impact fees collected due to commercial development, during the same cash flow projection time period last year, is \$0.00. The amount of commercial impact fees collected is insignificant and therefore is not considered in the cash flow projection.

Schools - Percent Allocation & Amount Available by Capital Category

(Target Allocation % based on 2024 LOS Recalculation Study)

Balance as of 31 December 2024									
Capital Category							31 December 2024 Capital Category Amount Available	Comments	
		2015 Study Allocation Percent		Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended		
<u>2015 Study Capital Categories</u>									
Elementary School & Land		Froze as of 09/02/2021	29.2%	\$33,217,437	29.2%	\$9,699,492	\$9,831,839	-\$132,348	Fund
Middle School/High School & Land and Study		Froze as of 09/02/2021	67.8%	\$33,217,437	67.8%	\$22,521,422	\$19,346,772	\$3,174,651	Fund
Administrative Offices & Maintenance Shop		Froze as of 09/02/2021	3.0%	\$33,217,437	3.0%	<u>\$996,523</u>	<u>\$2,048,228</u>	<u>-\$1,051,705</u>	Capital Category Overspent
									Previously Allocated Funds Available. Revenue Collected and Allocations Frozen in Place in 9/02/2021
					100.0%	\$33,217,437	\$31,226,839	\$1,990,598	
<u>2021 Study Capital Category</u>		2021 Study Allocation Percent							
High Schools Facilities and Study			100.0%	\$2,307	100.0%	<u>\$2,307</u>	<u>\$0</u>	<u>\$2,307</u>	Beginning 9/03/2021 Additional Funds Available for High Schools Only.
Grand Total for Schools =						\$33,219,744	\$31,226,839	\$1,992,905	(Total Funds Available)

Balance Projected through 30 June, 2025									
Capital Category			Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Allocation	Total Expended	June 30, 2025 Projected Capital Category Amount Available	Comments	
<u>2015 Study Capital Categories</u>		2015 Study Allocation Percent							
Elementary School & Land		Froze as of 09/02/2021	29.2%	\$33,217,437	29.2%	\$9,699,492	\$9,831,839	-\$132,348	Do Not Fund
Middle School/High School & Land and Study		Froze as of 09/02/2021	67.8%	\$33,217,437	67.8%	\$22,521,422	\$19,346,772	\$3,174,651	Carry Over to High Schools
Administrative Offices & Maintenance Shop		Froze as of 09/02/2021	3.0%	\$33,217,437	3.0%	\$996,523	\$2,048,228	-\$1,051,705	Do Not Fund
					\$33,217,437	\$31,226,839	\$1,990,598		
<u>2024 Study Capital Category</u>		2024 Study Allocation Percent							
High Schools Facilities/Building (no land)			99.9%	\$33,220,194	99.9%	\$33,200,262	\$31,226,839	\$1,973,423	Fund
2029 Impact Fee Report			0.1%	\$33,220,194	0.1%	\$19,932	\$0	\$19,932	Fund
			100.0%						
Grand Total for Schools =					100%	\$33,220,194	\$31,226,839	\$1,993,355	(Projected Funds Available)

*Calculated Based on December 4, 2024 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Fig. S6)

Law Enforcement - Percent Allocation & Amount Available by Capital Category

(Target Allocation % based on 2024 LOS Recalculation Study)

Balance as of 31 December 2024									
Capital Category	Cost Per Person (Level of Service*)	Percent of Total Cost per Person*	Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	December 31, 2024 Capital Category Amount Available		
	(2024 Study, Fig. L7)								
Sheriff Facilities & Study	\$74.01	46.6%	\$1,071,047	46.6%	\$499,264	\$48,507	\$450,757	Fund	
Sheriff Vehicles & Equipment	\$84.76	53.4%	\$1,071,047	53.4%	\$571,783	\$254,665	\$317,118	Fund	
Total for Sheriff/Law Enforcement =	\$158.77	100%		100%	\$1,071,047	\$303,172	\$767,875	(Total Funds Available)	

Balance Projected through 30 June, 2025						
Capital Category	Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Allocation	Total Expended	June 30, 2025 Projected Capital Category Amount Available	Comments
Sheriff Facilities (new Bardane Sheriff Dept Bldg.)	\$1,357,247	45.5%	\$617,683	\$48,507	\$569,176	Fund This Category
Sheriff Vehicles & Equipment	\$1,357,247	53.4%	\$724,634	\$254,665	\$469,969	Fund This Category
2029 Impact Fee Report	\$1,357,247	1.1%	\$15,065	\$0	\$15,065	Fund This Category
Total for Sheriff/Law Enforcement =		100%	\$1,357,382	\$303,172	\$1,054,210	(Projected Funds Available)

*Calculated Based on December 4, 2024 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Fig. L7)

Parks & Recreation - Percent Allocation & Amount Available by Capital Category

(Target Allocation % based on 2024 LOS Recalculation Study)

Balance as of 31 December 2024									
Capital Category	Cost Per Person (Level of Service*)	Percent of Total Cost per Person	Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	December 31, 2024 Capital Category Amount Available	Comments	
	(2024 Study, Fig. P11)								
Park Improvements	\$322.91	67.9%	\$4,447,097	67.9%	\$3,021,358	\$1,529,811	\$1,491,547	Fund	
Park Land	\$80.10	16.9%	\$4,447,097	16.9%	\$749,336	\$564,450	\$184,886	Fund	
Recreation Center Space	\$61.67	13.0%	\$4,447,097	13.0%	\$577,233	\$0	\$577,233		
Park Vehicles & Equipment	\$8.51	1.8%	\$4,447,097	1.8%	\$79,603	\$90,815	-\$11,212	Capital Category Overspent	
Impact Fee Report	\$2.08	0.4%	\$4,447,097	0.4%	\$19,567	\$0	\$19,567		
Total for Parks & Recreation =	\$475.27	100.00%		100.0%	\$4,447,097	\$2,185,076	\$2,262,021	(Total Funds Available)	

Balance Projected through June 30, 2025						
Capital Category	Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Projected Revenue Allocation	Capital Category Revenue Expended	June 30, 2025 Projected Capital Category Amount Available	Comments
Park Improvements	\$4,956,047	67.9%	\$3,367,138.47	\$1,529,811	\$1,837,327.26	Fund
Park Land	\$4,956,047	16.9%	\$835,093.95	\$564,450	\$270,643.95	Fund
Recreation Center Space	\$4,956,047	13.0%	\$643,295	\$0	\$643,295	Fund
Park Vehicles & Equipment	\$4,956,047	1.8%	\$88,713	\$90,815	-\$2,102	Do Not Fund
Impact Fee Report	\$4,956,047	0.4%	\$21,807	\$0	\$21,807	Fund This Category
Total for Parks & Recreation =		100%	\$4,956,047	\$2,185,076	\$2,770,971	(Projected Funds Available)

*Calculated Based on December 4, 2024 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Figure, P11).

Emergency Services - Percent Allocation & Amount Available by Capital Category

(Target Allocation % based on 2024 LOS Recalculation Study)

Balance as of 31 December 2024								
Capital Category	Cost Per Person (Level of Service*)	Percent of Total Cost per Person*	Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	December 31, 2024 Capital Category Amount Available	Comments
EMS Bldg. Mortgage (16th Street Bldg.) Vehicles & Equipment Total for Emergency Services =			\$1,864,746	Amt Froze	\$708,603	\$627,942	\$80,661	Capital Category Overspent
			\$1,864,746	62.0%	\$1,156,143	\$1,122,451	\$33,692	Fund
					\$1,864,746	\$1,750,393	\$114,353	(Total Funds Available)

Balance Projected through 30 June, 2025									
Capital Category				Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Allocation	Total Expended	June 30, 2025 Projected Capital Category Amount Available	Comments
EMS Facilities (16th Street & New Bardane Station)	(2024 Study, Fig. E7)	\$117.37	57.2%	\$1,918,296	57.2%	\$1,096,306	\$627,942	\$468,364	Fund
EMS Vehicles & Equipment		\$86.98	42.4%	\$1,918,296	42.4%	\$812,398	\$1,122,451	-\$310,052	Do Not Fund
2029 Impact Fee Study		\$1.02	0.5%	\$1,918,296	0.5%	\$9,591	\$0	\$9,591	Fund
Total for Emergency Services =					100%	\$1,918,296	\$1,750,393	\$167,903	(Projected Funds Available)
		\$205.37	100%						

*Calculated Based on December 4, 2024 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Fig. E7)

Administrative Facilities - Percent Allocation & Amount Available by Capital Category

(Target Allocation % based on 2024 LOS Recalculation Study)

Balance as of 31 December 2024								
Capital Category	Cost Per Person (Level of Service*)	Percent of Total Cost per Person	Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	31 December 2024 Capital Category Amount Available	Comments
Court Facilities (Existing Facilities Cost Recovery) & Study	(2024 Study, Fig. CA6)							
	\$383.61	100.0%	\$112,440	100.0%	\$112,440	\$6,468	\$105,972	New Impact Fee Entity in 2021
Total for Administrative Facilities =	\$383.61	100.00%		100.0%	\$112,440	\$6,468	\$105,972	(Total Funds Available)

Balance Projected through June 30, 2025								
Capital Category			Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Projected Revenue Allocation	Capital Category Revenue Expended	June 30, 2025 Projected Capital Category Amount Available	Comments
County Administrative Space (Prosecutor & 393 Building)	\$382.75	99.78%	\$138,090	99.8%	\$137,786	\$6,468	\$131,318	Funds Transfer to CC General Fund as Repayment for Funds Already Expended for Debt Service
2029 Impact Fee Report	\$0.86	0.22%	\$138,090	0.2%	\$304	\$0	\$304	Fund
Total for Administrative Facilities =	\$383.61	100.00%		100%	\$138,090	\$6,468	\$131,622	(Projected Funds Available)

*Calculated Based on December 4, 2024 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Figure, CA6).

CIP FORM 1

Jefferson County Govenment

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Board of Education

(1)	(2)	(3)	(4)	(5)	(6)	(7)				
Pri No	PROJECT NAME DESCRIPTION	ESTIMATED TOTAL COST	PRIOR ALLOC. SOURCE	CURRENT REQUEST FY 2026	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
2	Impact Fee Study	30000	0	0	0	0	0	0	30000	0
2	New High School	75400000	0	0	0	0	0	0	0	0
2	High School Auxilliary Gym	5088600	1910688	0	3177912	0	0	0	0	0
1	ROTC Wing at Jefferson High School	1650000	0	1650000	0	0	0	0	0	0

Divider 1

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Sheriff of Jefferson County

(1)	(2)	(3)	(4)	(5)	(6)	(7)				
Pri No	PROJECT NAME DESCRIPTION	ESTIMATED TOTAL COST	PRIOR ALLOC. SOURCE	CURRENT REQUEST FY 2026	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
2	Weapons Training Qualifications Range	100000	25000	25000	0	25000	25000	25000	0	0
2	Expansion Temporary Sheriff's Office Space	1200000	0	600000	0	400000	100000	100000	0	0
2	Internal Expansion Temporary Sheriff's Office Space	300000	200000	150000	0	150000	0	0	0	0
2	Mobile Data Terminal System for Police Vehicles	184500	0	0	0	31500	31500	10000	50000	61500
2	Jefferson County Public Safety Center (50%)	7000000	75000	1500000	0	1500000	2000000	2000000	0	0
2	Purchase of Police Cruisers x 18	900000	0	0	0	175000	175000	175000	175000	200000

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/6/2024

Project Title: Weapons Training Qualifications Range

Project Type: Construction

Project Location: Jefferson County

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.

☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This is for the continued modernization and expansion of the existing firearms range.

Estimated Total Cost of Project (\$) \$100,000.00

Funding Request Breakdown by Year (\$): \$25,000.00 (FY 2026) Current Request

(FY 2027) All Other Sources

\$25,000.00 (FY 2027) Out Year 2

\$25,000.00 (FY 2028) Out Year 3

\$25,000.00 (FY 2029) Out Year 4

\$0.00 (FY 2030) Out Year 5

\$0.00 (FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

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☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/6/2024

Project Title: Exterior Expansion of Temporary Sheriff's Office Space

Project Type: Construction

Project Location: 102 Industrial Blvd

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.

☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

As the staff and workings of the Sheriff's office has evolved and grown since moving in to the Temporary Sheriff's Office in 2008 and the workload has increased, there is a need to make expansions to the Temporary Sheriff's Office building to accommodate these changes. A modern evidence room; secure indoor vehicle evidentiary processing area; additional, more functional, storage areas; dedicated washbay, adding additional holding cells and criminal processing area are just a few of the critical areas that need to be addressed. We would also like to purchase a carport for the MWRAP to open up space in the garage for the ability to use that area for the items that can be addressed through an internal expansion, the rest would have to be accomplished through an external expansion of the building. To make this a more permanent facility, the hardening of the outside of the building to properly meet Department of Justice and the Department of Homeland Security requirements and standards for a permanent police station would need to be considered; however, the cost for completing that is not included in this estimate. Additionally, having a dedicated space for the storage of our golf carts and ATVs could open up valuable space in the current garage area. This could be accomplished through erecting a separate building or covered space for these vehicles.

Estimated Total Cost of Project (\$) \$1,200,000.00

Funding Request Breakdown by Year (\$):	<u>\$600,000.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$400,000.00</u>	(FY 2027) Out Year 2
	<u>\$100,000.00</u>	(FY 2028) Out Year 3
	<u>\$100,000.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

CIP FORM 2

Jefferson County Govenment ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe **Date this form prepared:** 12/6/2024

Project Title: Interior Expansion of Temporary Sheriff's Office Space

Project Type: Renovation

Project Location: 102 Industrial Blvd

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.
☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

As the staff and workings of the Sheriff's office has evolved and grown since moving in to the Temporary Sheriff's Office in 2008 and the workload has increased, there is a need to make renovations to the Temporary Sheriff's Office building to accommodate these changes. Additional office space; supervisory offices; private employee meeting room; modernization of conference and training rooms. If the exterior expansion is approved, these improvements could be accomplished through expanding into the current garage area to reimagine its use.

Estimated Total Cost of Project (\$)	<u>\$300,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$150,000.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$150,000.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/6/2024

Project Title: Mobile Data Terminal System for Police Vehicles

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriff's Office

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.
☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

The Jefferson County Sheriff's Office uses Mobile Data Terminals Systems (MDTs) in their cruisers to operate the Computer Aided Dispatch System when on the road. The MDTs enhances the ability to communicate with the emergency communicates center and other police officers, thus reducing the volume of audibly transmitted radio traffic and increasing the security of the transmissions which can provide an additional level of safety to the deputy. These MDTs would go in new vehicles for the expanded police force. As with everything, there is a life expectancy. Additional costs are for replacements and docking stations for newly purchased cruisers that expand the current fleet. The Jefferson County Sheriff's Office purchased the current tablets in 2014. All tablets are currently out of warranty (3 years); therefore, the Jefferson County Sheriff's Office sought grant funding to replace the MDTs as they were beginning to have screen and connectivity issues. Grant funding was awarded for a portion of the tablets; therefore we are decreasing the request for this year, and adjusting for coming years as spares and warranty will hopefully cover gaps, until additional funding can be secured.

Estimated Total Cost of Project (\$)	<u>\$184,500.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$31,500.00</u>	(FY 2027) Out Year 2
	<u>\$31,500.00</u>	(FY 2028) Out Year 3
	<u>\$10,000.00</u>	(FY 2029) Out Year 4
	<u>\$50,000.00</u>	(FY 2030) Out Year 5
	<u>\$61,500.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

CIP FORM 2

☐ Additional pages attached.

Jefferson County Govenment ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/6/2024

Project Title: Purchase of Police Cruisers x 18 (3 per year)

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriff's Office

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.
☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Purchase of eighteen (18) new fully equipped police cruisers to replace high mileage nearly expired vehicles within the department's fleet of vehicles. Through grants and commission allotments, we have expanded our workforce, but have not expanded our fleet. New employees have been placed in to high mileage "spares", thus reducing our pool vehicles for when vehicles are in for routine maintenance or repairs creating the potential that deputies may have stay in the office, until a pool car can become available and endangering the lives of the citizens of Jefferson County. Many of these vehicles are at the end of their serviceability and could become a safety liability if utilized beyond their vehicular life expectancy.

Estimated Total Cost of Project (\$)	<u>\$900,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$175,000.00</u>	(FY 2027) Out Year 2
	<u>\$175,000.00</u>	(FY 2028) Out Year 3
	<u>\$175,000.00</u>	(FY 2029) Out Year 4
	<u>\$175,000.00</u>	(FY 2030) Out Year 5
	<u>\$200,000.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

☐ Additional pages attached.

Divider 2

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission

(1)	(2)	(3)	(4)	(5)	(6)	(7)				
Pri No	PROJECT NAME DESCRIPTION	ESTIMATED TOTAL COST	PRIOR ALLOC. SOURCE	CURRENT REQUEST FY 2026	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
2	James Hite Park (Utilities)	1800000	0	0	0	0	100000	850000	850000	0
2	Department Vehicle (Maintenance)	60000	2	60000	0	0	0	0	0	0
2	Land Acquisition	2000000	0	0	0	2000000	0	0	0	0
2	Sam Michael's Park (Community Center Design & Expansion)	2500000	0	100000	0	2400000	0	0	0	0
3	South Jefferson Park (Master Plan)	75000	0	0	0	0	75000	0	0	0
2	Sam Michaels Park AMP Splashpad	300000	0	0	0	0	0	0	0	300000
2	James Hite Park (Dog Park)	78000	0	0	0	0	0	78000	0	0
2	James Hite Park (Phase III Development)	800000	0	0	0	0	0	0	0	800000
3	2026 Parks Master Plan	100000	0	100000	0	0	0	0	0	0

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission

(1)	(2)	(3)	(4)	(5)	(6)	(7)				
Pri No	PROJECT NAME DESCRIPTION	ESTIMATED TOTAL COST	PRIOR ALLOC. SOURCE	CURRENT REQUEST FY 2026	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
2	Sam Michaels Park (Artificial Turf Field)	1000000	0	0	0	0	0	1000000	0	0
2	Sam Michaels Park (Amphitheater-Phase III)	2000000	0	0	0	0	0	0	2000000	0
2	Program Support Vehicle	40000	0	0	0	0	40000	0	0	0
2	James Hite Park (Tennis/Pickleball Courts)	425000	0	275000	150000	0	0	0	0	0
1	Leetown Park (Multipurpose Field)	60000	9768.3	50231.7	0	0	0	0	0	0
2	Sam Michaels Park (AMP-Orchestra Pit)	150000	0	0	0	0	0	0	0	150000
2	Mobile Recreation Vehicle (Van)	45000	0	0	0	45000	0	0	0	0
2	Moulton Park (Parking)	85000	0	85000	0	0	0	0	0	0
2	Moulton Park (Phase I)	250000	0	0	0	250000	0	0	0	0

CIP FORM 1

Jefferson County Govenment

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission

(1)	(2)	(3)	(4)	(5)	(6)	(7)				
Pri No	PROJECT NAME DESCRIPTION	ESTIMATED TOTAL COST	PRIOR ALLOC. SOURCE	CURRENT REQUEST FY 2026	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
2	Sam Michaels Park (Dog Park Expansion Design/Construction)	100000	0	50000	50000	0	0	0	0	0

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2024

Project Title: James Hite Park (Utilities)

Project Type: Construction

Project Location: James Hite Park

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.

☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. The project involves design, planning, and construction to install infrastructure at James Hite Park. Infrastructure is necessary to begin Phase II development. Improvements may include but are not limited to: electric, water, and septic. As part of this year's request, site plans and construction documents would be bid for development of utilities over the next two years.

Estimated Total Cost of Project (\$)	<u>\$1,800,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$100,000.00</u>	(FY 2028) Out Year 3
	<u>\$850,000.00</u>	(FY 2029) Out Year 4
	<u>\$850,000.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures.

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 12/12/2024

Project Title: Department Vehicle (Maintenance)

Project Type: Acquisition of Major Equipment

Project Location: Stored at JCPRC Maintenance Building to be used throughout the county.

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.
☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

The JCPRC has three maintenance vehicles to maintain 9 parks and over 400 acres of parkland that is spread across Jefferson County. Additional vehicles are needed to maintain the parks as well as transport additional maintenance staff, that will be hired for park maintenance.

Estimated Total Cost of Project (\$)	<u>\$60,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$60,000.00</u>	(FY 2026) Current Request
	<u> </u>	(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2024

Project Title: Land Acquisition

Project Type: Land Acquisition

Project Location: Jefferson County

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.

☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

Even with the modest growth projected in Envision Jefferson 2035, the Jefferson County's Comprehensive Plan prepared in 2015, there will be a substantial increase in population over the next 20 to 30 years in Jefferson County. An important value of a comprehensive planning effort, whether broadly considered or topic specific, is to ensure that as community population and demographic changes occur, Jefferson County is well prepared for those changes. Based on project population growth with the targeted growth management areas within the Comprehensive Plan, there will be a need for additional parkland. Since Jefferson County's parks are already considered under-sized by typical county level standards, it is suggested that lands that are specifically adjacent to existing parklands should be given a priority in order to build upon existing resources. The JCPRC has an interest in a property that fits into this category and into the parks master plan. The property would expand green space in Jefferson County by close to 200 acres.

Estimated Total Cost of Project (\$) \$2,000,000.00

Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$2,000,000.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.



Jefferson County Govenment
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2024

Project Title: Sam Michaels Park (Community Center Expansion Design)

Project Type: Construction

Project Location: Sam Michaels Park

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.
☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. There is a great need for additional indoor recreation space. JCPRC offers over 400 programs per year in addition to providing gym space for recreational and travel sport leagues as well as space for birthday parties, banquets, reunions, community events, etc. The community center at Sam Michaels Park needs to be expanded to include office space, gymnasium, indoor turf, a larger fitness center, restrooms, and additional activity and classroom space. JCPRC plans to bid out the design in FY 25/26 to be able to move forward with construction in 2026/2027. This recommendation is consistent with recommendations made in Jefferson County's 2035 Comprehensive Plan as well as the 2016 Parks Master Plan.

Estimated Total Cost of Project (\$)	<u>\$2,500,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$100,000.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$2,400,000.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2024

Project Title: South Jefferson Park (Master Plan)

Project Type: Other

Project Location: Jefferson County

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.

☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Prepare a Master Site Development Plan for the park to address the issue of the preferred mix of facilities within the park. This was discussed and recommended in the 2016 Parks Master Plan.

Estimated Total Cost of Project (\$) \$75,000.00

Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
	<u> </u>	(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$75,000.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2024

Project Title: Sam Michael's Park (Splashpad)

Project Type: Construction

Project Location: Sam Michael's Park

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.
☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. As part of the grand vision for Sam Michaels Park, a small splashpad near the amphitheater is to be constructed. As the concept plan dictates, a splash pad should be constructed to offer additional recreational opportunities to patrons of the park. The splashpad would be ADA accessible and open to the public. Currently, there is no splash park/pad in Jefferson County.

Estimated Total Cost of Project (\$)	<u>\$300,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$300,000.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2024

Project Title: James Hite Park (Dog Park)

Project Type: Construction

Project Location: James Hite Park

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.

☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. The project involves design, planning, and construction of a small and large dog park at James Hite Park. Additionally, the project includes a parking area and ADA access. The dog park will be situated near the center of the park.

Estimated Total Cost of Project (\$) \$78,000.00

Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$78,000.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures.

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2024

Project Title: James Hite Park (Phase III)

Project Type: Construction

Project Location: James Hite Park

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.
☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

The project involves construction of the next Phase of James Hite Park. Currently, James Hite Park consists of athletic fields, pavilions, a playground and walking trail. The next phase would include development and construction of basketball courts, a small tot lot, additional parking, and a skate park.

It is anticipated that multiple components of this improvement will involve partnership initiatives with local user groups assuring their continuous input and cementing their vested interest in the project as well as funding through grants and donations. Thus department resources will be used in conjunction with grant money and matching monies from user groups to achieve these goals. This cost reflects starting the project, by constructing parking and access; not the overall phase.

Estimated Total Cost of Project (\$)	<u>\$800,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
	<u> </u>	(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$800,000.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2024

Project Title: 2026 Parks Master Plan

Project Type: Other

Project Location: Jefferson County

Project Rank: ☐ (1) Urgent/Mandatory ☐ (2) Necessary/Needed ☒ Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.
☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Update the 2016 Parks Master Plan. With continued growth within Jefferson County, it is anticipated that there will be additional requests and needs for park users over the next ten years. Park master plans are used to build visibility and credibility for parks and can help target projects and raise money. By the same token, they can call attention to the park's needs and assets and help staff make decisions that affect the community.

Estimated Total Cost of Project (\$)	\$100,000.00	
Funding Request Breakdown by Year (\$):	\$100,000.00	(FY 2026) Current Request
		(FY 2027) All Other Sources
	\$0.00	(FY 2027) Out Year 2
	\$0.00	(FY 2028) Out Year 3
	\$0.00	(FY 2029) Out Year 4
	\$0.00	(FY 2030) Out Year 5
	\$0.00	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2024

Project Title: Sam Michaels Park (Artificial Turf Field)

Project Type: Construction

Project Location: Sam Michael's Park

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.
☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

An artificial turf field would allow Jefferson County to host tournaments for a variety of sports including soccer, baseball, lacrosse, football, and field hockey. Tournaments would attract families from outside Of Jefferson County who could potentially stay for the weekend and enjoy local sites, restaurants, and shopping. Soccer is one of the most popular sports in the eastern panhandle. In addition to high school and recreational soccer teams, there are two competitive leagues in Jefferson County, keeping hundreds of families and kids traveling outside of the state to play the league games each weekend. A similar situation has been at the forefront and is a concern for baseball leagues as well. Currently, there are limited opportunities for lacrosse or field hockey, however, a turf field would help to alleviate that.

Estimated Total Cost of Project (\$)	<u>\$1,000,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
	<u> </u>	(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$1,000,000.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2024

Project Title: Sam Michael's Park (Amphitheatre-Phase III)

Project Type: Construction

Project Location: Sam Michael's Park

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.
☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Phase I of the project was constructed in 2018. In 2020, an ADA accessible path was added to provide easier access. Phase II realizes construction of a concession stand, ticket booth and restrooms that will be utilized by patrons of the amphitheater. These additions should help JCPRC further generate revenue through booking more performances and the sale of food, beer, and wine at some events. Phase III anticipates the addition of storage, offices, and a green room that will further enhance the AMP project and will allow larger scale artists to be booked into the space. Funding for this project will come from multiple sources, earmarks and grant applications are currently underway.

Estimated Total Cost of Project (\$)	<u>\$2,000,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
	<u> </u>	(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$2,000,000.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on the 2016 Park Master Plan and quotes received from the bidding process.

☐ Additional pages attached.



Jefferson County Govenment

ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2024

Project Title: Program Support Vehicle

Project Type: Acquisition of Major Equipment

Project Location: Stored at JCPRC Maintenance Building to be used throughout the county.

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.

☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

With the expansion of facilities and programs, JCPRC will need to purchase a vehicle that can be used to support recreational programming within the county to move supplies and people.

Estimated Total Cost of Project (\$)	\$40,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2026) Current Request
		(FY 2027) All Other Sources
	\$0.00	(FY 2027) Out Year 2
	\$40,000.00	(FY 2028) Out Year 3
	\$0.00	(FY 2029) Out Year 4
	\$0.00	(FY 2030) Out Year 5
	\$0.00	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on estimates of vehicle costs.

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2024

Project Title: James Hite Park (Pickleball)

Project Type: Construction

Project Location: James Hite Park

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.

☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

The project involves construction of tennis and pickleball courts to continue development of James Hite Park. Currently, there are limited tennis and pickleball courts in the county.

It is anticipated that multiple components of this improvement will involve partnership initiatives and grant funding. Department resources will be used in conjunction with grant money and matching monies from user groups to achieve these goals. It must be noted that cost reflected in this CIP reflect total expected costs were the department to assume the entire cost with no input from grant or partnership funding. A Land and Water Grant has been awarded in the amount of \$150,000 that will be used as a match for this project.

Estimated Total Cost of Project (\$) \$425,000.00

Funding Request Breakdown by Year (\$):	<u>\$275,000.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2024

Project Title: Leetown Park (Multipurpose Field)

Project Type: Construction

Project Location: Sam Michael's Park

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.
☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Construction of a multipurpose field at Leetown Park would provide additional green space for soccer, baseball, lacrosse, football, and field hockey programs to expand to other areas of the county as well as allow for rental income from outside organizations to increase their capacity for games and practices.

Estimated Total Cost of Project (\$)	\$60,000.00	
Funding Request Breakdown by Year (\$):	\$50,231.70	(FY 2026) Current Request
		(FY 2027) All Other Sources
	\$0.00	(FY 2027) Out Year 2
	\$0.00	(FY 2028) Out Year 3
	\$0.00	(FY 2029) Out Year 4
	\$0.00	(FY 2030) Out Year 5
	\$0.00	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 12/12/2024

Project Title: Sam Michaels Park AMP-Orchestra Pit

Project Type: Construction

Project Location: Sam Michaels Park

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.
☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Phase I of the project was constructed in 2018. In 2020, an ADA accessible path was added to provide easier access from the parking area to the festival field. The ADA accessible path that was added in 2020 created easier access to optimal stage viewing from the festival field. The Phase II realizes construction of a concession stand, ticket booth and restrooms that will be utilized by patrons of the amphitheater. The next planned expansion of the AMP venue is to construct an orchestra pit that will expand usage of the facility and provide additional ADA accessible participation in AMP performances. The ADA accessible path that was added in 2020 created easier access to optimal stage viewing from the festival field. The area where the orchestra pit is located, directly in front of the stage, will create greater ADA accessibility to the stage, the stage ADA ramp, and the area that naturally becomes the "dance floor" during performances. This area is currently grass only, so adding concrete will also elevate inclusive participation at performances.

Estimated Total Cost of Project (\$)	<u>\$150,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$150,000.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on the 2016 Park Master Plan and quotes received from previous contractors.

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2024

Project Title: Mobile Recreation Van

Project Type: Acquisition of Major Equipment

Project Location: Vehicle will be stored at Sam Michaels Park and used throughout the county

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.

☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

With the growth in Jefferson County and need to bring recreational programs to all residents of the county, JCPRC intends to expand it's mobile recreation program. With the purchase of an additional vehicle, staff would be able to increase the number of visits and locations they are able to bring recreational activities to.

Estimated Total Cost of Project (\$)	<u>\$45,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$45,000.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on estimates of vehicle costs.

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2024

Project Title: Moulton Park (Parking Lot)

Project Type: Construction

Project Location: Moulton Park

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.
☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

The project involves design and construction of a 150-car parking lot that would sit in the expanded 83-acre parcel at Moulton Park. The new parking lot would help to alleviate parking along Bloomery Road and expand access to the Shenandoah River for residents and visitors alike.

Estimated Total Cost of Project (\$)	<u>\$85,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$85,000.00</u>	(FY 2026) Current Request
	<u> </u>	(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

☐ Additional pages attached.

Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

Capital Improvement Program

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2024

Project Title: Sam Michaels Park (Dog Park)

Project Type: Construction

Project Location: Sam Michaels Park

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.
☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. The project involves the design, planning, and construction of a small dog park at Sam Michaels Park. Expansion of the dog park at Sam Michaels Park would allow an area for large and small dogs. With this addition, more residents would be able to use the dog park. JCPRC will apply for a grant to account for \$50,000 of this project.

Estimated Total Cost of Project (\$)	<u>\$100,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$50,000.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures.

☐ Additional pages attached.

Divider 3

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Emergency Services Agency

(1)	(2)	(3)	(4)	(5)	(6)	(7)				
Pri No	PROJECT NAME DESCRIPTION	ESTIMATED TOTAL COST	PRIOR ALLOC. SOURCE	CURRENT REQUEST FY 2026	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
1	Mortgage for JCESA Main Office	520328	0	81000	0	81000	81000	81000	81000	81000
1	Jefferson County Public Safety Center (50%)	5100000	0	200000	0	2450000	2450000	0	0	0



Jefferson County Government

**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

Prepared By: Mike Sine Date this form prepared: 12/13/2024

Project Title: Mortgage for JCESA Main Office

Project Type: Other

Project Location: 419 16th Ave, Ranson, WV 25438

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.
☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Existing USDA Loan that is paid in monthly installments for the Main Office building and property.

Estimated Total Cost of Project (\$)	<u>\$520,328.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$81,000.00</u>	(FY 2026) Current Request
	<u> </u>	(FY 2027) All Other Sources
	<u>\$81,000.00</u>	(FY 2027) Out Year 2
	<u>\$81,000.00</u>	(FY 2028) Out Year 3
	<u>\$81,000.00</u>	(FY 2029) Out Year 4
	<u>\$81,000.00</u>	(FY 2030) Out Year 5
	<u>\$81,000.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Based on actual mortgage payments for the existing loan.

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Laura Kuhn Date this form prepared: 9/5/2024

Project Title: Public Safety Center

Project Type: Construction

Project Location: Kearneysville, WV

Project Rank: ☐ (1) Urgent/Mandatory ☒ (2) Necessary/Needed ☐ Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.

☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

The JCESA Service Area Report identified locating a station in Kearneysville as one of the top priorities. Additionally, the Sheriff has had concerns with his current building regarding sufficient space and security.

The Public Safety Center would house both EMS and law enforcement.

Estimated Total Cost of Project (\$) \$5,100,000.00

Funding Request Breakdown by Year (\$):	<u>\$200,000.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$2,450,000.00</u>	(FY 2027) Out Year 2
	<u>\$2,450,000.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

☐ Additional pages attached.

Divider 4

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: County Administrative Facilities

(1)	(2)	(3)	(4)	(5)	(6)	(7)				
Pri No	PROJECT NAME DESCRIPTION	ESTIMATED TOTAL COST	PRIOR ALLOC. SOURCE	CURRENT REQUEST FY 2026	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
1	County Administrative Facilities - Prosecutor's Building	180222	0	25000	0	25000	25000	2660.15	0	0
1	393 N. Lawrence Street	19100000	0	568342	0	568342	568342	568342	568342	568342

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Edwina Benites Date this form prepared: 12/27/2024

Project Title: County Administrative Facilities - Prosecutor's Building

Project Type: Other

Project Location: 120 S. George Street, Charles Town, WV 25414

Project Rank: ☒ (1) Urgent/Mandatory ☐ (2) Necessary/Needed ☐ Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.

☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Reimbursement for the acquisition of the Prosecutor's Office building.

Estimated Total Cost of Project (\$) \$180,222.00

Funding Request Breakdown by Year (\$):	<u>\$25,000.00</u>	(FY 2026) Current Request
	<u> </u>	(FY 2027) All Other Sources
	<u>\$25,000.00</u>	(FY 2027) Out Year 2
	<u>\$25,000.00</u>	(FY 2028) Out Year 3
	<u>\$2,660.15</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

☐ Additional pages attached.



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Steve Stolipher

Re: CIP Form 2: Prosecutor's Building

COMMISSIONER
Jack Hefestay

From: Edwina Benites, county administrator
David Bound, chief financial officer

COMMISSIONER
Cara Keys

Date: December 27, 2024

COMMISSIONER
Pasha Majdi

As of December 2, 2024, the current balance of the Administrative Facilities Account was \$102,561.85, with 100% of the impact fees collected for this account for repayment of the Prosecutor's Building. The starting amount to be collected on this building was \$180,222.

COMMISSIONER
Mike Mood

Starting balance:	\$180,222.00
<u>Amount collected:</u>	<u>\$102,561.85</u>

Outstanding balance: \$77,660.15

Estimated amount to be collected per year: \$25,000.00

Payoff estimate:

FY 2026	\$25,000.00
FY 2027	\$25,000.00
FY 2028	\$25,000.00
FY 2029	\$ 2,660.15

Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

Prepared By: Edwina Benites **Date this form prepared:** 12/27/2024

Project Title: 393 N. Lawrence Street

Project Type: Renovation

Project Location: 393 N. Lawrence Street

Project Rank: ☒ (1) Urgent/Mandatory ☐ (2) Necessary/Needed ☐ Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: ☐ This project does not benefit new growth. ☐ This project only benefits new growth.

☒ This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: ☐ Yes ☒ No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Acquisition and relocation of the majority of County departments to enhance constituent services, accommodate future growth, and mitigate rising energy and maintenance expenses.

Estimated Total Cost of Project (\$)	\$19,100,000.00
---	------------------------

Funding Request Breakdown by Year (\$):	<u>\$568,342.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$568,342.00</u>	(FY 2027) Out Year 2
	<u>\$568,342.00</u>	(FY 2028) Out Year 3
	<u>\$568,342.00</u>	(FY 2029) Out Year 4
	<u>\$568,342.00</u>	(FY 2030) Out Year 5
	<u>\$568,342.00</u>	(FY 2031) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The estimated cost of the project is \$19.1 million, which includes \$16.6 million for the building acquisition and \$2.5 million for buildout and professional fees. Funding for the purchase and buildout is proposed to come from an approved transfer from the capital outlay fund, supplemented by a bond issuance or loan. The annual funding request was calculated based on one-tenth of the 10-year revenue projection outlined in the 2024 Tischler Bise Impact Fee Study for the building.

☐ Additional pages attached.

CIP FORM 2B

Jefferson County Government

Budget Impact Analysis

Project 393 N. Lawrence Street, Charles Town, WV
Year Project Scheduled to be _____

List Department Budgets and Briefly Outline How They Will be Affected

Administration; County Clerk; Assessor; Tax; Engineering, Planning, and Zoning; Farmland Protection; WVU Extension; IT; Assessor; Health Department- relocation.

	Years					
	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Costs						
New Personnel (FTE)		2-3	2-3	2-3	2-3	2-3
Total New Personnel Costs		\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00
Operating and Maintenance		(-\$100,000.00)	(-\$100,000.00)	(-\$100,000.00)	(-\$100,000.00)	(-\$100,000.00)
Capital Outlays						
Other	Energy savings	(-\$145,000.00)	(-\$145,000.00)	(-\$145,000.00)	(-\$145,000.00)	(-\$145,000.00)
Total (\$)		(-\$95,000.00)	(-\$95,000.00)	(-\$95,000.00)	(-\$95,000.00)	(-\$95,000.00)
Revenues (Specify):						
Impact fees		\$568,342.00	\$568,342.00	\$568,342.00	\$568,342.00	\$568,342.00
Total (\$)		\$568,342.00	\$568,342.00	\$568,342.00	\$568,342.00	\$568,342.00
Budget Impact		(-\$473,342.00)	(-\$473,342.00)	(-\$473,342.00)	(-\$473,342.00)	(-\$473,342.00)

Additional Information

Edwina Benites-LM	(304)728-3284	ebenites@jeffersoncountywv.org
Form Completed By	Phone Number	Email
<i>Edwina Benites-LM</i>	12/27/2024	
Signature	Date	



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Steve Stolipher

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Pasha Majdi

COMMISSIONER
Mike Mood

Re: CIP Form 2: 393 N. Lawrence Street

From: Edwina Benites, county administrator
David Bound, chief financial officer

Date: December 27, 2024

As of December 2, 2024, the current balance of the Administrative Facilities Account for the 393 Building was \$0. The total amount to be collected is \$5,683,420.¹ Fees for this building will begin being collected June 1, 2025.

Total to be collected: \$5,683,420.00

Amount collected: \$ 0.00

Outstanding balance: \$5,683,420.00

Estimated amount to be collected per year: \$568,342.00

Payoff estimate:

FY 2026	\$568,342.00
FY 2027	\$568,342.00
FY 2028	\$568,342.00
FY 2029	\$568,342.00
FY 2030	\$568,342.00
FY 2031	\$568,342.00
FY 2032	\$568,342.00
FY 2033	\$568,342.00
FY 2034	\$568,342.00
FY 2035	\$568,342.00

¹ As determined by the "Impact Fee Study" written by Tischler Bise (December 4, 2024) and approved by the Jefferson County Commission December 5, 2024, page 12. The total cost of the building is estimated to be \$19.1 million with \$5,683,420 of the total attributed to growth, ie, growth's share.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**
Department or Organization: **Probate/County Clerk**
Estimation of amount of time needed for appointment: **10 minutes**
Date Requested – 1st Choice: **March 6, 2025**
If a specific date is needed, please provide reason for specific date:
Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Set Hearing Date to Hear the Petition to Remove Executrix Margaret Simmons from the Estate of Francis X. Campanella**

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

The Probate Office has been presented a petition from Steven Campanella, beneficiary, to remove Margaret Simmons as Executrix on the Estate of Francis X. Campanella. The petition and a copy of the will is included in this packet. If a hearing is granted, the probate office is asking it be set for the April 3 meeting so all publication deadlines can be met.

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*):

If a hearing is set, the motion will be as follows:

- **To set a hearing on April 3, 2025 to hear the petition filed by Steven Campanella, beneficiary, to remove Executrix Margaret Simmons from the Estate of Francis X. Campanella.**

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

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

Steven Campanella
633 New Jersey Ave NE
Glen Burnie MD 21060
campanellasteve@gmail.com
443-926-7493

February 14th, 2025

TO THE JEFFERSON COUNTY COMMISSION

Re: Petition to remove Executrix Margaret Simmons: Estate of Francis X. Campanella, deceased

I, Steven M. Campanella, am writing in regard to the estate of my late father, Francis X. Campanella, for which Margaret Simmons was appointed as the executor. As the biological son of Francis X. Campanella, I am deeply concerned about the conduct of Margaret Simmons in the execution of her duties and respectfully request that she be removed from her position as executor of the estate.

The basis for this request is twofold:

Self-Dealing: Margaret Simmons has demonstrated clear instances of self-dealing, prioritizing her own interests over the interests of the estate and its rightful beneficiaries. Specifically, the handling of the Truist CD account and the Jefferson CD account, such as personal gain from estate assets and she has opted to keep the entirety of those accounts despite specific instructions otherwise. She has not returned my calls after weeks of attempts and the lawyer she has hired with my father's assets, also refuses to speak to me. Therefore, I have no idea what is going on with any of his money.

Failure to Perform Duties: Furthermore, Margaret Simmons has failed to adequately perform her responsibilities as executor. She has neglected to take timely actions in administering the estate, failed to communicate with beneficiaries regarding the progress of the probate process, and has not fulfilled her duties in a manner consistent with the standards required by law. I can provide text messages, phone calls and the attempts by email with no communication, if the Court requests these.


Given these concerns, I respectfully request that the court remove Margaret Simmons as executor and appoint a more suitable individual to manage the estate in accordance with the decedent's wishes and the law.

Please let me know if any further information or documentation is required to facilitate this request. I am happy to provide additional details as necessary.

Thank you for your attention to this matter. I trust that the court will take appropriate action in the best interest of the estate and its beneficiaries.

Sincerely,

Steven Campanella, Pro Se

A handwritten signature in black ink that reads "Steven M. Campanella". The signature is written in a cursive, flowing style with a large, prominent "S" at the beginning.

Son of Francis X. Campanella

Steven Campanella

443-926-7493

campanellasteve@gmail.com

TO THE JEFFERSON COUNTY COMMISSION

Petition to Remove Executrix Margaret Simmons

Estate of Francis X. Campanella, Deceased

Introduction

This petition is respectfully submitted to the probate court to request the removal of Margaret Simmons as the executrix of the estate of Francis X. Campanella, deceased. This action is necessary due to a series of actions and inactions by Ms. Simmons that have proven detrimental to the proper administration of the estate, leading to significant delays, mismanagement of assets, and potential harm to the beneficiaries.

Background

Francis X. Campanella, a respected and beloved member of the community, passed away on December 19th, 2024. In his will, Mr. Campanella appointed Margaret Simmons as the executrix of his estate as he trusted her to carry out his wishes the way he laid out. The will was duly admitted to probate, and Ms. Simmons was issued letters testamentary.

Role and Responsibilities of the Executrix

The role of the executrix is to administer the estate of the deceased in accordance with the law and the provisions of the will. This includes:

- Identifying and securing all estate assets
- Paying any debts and taxes owed by the estate
- Managing and protecting estate property
- Distributing the remaining assets to the beneficiaries as specified in the will.

It is imperative that the executrix performs these duties with diligence, transparency, and in the best interest of the beneficiaries.

Grounds for Removal

The following points outline the grounds for the removal of Margaret Simmons as the executrix of the estate:

1. Mismanagement of Estate Assets

Ms. Simmons has demonstrated a consistent pattern of mismanaging the assets of the estate. Specific instances include:

- Failure to maintain proper records of income and expenses related to the estate.
- Neglecting to secure valuable assets, leading to potential loss and depreciation
- Improper investment of estate funds, resulting in financial losses

2. Delay in Administration

The administration of the estate has been subjected to significant delays under Ms. Simmons' stewardship. Despite the passage of [number] months since her appointment, critical tasks remain incomplete:

- Inventory of estate assets has not been filed with the court.
- Necessary tax returns have not been submitted.
- Distribution of assets to beneficiaries has been unjustifiably delayed.

These delays have caused undue stress and financial hardship to the beneficiaries.

3. Lack of Communication and Transparency

Ms. Simmons has failed to communicate with the beneficiaries and other interested parties regarding the status of the estate. Attempts to seek updates have been met with minimal or no response. This lack of transparency undermines trust and confidence in her ability to manage the estate effectively.

4. Conflict of Interest and Self-Dealing

Margaret Simmons has demonstrated clear instances of self-dealing, prioritizing her own interests over the interests of the estate and its rightful beneficiaries.

5. Involvement of Probate Attorney

Margaret Simmons hired a probate attorney to handle the estate who has not been helpful with any information. Additionally, the attorney had no knowledge of two separate bank CDs—one with Ms. Simmons as a beneficiary and one without—that I am to receive 85% of both, per my father's wishes, until I informed Mr. Hill. This oversight demonstrates a significant lack of awareness and competence in managing the estate's assets.

Legal Basis for Removal

Under West Virginia state law, the court has the authority to remove an executrix if it is found that she has engaged in misconduct, mismanagement, or any actions that jeopardize the proper administration of the estate. The evidence presented in this petition clearly demonstrates that Ms. Simmons has failed in her duties and responsibilities, warranting her removal.

Conclusion

For the reasons set forth above, it is respectfully requested that the court:

- Remove Margaret Simmons as the executrix of the estate of Francis X. Campanella, deceased.
- Appoint a successor executrix to ensure the proper administration of the estate.
- Grant any other relief deemed just and proper.

By addressing this petition, the court will safeguard the rights and interests of the beneficiaries and ensure that the estate of Francis X. Campanella is administered in accordance with his wishes and the law.

Prayer for Relief

WHEREFORE, the petitioner prays for the following relief:

- That Margaret Simmons be immediately removed as executrix of the estate of Francis X. Campanella, deceased.
- That the court appoint a qualified and impartial successor executrix
- That the court take any additional actions necessary to protect the estate and its beneficiaries
- That the petitioner be granted any other relief deemed just and proper

Respectfully submitted,

Steven Campanella "Pro CE"



633 New Jersey Ave NE

Glen Burnie, MD 21060

February 14th, 2025

Steven Campanella
633 New Jersey Drive NE
Glen Burnie MD 21060
campanellasteve@gmail.com
443-926-7493

February 14th, 2025

To Jefferson County Commission

**RE: PETITION TO ENFORCE THE WILL/ESTATE OF FRANCIS X.
CAMPANELLA, DECEASED**

To Your Honor,

I, Steven M. Campanella, am writing to you regarding the estate of my late father, Francis X. Campanella. As his biological son and only child and a beneficiary of his will, I am deeply concerned about the actions of my stepsister, Margaret Simmons, who is attempting to prevent me from receiving 85% of the estate money that is outlined in the will.

As per my father's will, it is clearly stated that I am to receive 85% of the estate money, and Margaret Simmons is entitled to 15%. However, despite this explicit instruction, Margaret Simmons has been attempting to withhold the rightful assets that are designated to me, and I have reason to believe she is trying to keep the entire estate money for herself. The accounts that are specific in the WILL, Truist checking, Truist Savings and a Truist CD. The Truist checking and Savings, Margaret Simmons closed out on December 21st, 2025, per her guidance and in accordance with the specifics of the WILL, being 85% to myself and 15% to Mrs. Simmons. After doing so again with Mrs. Simmons' direction the Truist CD was closed out and placed solely in her possession to be dispersed once the check is cleared and according to his WILL. There was also a Jefferson County Bank CD that was closed out, that was not mentioned in the WILL, nor did it have a beneficiary and was to be placed in an estate account that Mrs. Simmons was instructed to do by probate. This made Mrs. Simmons gain control of both money in those two CD accounts Soley. She has refused to honor the WILL and had a lawyer from Maryland email my wife a letter that we have attached refusing to honor his WILL. She also has hired a probate lawyer, Frank Hill III, and neither one will return calls, texts nor attempt to meet in person.

This conduct is in direct violation of my father's wishes as laid out in the will, and it undermines the legal process that is meant to ensure the rightful distribution of the estate. I am requesting that the court take appropriate action to ensure that the terms of the will are enforced and that I receive my rightful 85% share, as stipulated by my father's wishes.

Additionally, if necessary, I am prepared to provide further evidence to support my claims, including all text messages, letters from the lawyer and the actual WILL. I trust the court will act swiftly to resolve this matter and protect the integrity of my father's estate.

Thank you for your time and consideration. I look forward to your guidance and the necessary actions to ensure that justice is served, and my father's final wishes are honored.

Sincerely,
Steven Campanella

A handwritten signature in cursive script that reads "Steven M. Campanella". The signature is written in dark ink and is positioned below the typed name.

Estate of Francis X. Campanella

Page 1

Jefferson County
 Jacqueline C Shadle, Clerk
 Instrument 202500000552
 01/15/2025 @ 10:10:51 AM
 WILL
 Book 41 @ Page 393
 Pages Recorded 5
 Recording Cost \$ 12.00

LAST WILL AND TESTAMENT
OF FRANCIS XAVIER CAMPANELLA

I, FRANCIS XAVIER CAMPANELLA, of Jefferson County, West Virginia, being of sound mind and disposing mind, memory, and understanding, do make, publish, and declare this as my Last Will and Testament, intending hereby to dispose of all of my property of whatsoever character and whosoever situated, and to revoke any and all Wills and Codicils heretofore made by me.

FIRST: I direct my Personal Representatives to pay all of my just debts and expenses of my last illness. Prior to the disposal of my remains, I request any organ which may be removed from my body (including my eyes) to assist another in living, be so removed. I have previously arranged for the remains of my body to become the property of the Human Will Registry dated August 9, 2008. This contract can be located in my strongbox at my home located at 15 Spruce Street, Harpers Ferry, West Virginia. In fulfilling my above noted requests, I authorize my Personal Representative to expend such sums as he/she in the exercise of otherwise and without the necessity for application to or leave of any Court for authority or approval to see any of my properties to do so.

SECOND: I nominate and appoint my daughter, MARGARET HELEN SIMMONS, of Stevensville, Maryland, to serve as my Personal Representative my Estate. Should she be unable to do so; I appoint my son, STEVEN MATTHEW CAMPANELLA, of Glen Bernie, Maryland. It is my desire that no bond or undertaking be required of my Personal Representatives in any jurisdiction in which he/she may serve.

THIRD: My Personal Representatives shall have full discretionary power, without Order or approval of any Court, to take any action desirable for the complete administration of my Estate, including the power to sell, at public or private sale, any real or personal property belonging to my Estate at whatever prices and upon whatever terms my Personal Representative shall deem advisable, to retain, invest and reinvest in any property, without being restricted to so called legal investments and without responsibility for diversification and to compromise any claim against or in favor of my Estate, as fully as I could do if living.

FOURTH: I hereby confirm my intention that the beneficial interest in all property, real or personal, tangible or intangible (including all joint checking or savings accounts in any bank or savings and loan associations) which are registered or held at the time of my death, jointly in the names of myself and any other person (excluding any tenancy-in-common), shall pass by right of survivorship or operation of law and outside the terms of this will to such person, to my wife, HELEN BERNICE CAMPANELLA, if she survives me. To the extent that my intention may be defeated by any rule of law, I give, devise and bequeath all such jointly held property to such other person or persons who shall survive me.

Page 1 of FRANCIS XAVIER CAMPANELLA's Will

FXC

INITIALS

Francis Xavier Campanella

Francis Xavier Campanella

Page 2

Jefferson County
 Jacqueline C Shadle, Clerk
 Instrument 202500000552
 01/15/2025 @ 10:10:51 AM
 WILL
 Book 41 @ Page 393
 Pages Recorded 5
 Recording Cost \$ 12.00

Fifth:

To Steven Matthew Campanella
 the following: My residence known as 15 Spruce ST,
 Harpers Ferry, WV 25425; the contents therein
 and any items found in the toolshed. Eighty Five
 percent of monies found in my bank accounts
 known as Truist and Bank of Charles Town,
 Eighty-Five percent of monies found in my
 Maryland Supplemental account.

Sixth:

I ask that my daughter, Margaret Helen
 Simmons, keep those funds for Steven and
 give to him what he needs. No luxury items
 are to be accepted as needs.

Seventh:

I bequeath to Margaret Helen Simmons
 the following: Fifteen percent of my monies
 from both bank accounts and in my
 Maryland Supplemental account, my oak
 roll top desk and swivel desk chair, my lap
 coffee mill and my two wheel Enterprise Mfg
 Co. coffee mill. To Daniel Simmons

Eighth:

I bequeath my John Wayne coffee mug and
 my John Wayne tin picture in my basement.

To Carolyn Duckworth (1-406-2230669)
 I bequeath my framed photo of Old Harpers
 Ferry WV. To Father Daniel (304-724-6995)

I bequeath my monk statue and the
 three religious pictures found in my guestroom.

JXC

Steven Campanella is co owner of 15 Spruce ST

Page 3

Ninth:

Any vehicles I possess are to be sold and the proceeds sent to: Saint Josephs Indian School, PO Box 326 Chamberlin, South Dakota 53726.

If my electric trains and gardens and firearms remain in my possession they are to be given to my son, Steven Matthew Campanella. That will include my oak gun cabinet.

My clothes/shoes are to be given to Goodwill in the Walmart shopping center located in Charles Town, WV. My books about plants will go to Margaret H. Simmons. My books on firearms will be given to the Boliver Harpers Ferry Library to be placed on the shelves for patrons. The rest of my library books can be sold by the above named library.

Tenth:

To my nephew Anthony Lee Campanella

Eleventh:

I bequeath the plastic box and all the money with in ~~found in my black fire cabinet~~. 7xc Aug 24

J.C.

Page 4

Twelfth:

In Witness where of I have
unto set my name and identified
each one of these sheets of this
Will by signing my name in the
margine of each such sheet and at
the end of each page I have initialed
at the botton

Signed Published and Declared
by the above Testator as for this will
and Testament in the presence of us
who at his request, in his presence
and in the presence of each other,
have here unto subscribed our
names as witnesses

Francis Xavier Canpavella

Francis Xavier Canpavella

FXC

Page 5

Nancy Marshall
WITNESS

151 Polk Street
ADDRESS

Harpers Ferry, WV 25425

Lisa Joy
WITNESS

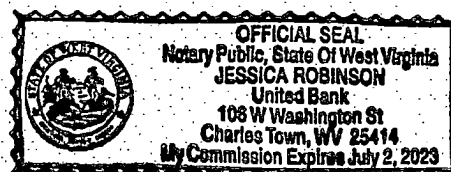
10/29/10

151 Polk Street
ADDRESS

Harpers Ferry, WV 25425

10/29/2010
DATE

Francis X. Carpanella



on Oct 22, 2013 Jessica Robinson

Exc

Page 5

Francis X. Carpanella

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Josh Mongold

Department or Organization: Greater Shenandoah Valley Chapter of American Red Cross

Estimation of amount of time needed for appointment: 7-minutes

Date Requested – 1st Choice: **March 6th**

*If a specific date is needed, please provide reason for specific date: **No one is available to attend the March 20th meeting***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Red Cross Month Proclamation**

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

✚ We are asking for the county commissioners to make a proclamation that March is Red Cross Month. Because I will be at a conference that day, Josh Mongold, our Board Chair, and Ken Henry a Disaster Volunteer will be in attendance representing the Red Cross. Josh will present the services we have delivered in Jefferson County over the last calendar year, the increasing impact weather has had on our communities- many of which have never experienced such disasters and ask that the commissioners of Jefferson county encourage community members to engage in preparedness activities to ensure each community can meet the needs of that community during a disaster. Josh will present ideas on how the Red Cross can support those initiatives by offering preparedness training, volunteer opportunities, and holding blood drives.

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: Deborah Fleming, Executive Director

Email address: Deborah.fleming4@redcross.org

Phone Number: 724-814-2863

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

Proclaiming American Red Cross Month 2025 in Jefferson County

Approved March 6, 2025

WHEREAS, During American Red Cross Month in March, we recognize the compassion of people of Jefferson County and reaffirm our commitment to care for one another in times of crisis; and

WHEREAS, This generous spirit is woven into the fabric of our community and advances the humanitarian legacy of American Red Cross founder Clara Barton — one of the most honored women in our country's history — who nobly dedicated herself to alleviating suffering; and

WHEREAS, Today, kindhearted individuals in our community exemplify Barton's commitment as they provide a beacon of hope for our neighbors in need. Through their voluntary and selfless contributions, they make a lifesaving difference in people's darkest hours — whether it's delivering shelter, food and comfort during disasters; providing critical blood donations for hospital patients; supporting military families, veterans and caregivers through the unique challenges of service; saving lives with first aid, CPR and other skills; or delivering aid and reconnecting loved ones separated by global crises; and

WHEREAS, The Red Cross assists families impacted by a disaster such as a home fire or flood, installs free smoke alarms making homes safer, educates students in preparedness education, collects blood at local blood drives and provides services to our military members, veterans and their families; and

THEREFORE, BE IT RESOLVED that the Jefferson County Commission hereby recognizes this month of March in honor of all those who lead with their hearts to serve people in need, and we ask everyone to join in this commitment to strengthen our community.

Pasha Majdi
Jefferson County Commission President

Jacqueline C. Shadle
Jefferson County Clerk

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Annette Gavin Bates

Department or Organization: Jefferson County CVB

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: March 6

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

Date Requested – 2nd Choice: March 20

Subject (*Wording to be placed on agenda*): **Presentation of the Jefferson County CVB Annual Report**

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: Annette Gavin Bates

Email address: Annette.gavin@jccvb.com

Phone Number: 304-279-3637

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



ANNUAL REPORT

2024



Marketing and Managing West Virginia's Destinations

wvacvb.org



A Word from our President

On behalf of the Board of Directors and the members of the West Virginia Association of CVBs, I am proud to present our 2024 Annual Report. The tourism industry continues to grow in West Virginia and we are proud to be an integral part of that success.

This report highlights significant data points that represent key measurables for our industry. Our 41 association members represent over 39 counties and 78 municipalities. All of our members are accredited and in compliance with local and state agencies under the state code and recent oversight legislation.

Our partnership and collaboration with the West Virginia Department of Tourism is a shining example of organizations partnering together to market West Virginia and make it an attractive destination for visitors. Working together with our local businesses and organizations, local and state leadership, and our hospitality partner, West Virginia Hospitality & Travel Association, visitors account \$5.3 billion in annual spend in the mountain state.

Convention and Visitor Bureaus are the “front porch” to visitors exploring our state. Providing information and insights with warm, West Virginia hospitality guarantees guests will return to again and again.

Sincerely,
Annette Gavin Bates, President

A Word from our Executive Director

2024 was another successful year for the West Virginia Association of CVBs under the gold dome in Charleston. Thanks to your continued leadership and engagement, we were once again able to mobilize our state legislators against harmful legislative proposals that could negatively impact the funding of our CVBs and the marketing and promotion of our tourism destinations. This past year, the WVACVB and its members also successfully defended against efforts to weaken the CVB oversight provisions that are currently in state code. We continue to successfully educate state lawmakers on the importance of CVBs, and hotel occupancy tax funding, to their legislative districts. And perhaps most importantly, our WVACVB members also continue to skillfully promote the importance of West Virginia tourism more generally to our public policy leaders.

Sincerely,
Richie Heath, Executive Director



The members of the West Virginia Association of Convention and Visitors Bureaus play an essential role in advancing tourism throughout the state. From representing their communities with enthusiasm to working alongside our team on campaigns that highlight West Virginia’s diverse offerings, their efforts are instrumental in welcoming travelers and creating memorable experiences. We’re excited to continue collaborating with them to showcase the best of West Virginia.

— Chelsea A. Ruby
Secretary of Tourism



OUR MISSION
The WVACVB elevates the success and professional image of CVBs through education, mentorship and advocacy.



41
members

**Creating a positive
economic impact**

**\$12
million+** **Dedicated to
marketing
West Virginia**

32,000
Lodging rooms represented by CVBs

CVBs are directly involved in contributing
\$6.3 billion
in visitor spending in the state
of West Virginia.*

*Resource: Tourism Economics, 2024



**Scan the QR code above for most up-to-date travel
research from West Virginia Department of Tourism.**

WVACVB POSITION STATEMENT

Local and regional Convention and Visitors Bureaus are essential parts of the overall effort to promote and encourage travel to West Virginia. It is Convention and Visitors Bureaus that truly know the attractions, activities and events in their areas of our state, and can do the best job of advertising and marketing those local and regional assets. However, the creation of additional CVBs in areas that are already served by an established organization may have the effect of diluting the limited resources available, creating a duplication of overhead, administrative and personnel costs, with the result being that fewer actual dollars are spent on the primary mission of advertising and marketing. It is the position of the West Virginia Association of Convention and Visitors Bureaus that all CVB's follow West Virginia Code Chapter 7, Article 18 regarding Hotel Occupancy Tax and as a general principle, having the fewest practicable number of CVB's per county leads to a more efficient and effective use of financial resources.

Membership Benefits & Oversight Bill Impact



WVACVB engages and collaborates with state policy makers to support and grow the tourism industry.



Over the last three years, WVACVB members expanded from 35 to 39 counties and expanded from 64 to 78 municipalities. More of WV is pursuing tourism best practices as WVACVB members.



WVACVB provides pathways to accreditation via provisional membership and an extensive mentorship program.



Eight applications for accreditation were submitted in 2024 by WVACVB members.

Annually, the 41 WVACVB members produce:

1M+ Followers on Facebook, X & Instagram

2.75M+ Newsletters

1.3M+ Travel Guides

3M+ Visitor Center visits



WVACVB Membership Achievements and Benefits



Member Guide to the Hotel Occupancy Code



Member Guide to the CVB Oversight Code



Member Guide - Financial Record Keeping Best Practices



Member Guide - Marketing Best Practices



Accreditation mentorship



Accreditation training videos and webinars



WVACVB members working with WV Tourism Department on the Ascend program destinations



WVACVB received a 90%+ membership satisfaction rating



WVACVB members are actively working with 8K+ vacation rental properties to improve their guest information and visitor services



WVACVB members have enhanced the visitor arrival experience by opening/expanding welcome centers, developing themed trails, creating interactive visitor apps, installing WV swings, and other special projects.

WVACVB members were recognized for “Stars of Almost Heaven” industry awards by the WV Department of Tourism:

Governor’s Award for Regional Cooperation: Lewis County CVB

The Future of Tourism Award: Mountaineer Country CVB

Overall Earned Media: Visit Mercer County CVB

Overall Marketing & Advertising Campaign: Pocahontas County CVB

Cooperative Advertising: New River Gorge CVB, Visit Southern WV, Visit Fayetteville

Digital Media: Pocahontas County CVB

Print Media: Experience Greenbrier Valley

Our Members

Convention and Visitors Bureaus are independent non-profits that receive hotel occupancy tax funding to market tourism. We are frontline tourism professionals who are experts on the attractions, activities, and events that our areas have to offer and are an essential part of the overall effort to promote and encourage travel to West Virginia. 2025 marks a milestone year for West Virginia's tourism industry, as several CVBs celebrate 40 years of dedicated service. These significant anniversaries highlight the lasting impact and professional growth of CVBs in the state, showcasing their essential role in promoting tourism, driving economic development, and enhancing the quality of life in local communities.

Annette Gavin Bates, President
Jefferson County CVB

Chris Richards, Past President
Lewis County CVB

Kara D. Dense, Vice-President
Experience Greenbrier Valley

Susan Riddle, Treasurer
Visit Mountaineer Country

Jamie Null, Secretary
Visit Mercer County CVB





Click on each logo or
scan the qr code
to find your next
adventure!



Associate Members



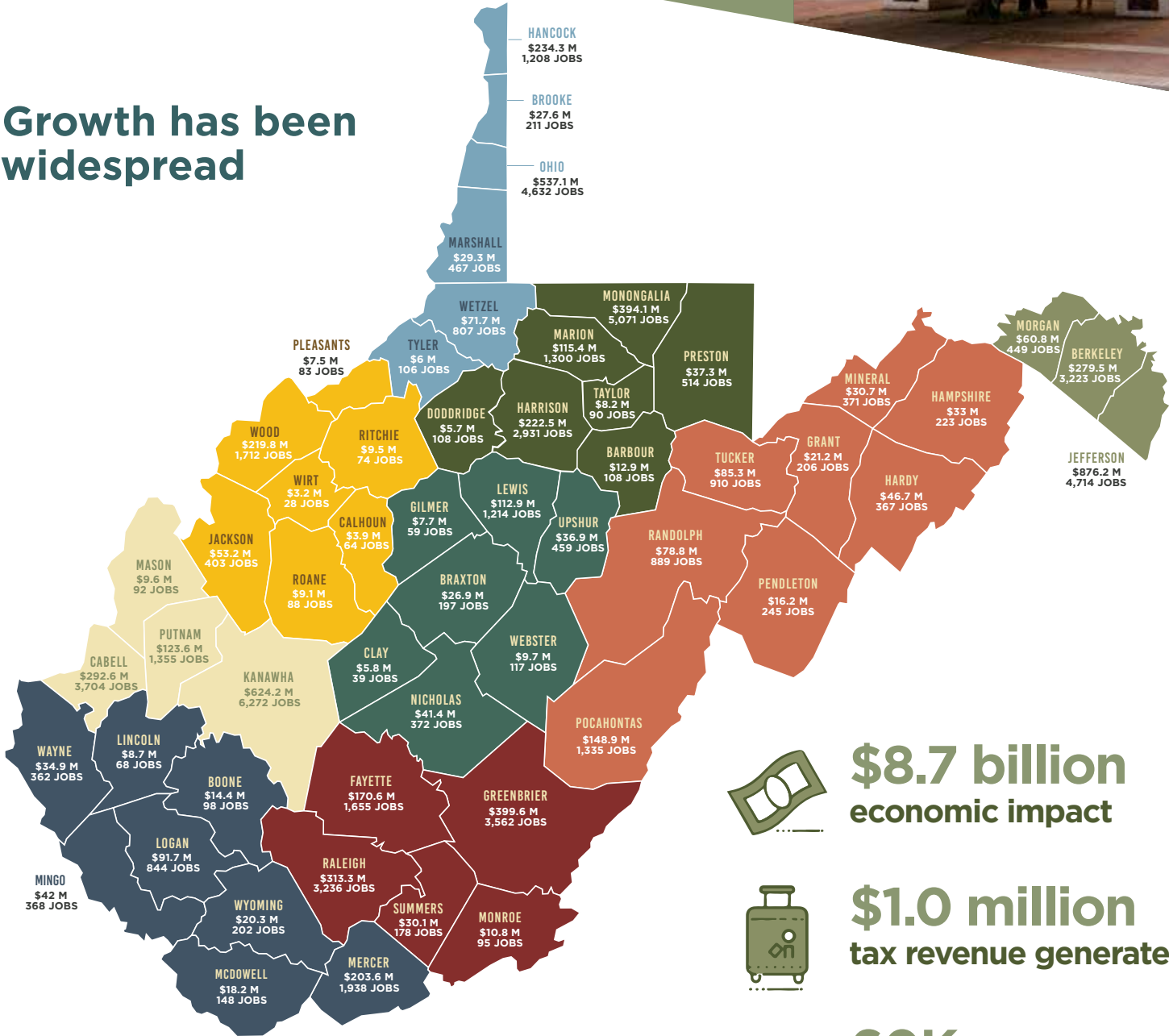
Accreditation: Our association believes that CVBs have a responsibility to be good stewards of the funds that we receive through lodging tax revenue, and to use those funds effectively to accomplish the goal of increasing tourism. Our association oversees an accreditation program designed to help CVBs achieve that goal through the establishment of best practices and adherence to industry standards. The accreditation process continues to be a valuable guide for the applicant and gives the association a better understanding of the CVB and their partners. We are proud to say, all 41 members of the West Virginia Association of CVBs have completed the process and are currently accredited.



Membership applications
are available online:
wvacvb.org



Growth has been widespread



\$8.7 billion
economic impact



\$1.0 million
tax revenue generated



60K
tourism jobs

*Resource: Tourism Economics, 2024

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: David Bound

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: **March 6, 2025**

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

Date Requested – 2nd Choice:

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

1. Bill payment request- \$13,481.07
2. Reinvestment of opioid settlement funds
3. Budget timeline
4. Levy Rate FY26- Class I \$13.05

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

Is this a funding request? Yes

If so, how much? \$13,481.07

Provide exact financial impact/request: Payment from Coal Severance.

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

1. Motion to approve the payment of the invoices as presented and motion to approve the transfer of \$13,481.07 from Coal Severance.
2. Motion to approve the determined time and rate with BCT CDARS.
3. Motion to approve the presented time lines with specific audiences noting not to close the meeting at the end of daily business until all budget business has been completed.
4. Motion to approve the levy rate with no roll back applied.

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: dbound@jeffersoncountywv.org

Phone Number: 304.728.3284 ext 1003

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION
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not applicable



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Pasha Majdi

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Steve Stolipher

COMMISSIONER

Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: March 6, 2025

Re: Fiscal Notes

1. Bill payment request- \$13,481.07
2. Reinvestment of opioid settlement funds
3. Budget timeline
4. FY26 Levy Rate

1. Bill Payment Request

Matt Harvey requests reimbursement for legal fees paid by him to defend himself in a conflict of interest complaint brought by Tricia Jackson. Ms. Jackson stated that Mr. Harvey had a conflict of interest in removing her from office. Mr. Harvey successfully represented himself, and the Lawyer Disciplinary Board Investigative Panel concluded

Upon a thorough review of all documents submitted in this matter, there is no evidence that Respondent violated any Rules of Professional Conduct. As no further action on this complain is warranted, this matter is closed.

It is staff's understanding that The WV Corp Risk Pool did not cover the associated legal fees because no monetary damages

Mr. Harvey's legal defense: \$13,481.07

Suggested motion: approve reimbursement of Mr. Harvey's legal bills regarding Tricia Jackson's complaint #24-06-006 because the Lawyer Disciplinary Board found no evidence that Mr. Harvey violated any Rules of Professional Conduct. Funds to be paid from Coal Severance.

Unencumbered Coal Severance balance: \$59,830.00

**** Please note: the Coal Severance funds are low.**

2. Reinvestment Opioid Funds

Opioid Settlement Funds

The Commission will need to consider, at least on a short-term basis, what to do with roughly \$1.2 million in opioid settlement funds during the March 6, 2025 meeting.

The State of West Virginia and many counties and municipalities sued opioid manufacturers. The State of West Virginia received more than \$1 billion as a settlement in the case. Jefferson County received a letter less than \$1.2 million as a settlement in the case. The State of West Virginia established the West Virginia First Foundation to oversee the use of its funds. Jefferson County invested its funds and will soon determine the next steps.

Earlier this year, the Commission hosted an opioid workshop to hear from the public, the health department, the Sheriff, and the attorney representing the Commission in the opioid settlement.

The West Virginia First Foundation and each region will conduct an assessment to guide the use of the funds. The Jefferson County Commission has waited for this guidance to determine the best use of its settlement funds. The statewide and regional assessments have yet to be conducted, however.

Earlier this year, the Commission directed that the opioid settlement funds be invested in a long-term certificate of deposit-like account (CDARS). The County was slated to receive less than \$5,000, but by investing in a CDARS, the County will earn \$30,252.14 over the same period.

The CDARS will expire at the end of August, and the Commission must instruct the bank on what to do with the funds.

Possible recommendations regarding the expiring CDARS account:

1. *Allocate funds.* Transfer funds to an interest-bearing account (ie. checking account) and establish an application process to allocate the funds in a manner similar to how the Commission allocated ARPA funds.
2. *Reinvest funds.* We can reinvest the funds in a 90 or 182-day CDARS at the same rate.
3. *Combination.* A combination of the recommendations detailed above.

CDARS maturity investment options

Current value: \$1,250,924.21

26-week CDARS @ 4.03% earns	\$25,389.92
13-week CDARS @ 4.03% earns	\$12,631.19

As part of its strategy for calendar year 2025, the County Commission approved conducting townhalls and considering opioid funds in quarters three and four. The 26-week CDARS would ripen at the beginning of September/ end of quarter 3.

Suggested motion: approve the reinvestment of the \$1,250,924.21 paid out at maturity for a 26-week CDARS at 4.03%, which would earn \$25,389.92 which is more than twice the 13 week return. The 26 weeks will provide time to have County town halls requesting the Jefferson County residents' proposals for use for the Opioid funds.

Item for consideration.

The Jefferson County Commission social services coordinator was funded out of ARPA funds. Charles Town is assisting us with some funds that will allow the position to be funded through end of FY25. Funding for this position could continue in perpetuity with a mix of returns on opioid settlement funds and assistance from the municipalities.

At current rates, Jefferson County could receive roughly \$60k in returns annually. If 20% of returns are reinvested in principle (\$12k annually at current rates) and 80% is used to fund the position (\$48k), the municipalities would be responsible for roughly \$25k.

In this way, the County could fund a social services grant coordinator in perpetuity without a cost to the taxpayer.

3. Budget Timeline

The Commission should meet to consider the budget beginning next week. The suggested meeting schedule is as follows:

1. Monday, March 10th State of the County, review of historic revenues, and FY26 revenue projections (start: 1:00 pm)
2. Tuesday, March 11th Budget to actuals presentations for FY25 (start: 9:30 am)
3. Thursday, March 13th Budget Presentations (start: 9:30 am)
4. Friday, March 14th Budget Presentations (start: 9:30 am)

Suggested motion: Motion to consider the Jefferson County Commission budget as presented.

4. FY26 Levy Rate

For FY25, the levy (ie, property tax) was set at \$0.1325/ \$100 of valuation¹, with a total of estimated property tax revenues at \$18,574,106 on a total assessed value of property in Jefferson County of \$5,384,454,409.

For FY26, the total assessed value of property in Jefferson County is \$5,926,499,103, an increase of assessed property value of roughly \$5.5 million.

The West Virginia State Auditor's office provides a calculation table to help counties determine their rollback rate. This table instructs Jefferson County to have a \$0.1305/ \$100 of valuation². Under this scenario, the Commission should anticipate \$20,020,050 in projected FY26 property tax revenues.

The FY26 lay rates (ie, property tax rates) are slated to be **reduced** by 0.38%.

The maximum levy rate is \$0.1430/ \$100 of valuation. The Commission could choose to hold a public hearing to reduce the rollback rate. Should the Commission decide to reduce the rollback rate to anything about \$0.1305/ \$100 of valuation, the Commission must vote today to notice and hold a public hearing.

In recent history, the Commission has not reduced the rollback rate.

¹ For class I property

² For class I property

Hissam Forman Donovan Ritchie PLLC
P.O. Box 3983
Charleston, WV 25339
Harvey, Matt
Date: 02/24/2025

Invoice	Matter	Fees	Expenses	Other	Total
3590	0371-1- ODC Complaint	\$5,860.00	\$0.00	\$0.00	\$5,860.00
3626	0371-1- ODC Complaint	\$1,860.00	\$0.00	\$0.00	\$1,860.00
3691	0371-1- ODC Complaint	\$2,765.00	\$0.00	\$0.00	\$2,765.00
3856	0371-1- ODC Complaint	\$1,222.50	\$0.00	\$0.00	\$1,222.50
4150	0371-1- ODC Complaint	\$1,445.00	\$0.00	\$0.00	\$1,445.00
4323	0371-1- ODC Complaint	\$319.00	\$0.00	\$0.00	\$319.00
Total		\$13,471.50	\$0.00	\$0.00	\$13,471.50

**LAWYER DISCIPLINARY BOARD
INVESTIGATIVE PANEL CLOSING**

I.D. No.: 24-06-006

Date Complaint Received: January 2, 2024

COMPLAINANT: Tricia E. Jackson
189 Cool Glen Circle
Harpers Ferry, West Virginia 25425

RESPONDENT: Matthew L. Harvey, Esquire
Post Office Box 729
Charles Town, West Virginia 25414

Bar No.: 9813

THE INVESTIGATION OF THIS MATTER having been completed and a report having been made to the Investigative Panel of the Lawyer Disciplinary Board, the Panel orders that this complaint be closed for the following reasons:

STATEMENT OF FACTS

Complainant Tricia E. Jackson filed this complaint against Respondent Matthew L. Harvey, a licensed member of the West Virginia State Bar

Respondent is the Jefferson County Prosecuting Attorney. At the time of the filing of the complaint herein, Complainant was a Jefferson County Commissioner. Complainant alleged that Respondent had a conflict of interest based upon his representation of the Jefferson County Commission regarding a writ of mandamus that was filed in the Circuit Court of Jefferson County against the Jefferson County Commission by Lutman Land Development, LLC, at the same time that he sought the removal of Complainant and former Commissioner Jennifer Krouse from the Jefferson County Commission.¹

¹ *Lutman Land Development, LLC v. County Commission of Jefferson County, West Virginia* – Civil Action No. 23-C-220.

On November 13, 2023, Respondent, in his role as the Prosecuting Attorney of Jefferson County, filed a Petition for Removal of Respondent and former Commissioner Jennifer Krouse in the Circuit Court of Jefferson County wherein he alleged that they willfully failed or refused to perform their official duties as County Commissioners. In this petition, Respondent set forth, in part, that Complainant and former Commissioner Krouse were: (1) willfully refusing their duty to attend Commission meetings; (2) willfully refusing to uphold their legal duty to appoint a replacement County Commissioner resulting in a lack of representation for the Charles Town District on the Jefferson County Commission; (3) willfully failing and refusing their duty to attend to County business to the detriment of the County residents; and (4) continuing to accept pay, in bad faith, while willfully refusing to attend to their official obligations. That same day, Lutman Land Development, LLC (hereinafter "Lutman"), filed a writ of mandamus against the Jefferson County Commission wherein it requested that the Court order the Commission to release a bond in favor of Lutman which was not released previously due to the purposeful failure of Complainant and former Commissioner Krouse to attend Commission meetings denying the Commission a quorum.

On November 21, 2023, Complainant received a subpoena to appear for a hearing on November 30, 2023, on the writ of mandamus. Complainant alleged that she contacted Respondent regarding the subpoena, and that Respondent advised her that he would represent the Commission in these proceedings in accordance with his statutory duties and suggested that she and former Commissioner Krouse may want to obtain counsel to protect their personal interests. On November 28, 2023, a notice of special session was published by the President of the Commission for a special session to be held on November 30, 2023, the same day as the hearing on the writ of mandamus.

Complainant alleged that this special session was scheduled without the concurrence of the majority of the commissioners. Complainant alleged that Assistant Prosecuting Attorney Nathan Cochran appeared on behalf of the Jefferson County Commission at this hearing, and Respondent was present in the courtroom to observe. At the hearing, Judge Cohee ordered the Jefferson County Commission to meet and act on all items listed on the special session agenda, even though the writ only required a bond release for Lutman be addressed. Judge Cohee further ordered that the parties reconvene immediately following the special session to update her on the outcome. Complainant alleged that after the parties reconvened counsel for Lutman moved the Court to award attorney's fees, and the Court ordered that this issue would be addressed at a hearing in mid-January.

Following the November 30, 2023, hearing, the parties began settlement negotiations regarding the issue of attorney's fees. Complainant alleged that Commissioner Steve Stolipher sent an email to her, the other commissioners, Mr. Cochran, and Respondent, wherein he informed them of his intent to call a special session on December 11, 2023, to address a settlement offer extended by Lutman. Complainant alleged that although she was unable to attend the special session due to a family matter, she received a copy of an unredacted billing invoice from counsel for Lutman that was presented by Mr. Cochran during the special session. Complainant alleged that the billing invoice contained charges for conference calls between counsel for Lutman and the Jefferson County Commission. Complainant alleged that she and former Commissioner Krouse were not privy to these conference calls, nor were the contents of these calls disclosed to them. Complainant alleged that it was the duty and responsibility of Respondent to update and communicate all correspondence to her and former Commissioner Krouse as they were voting members of the Commission at that time. Complainant further alleged that Respondent failed to prepare her and former Commissioner Krouse for the hearing on the writ of mandamus filed by

Lutman. Complainant alleged that Respondent and Mr. Cochran seem to have “abandoned” the Commission and yielded to counsel for Lutman regarding the issue of attorney’s fees.

In response, Respondent, by counsel, J. Zak Ritchie, Esquire, provided background information regarding the conduct of Complainant and former Commissioner Krouse which caused Respondent to initiate statutory removal proceedings against them for official misconduct and neglect of their duties. At the time of the filing of this response, a final hearing on the merits of the petition for removal was scheduled for March 26-27, 2024. Regarding the writ of mandamus filed by Lutman, Respondent stated that Judge Cohee found that Complainant and former Commissioner Krouse “deliberately and knowingly refused to exercise a clear legal duty to attend and conduct meetings of the Jefferson County Commission.” Judge Cohee awarded the writ of mandamus to Lutman and the Commission met and conducted its business in compliance with Judge Cohee’s order.

Respondent set forth that at the special session on December 11, 2023, the Commission voted to accept Lutman’s offer regarding the issue of attorney’s fees, and that this matter is now closed. Respondent argued that the allegation that he and Mr. Cochran “abandoned” the Commission and yielded to counsel for Lutman regarding the issue of attorney’s fees was false, stating that his office advocated against an attorney fee award and demanded unredacted billing invoices when faced with the prospect of such an award. Respondent discussed that he, as statutory counsel for the Commission, owes a duty of loyalty to the Commission as the client, rather than to Complainant in her personal capacity. Accordingly, Respondent argued that he did not have a duty to disclose discussions with counsel for Lutman to Complainant, nor did he have a duty to communicate all correspondence to Complainant or to prepare her for the hearing on the writ of mandamus. Respondent submitted numerous exhibits to support his position.

In reply thereto, Complainant maintained that it was a violation of the Rules of Professional Conduct for Respondent to represent the Commission in the writ of mandamus proceedings while seeking the removal of Complainant and former Commissioner Krouse.

On April 11, 2024, Respondent, by counsel, filed a supplemental response wherein he stated that Complainant was charged with 42 violations of the criminal code arising from her actions as a Jefferson County Commissioner. These charges were not brought and will not be prosecuted by Respondent, as he voluntarily disqualified himself and his office from any criminal investigation into Complainant. Respondent further stated that the three-judge panel presiding over the removal proceedings recently denied a motion filed by Complainant to disqualify him. In the removal proceedings, Complainant argued that Respondent and his office “should be disqualified pursuant to Rules 1.9 and 1.10 of the West Virginia Rules of Professional Conduct,” and because Respondent and Mr. Cochran “may be witnesses in this matter and also may have a conflict of interest.” Respondent stated that the panel expressly rejected Complainant’s arguments holding that they were in “direct contravention of the statutory scheme set forth for removal proceedings such as this pursuant to W. Va. Code 6-6-7, which specifically provides ... that the ‘prosecuting attorney of the county’ is a statutorily authorized official with authority to file a petition for removal under the Code.” Moreover, the panel held that Complainant: “failed to articulate an attorney-client relationship between [Respondent] and the Jefferson County Prosecutor’s Office and the Respondents as individuals. The mere fact that [Respondent’s] office acted as counsel for the Jefferson County Commission does not establish such a relationship.”

On June 12, 2024, Respondent, by counsel, filed a second supplemental response wherein he stated that the three-judge panel which presided over the removal proceedings ruled that Complainant, along with former Commissioner Krouse, must be removed from office. Respondent

submitted a copy of the removal order which contained numerous findings of fact which confirm many of the factual assertions previously set forth by Respondent in the instant matter.

On August 19, 2024, Respondent, by counsel, filed a third supplemental response wherein he stated that Complainant appealed the removal order to the Supreme Court of Appeals. Respondent stated that this matter was briefed and considered on an expediated basis. On August 7, 2024, the Supreme Court of Appeals unanimously affirmed the decision of the three-judge panel to remove Complainant from office.


On November 5, 2024, Respondent, by counsel, filed a fourth supplemental response wherein he stated that the Supreme Court of Appeals issued a unanimous opinion explained their August 7, 2024, order affirming the decision of the three-judge panel to remove Complainant from office. Respondent further stated that Complainant was criminally convicted of failing to perform her official duties as a Jefferson County Commissioner.

REASON CLOSED

Upon a thorough review of all documents submitted in this matter, there is no evidence that Respondent violated any Rules of Professional Conduct. As no further action on this complaint is warranted, this matter is closed.

* * *

CLOSING ORDERED on the 22nd day of February 2025 and **ENTERED** this 22nd day of February 2025.


Letitia Neese Chafin, Chairperson
Investigative Panel
Lawyer Disciplinary Board



**HISSAM
FORMAN
DONOVAN
RITCHIE** PLLC

P.O. Box 3983
Charleston, WV 25339
+16812653802
www.hfdrlaw.com

INVOICE

BILL TO
Matt Harvey

INVOICE # 3590
DATE 02/29/2024
DUE DATE 02/29/2024
TERMS Due on receipt

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	===== Services			
01/23/2024	JZR: 0371-1- ODC Complaint: Reviewing complaint and letter requesting a response; emailing w/ ODC re extension for same.	0.80	425.00	340.00
01/29/2024	JZR: 0371-1- ODC Complaint: Briefly reviewing emails from client re information on matter and background.	0.30	425.00	127.50
02/13/2024	JZR: 0371-1- ODC Complaint: Reviewing complaint and drafting outline for response letter.	1	425.00	425.00
02/14/2024	JZR: 0371-1- ODC Complaint: Reviewing complaint and being drafting response in light of supporting documents.	1.80	425.00	765.00
02/16/2024	JZR: 0371-1- ODC Complaint: Continued drafting response to ODC complaint and reviewing exhibits to complaint re same.	2.40	425.00	1,020.00
02/19/2024	KDT: 0371-1- ODC Complaint: Download, review, and catalog supporting documents.	0.10	150.00	15.00
02/21/2024	JZR: 0371-1- ODC Complaint: Drafting and revising response to ODC; conferring w/ staff re verification and client re same.	1.50	425.00	637.50
02/21/2024	KDT: 0371-1- ODC Complaint: Prepare verification; discuss same with Z. Ritchie.	0.30	150.00	45.00
02/22/2024	JZR: 0371-1- ODC Complaint: Drafting and revising response to ODC.	2.50	425.00	1,062.50
02/22/2024	KDT: 0371-1- ODC Complaint: Review and catalog various ODC response exhibits and 24 02 22 Verification_Notarized.	0.40	150.00	60.00

DATE	DESCRIPTION	QTY	RATE	AMOUNT
02/26/2024	JZR: 0371-1- ODC Complaint: Emailing w/ ODC counsel re response filing and exhibits.	0.20	425.00	85.00
02/26/2024	JZR: 0371-1- ODC Complaint: Reviewing and revising response to ODC complaint; reviewing and responding to emails w/ client; reviewing and preparing appendix of exhibits to same; conferring w/ staff re filing and service.	2.90	425.00	1,232.50
02/26/2024	KDT: 0371-1- ODC Complaint: Work on exhibits; discuss same with Z. Ritchie; circulate original Verified Response to ODC.	0.30	150.00	45.00
Subtotal: 5,860.00				
BALANCE DUE				\$0.00



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Charleston, WV 25339
+16812653802
www.hfdrlaw.com

INVOICE

BILL TO
Matt Harvey

INVOICE # 3626
DATE 03/31/2024
DUE DATE 03/31/2024
TERMS Due on receipt

DATE	ACCOUNT SUMMARY	AMOUNT
02/29/2024	Balance Forward	5,860.00
03/31/2024	Payments and credits already applied to this invoice	-1,860.00
	Other payments and credits after 02/29/2024 through 03/30/2024	-5,860.00
03/31/2024	Other invoices from this date	0.00
	New charges (details below)	1,860.00
	Total Amount Due	0.00

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	===== Services			
03/07/2024	0371-1- ODC Complaint: JZR: Reviewing letter from ODC to complainant and emailing re same to client.	0.10	425.00	42.50
03/07/2024	0371-1- ODC Complaint: CEC: Review, catalog, and circulate letter to Ms. Jackson from Lauren Hall.	0.10	150.00	15.00
03/12/2024	0371-1- ODC Complaint: JZR: Call w/ client re update on criminal complaint against Jackson and strategy for same on updating ODC; conferring w/ M Hissam re same.	0.50	425.00	212.50
03/14/2024	0371-1- ODC Complaint: JZR: Conferring w/ client re disqualification and special prosecutor; reviewing criminal complaint against the two commissioners and planning a supplemental response to ODC.	0.50	425.00	212.50
03/27/2024	0371-1- ODC Complaint: JZR: Review and respond to email from client re removal hearing.	0.10	425.00	42.50
03/27/2024	0371-1- ODC Complaint: JZR:	3	425.00	1,275.00

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Reviewing filings from client and drafting supplemental response to ODC.			
03/27/2024	0371-1- ODC Complaint: KDT: Review, catalog, and circulate Criminal Complaint per Z.Ritchie.	0.30	150.00	45.00
03/28/2024	0371-1- ODC Complaint: KDT: Review and catalog 24 03 25 Order Denying Respondents' Motion to Disqualify and Granting Petitioner's Motion to Strike.	0.10	150.00	15.00
Subtotal: 1,860.00				
TOTAL OF NEW CHARGES				1,860.00
BALANCE DUE				\$0.00

INVOICE

Hissam Forman Donovan Ritchie
PLLC
P.O. Box 3983
Charleston, WV 25339

iforman@hfdrlaw.com
+1 (681) 265-3802
www.hfdrlaw.com



0371- Harvey, Matt:0371-1- ODC Complaint

Bill to
Matt Harvey

Invoice details

Invoice no.: 3691
Terms: Due on receipt
Invoice date: 04/30/2024
Due date: 04/30/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.			===== Services			
2.	04/01/2024	Legal Services	0371-1- ODC Complaint: JZR: Reviewing filings from removal proceeding sent by client and reviewing rules re same.	1.3	\$425.00	\$552.50
3.	04/02/2024	Legal Services	0371-1- ODC Complaint: KDT: Review and catalog various documents received from client.	0.1	\$150.00	\$15.00
4.	04/10/2024	Legal Services	0371-1- ODC Complaint: JZR: Reviewing disqualification motion briefing from removal proceeding, revising supplemental response, and recirculating to client.	1.5	\$425.00	\$637.50
5.	04/11/2024	Legal Services	0371-1- ODC Complaint: JZR: Review and respond to email from client re draft supplemental response.	0.2	\$425.00	\$85.00
6.	04/11/2024	Legal Services	0371-1- ODC Complaint: JZR: Proofing and finalizing supplemental response for submission to ODC.	0.4	\$425.00	\$170.00
7.	04/11/2024	Legal Services	0371-1- ODC Complaint: KDT: Prepare exhibits per Z. Ritchie.	0.1	\$150.00	\$15.00
8.	04/12/2024	Legal Services	0371-1- ODC Complaint: JZR: Emailing w/ client and then ODC re any reply from the Complainant.	0.2	\$425.00	\$85.00

9.	04/12/2024	Legal Services	0371-1- ODC Complaint: JZR: Reviewing reply from Complainant and emailing re same to client.	0.3	\$425.00	\$127.50
10.	04/12/2024	Legal Services	0371-1- ODC Complaint: KDT: Review and catalog 24 04 10 Ltr to Z. Ritchie from OLDC; calendar response deadline per same.	0.1	\$150.00	\$15.00
11.	04/16/2024	Legal Services	0371-1- ODC Complaint: JZR: Reviewing Complainant's letter and drafting reply to same, circulating to client.	1.8	\$425.00	\$765.00
12.	04/16/2024	Legal Services	0371-1- ODC Complaint: JZR: Reviewing email from client, proofing and finalizing reply letter and sending same to ODC.	0.5	\$425.00	\$212.50
13.	04/16/2024	Legal Services	0371-1- ODC Complaint: JZR: Review and respond to L Hall at ODC re reply.	0.2	\$425.00	\$85.00
14.		Subtotal	Subtotal			\$2,765.00

Total	\$2,765.00
Payment	-\$2,765.00
Balance due	\$0.00

Paid in Full



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Charleston, WV 25339
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INVOICE

BILL TO
Matt Harvey

INVOICE # 3856
DATE 06/30/2024
DUE DATE 06/30/2024
TERMS Due on receipt

DATE	ACCOUNT SUMMARY	AMOUNT
04/30/2024	Balance Forward	2,765.00
06/30/2024	Payments and credits already applied to this invoice	-1,222.50
	Other payments and credits after 04/30/2024 through 06/29/2024	-2,765.00
06/30/2024	Other invoices from this date	0.00
	New charges (details below)	1,222.50
	Total Amount Due	0.00

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	===== Services			
05/02/2024	0371-1- ODC Complaint: JZR: Reviewing removal order and begin preparing supplemental response to ODC.	0.30	425.00	127.50
05/02/2024	0371-1- ODC Complaint: KDT: Review and catalog 24 05 01 Findings of Fact and Conclusions of Law re Petition for Removal from Office.	0.10	150.00	15.00
05/13/2024	0371-1- ODC Complaint: JZR: Reviewing and annotating judicial removal order and developing supplemental response re same.	1.50	425.00	637.50
05/13/2024	0371-1- ODC Complaint: JZR: Emailing w/ client re status of potential appeal from removal order.	0.20	425.00	85.00
05/13/2024	0371-1- ODC Complaint: KDT: Download, review, catalog, and circulate 24 05 01 Order re Removal.	0.10	150.00	15.00
06/04/2024	0371-1- ODC Complaint: JZR: Conferring w/ client re status of appeal of removal order.	0.10	425.00	42.50
06/12/2024	0371-1- ODC Complaint: JZR: Drafting,	0.50	425.00	212.50

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	revising, and finalizing second supplemental response to ODC.			
06/12/2024	0371-1- ODC Complaint: KDT: Work on format of letter and add exhibit page.	0.20	150.00	30.00
06/18/2024	0371-1- ODC Complaint: JZR: Reviewing letter from ODC to complainant and forwarding same to client.	0.10	425.00	42.50
06/18/2024	0371-1- ODC Complaint: CEC: Review, catalog, and circulate Letter from Lauren Hall to Ms. Jackson.	0.10	150.00	15.00
Subtotal: 1,222.50				

TOTAL OF NEW CHARGES	1,222.50
BALANCE DUE	\$0.00



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INVOICE

BILL TO
Matt Harvey

INVOICE # 4150
DATE 11/30/2024
DUE DATE 11/30/2024
TERMS Due on receipt

DATE	ACCOUNT SUMMARY	AMOUNT
06/30/2024	Balance Forward	1,222.50
11/30/2024	Payments and credits already applied to this invoice	-1,445.00
	Other payments and credits after 06/30/2024 through 11/29/2024	-1,222.50
11/30/2024	Other invoices from this date	0.00
	New charges (details below)	1,445.00
	Total Amount Due	0.00

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	===== Services			
08/07/2024	0371-1- ODC Complaint: JZR: Reviewing email from client re WV Supreme Court order affirming complainant's removal and responding to same.	0.20	425.00	85.00
08/19/2024	0371-1- ODC Complaint: JZR: Reviewing order affirming and drafting third supplemental response to ODC, and emailing w/ client re same.	0.40	425.00	170.00
08/19/2024	ODC Complaint: KDT: Prepare exhibit page for order.	0.10	0.00	0.00
11/04/2024	0371-1- ODC Complaint: JZR: Reviewing Supreme Court decision affirming removal and article on Jackson criminal conviction.	0.80	425.00	340.00
11/04/2024	0371-1- ODC Complaint: JZR: Drafting, revising, and circulating to client the fourth supplemental response to the ODC complaint.	1.50	425.00	637.50
11/05/2024	0371-1- ODC Complaint: JZR: Reviewing email response from client re fourth supplemental response and	0.40	425.00	170.00

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	revising and finalizing same for submission.			
11/05/2024	ODC Complaint: KDT: Circulate 24 11 05 Harvey 4th supplemental response to ODC - Signed via U.S. Mail.	0.10	0.00	0.00
11/11/2024	0371-1- ODC Complaint: JZR: Reviewing response email from ODC re Fourth Supplemental.	0.10	425.00	42.50
Subtotal: 1,445.00				

TOTAL OF NEW CHARGES	1,445.00
BALANCE DUE	\$0.00



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Charleston, WV 25339
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INVOICE

BILL TO
Matt Harvey

INVOICE # 4323
DATE 02/24/2025
DUE DATE 02/24/2025
TERMS Due on receipt

DATE	ACCOUNT SUMMARY	AMOUNT
11/30/2024	Balance Forward	1,445.00
	Other payments and credits after 11/30/2024 through 02/23/2025	-1,445.00
02/24/2025	Other invoices from this date	0.00
	New charges (details below)	319.00
	Total Amount Due	319.00

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	===== Services			
01/23/2025	0371-1- ODC Complaint: JZR: Emailing w/ ODC counsel re status of complaint.	0.20	425.00	85.00
02/24/2025	0371-1- ODC Complaint: AMH: catalogue Closing document from Lawyer Disciplinary Board	0.10	215.00	21.50
02/24/2025	0371-1- ODC Complaint: JZR: Conferring w/ chief disciplinary counsel re ODC complaint.	0.20	425.00	85.00
02/24/2025	0371-1- ODC Complaint: JZR: Reviewing order dismissing ODC complaint.	0.20	425.00	85.00
02/24/2025	0371-1- ODC Complaint: JZR: Conferring w/ client re ODC dismissal order.	0.10	425.00	42.50

Subtotal: 319.00

TOTAL OF NEW CHARGES 319.00
BALANCE DUE **\$319.00**

Hissam Forman Donovan Ritchie PLLC



Invoice paid

\$328.57

[View invoice and payment details >](#)

Invoice number	BC252FC4-0001
Payment date	February 27, 2025
Payment method	MasterCard •••• 6907

[Download receipt](#)

[Download invoice](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jessica James, Chief Human Resource Officer**

Department or Organization: Jefferson County Commission





Estimation of amount of time needed for appointment: 15 min

Date Requested – 1st Choice: **3/6/2025**

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 Employee Promotions - FF/EMT to FF/AEMT - Jefferson County ESA**
-  **Approval of Hires – 2 full-time FF/EMTs - Jefferson County ESA**
-  **Approval of Employee Promotions – Circuit Clerk’s Office**
-  **Current Vacancies (informational, no action requested)**

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

1. Melissa Goodwin and Savannah Shockey, who currently serve as firefighter/EMTs with the Jefferson County Emergency Services Agency, have both successfully completed and received their National and State Advanced EMT certification. They’re in receipt of their certification cards and began working as an Advanced EMT’s beginning the week of 2/23/2025. In accordance with JCESA AP1192 – Pay Grade Table, Ms. Goodwin and Ms. Shockey are now eligible for an hourly rate increase.
2. The ESA has identified two candidates, Harrison Mariano and Carson Mongold for the Full-Time position of FF/EMT. These individuals will fill current vacancies within the ESA. Mr. Mongold has provided proper documentation to be given credit for 3 years of service in accordance with JCESA AP1192 – Pay Grade Table, allowing him to begin employment at a FF/EMT I, Step 3.
3. Circuit Clerk Renner has submitted personnel action forms to Payroll requesting salary increases for three Deputy Clerk staff members. However, these increases do not align with county policy and fall outside the Commission-approved merit or cost-of-living adjustments (COLA). While Commission staff respects the Clerk’s authority in managing her staff and budget, we believe it is important to bring this matter forward for approval to ensure transparency and adherence to established compensation guidelines.

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):

ESA Requested Motions

1. I move to approve the promotions of Melissa Goodwin and Savannah Shockey from FF/EMT II to FF/AEMT II with an hourly rate increase from \$21.16/hour to \$22.90/hour for both employees effective 2/23/2025.
2. I move to approve the hiring of Carson Mongold to the position Full-Time FF/EMT I, Step 3, at a starting rate of \$21.85/hr, pending the satisfactory completion of a require background check and drug screening, effective March 24, 2024. Upon successful completion of his introductory period, the Mr. Mongold will be promoted to the rank of FF/EMT II, Step 3, at a rate of \$22.39/hr.
3. I move to approve the hiring of Harrison Mariano to the position Full-Time FF/EMT I, Step 0, at a starting rate of \$20.65/hr, pending the satisfactory completion of a require background check and drug screening, effective March 24, 2024. Upon successful completion of his introductory period, Mr. Harrison will be promoted to the rank of FF/EMT II, Step 0, at a rate of \$21.17/hr.

Circuit Clerk - Requested Motions

1. I move to _____ the salary increases for Employees 1090 and 1143 in the amount of \$2,579.99; and Employee 1171 in the amount of \$2,519.99, as presented.

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: Jessica James, CHRO

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jefferson County Current Vacancy Report

DEPARTMENT/OFFICE	POSITION TITLE	VACANCY STATUS	GRADE/SALARY	APPLICATION DEADLINE
Emergency Communications	CAD Administrator	candidate review	Grade VII \$61,814-\$71,020	n/a
	Supervising Public Safety Dispatcher	candidate review	Grade VI \$57,504-\$92,006	n/a
	Public Safety Dispatcher	open - rolling basis	Grade V \$51,089	n/a
Fleet & Facilities Management	Custodian (3)	open - soliciting	Grade II \$35,664	March 6, 2025
Engineering, Planning & Zoning	County Planner	candidate review	Grade VII \$61,814-\$98,902	n/a
	Building Code Plans Reviewer	open – soliciting	Grade V \$55-60k	March 12, 2025
	Building Permit Technician	interviewing	Grade IV \$42,660-\$68,256	n/a
	Summer Planning Intern	candidate review	Seasonal \$17/hr.	n/a
Information Technology	Deputy Director	finalizing job description		
Emergency Services Agency	Ambulance Fee Administrative Assistant	open	Grade II \$35,664	March 13, 2025
Prosecuting Attorney's Office	Legal Assistant/Receptionist (Entry Level)	open		open until filled
Sheriff's Office	Deputy Sheriff	rolling basis	\$51,000 non-certified \$52,500 certified	n/a

March 2025



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: March 6, 2025

Re: Fiscal notes: hires

Jefferson County Emergency Services

JCESA:

Requested for two positions at \$22.90 each	\$47,632.00
<u>Amount budgeted for FF/AEMT II position in FY 25:</u>	<u>\$60,756.80</u>

Under budget (each)	\$13,124.80
---------------------	-------------

Requested positions:	\$46,571.20
<u>Amount budgeted for FF/EMT I, Step 3, position in FY 25:</u>	<u>\$56,180.80</u>

Under budget	\$9,609.60
--------------	------------

Requested positions:	\$44,033.60
<u>Amount budgeted for FF/EMT I, Step 1, position in FY 25:</u>	<u>\$56,180.80</u>

Under budget	\$12,147.20
--------------	-------------

Circuit Court:

Request to promote employee 1171 from \$50,399.94 to \$52,919.93	
<u>Amount budgeted for this position in FY25</u>	<u>\$50,399.94</u>

Amount over budget	\$2,519.99
--------------------	-------------------

Request to promote employee 1143 from \$51,599.86 to \$54,179.85	
<u>Amount budgeted for this position in FY25</u>	<u>\$51,599.86</u>

Amount over budget	\$2,579.99
--------------------	-------------------

Request to promote employee 1090 from \$51,599.86 to \$54,179.85	
<u>Amount budgeted for this position in FY25</u>	<u>\$51,599.86</u>

Amount over budget

\$2,579.99

These requests are \$7,679.97 over budget for three positions, as a total. The Circuit Clerk still remains under budget for salaries and benefits as whole because of one vacancy. These expenditures will reduce the total amount of salary available for the vacancy by \$7,679.97. The vacancy is currently listed as \$42,659.76, and would be reduced to \$34,979.79.

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: **March 6, 2025**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Report by legal counsel**

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

- A. Report by counsel on CC-19-2021-C-33.**
- B. Review and discussion of Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department and the Corporation of Bolivar for Public Safety Services and Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department, and the Corporation of Bolivar for Tax Collection Services.**
- C. Report by counsel on WV Human Rights Commission EDR-194-25.**

Is this a funding request? **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 **No** Internet/Wi Fi **No** Telephone for conference call **No**

Contact information: **Jaymee Houser**

Email address: **jhouser@jcpawv.org**

Phone Number: **304-728-3318**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION
not applicable

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE JEFFERSON COUNTY
COMMISSION, THE JEFFERSON COUNTY SHERIFF'S DEPARTMENT, AND THE
CORPORATION OF BOLIVAR FOR TAX COLLECTION SERVICES**

This AGREEMENT is made effective _____ 2025 between the Jefferson County Commission, [hereinafter the "Commission"], the Jefferson County Sheriff's Department [hereinafter the "Sheriff"] and the Corporation of Bolivar [hereinafter "Bolivar"] and collectively known as the "parties". This AGREEMENT is contingent, however, upon approval by the Attorney General of West Virginia, or thirty (30) days from submission of this AGREEMENT thereto, whichever is sooner, and upon the Filing Requirements listed below.

WHEREAS, Bolivar is within Jefferson County, West Virginia; and,

WHEREAS, pursuant to Article 18, Chapter 7, of the West Virginia Code, Bolivar has the power and authority, by Ordinance, to impose and collect a privilege tax upon the occupancy of hotel rooms located within its taxing jurisdiction; and,

WHEREAS, Bolivar has imposed a privilege tax upon the occupancy of hotel rooms located within its taxing jurisdiction through Ordinance November 2, 2018; and,

WHEREAS, the Commission, through the Jefferson County Sheriff's Department, collects taxes, in general, within Jefferson County, including county imposed Hotel Occupancy Tax pursuant to W. Va. Code 7-18-13; and,

WHEREAS, the Intergovernmental Relations — Contracting and Joint Enterprises Act, W. Va. Code 8-23-1 *et seq.* authorizes the parties to contract for the provision of tax collection services in Bolivar and for the Commission to receive payments for the same. See W. Va. Code 8-23-7; and,

WHEREAS, Bolivar desires to enter into a contract with the Commission to provide tax collection in Bolivar by the Sheriff for the collection of hotel occupancy privilege taxes in consultation with Bolivar officials,

WHEREAS, the Sheriff, by and through the Commission, agrees to render such services upon the terms and conditions hereinafter set forth; and

NOW, THEREFORE, it is agreed between the parties as follows:

1. TAX COLLECTION. The Commission agrees to provide Hotel Occupancy Tax collection for Bolivar at the direction and discretion of the Sheriff of Jefferson County to the extent and in the manner set forth below:

a. The Bolivar Hotel Occupancy Tax collected under this contract shall encompass those duties and functions which are of the same level, degree, and type performed by the Sheriff for the collection of the hotel occupancy privilege tax imposed by Jefferson County;

The Sheriff shall assign the appropriate number of personnel as is deemed appropriate and necessary as determined in the Sheriff's discretion. Such services shall include regular, but in no event less than quarterly from the date of execution of this agreement, consultation

with the Corporation of Bolivar for updates on new and existing hotel operations within the tax jurisdiction of the Corporation of Bolivar. Such updates shall include:

- i. Notification of any new operators/enterprises of which he may become aware,
- ii. If requested by Bolivar, assistance to bring these new operators/enterprises into compliance with Bolivar's Hotel Occupancy Tax laws, and,
- iii. Notification to Bolivar of any delinquencies in tax remittances from new or existing hotel operators/enterprises.

b. The Sheriff has the right to determine his/her internal staffing assigned to the noticing and collection of hotel occupancy privilege taxes pursuant to this agreement,

c. In the event a dispute arises between the parties concerning the manner or method said taxes are collected from entities within the taxing jurisdiction of the Corporation of Bolivar, the Sheriff and Bolivar will mutually confer regarding said dispute,

d. The Sheriff shall create a separate bank account dedicated solely to the Bolivar Hotel Occupancy Tax. All monies collected or procured by the Sheriff pursuant to such tax shall be placed and held in said account until remitted to the Corporation of Bolivar as described below in section "2. TAX REMITTANCE".

2. TAX REMITTANCE. The Commission agrees to remit to the Corporation of Bolivar the Hotel Occupancy taxes collected for Bolivar by the Sheriff of Jefferson County to the extent and in the manner set forth below:

a. The remittance of taxes collected under this contract shall occur regularly, but in no event less than quarterly, with the first remittance due and payable on July 1, 2025;

b. In the event a dispute arises between the parties concerning the manner or method hotel privilege taxes are remitted to Bolivar, the Sheriff and Bolivar will mutually confer regarding said dispute.

3. COOPERATION AMONG PARTIES. It is hereby agreed that the parties and all of their officials, personnel, agents and employees shall render reasonable cooperation and assistance to each other to facilitate the provision of the services expressed and implied herein. Toward that end, liaison will be provided through a specifically identified office staff in the Sheriff's tax collection department. That individual will handle the day-to-day operational concerns identified by Bolivar's Mayor and residences. In addition, the designated individual, or the Sheriff, will be available to Bolivar during mutually agreed upon days and hours, for activities such as meetings of the Town Council and appropriate community meetings. The designated individual, or the Sheriff, will be available to consult and to coordinate with the Mayor of Bolivar and other department heads.

4. REPORTING. The Sheriff will maintain accurate data collection on the hotel privilege taxes collected in and remitted to Bolivar including communications, written or otherwise, with hotels within the jurisdiction of Bolivar. The Sheriff, or designated individual, will provide monthly reports to the Corporation of Bolivar regarding same.

5. PERSONNEL.

a. Neither the Commission nor the Sheriff is acting as an agent of Bolivar, but rather the Sheriff is acting as an independent contractor such that the control of personnel, standards of performance, discipline and all other aspects of performance shall be governed by the Sheriff.

b. All personnel rendering services on behalf of the Sheriff shall be for all purposes employees of the Sheriff. Bolivar does not assume liability for the payment of any salaries, benefits, or other compensation or training to personnel employed by the Sheriff to perform services. It is agreed that all personnel shall be employees of the Sheriff and the Sheriff shall be responsible for providing salary, worker's compensation insurance, and all other benefits to which such personnel are entitled by reason of their employment with the Sheriff.

c. All equipment paid for by Bolivar remains the property of Bolivar; all equipment paid for by the Commission/Sheriff remains the property of the Commission/Sheriff.

6. MUTUAL INDEMNIFICATION. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its personnel and employees against any and all liability loss, costs, damages, expenses, claims or actions, including attorneys' fees arising from its own acts which the other party, its personnel and employees may hereinafter sustain or be required to pay, arising out of or by reason for any act or omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this agreement.

7. INSURANCE. The Sheriff agrees that all insurance required to adequately cover liability, personnel, and equipment used by the Sheriff in the provision of services pursuant to this Agreement will be provided by the Sheriff.

8. RATES. The Corporation of Bolivar shall pay an amount equal to \$1,000 per annum, payable in four installments in the amount of \$250.

9. Payments. Payments will be made to the Sheriff of Jefferson County on the 1st day of July, October, January, and April. These payments are to be made in advance of each month service period.

10. TERMS OF AGREEMENT. This agreement is an annual contract in effect for twelve [12] consecutive months. Future agreements are to be agreed to and signed before April 1st in future years. The Sheriff, or the Sheriff designee shall meet with the Bolivar Town Council in March and September of each year, or sooner if required, to discuss performance under this agreement. The Sheriff will provide summaries of investigation, activity, collection, remittances, and budget updates at these meetings. Bolivar shall have an opportunity to comment on its satisfaction with the services delivered and request adjustments or modifications. If either party wishes to discontinue this agreement, either party may terminate this agreement with at least three [3] months written notice.

11. ENTIRE AGREEMENT. This agreement sets forth the entire agreement and understanding between the Parties relating to the subject matter herein and supersedes all prior discussions or representations between the Parties including, but not limited to, any representation made during negotiations, whether written or oral. No modification or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing signed by the Commission, Sheriff, and Bolivar.

12. GOVERNING LAWS AND JURISDICTION. This Agreement shall be governed by, and construed under, the laws of the State of West Virginia. Jurisdiction and venue for all purposes shall be in the County of Jefferson, State of West Virginia.

13. NO THIRD PARTY BENEFICIARY. The parties agree that this Agreement shall not confer third-party beneficiary status on any non-party to this Agreement, including the citizens of either Jefferson County or Bolivar.

14. LEGAL REQUIREMENTS. All parties shall comply with all applicable federal, state, and local laws in performing this Agreement.

15. SEVERABILITY. Should any clause, phrase, sentence, or paragraph of this Agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

16. FILING REQUIREMENTS. The Commission shall file a copy of this AGREEMENT with the County Clerk of Jefferson County and provide a copy of such filing to Bolivar. Bolivar will file a copy with the Recorder of the Municipality and with the WV State Auditor.

IN WITNESS WHEREOF, the undersigned parties are authorized to execute this Agreement as of the date written below,

Executed this ____ day of ____, 2025.

JEFFERSON COUNTY COMMISSION:

By: _____
Commission President. Date.

SHERIFF:

By: _____
Thomas H. Hanson.
Sheriff of Jefferson County, WV Date.

CORPORATION OF BOLIVAR:

By: _____
Stephen Paradis.
Mayor of Bolivar, WV Date.

RENEWAL OF INTERGOVERNMENTAL AGREEMENT BETWEEN THE JEFFERSON COUNTY
COMMISSION, THE JEFFERSON COUNTY SHERIFF'S DEPARTMENT AND THE
CORPORATION OF BOLIVAR FOR
PUBLIC SAFETY SERVICES

This renewal of AGREEMENT is made effective _____, 2025 between the Jefferson County Commission, [hereinafter the "Commission"], the Jefferson County Sheriff's Department [hereinafter the "Sheriff"], and the Corporation of Bolivar [hereinafter "Bolivar"] and collectively known as the "parties". This AGREEMENT is contingent, however, upon approval by the Attorney General of West Virginia, or thirty [30] days from submission of this AGREEMENT thereto, whichever is sooner, and upon the Filing Requirements listed below.

WHEREAS, Bolivar is entirely within Jefferson County, West Virginia; and

WHEREAS, pursuant to Article 14, Chapter 8 of the West Virginia Code, Bolivar has the plenary power and authority to protect persons and property within Bolivar and to preserve law and order therein; and

WHEREAS, the Commission, through the Jefferson County Sheriff's Department, pursuant to the Sheriff's Constitutional and law enforcement duties within Jefferson County, provides law enforcement services to the entirety of Jefferson County; and

WHEREAS, the Intergovernmental Relations-Contracting and Joint Enterprises Act, W. Va. Code 8-23-1 *et seq.*, authorizes the parties to contract for the provision of policing services in Bolivar and for the Commission to receive payments for the same. See W. Va. Code 8-23-7; and

WHEREAS Bolivar desires to enter into a contract with the Commission to provide policing in Bolivar by the Jefferson County Sheriff's Department for 24-hour police coverage and to personalize those protection services with dedicated deputies to serve as "Bolivar Deputies".

WHEREAS Bolivar and the Sheriff mutually desire to enhance dedicated law enforcement activity within Bolivar to improve police services in general. The parties hereto understand that in order to do that, additional resources are needed by the Sheriff.

WHEREAS the Sheriff, by and through the Commission, agrees to render such services upon the terms and conditions hereinafter set forth; and

NOW, THEREFORE, it is agreed between the parties as follows:

1. POLICE SERVICES. The Commission agrees to provide police services to Bolivar at the direction and discretion of the Sheriff of Jefferson County to the extent and in the manner set forth below:

a. Police services provided under this contract shall encompass those police duties and functions which are of the same level, degree, and type typically performed by the Sheriff in the surrounding unincorporated areas of Jefferson County;

The Sheriff shall assign the appropriate number of personnel as is deemed appropriate and necessary as determined in the Sheriff's discretion. Such services, depending on workload at any given time, may include:

i. Routine patrols of Bolivar, including foot and vehicular patrols and other general law enforcement duties;

ii. Community policing services such as vacation checks of homes, courtesy safety inspections, agency referrals, attendance at school events, checking security of businesses, welfare checks, and personal contacts as are customary in a small town;

iii. Such services WILL NOT include civil ordinance enforcement.

b. Except as provided below under sub paragraphs (f), (g), and (h), the Sheriff has the exclusive right to determine staffing assigned or detailed within Bolivar based on the Sheriff's assessment of the needs of Bolivar based upon the monthly incident data generated by the Sheriff's Office pursuant to this Agreement under paragraph 4. REPORTING and available manpower in order to effectively provide for public safety. The Sheriff will strive for, but cannot guarantee in all circumstances, a response from the time of dispatch that is similar to other areas of the County;

c. The Sheriff shall constitute the first response for the enforcement of state law. Patrol services shall include reactive patrol to respond to calls for service from residences and businesses, proactive patrol to prevent and deter criminal activity, and traffic patrol to enforce applicable state traffic codes and enhance public safety. Deputies will, when assigned to Bolivar, provide patrol services to Bolivar during their scheduled workshifts;

d. All matters incident to the performance of such service or control of personnel employed to render such service shall be and remain under the control of the Sheriff;

e. In the event a dispute arises between the parties concerning the type of service to be rendered, or the manner in which such service is provided, the Sheriff and Bolivar will mutually confer regarding said dispute; the final decision after conferring between the parties shall be made by the Sheriff.

f. The Sheriff will provide a full-time deputy defined as 8 hours per day Monday through Friday with times to be set by the Sheriff, but typically to be during regular business hours. Hereinafter referred to as the "Bolivar Deputy", this deputy will be assigned to work in Bolivar and, to the extent practicable, will utilize office space within the Bolivar Community Center Building to preform work functions and meet with town staff and citizens.

g. The Sheriff will have day-shift deputies in Bolivar to patrol on the weekends. The number of scheduled weekend patrols ("Road Patrols" combined with "Directed Patrols") in any given month over the term of this engagement will be on average 21 with no fewer than 16 scheduled weekend patrols in any given single month if staffing will allow. The Sheriff will assign deputies to this detail. The Sheriff will strive to maintain consistency in assignments of deputies for this shift.

h. The Sheriff will assign deputies to Bolivar, without need of personnel consistency, to respond to calls made by dispatch, conduct directed patrols, conduct road patrols, preform house and building checks, and manage traffic enforcement, etc., at all other times not covered by sub paragraphs "f" and "g" above.

i. Bolivar explicitly retains the right to request tailored coverage according to the incident data collected by the Sheriff's Office pursuant to this Agreement under paragraph 4. REPORTING.

2. CRIMINAL JUSTICE SUPPLEMENTAL SERVICES. The Commission will provide for all costs and services related to the prosecution, defense and punishment of those accused of crimes and traffic infractions within Bolivar, in the same manner and to the same extent as it does for those accused of crimes and traffic infractions in the unincorporated areas of Jefferson County.

3. COOPERATION AMONG PARTIES.

a. Bolivar will provide office space in the Bolivar Community Center Building for the use of officers under this agreement to perform work functions and meet with town staff and citizens.

b. It is hereby agreed that the parties and all of their officials, personnel, agents and employees shall render reasonable cooperation and assistance to each other to facilitate the provision of the services selected herein. Toward that end, liaison will be provided through the "Bolivar Deputies". These Deputies will handle the day-to-day operational concerns identified by Bolivar's Mayor and residents. In addition, the designated Deputies will be available to Bolivar during mutually agreed upon days and hours for activities such as meetings of the Town Council and appropriate community meetings. The designated Deputies will be available to consult and to coordinate with Bolivar's Mayor and other department heads.

4. REPORTING. The Sheriff will maintain accurate data collection on criminal and traffic activity and on dispatched calls for service within Bolivar's boundaries.

a. The Mayor will be promptly notified in the event of a significant criminal occurrence or other major event within Bolivar;

b. The Sheriff will provide monthly reports on criminal activity, traffic activity, and law enforcement services provided. Services provided shall be grouped by the categories of criminal occurrence, traffic activity, and dispatched calls, etc;

c. Media releases concerning a major criminal occurrence being investigated by the Sheriff will be prepared by the Sheriff or the Sheriff's designee and will be timely provided to the Mayor. Bolivar shall not issue any media releases regarding criminal investigation conducted by the Sheriff pursuant to this Agreement without prior approval of the Sheriff's Office.

5. PERSONNEL AND EQUIPMENT.

a. Neither the Commission nor the Sheriff is acting as an agent of Bolivar, but rather the Sheriff is acting as an independent contractor such that the control of personnel, standards of performance, discipline, and all other aspects of performance shall be governed entirely by the Sheriff.

b. All persons rendering services on behalf of the Sheriff shall be for all purposes employees of the Sheriff. Bolivar does not assume liability for the payment of any salaries, benefits, or other compensation or training and vehicle costs related to personnel employed by the Sheriff to perform services. It is agreed that all personnel shall be employees of the Sheriff and the Sheriff shall be responsible for providing salary, worker's compensation insurance, and all other benefits to which such personnel are entitled by reason of their employment with the Sheriff.

c. All equipment paid for by Bolivar remains the property of Bolivar; all equipment paid for by the Commission/Sheriff remains the property of the Commission/Sheriff.

d. The Sheriff's Department will bear all costs for providing vehicles, training, uniforms, insurance, salary, and benefit expenses.

6. MUTUAL INDEMNIFICATION. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless, and defend the other, its personnel and employees against any and all liability loss, costs, damages, expenses, claims or actions, including attorney's fees arising from its own acts which the other party, its personnel and employees may hereinafter sustain or be required to pay, arising out of or by reason for any act of omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this Agreement.

7. INSURANCE. The Sheriff agrees that all insurance required to adequately cover liability, vehicles, personnel, and equipment used by the Sheriff in the provision of services pursuant to this Agreement will be provided by the Sheriff.

8. RATE. The Corporation of Bolivar shall pay an amount equal to \$160,000 per annum, payable in four installments in the amount of \$40,000.

9. PAYMENT. Payments will be made to the Sheriff of Jefferson County on the 1st day of July, October, January, and April. These payments are to be made in advance of each three [3] month service period.

10. TERMS OF AGREEMENT. This Agreement is an annual contract in effect for twelve [12] consecutive months. Future agreements are to be agreed to and signed before April 1 in future years. The Sheriff or the Sheriff's designee shall meet with the Bolivar Town Council in March and September of each year, or sooner if required, to discuss performance under this Agreement. The Sheriff will provide summaries of activity and budget updates at these meetings. Bolivar shall have an opportunity to comment on its satisfaction with the services delivered and request adjustments or modifications. If either party wishes to discontinue this agreement, either party may terminate this Agreement with at least three [3] months written notice.

11. ENTIRE AGREEMENT. This Agreement sets forth the entire agreement and understanding between the Parties relating to the subject matter herein and supersedes all prior discussions or representations made during negotiations, whether written or oral. No modification of, or amendment to, this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing signed by the Commission, Sheriff, and Bolivar.

12. GOVERNING LAW AND JURISDICTION. This Agreement shall be governed by, and construed under, the laws of the State of West Virginia. Jurisdiction and venue for all purposes shall be in the County of Jefferson, State of West Virginia.

13. NO THIRD PARTY BENEFICIARY. The Parties agree that this Agreement shall not confer third-party beneficiary status on any non-party to this Agreement, including the citizens of either Jefferson County or Bolivar.

14. LEGAL REQUIREMENTS. All parties shall comply with all applicable federal, state, and local laws in performing this Agreement.

15. SEVERABILITY. Should any clause, phrase, sentence, or paragraph of this Agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

16. FILING REQUIREMENTS. The Commission shall file a copy of this AGREEMENT with the County Clerk of Jefferson County and provide a copy of such filing to Bolivar and Bolivar will file a copy with the recorder of the municipality and with the WV State Auditor.

IN WITNESS WHEREOF, the undersigned parties are authorized to execute this Agreement as of the date written below.

Executed this ____ day of ____, 2025.

JEFFERSON COUNTY COMMISSION:

By: _____.
Commission President. Date. _____.

SHERIFF:

By: _____.
Thomas H. Hansen.
Sheriff of Jefferson County, WV Date. _____.

CORPORATION OF BOLIVAR:

By: _____.
Stephen Paradis.
Mayor of Bolivar, WV Date. _____.



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Pasha Majdi

VICE PRESIDENT

Mike Mood

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Steve Stolipher

To: Commissioner Pasha Majdi
Commissioner Steve Stolipher
Commissioner Mike Mood
Commissioner Cara Keys
Commissioner Jack Hefestay

From: Edwina Benites-LM, county administrator

Re: County Administrator Report, March 6, 2025

Summary:

1. Agenda policy (see attached)
2. Boards and Commissions Policy (see attached)
3. Update: Planning Commission finished consideration of the Comprehensive Plan
4. JCDA board member request for removal
5. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space.

3. Update: Planning Commission finished consideration of the Comprehensive Plan

The County Commission amended the 2045 Comprehensive Plan on January 14, 2025, and sent the amendments to Planning Commission for review. On February 25, 2025, the Planning Commission affirmed the amendments, and the 2045 Comprehensive Plan now stands as approved and will be filed with the County Clerk.

4. JCDA board member request for removal

The Jefferson County Development Authority has requested the removal of a board member due to lack of attendance. The City of Ranson has been notified. Please see the attached letter outlining the Jefferson County Development Authority's request.

Suggested Motion: Motion to approve the Jefferson County Development Authority's request and remove Donald Haines, the Ranson representative, from the board.

	<i>Jefferson County Policies & Procedures</i>	
Policy Name:	Agenda Policy	Approved: 9/13/2012
Policy Number:	900	Author: Keyser
Associated:		Original 5-7-2009 Revised 9-1-2011 Revised 9-13-2012

PURPOSE:

To provide a comprehensive and uniform process for formulating the agenda of the County Commission of Jefferson County.

POLICY:

The County Commission of Jefferson County is committed to providing open and accessible governmental proceedings and wishes to provide its citizens with information concerning the business of the County Commission and county government.

PROCEDURE:

The Agenda for each County Commission meeting is prepared by the Commission staff.

The County Commission agenda closes at 12:00 noon, one week prior to the County Commission meeting. All appointments for the County Commission agenda are made with the County Commission staff prior to the 12:00 noon deadline. Submissions for new business items and information items must be submitted to Commission staff by the same 12:00 noon deadline.

An Agenda Request Form and any documentation must be submitted by the 12:00 noon deadline in order to be placed on the Agenda. Ex: If the County Commission meets on Thursday, appointments must be made and new business and informational items submitted by 12:00 noon one week preceding Thursday you are requesting to come before the County Commission. The County Commission requires written documentation and materials for appointments and items of new business. Requests for appointments and items submitted after this time will be carried over for the next agenda. Failure to submit all proper paperwork will also be carried over for the next agenda. Hand-outs at the meeting are unacceptable if they have NOT been included in your package one week in advance.

Appointments shall be 15 minutes unless it is determined less time is needed.

Every attempt will be made to have the last appointment at 11:30 a.m.

New and old business items shall be reviewed and executed between scheduled appointments or when time permits.

County departments shall submit all materials in both digital and hard copy format to the Commission office.

When submitting an item for the agenda, the requesting department, organization or individual shall indicate the desired action of the County Commission i.e., Discussion, Discussion/Action, Introduction, Presentation or Information. All Action Items shall include the Action being requested of the County Commission. Items not indicating the requested action will be withheld from the agenda until the proper information is provided.

Individuals wishing to express their opinions are encouraged to provide their comments during the Public Comment section of the agenda. Understand during Public Comment individuals may express their views for the allotted period of time, however, the Commission cannot respond to you, your comments or requests. Individuals wishing to address the Commission outside the Public Comment forum must receive approval from either/or the President of the Commission and County Administrator or through a consensus of three or more Commissioners.

It is not appropriate for the Commission to publicly discuss personnel matters about an individual employee, and all discussions regarding personnel matters should be conducted in an executive session, unless requested differently by the employee. Additionally, it is inappropriate to discuss personnel matters, including employee performance issues, with individual citizens either in a public or executive session.

Both the Freedom of Information Act codified at W.Va. Code §29B-1-1 *et seq.* and the Open Governmental Proceedings Act codified at W.Va. Code 6-9A-1 *et seq.* protect an employee's personnel records and performance from disclosure to individual citizens and create an obligation on behalf of the Commission to protect employee records from public disclosure. Because discussions of personnel issues with private citizens violate an employee's privacy, the Commission will decline an agenda request from any member of the public that seeks to discuss any employee evaluation or performance with the Commission, regardless of whether such request is intended to be negative or positive.

While we appreciate your feedback and encourage your participation, the Commission does not appreciate nor will it tolerate disparaging personal attacks on others who are not present to defend themselves.

The agenda will be available at 12:00 noon, three days preceding the County Commission meeting. Ex: If the County Commission meets on Thursday, the agenda will be available Monday at 12:00 noon. In the event that a holiday falls on a Monday, the agenda will be available at 5:00 p.m. on Friday preceding the meeting.

The agenda is available in the Office of the County Commission and on the County website at www.jeffersoncountywv.org. A PDF formatted file of the agenda packet will be available at this site. Links to specific agenda items will be available when practical.

If you require visual equipment for your appointment with the County Commission, please notify the Commission staff when scheduling your appointment.

At all times, the County Commission reserves the right to deny a topic, rearrange agenda items because of time constraints, and to accommodate the Commission's schedule or the public's schedule.

	<i>Jefferson County Policies & Procedures</i>	
Policy Name:	Agenda Policy	Approved: 03/06/2025
Policy Number:	900	Author: Benites
Associated:		Original 5-7-2009 Revised 9-1-2011 Revised 9-13-2012

PURPOSE:

To provide a comprehensive and uniform process for formulating the agenda of the County Commission of Jefferson County.

Policy on Commission Agenda Creation

1. The Commission President is responsible for creating the agenda for Commission meetings.
2. Any agenda request that includes a budgetary impact must be reviewed by the Chief Financial Officer prior to inclusion on the agenda.

Standard Operating Guidance for Agenda Requests and Management

1. **Eligible Submitters**
 - Agenda requests will be accepted from Commissioners, the Assessor, the Sheriff, the Prosecuting Attorney, the County Clerk, the Circuit Clerk, and the County Administrator on behalf of County departments, boards, and commissions.
2. **Submission Requirements**
 - Agenda requests must be submitted to Agenda@jeffersoncountywv.org.
 - Requests are due by noon at least five (5) business days before the scheduled Commission meeting.
 - All submissions must include all necessary supporting documentation.
3. **Drafting the Agenda**
 - The County Administrator will draft an agenda that includes all eligible agenda requests.
 - The draft agenda will be reviewed and finalized by the Commission President.
4. **Agenda Approval**
 - The Commission President has the final authority over the inclusion of items and their order on the agenda.
5. **Personnel Matters**
 - It is not appropriate for the Commission to publicly discuss personnel matters regarding an individual employee.

- All discussions related to personnel matters must be conducted in an executive session unless the affected employee requests otherwise.

6. Agenda Publication

- Once finalized by the Commission President, the agenda will be:
 - Published at the Courthouse.
 - Posted on social media.
 - Sent via County email to subscribers.

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Appointment to County Boards, Committees and Commissions	Approved:	5/7/2009 3/6/2025
Policy Number:	2009-1	Author:	E. Benites-LM
Associated:			Revised 3/3/2025

Jefferson County

Administrative Policies and Procedures

TOPIC: Appointment to County Boards, Committees and Commissions

PURPOSE

This directive sets forth the comprehensive process for items pertaining to appointments to the County's boards and commissions including advertising for candidates, processing information to the Commission, interviewing of candidates, appointment timetables and oaths of office.

POLICY

Policy on Appointments to Boards and Commissions

1. The Commission will make appointments to the following boards and commissions, as well as ad hoc boards and commissions, as needed. Appointments will include:
 - Board of Health
 - Board of Zoning Appeals
 - Building Commission
 - Charles Town Utility Board
 - E 9-1-1 Council
 - Eastern Panhandle Transit Authority – Pan Tran
 - Extension Service
 - Hagerstown Eastern Panhandle Metropolitan Planning Organization
 - Harpers Ferry-Bolivar Library Board
 - Historic Landmarks Commission
 - HOME Consortium
 - Homeland Security/LEPC
 - Jefferson County Convention & Visitors Bureau
 - Jefferson County Development Authority
 - Jefferson County Farmland Protection Board
 - Jefferson County Parks and Recreation Commission
 - Jefferson County Planning Commission
 - Jefferson County Property Safety Board
 - Jefferson County Solid Waste Authority

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Appointment to County Boards, Committees and Commissions	Approved:	5/7/2009 3/6/2025
Policy Number:	2009-1	Author:	E. Benites-LM
Associated:			Revised 3/3/2025

- Region 9 Economic Development Council
 - South Jefferson Library Commission
 - Water Advisory Committee
2. Appointment terms and eligibility requirements are determined by each board or commission's bylaws and/or State law.
 3. All appointed board and commission members must:
 - Take an oath of office and share the documentation with the Commission Administration.
 - Complete Ethics and Open Meeting Act training through the West Virginia Ethics Commission.
 4. Zoning Board of Appeals Alternate Positions:
 - Alternate members shall have all powers and duties of regular board members when sitting on a case and shall continue participation until a final decision is reached.
 - Alternate members shall serve by rotation based on seniority of appointment to the board.
 5. Training for Planning Commission Members:
 - Newly appointed members to the Jefferson County Planning Commission must attend a training seminar/orientation provided by the Jefferson County Office of Planning and Zoning.
 - Training must be completed within two (2) months of appointment to familiarize members with the laws and procedures governing the Planning Commission.

Standard Operating Guidance for Boards and Commissions

1. Term Expirations and Reappointments:
 - Board and commission members will be notified by email shortly before the expiration of their term.
 - Members may reapply for membership as long as it is not prohibited by the body's bylaws or State law.
2. Advertising Openings:
 - The Commission will advertise openings at least twice on social media and via email distribution lists.

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Appointment to County Boards, Committees and Commissions	Approved:	5/7/2009 3/6/2025
Policy Number:	2009-1	Author:	E. Benites-LM
Associated:			Revised 3/3/2025

- Interested applicants should submit the following to boards@jeffersoncountywv.org:
 - Resume
 - Cover letter
 - First name
 - Last name
 - Date of birth
 - Mission Agreement Requirement: Applicants must complete the attached mission agreement and submit it with their application.
- It is recommended that applicants ensure their application is received, as some applications may be viewed as spam by email filtering systems.
- Some boards and commissions have residency and/or political affiliation requirements. Submitted information may be used to verify eligibility and conduct background checks such as court history and debarment.
- 3. Public Disclosure:
 - Information submitted during the application process, as well as information discovered during background reviews, may be shared publicly at the public meeting and included in a public packet.
- 4. Application Process:
 - Applications are rolling; however, no additional applications will be considered once the agenda has been posted.
 - Commission Administrative staff will notify applicants via email of the agenda containing their interview.
 - Attendance at the interview (either virtually or in person) is not required but is highly recommended.
 - At the direction of the Commission president, the county administrator will send a packet of eligible applicants to each commissioner. Each commissioner may select one applicant to interview at the next commission meeting for every open seat.
- 5. Vacancies:
 - If a vacancy occurs due to a member's inability or decision not to complete their term, the vacant position must be filled through an unexpired term appointment.
 - The unexpired term appointment will serve the remainder of the term for the individual being replaced.
- 6. Responsibility for Reporting Vacancies:
 - Boards and commissions are responsible for notifying the County Commission Administration of vacancies due to resignation or other factors that may affect this policy and/or guidance.



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Pasha Majdi

VICE PRESIDENT

Mike Mood

COMMISSIONER

Cara Keys

COMMISSIONER

Steve Stolipher

COMMISSIONER

Jack Hefestay

Jefferson County Board Member General Expectations Agreement

The Jefferson County Commission is committed to maintaining the highest standards of professionalism, accountability, and service to the community. As an appointed board member, you play a critical role in advancing the County's mission and ensuring responsible governance.

By initialing below, you affirm your understanding and commitment to the following expectations:

1. Professionalism __ (Initial: _____)

Board members are expected to conduct themselves with integrity, honesty, and accountability at all times. Professionalism includes, but is not limited to:

- Attending meetings consistently, arriving on time, and being prepared to engage in discussions and decision-making.
- Reviewing materials in advance to make informed contributions.
- Maintaining confidentiality when required, particularly regarding sensitive or legally protected information.
- Adhering to ethical standards and avoiding conflicts of interest.
- Working collaboratively with fellow board members, County staff, and the public, fostering an environment of mutual respect.

Failure to meet these standards may result in removal from the board, as determined by the County Commission.

2. Constituent Relations __ (Initial: _____)

Board members serve as representatives of the community and must engage with constituents in a respectful and responsive manner. This includes:

- Listening to public concerns, being accessible, and engaging in constructive dialogue.
- Communicating clearly, factually, and in a manner that reflects positively on the County.
- Refraining from using a board position for personal or political gain.

- Treating all individuals—regardless of background, opinion, or affiliation—with courtesy and professionalism.
- Acknowledging that while board members may express individual viewpoints, decisions should be based on the best interests of the County as a whole.

3. Pride in Yourself, the Commission, and the County ____(Initial: _____)

Board members are ambassadors of Jefferson County and should take pride in their role and responsibilities by:

- Promoting a positive image of the County and its initiatives.
- Demonstrating dedication to the County's mission, goals, and long-term success.
- Taking personal responsibility for contributing to the effectiveness and credibility of the board.
- Ensuring that personal conduct—both during and outside of meetings—reflects well on the board and County government.
- Committing to continuous learning and staying informed on issues relevant to the board's work.

By signing below, I acknowledge that I have read, understand, and agree to abide by the expectations outlined in this agreement while serving as a board member for Jefferson County.

Printed Name: _____

Board Name: _____

Signature: _____

Date: _____



Edwina Benites-LM
County Administrator

Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 25414
(304) 728-3284



**JEFFERSON COUNTY
DEVELOPMENT
AUTHORITY**

WHERE BUSINESS FEELS AT HOME

1948 Wiltshire Rd., Suite #4
Kearneysville, WV 25430

304.728.3255
jcda.net

February 18, 2025

Jefferson County Commission
124 E Washington Street
Charles Town, WV 25414

Subject: Request for Removal of Board Member – Donald Haines

Dear Members of the Jefferson County Commission,

On behalf of the Board of Directors of the Jefferson County Development Authority, I am writing to formally request the removal of Mr. Donald Haines, the Ranson Representative, from our Board.

As per the Authority's bylaws, any member who fails to attend three (3) consecutive regular meetings without an acceptable excuse may be subject to removal upon recommendation by the Executive Committee and concurrence of the Board. Mr. Haines has not attended a Board of Directors meeting since June 2024, and after due consideration, the Executive Committee, with full support from the Board, has determined that his continued absence warrants action in accordance with our bylaws.

We respectfully request that the County Commission take the necessary steps to remove Mr. Haines from his position and appoint a successor to ensure that the City of Ranson continues to have active representation on the Board.

Please let us know if any additional information is required. We appreciate your attention to this matter.

Respectfully,

Mary Kathryn Robinson
President
Jefferson County Development Authority

Christine Potts

178 Telluride Way
Charles Town, WV 25414
rindfleisch.christine@gmail.com

February 18, 2025

The PJM Board of Managers

Mark Takahashi, Chairman and
Manu Asthana, PJM President and CEO PJM Interconnection L.L.C.
2750 Monroe Boulevard
Audubon, Pennsylvania 19408

To whom it may concern,

I strongly urge you and your counterparts to re-evaluate the plans for Project 262 for the 261-mile long 765kV transmission line project. The reckless adoption of this plan has been done so without facts or a basic understanding of the current landscape that exists today in Jefferson County. The current proposed path is over 15 years old and the impacted areas have seen significant growth since then. It remains unclear to me why the State of West Virginia is choosing to move forward with the transmission line plans that primarily benefit the greed of Northern Virginia.

I propose the re-evaluation of the path to redirect it towards less-developed areas such as through Virginia, the state in which it is benefiting, along Route 7.

Everyone deserves a chance at the American dream and this will be destroyed for many by those who have taken advantage of their power.

Thank you,
Christine Potts

From David Tabb

correspondence

JEFFERSON COUNTY TRANSMISSION FACT SHEET

TIMELINE

<u>Feb. 2023</u>	PJM Interconnection opened bidding window for new transmission projects to import 7,500MW of electricity to Northern Virginia data centers.
<u>Dec. 2023</u>	PJM selects and approves new 500kV transmission project from 502 Junction substation in southwestern Pennsylvania to Northern Virginia's "data center alley."
<u>July 2024</u>	PJM opened bidding window for new transmission projects to import 10,000 MW of electricity to Northern Virginia data centers.
<u>Feb. 2025</u>	PJM approval of new 765kV transmission project from John Amos power station in Putnam County, WV to Frederick County, MD and then to "data center alley" and points east.
<u>2025 and later</u>	Designated utility FirstEnergy to host "Open House" public meetings in impacted communities to notify public and give maps and information about 500kV and 765kV projects to impacted landowners.
<u>Future</u>	FirstEnergy/Potomac Edison will file application for project with the West Virginia Public Service Commission. Applications will also need to be filed with the Virginia State Corporation Commission and the Maryland Public Service Commission.
<u>Future</u>	States will make decision on 500kV and 765kV transmission projects and select final routes, if approved.
<u>2027-2032</u>	Expected completion date for 500kV project.
<u>2029-2032</u>	Expected completion date for 765kV project.
<u>July 2025</u>	PJM plans to open another bidding window for new transmission projects to import 16,000MW to new load in the east.

Location of Projects: Parallel to existing transmission lines crossing Jefferson County from near Summit Point in the west to Westridge Hills in the east. If you currently have these lines on or near your property, you will be impacted. 300 ft. width of new or expanded easements needed.

Project Details:

500kV - FirstEnergy will tear down existing 138kV wooden "H-frame" poles and remove them. FirstEnergy will need to expand the existing easement to make way for new, bigger metal lattice towers to be built in an expanded easement. New towers will carry new 500kV circuit, plus new 138kV circuit. Towers will be 30-50 feet taller than parallel 500kV metal lattice towers due to double circuit. Expanded easement must be cleared of all existing structures, trees and vegetation, fences and other incompatible uses. FirstEnergy will ask you to sign easement agreement that allows them to take an additional amount of your property in exchange for "fair market value" of only the land in the easement. If landowner doesn't agree voluntarily, eminent domain may be used.

765kV - FirstEnergy proposes to construct the new line on a new 200 ft. wide right-of-way running parallel to the existing transmission corridor. The new line will be on lattice "V" towers supported by 4 guy wires from each structure. The structures could be up to 200 feet tall.

Existing easement = 250 feet. New easements with new transmission lines = 300 feet.

Total: 550 ft. wide transmission easement across subdivisions, historic and commercial properties, farmland, and many other existing land uses in Jefferson County.

Cost: \$3.5B paid for by ratepayers in all PJM states, including West Virginia.

For More Information:

PJM Interconnection Transmission Proposal 2023 on Facebook or

Keryn Newman, 304-876-3497, keryn@stoppathwv.com or www.stoppathwv.com