

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**SECOND QUARTERLY SESSION - APRIL-JUNE 2018**  
**THURSDAY, MAY 31, 2018**  
**9:30 A.M.**  
County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- May 14, 2018 - Primary Election Canvass
- May 17, 2018 - Regular Meeting
- May 22, 2018 - Certification of Primary Election Results and Special Session - MARC Train Funding

**APPROVAL OF ACCOUNTS PAYABLE**

- May 24, 2018
- May 31, 2018

**APPROVAL OF MANUAL CHECKS**

- May 25, 2018
- June 1, 2018

**APPROVAL OF PAYROLL**

- May 17, 2018

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Nicolas H. Diehl, Jefferson County Development Authority  
- Approval of Resolution to Support Industrial Access Road -  
Discussion/Action

2. 10:00 a.m. Interviews and Appointment to the Jefferson County Emergency Services Agency - One unexpired Citizen Representative term ending June 30, 2019 - Discussion/Action
3. 10:15 a.m. Jeffrey A. Polczynski, ENP - Director of Communications
  - Re-appointment to the E911 Advisory Board of Sgt. Jeffery Chumley, Craig Simpson and David Kimmel for 3 year term through 09/01/2021 - Discussion/Action
  - Appointment of Chief Chris Kutcher to complete the term of Chief William Roper through 09/01/2019 - Discussion/Action
4. 10:30 a.m. Roger Goodwin, Chief County Engineer
  - Request approval of employment offer to fill the position of Building Code Plans Reviewer - Discussion/Action
  - Approval to fill the Building Permits Technician position and to advertise to fill the GIS & Addressing Technician/Administrative Assistant position - Discussion/Action
  - Presentation and update on revised Building Permit Fee Schedules - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Lynn Fields, Probate Office
  - Special Session to approve Waiver of Final Settlement and close estate of Irmgard Mathilde Waggy-Baylor, deceased - Discussion/Action
7. 11:15 a.m. Michelle Gordon, Finance Director
  - Ambulance Fee Analysis - Continued - Discussion/Action
  - Review of FY2018 Budget to Actual as of 4/30/2018 - Discussion/Action
8. 11:45 a.m. Nathan Cochran, Assistant Prosecuting Attorney
  - Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues - Discussion/Action
  - Discussion of Jefferson County Civil Action #17-C-282 - Discussion/Action
  - Discussion of EEOC Claim #533-2017-00706 - Discussion/Action
  - Discussion of Fire Suppression Contract for 911 Center - Discussion/Action
  - Discussion of Jefferson County Civil Action #17-P-110 - Discussion/Action

#### **NEW BUSINESS**

9. Discuss PSD Audit - Discussion/Action
10. Status of Maintenance Projects - Discussion/Action (JC)

## **COUNTY ADMINISTRATOR REPORTS**

- Discuss a policy regarding fairs and festival sponsored or endorsed by the governing body of the county wherein the fair or festival is to be conducted - Discussion/Action
- Discuss next Commission Meet and Greet date and location - Discussion/Action
- Annual Performance and Merit Increase Policy - Discussion/Action

## **COUNTY COMMISSION REPORTS**

### **11. ADJOURN**

## **CORRESPONDENCE/INFORMATION**

Notice of Special Session on June 14, 2018 - Road Summit and MARC Train discssion.

Correspondence received from Comcast regarding Internet Essentials.

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



SPECIAL SESSION:

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

At a Special Session of the Jefferson County Commission, continued and held at the Jefferson County Courthouse, located at 100 E. Washington Street located in Charles Town, WV, 25141 on Monday, May 14, 2018 beginning at 9:30 a.m.

PRESENT: Josh Compton, President  
Patsy Noland, Commissioner  
Peter Onoszko, Commissioner  
Jane Tabb, Commissioner  
Jacki Shadle, County Clerk

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

The County Commission of Jefferson County, sitting as a Board of Canvassers, met this 14th day of May, 2018 at 9:30 am for the purpose of canvassing ballots cast in the May 8, 2018 Primary Election.

Commissioner Noland Pledge of Allegiance.

Ms. Painter stated one precinct would be selected for a hand count. Precinct 13 was randomly selected by staff.

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

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

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

<i>Provisional &amp; Absentee Ballots</i>						
<i>Primary Election May 8, 2018</i>						
<i>Pct. #</i>	<i>Name</i>	<i>Reason</i>	<i>Motion/Second</i>	<i>Accept</i>	<i>Reject</i>	<i>Vote</i>
2	Joseph McCormick	Refused to Show ID	Noland/Tabb	X		Carries

3	Maura Cavagnaro	Absentee - Received in time	Noland/Onoszo	X		Carries
	Melanie Miles	Homeless - Registration OK	Noland/Compton	X		Carries
	Mary Linthicum	Voted in Wrong Precinct	Noland/Compton		X	Carries
	William Longerbeam	Canceled for Not Voting	Noland/Tabb		X	Carries
	James Vassell	Moved - Voting in New Precinct	Noland/Compton	X		Carries
	Alina Eves	Moved - Voting in New Precinct	Noland/Compton	X		Carries
4A	Douglas Crozier	Refused to sign poll book	Noland/Tabb	X		Carries
4B	John Petry	Registered in Berkeley County	Noland/Compton		X	Carries
	Sydney Price	Registered in Monogalia County	Noland/Compton		X	Carries
	Jessica Ashley	Poll Worker	Noland/Compton	X		Carries
	Brian Higgs	Poll Worker	Noland/Compton	X		Carries
7	John Russo	Not Registered	Noland/Compton		X	Carries
13	Christopher Rankin	Not Registered	Noland/Onoszko		X	Carries
19	Charles R Myers	Moved - Voting in New Precinct	Noland/Compton	X		Carries
	Evelyn Myers	Moved - Voting in New Precinct	Noland/Compton	X		Carries
20	Stella Bovard	Absentee - Received in time	Tabb/Noland	X		Carries
	James Bovard	Absentee - Received in time	Tabb/Noland	X		Carries
21A	Chad Hite	Voted in Wrong Precinct	Noland/Compton		X	Carries
21B	Danita Puller	Registration OK	Onoszko/Compton	X		Carries
22	Kirby DeHaven	Registration OK	Noland Compton	X		Carries
	David Childs	Insisted on casting a partisan ballot after voting a non-partisan ballot				Carries
	Elizabeth Stagner	Poll Worker	Noland Compton	X		Carries
23A	Helen Cook	Absentee - Received in time	Compton/Tabb	X		Carries
	Tammy Bradley	Voted in Wrong Precinct	Noland/Compton		X	Carries
	Lee Bradley	Voted in Wrong Precinct	Noland/Compton		X	Carries

	<i>Janelle Quinn</i>	<i>Moved - Voting in New Precinct</i>	<i>Tabb/Compton</i>	X		<i>Carries</i>
29	<i>Brian Burdi</i>	<i>Moved - Voting in New Precinct</i>	<i>Noland./Compton</i>	X		<i>Carries</i>
33	<i>Anya Wallace</i>	<i>Absentee - Received in time</i>	<i>Compton/Tabb</i>	X		<i>Carries</i>
	<i>Liam McKee</i>	<i>Not Registered</i>	<i>Compton/Noland</i>		X	<i>Carries</i>
	<i>Jerri Burgess</i>	<i>Not Registered</i>	<i>Compton/Noland</i>		X	<i>Carries</i>
	<i>Linda Sanders</i>	<i>Mistakenly pulled to wrong Co.</i>	<i>Noland/Tabb</i>	X		<i>Carries</i>
34	<i>Richard Womeldorf</i>	<i>Absentee - Received in time</i>	<i>Compton/Tabb</i>	X		<i>Carries</i>
	<i>Mildred Hammond</i>	<i>Absentee - Received in time</i>	<i>Compton/Tabb</i>	X		<i>Carries</i>
	<i>John Kilroy</i>	<i>Moved - Voting in New Precinct</i>	<i>Tabb/Noland</i>	X		<i>Carries</i>
35A	<i>George Moxley Sr</i>	<i>Poll Worker</i>	<i>Compton/Noland</i>	X		<i>Carries</i>
35B	<i>Sean Riley</i>	<i>Voted in Wrong Precinct/Party</i>	<i>Noland/Onoszko</i>		X	<i>Carries</i>
	<i>Karrie Reckner</i>	<i>Registration OK</i>	<i>Noland/Compton</i>	X		<i>Carries</i>
	<i>Jessica Wall</i>	<i>Moved -Voting in New Precinct</i>	<i>Compton/Noland</i>	X		<i>Carries</i>
	<i>Charles Reese</i>	<i>Moved -Voting in New Precinct</i>	<i>Compton/Noland</i>	X		<i>Carries</i>
	<i>Caitlin Young</i>	<i>Moved -Voting in New Precinct</i>	<i>Compton/Noland</i>	X		<i>Carries</i>
	<i>Ryan Quigley</i>	<i>Registered in Berkeley County</i>	<i>Compton/Tabb</i>		X	<i>Carries</i>

After all provisional and absentee ballots were reviewed, the Commission approved 21 provisional ballots, 7 absentee ballots, and 4 recreated ballots to the count, for a total of 32 ballots.

Ms. Painter reported the hand count for Precinct 13 was off by one Republican ticket vote for Art Thomm, which is within the acceptable margin of error.

- **Motion by Mr. Onoszko to accept the 32 provisional/absentee ballots and add to the total ballot count and adjourn and recess as a Board of Canvassers at 1:15 pm until the hand count of absentee and provisional ballots has been completed for the entire state. Motion seconded and unanimously approved.**

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Josh Compton, COMMISSION PRESIDENT

## Minutes

### Jefferson County Commission

Thursday, May 17, 2018

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A meeting of the Jefferson County Commission was held on Thursday, May 17, 2018 during the first quarterly session in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Josh Compton, Caleb Hudson, Patricia Noland, Peter Onoszko and Jane Tabb. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, May 17, 2018 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

**Motion by Ms. Noland to approve the May 3, 2018 Regular Meeting Minutes as presented.  
Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
080016	406	ANGELA L BANKS		\$ -	\$ 136.00	\$ 136.00
080017	401	BEST BEST & KRIEGER LLP		\$ -	\$ 275.00	\$ 275.00
080018	405	CROCK-HAMRICK REPORTING		\$ -	\$ 331.05	\$ 331.05
080019	406	RHONDA WILLINGHAM		\$ -	\$ 85.00	\$ 85.00
080020	401	STEPHANIE GROVE		\$ -	\$ 50.78	\$ 50.78
080020	401	STEPHANIE GROVE		\$ -	\$ 354.00	\$ 354.00
080020	401	STEPHANIE GROVE		\$ -	\$ 640.00	\$ 640.00
080020	401	STEPHANIE GROVE		\$ -	\$ 250.00	\$ 250.00
080020	401	STEPHANIE GROVE		\$ -	\$ 381.00	\$ 381.00

080021	413	JEFFERSON COUNTY SCHOOLS		\$ -	\$ 1,440.00	\$ 1,440.00
080022	405	CORA KOWALSKI		\$ -	\$ 126.50	\$ 126.50
080023	406	VANDA NELSON		\$ -	\$ 85.00	\$ 85.00
080024	405	PANHANDLE PSYCHOLOGICAL		\$ -	\$ 2,055.00	\$ 2,055.00
080025	401	PERRY & ASSOCIATES CPA'S		\$ -	\$ 15,000.00	\$ 15,000.00
080026	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
080027	717	RICE TIRES CO		\$ -	\$ 197.62	\$ 197.62
080028	404	SHERIFF OF JEFFERSON CO		\$ -	\$ 58.70	\$ 58.70
080029	404	SHERIFF OF JEFFERSON CO		\$ -	\$ 58.70	\$ 58.70
080030	404	SHERIFF OF JEFFERSON CO		\$ -	\$ 149.91	\$ 149.91
080031	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 113.25	\$ 113.25
080032	700	WILLIAM WALTERS		\$ -	\$ 42.87	\$ 42.87
080033	404	W.B. MASON CO. INC		\$ -	\$ 196.84	\$ 196.84
080034	700	DARYLL WIMER		\$ -	\$ 9.83	\$ 9.83
080035	401	XEROX CORPORATION		\$ -	\$ 907.16	\$ 907.16
080035	402	XEROX CORPORATION		\$ -	\$ 148.73	\$ 148.73
080035	403	XEROX CORPORATION		\$ -	\$ 228.55	\$ 228.55
080035	404	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
080035	405	XEROX CORPORATION		\$ -	\$ 833.44	\$ 833.44
080035	406	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
080035	425	XEROX CORPORATION		\$ -	\$ 213.20	\$ 213.20
080035	440	XEROX CORPORATION		\$ -	\$ 203.87	\$ 203.87
080035	440	XEROX CORPORATION		\$ -	\$ 126.42	\$ 126.42
080035	440	XEROX CORPORATION		\$ -	\$ 575.53	\$ 575.53
080035	700	XEROX CORPORATION		\$ -	\$ 337.22	\$ 337.22
080035	712	XEROX CORPORATION		\$ -	\$ 435.17	\$ 435.17
080035	716	XEROX CORPORATION		\$ -	\$ 120.57	\$ 120.57
080036	413	BETHEL METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
080037	413	CAMP HILL WESLEY UNITED		\$ -	\$ 150.00	\$ 150.00
080038	413	CHARLES TOWN BAPTIST		\$ -	\$ 100.00	\$ 100.00
080039	413	COVENANT BAPTIST CHURCH		\$ -	\$ 100.00	\$ 100.00
080040	413	FIRST BAPTIST CHURCH		\$ -	\$ 100.00	\$ 100.00
080041	413	LEETOWN METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
080042	413	SHEPHERDSTOWN FIRE DEPT		\$ -	\$ 200.00	\$ 200.00
080043	413	BLUE RIDGE MTN VOL FIRE		\$ -	\$ 100.00	\$ 100.00
080044	413	OAKLAND METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
080045	413	JEFFERSON COUNTY COUNCIL		\$ -	\$ 100.00	\$ 100.00
080046	413	JEFFERSON ACADEMY		\$ -	\$ 200.00	\$ 200.00
080047	413	TRINITY EPISCOPAL CHURCH		\$ -	\$ 100.00	\$ 100.00
080048	413	FELLOWSHIP BIBLE CHURCH		\$ -	\$ 200.00	\$ 200.00
080049	413	SUMMIT PT BAPTIST CHURCH		\$ -	\$ 100.00	\$ 100.00
080050	413	CITIZEN FIRE CO		\$ -	\$ 150.00	\$ 150.00

TOTAL					\$ 28,239.11	\$ 28,239.11
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**Motion by Ms. Tabb to approve the Accounts Payable for May 10, 2018 in the amount of \$28,239.11. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
080054	717	ADVANCE AUTO PARTS		\$ -	\$ 158.94	\$ 158.94
080055	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
080056	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
080057	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
080058	P/R DED	CHARLES TOWN GNRL HOSPTA		\$ -	\$ 252.56	\$ 252.56
080059	403	ENVELOPE SUPERSTORE		\$ -	\$ 897.64	\$ 897.64
080060	425	84 LUMBER		\$ -	\$ 231.96	\$ 231.96
080061	700	FEDEX		\$ -	\$ 37.42	\$ 37.42
080062	P/R DED	MARGARET GAINNEY		\$ -	\$ 1,327.21	\$ 1,327.21
080063	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 26,394.03	\$ 26,394.03
080064	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 5,225.00	\$ 5,225.00
080065	406	MONROE SYS FOR BUSINESS		\$ -	\$ 726.00	\$ 726.00
080066	712	MOTOROLA SOLUTIONS, INC		\$ -	\$ 530.00	\$ 530.00
080067	402	GAIL MAGAHA		\$ -	\$ 70.00	\$ 70.00
080068	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
080069	406	MILLER'S SUPPLIES AT WOR		\$ -	\$ 39.70	\$ 39.70
080070	412	AMANDA MASTERS		\$ -	\$ 19.62	\$ 19.62
080071	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
080072	712	LAURA POPE		\$ -	\$ 81.75	\$ 81.75
080073	402	ALICE N. PAINTER		\$ -	\$ 70.00	\$ 70.00
080074	425	POTOMAC EDISON/OH		\$ -	\$ 12.11	\$ 12.11
080074	425	POTOMAC EDISON/OH		\$ -	\$ 20.62	\$ 20.62
080074	425	POTOMAC EDISON/OH		\$ -	\$ 5.00	\$ 5.00
080074	425	POTOMAC EDISON/OH		\$ -	\$ 4.84	\$ 4.84
080074	425	POTOMAC EDISON/OH		\$ -	\$ 8.76	\$ 8.76
080074	425	POTOMAC EDISON/OH		\$ -	\$ 6.56	\$ 6.56
080074	425	POTOMAC EDISON/OH		\$ -	\$ 8.28	\$ 8.28
080074	425	POTOMAC EDISON/OH		\$ -	\$ 29.49	\$ 29.49
080075	700	WILLIAM POTTER		\$ -	\$ 28.46	\$ 28.46
080076	403	LAURA STORM		\$ -	\$ 146.06	\$ 146.06
080077	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
080078	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 57.50	\$ 57.50
080078	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 727.00	\$ 727.00

080078	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
080078	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 158.00	\$ 158.00
080079	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 47,011.28	\$ 47,011.28
080079	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,994.72	\$ 10,994.72
080079	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.08	\$ 2.08
080079	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 0.48	\$ 0.48
080079	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 35,279.51	\$ 35,279.51
080079	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.10	\$ 1.10
080080	402	JACQUELINE SHADLE		\$ -	\$ 70.00	\$ 70.00
080081	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,429.18	\$ 6,429.18
080081	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,076.49	\$ 9,076.49
080082	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,230.00	\$ 2,230.00
080082	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 215.00	\$ 215.00
080083	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 11,104.33	\$ 11,104.33
080083	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 27,143.81	\$ 27,143.81
080083	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 2,715.15	\$ 2,715.15
080083	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 4,977.78	\$ 4,977.78
080083	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 0.82	\$ 0.82
080083	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 2.01	\$ 2.01
080084	413	LOCKE WYSONG		\$ -	\$ 23.44	\$ 23.44
080085	413	JEAN L ROBERTS		\$ -	\$ 8.72	\$ 8.72
080086	413	TARA M.MORGAN		\$ -	\$ 14.17	\$ 14.17
080087	413	JAMES EDDY		\$ -	\$ 17.44	\$ 17.44
080088	413	NORA DRISH		\$ -	\$ 24.53	\$ 24.53
080089	413	CHERYL HUFF		\$ -	\$ 13.63	\$ 13.63
080090	413	MARY R. RING		\$ -	\$ 22.89	\$ 22.89
080091	413	PAUL WILT		\$ -	\$ 17.44	\$ 17.44
080092	413	VIVIAN HENRY		\$ -	\$ 10.90	\$ 10.90
080093	413	GARY HENRY		\$ -	\$ 5.45	\$ 5.45
080094	413	TIMOTHY COLLINS		\$ -	\$ 27.80	\$ 27.80
080095	413	STEVEN CROWE		\$ -	\$ 21.80	\$ 21.80
080096	413	ROBERT TRAINOR		\$ -	\$ 5.45	\$ 5.45
080097	413	ANITA FLESHMAN		\$ -	\$ 22.89	\$ 22.89
080098	413	TODD BALDAU		\$ -	\$ 5.45	\$ 5.45
080099	413	ROBERT GRAF SR.		\$ -	\$ 21.26	\$ 21.26
080100	413	ELIZABETH COYLE		\$ -	\$ 20.71	\$ 20.71
080101	413	PAMELA CARROLL		\$ -	\$ 19.62	\$ 19.62
080102	413	MARTY FREEMAN		\$ -	\$ 4.36	\$ 4.36
080103	413	JENNIFER COGLE		\$ -	\$ 14.17	\$ 14.17
080104	413	AMY SILVER		\$ -	\$ 21.80	\$ 21.80
080105	413	TERESA FORSYTH		\$ -	\$ 9.27	\$ 9.27

080106	413	SHARON HALL		\$ -	\$ 10.90	\$ 10.90
080107	413	JOHN SHOEDEL		\$ -	\$ 8.18	\$ 8.18
080108	413	DEIRDRE CATTERTON		\$ -	\$ 29.98	\$ 29.98
080109	413	WILLIAM LUKENBILL		\$ -	\$ 17.44	\$ 17.44
080110	413	JESSICA ASHLEY		\$ -	\$ 8.72	\$ 8.72
080111	413	AMY RINGER FLINT		\$ -	\$ 8.18	\$ 8.18
080112	413	JENNIFER BALTZELL		\$ -	\$ 22.35	\$ 22.35
080113	413	LORIEN CASCIO		\$ -	\$ 16.35	\$ 16.35
080114	413	BRUCE TERRIS SR		\$ -	\$ 11.99	\$ 11.99
080115	413	PHYLLIS FLUDINE		\$ -	\$ 10.00	\$ 10.00
<b>TOTAL</b>					<b>\$ 197,136.32</b>	<b>\$ 197,136.32</b>

**Motion by Ms. Noland to approve the Accounts Payable for May 17, 2018 in the amount of \$197,136.32. Motion seconded and unanimously approved.**

### MANUAL CHECKS

<b>HOME DETETION</b>			
<b>008</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
05/11/18	603	<b>ATTENTI</b>	\$ 1,190.00
05/11/18	604	<b>UNITED BANK</b>	\$ 55.88
05/11/18	605	<b>CDA</b>	\$ 775.50
<b>ASSESSOR VALUATION</b>			
<b>056</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
05/11/18	681	<b>UNITED BANK</b>	\$ 4.00
<b>SHERIFF C/O</b>			
<b>246</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>

5/11/2018	1672	CRS	\$ 78,180.00
<b>IMPACT FEES</b>			
<b>249</b>			
Date	Check #	VENDOR	Amount
05/11/18	1136	SHERIFF JEFFERSON CO -SCHOOL	\$ 208,459.58
05/11/18	1137	SHERIFF JEFFERSON CO - LAW	\$ 3,529.21
05/11/18	1138	SHERIFF JEFFERSON CO - PARKS	\$ 16,034.25
05/11/18	1139	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 1,750.61
<b>TOTAL</b>			<b>\$ 309,979.03</b>

**Motion by Ms. Tabb to approve the Manual Checks for May 11, 2018 in the amount of \$309,979.03. Motion seconded and unanimously approved.**

<b>ASSESSOR VALUATION</b>			
<b>O56</b>			
Date	Check #	VENDOR	Amount
05/18/18	682	MILLER'S SUPPLIES AT WORK	\$ 12,397.92
5/18/2018	683	MILLER'S SUPPLIES AT WORK	\$ 107.88
<b>FARMLAND PROTECTION BOARD</b>			
<b>O57</b>			
Date	Check #	VENDOR	Amount
5/18/2018	300	JEFFERSON CO FARMLAND PROT.	\$ 52,859.11
<b>TOTAL</b>			<b>\$ 65,364.91</b>

**Motion by Ms. Noland to approve the Manual Checks for May 18, 2018 in the amount of \$65,364.91. Motion seconded and unanimously approved.**

## **PAYROLL APPROVAL**

**Motion by Ms. Tabb to approve the Payroll for May 3, 2018 in the amount of \$258,149.45.  
Motion seconded and unanimously approved.**

**Motion by Mr. Onoszko to approve the Pollworker Payroll for May 10, 2018 in the amount of \$47,635.00.**

## **PUBLIC COMMENT**

Sara Thomsen, resident – spoke against Roger Forshee, Chair of the Jefferson County Public Service District, and his creation and use of an unofficial PSD Facebook page, stating some of the content posted by Mr. Forshee is a violation of ethics.

Susan Pipes, resident – spoke against Ramona Wesling’s request to be appointed as a citizen representative to the Jefferson County Emergency Services Agency Board, as she believes Ms. Wesling’s behavior as the president of the Liberty PAC is “unacceptable” and in violation of the county’s “anti-hate” ordinance authored by Ms. Wesling herself.

Ryan Taylor, Berkeley County resident and owner/operator of a water-hauling business – expressed concerns regarding Blue Ridge Fire Department traveling across the county to provide water to pool owners for donations, stating he was losing business due to this practice and questioned whether the Commissioners had any knowledge of the issue.

Nancy Gregory, resident – spoke against the potential appointment of Ramona Wesling to the JCESA Board, stating the position should be filled by someone who is “competent and qualified.”

Eleanor Finn, resident and member of the League of Women Voters – spoke to the Commission regarding the Open Meetings Act in relation to the availability of agendas and minutes from other county appointed boards, commissions, etc.

David Tabb, resident – questioned what the Commission was doing to help citizens who had lost power or sustained damage to their property during a hail storm earlier in the week. Mr. Tabb also stated that he is always “representing and taking care of people, unlike the Commission.”

Marshall Demeritt, resident and EMS Chief at the Shepherdstown Volunteer Fire Department – spoke against the potential appointment of Ramona Wesling to the JCESA Board, stating he has invested time “foraging and protecting the relationship between JCESA and the volunteer fire

departments” and Ms. Wesling’s “hateful and demeaning speech would not be productive” for the wellbeing of the board.

Steve Allen, Director, Jefferson County Department of Homeland Security and Emergency Management – updated the Commission and the audience on the damage that resulted from a hail storm earlier in the week in addition to the high volume of rain that had fallen since Monday. Mr. Allen also gave an overview of the weather for the rest of the week into the weekend, stating there was a potential for 4-6 inches of additional rainfall. Mr. Allen also recommended the Commission declare a State of Emergency in Jefferson County to allow for easier access to disaster resources from the state, should they be necessary.

- **Motion by Mr. Compton to approve the Emergency Declaration of a State of Emergency for Jefferson County. Motion seconded and unanimously approved.**

## PRESENTATIONS

1. Pete Dougherty, Sheriff
  - a. Requested the approval of Special Deputy/Bailiff New Hire
    - **Motion by Ms. Noland to approve the hire of Jesse Jones as a part-time Special Deputy/Bailiff. Motion seconded and unanimously approved.**
  - b. Insurance Payoff
    - **Motion by Mr. Compton to approve the addition of monies received from the insurance settlement offer to the Sheriff’s budget under line item 700-03-343. Motion seconded and unanimously approved.**
2. Angie Banks, Assessor – requested the Commissioners’ signatures of the Certificate of Oaths and for the Real and Personal Property Books.
3. Doug Pixler and Elaine Bartoldson, Eastern Panhandle Transit Authority
  - a. EPTA New Route Maps/Schedules – Mr. Pixler and Ms. Bartoldson discussed the new route maps and schedules and provided the Commission and the audience with maps of the new changes. Ms. Bartoldson also discussed the new EPTA smartphone app that allows riders to view routes and check bus schedules in real time.



- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, related issues
  - Discussion of Jefferson County Civil Action #17-C-282
  - Discussion of EEOC Claim #533-2017-00706.
- **Motion by Mr. Onoszko to enter into Executive Session to discuss Jefferson County Civil Action #17-C-282 and EEOC Claim #533-2017-00706. Motion seconded and unanimously approved.**

## NEW BUSINESS

7. Discuss PSD Audit – it was the consensus of the Commission to postpone this item until the May 31, 2018 regularly scheduled Commission meeting.
8. Request Letter of Endorsement – JCLL
  - **Motion by Mr. Compton to approve the letter of endorsement to the WVABCA for the sale of alcohol at the Jefferson County Little League fundraiser to be held at the Shepherdstown Volunteer Fire Department. Motion seconded and unanimously approved.**
9. Request Letter of Endorsement – Shepherdstown Fire Department
  - **Motion by Ms. Noland to approve the letter of endorsement to the WVABCA for the sale of alcohol at the Shepherdstown Volunteer Fire Department Steak Bash to be held at the Shepherdstown Volunteer Fire Department. Motion seconded and unanimously approved.**
10. Decision - Proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA17-01. The text amendment, in accordance with WV Code 8A and Article 12 of the Zoning Ordinance, proposes revisions to Article 10 Provisions for Signs. The primary purpose of this amendment is to create provisions to allow electronic signs in Jefferson County. The amendment also includes reorganization of existing text for clarification.
  - **Motion by Mr. Compton to approve the brightness of the animated/electronic signs at 100 nits with the ability to reassess if necessary.**
  - **Motion by Ms. Noland to approve text amendment ZTA 17-01 as presented and find it consistent with the Envision Jefferson 2035 Comprehensive Plan. Motion seconded and unanimously approved.**

## COUNTY ADMINISTRATOR REPORTS

- Discuss Policy regarding fairs and festivals sponsored or endorsed by the governing body of the county wherein the fair or festival is to be conducted – it was the consensus of the Commission to direct Ms. Grove to draft a policy regarding letters of endorsement for fairs and festivals.
- Discuss next Commission Meet and Greet date and time – this item was postponed for discussion until the May 31, 2018 regularly scheduled Commission meeting.

16. The Commission meeting was adjourned at 9:17 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

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JOSHUA COMPTON, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant



## **SPECIAL SESSION**

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

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Tuesday, May 22, 2018, beginning at 9:30 o'clock a.m.

**PRESENT:** Josh Compton, President  
Caleb Hudson, Vice President  
Patsy Noland, Commissioner  
Peter Onoszko, Commissioner  
Jane Tabb, Commissioner  
Jacqueline Shadle, County Clerk  
Nikki Painter, Chief Deputy Clerk, Elections  
Stephanie Grove, County Administrator  
Jessica Carroll, Administrative Assistant

**In re: Certification of the Results from the 2018 Primary Special Election/Funding Request for EPTA Service to MARC Train Stations/Flooding Update & State of Emergency**

The meeting was called to order at 9:30 a.m. by Commissioner Compton.

Commissioner Noland led the Pledge of Allegiance.

Ms. Painter stated the final counties had finished their canvasses and the results for the 2018 Primary Election could now be certified.

- **Motion by Ms. Tabb to certify the 2018 Primary Election results for Jefferson County. Motion seconded and unanimously approved.**

Ms. Grove stated she had spoken with Michelle Gordon, Finance Director, regarding the EPTA request for \$30,000 to continue EPTA bus service to the local MARC train stations for FY19. Ms. Grove stated the Commission could use monies from the Coal Severance Fund to honor the EPTA's request but it would only be for one fiscal year.

- **Motion by Mr. Compton to allocate \$30,000 from the FY19 Coal Severance Fund as a stop-gap measure to allow the EPTA to continue bus service to the local MARC train stations. Motion seconded and unanimously approved.**

Steve Allen, Director of the Jefferson County Department of Homeland Security and Emergency Management, updated the Commission on local flooding due to last week's rainfall. Mr. Allen stated that although some of the areas of the county saw damage from a hail and flooding, the damages weren't great enough to warrant FEMA funding. Mr. Allen also recommended that the Commission lift the State of Emergency that was declared on Thursday, May 17, 2018.

- **Motion by Mr. Onoszko to lift the State of Emergency declared for Jefferson County on Thursday, May 17, 2018. Motion seconded and unanimously approved.**

There being no further business, the meeting was adjourned at 9:47 am.

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JOSH COMPTON, PRESIDENT

Respectively Submitted:  
Jessica D. Carroll  
Administrative Assistant

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 395,006.14	\$ 18.30	\$ 395,024.44
6.2% Tax Payable OASDI	23,505.64	\$ 1.04	\$ 23,506.68
1.45% Tax Payable HI	5,497.36	\$ 0.24	\$ 5,497.60
Fed Withholding	35,279.51	\$ 1.10	\$ 35,280.61
WV State Withholding	16,971.60	\$ 0.75	\$ 16,972.35
PERS Retirement Deduct 4.5%	11,104.33	\$ 0.82	\$ 11,105.15
PERS Retirement Deduct 6%	2,715.15		\$ 2,715.15
Hosp. Pre-Tax	13,415.50		\$ 13,415.50
Cancer/ICU Pre-Taxed	1,045.67		\$ 1,045.67
Cancer/ICU Not Pre-Taxed	908.12		\$ 908.12
Optional Life Not Pre-Taxed	1,959.28		\$ 1,959.28
Christmas Club	5,225.00		\$ 5,225.00
Wage Attach #1	1,427.35		\$ 1,427.35
Wage Attach #3	0.00		\$ -
DSRS Retirement Deduct 8.5%	6,429.18		\$ 6,429.18
457 - Nationwide	102.55		\$ 102.55
457I - Empower	2,230.00		\$ 2,230.00
457R - Roth	215.00		\$ 215.00
MD State Tax	581.22		\$ 581.22
D/VF	1,560.85		\$ 1,560.85
VA. State Tax	96.23		\$ 96.23
COLONIAL(PLUS)	849.00		\$ 849.00
Total Deductions	\$ 131,118.54	\$ 3.95	\$ 131,122.49
Net Wages Total	\$ 263,887.60	\$ 14.35	\$ 263,901.95
Payroll Date	17-May-2018		

A/P



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Nicolas H. Diehl

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

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **May 31<sup>st</sup>**

*If a specific date is needed, please provide reason for specific date: **Funding application due***

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): Resolution to Support Industrial Access Road

Please provide the County Commission with a description of your request or presentation, including any background information: JCDA is submitting an IAR funding application through the WVDOH and WVDO for the access road to the Rockwool site. A resolution of support from the Jefferson County Commission is required.

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

If so, how much? \$

Provide exact financial impact/request:

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

Move to approve Resolution of Support for the Jefferson Orchard Industrial Access Road.

Attach supporting documents for request, or request may be denied. (Draft Resolution Attached)

If not attached, explain:

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

Contact information: Nic Diehl or Jane Jones

Email address: [nic@jcda.net](mailto:nic@jcda.net)/[janejones@jcda.net](mailto:janejones@jcda.net)

Phone Number: 304-728-3255

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



DRAFT

RESOLUTION

Whereas, the West Virginia Division of Highways and the West Virginia Development Office provide a funding program to improve access to new and expanding manufacturers in West Virginia, and

Whereas, the Jefferson County Commission has previously passed resolutions supporting the use of West Virginia Industrial Access Road funds for the construction of an access road to connect the Burr and Bardane Industrial Parks, and

Whereas, the construction of this road supports future investment and job creation by manufacturers in Jefferson County, and

Whereas, the construction of this road will allow a new road to be built into the Jefferson Orchard site off County Road 115 to provide adequate access to the Rockwool manufacturing facility, and

Whereas, the Division of Highways has agreed to allow the use of Fiscal Year 2018 IAR funds to be used to cover unanticipated construction cost increases;

Therefore, be it resolved that the Jefferson County Commission supports the application for additional IAR program funding to be used to complete the construction of the road.

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**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 31, 2018**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Interviews and Appointment to the Jefferson County Emergency Services Agency – one unexpired Citizen Representative term ending June 30, 2019 – Discussion/Action**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



May 9, 2018

Jefferson County Commission

I am writing to express my interest in the open position on the ESA Board. It has been of great interest to me over the past five or so years, as I followed their struggle with growing pains and transitioning to a hybrid career agency, while operating within the bounds of budget constraints.

Public safety is of utmost importance and our seven volunteer departments have a long record of community service to be proud of. I have come before previous commissions to advocate for their funding in past years.

By regularly attending ESA meetings for approximately a year and a half I became very familiar with the issues that come before the ESA board. And I also either know or I am at least aware of all of those on the board. So I feel I would be an excellent candidate to fill this vacant position on the ESA board.

Thank you for the opportunity to serve our community in this important role.

Sincerely,

Ramona Wesling



# TRICIA WORDEN, PHR, SHRM-CP

(703) 674-9761  
[triciaeworden@gmail.com](mailto:triciaeworden@gmail.com)

189 Cool Glen Circle  
Harpers Ferry, WV 25425

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## PROFESSIONAL SUMMARY

Results oriented professional with a wealth of experience in Human Capital, Operations, and Project Management in IT, non-profit, and managed services industries. A manager who maintains a professional and positive demeanor while performing well in high-pressured and fast-paced environments. An effective leader who quickly gains the respect and trust of management, leaders and subordinates, and is often referred to as a trusted model of consistency that proactively provides solutions to challenging situations. Successfully implemented project management principles within Human Resources to enhance the delivery of HR services to leadership and employees while promoting positive employment practices.

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## EXPERIENCE

### Next Generation HR Solutions

#### Owner, HR Consultant

September 2016 - present

Work closely with small businesses to develop policies, procedures, and guidelines for which to manage their employees. Lead clients through the basic functions to managing employees while reducing exposure for their business. Coach owners on dealing with the simplest to the most complex employment issues. Provide HR services that improve operational efficiency, allowing owners to focus on business development and revenue generating tasks.

- HR Assessment – design and implement an assessment that examines the existing HR and operational functions of an organization; identifying areas for improvement to promote efficiency.
- Recruiting & Hiring – develop a hiring strategy for successful growth, conduct full life-cycle recruiting, and implement an on-boarding program that helps quickly assimilate new employees.
- Benefits Management – work diligently with organizations to develop benefits programs based on the company's criteria and requirements that help attract and retain top talent.
- Employee Relations – investigate complaints, mediate disputes, document the process, and manage conflict resolution.
- Performance Management – design a rewards and recognition program that promotes upward mobility, implement a performance improvement plan to address operational deficiencies impacting productivity, and develop a termination plan that addresses voluntary and involuntary departures.
- Handbook – design a handbook that captures the organization's policies and procedures and provides clear guidance to employees on how the organization conducts business both internally and externally.
- Training & Development – design a training & development program that meets the needs of both the employer and the employee to enhance skills and develop a career path.
- Compliance – ensure that all plans, programs, and policies are compliant with state and federal employment laws and HR best practices.

### ScienceLogic, Inc. – Network Monitoring Software

#### Director, Human Resources

May 2010 – August 2016

Successfully built a Human Resources department for a start-up organization where one did not previously exist. Effectively grew the organization headcount with a five-year historical human capital growth of 403%. Led the HR due diligence for three of the four rounds of company VC funding from investors, including NEA, Intel, and Goldman Sachs.

- Management – managed a team of three including Office Administrator, HR Coordinator, and HR Specialist using agile methods of Project Management to deliver effective and efficient HR services.
- On-boarding – designed and implemented a detailed orientation and onboarding program. Successfully designed and implemented an ambassador and mentor program in conjunction with on-boarding program.
- Benefits Administration – implemented and managed a costs savings benefits plan.
- Talent Acquisition – implemented a plan for recruiting top talent using various social media resources. Saved the company approximately \$132K in the first year of recruiting by moving recruiting initiatives in-house.
- Conflict resolution – effectively manage conflict resolution, conducted and documented investigations, mitigate risks, serve as advisor and mentor to employees and management.

## TRICIA WORDEN, PHR, SHRM-CP

- Compliance – managed immigration initiatives around H1b Visas, F1, B1, travel visas and green cards as well as conducting annual fraud risk, code of conduct training, EEOC, handled FMLA cases, and ACA reporting. Led a major initiative of drafting, rewriting and implementing a corporate handbook
- Culture – developed and implemented many internal initiatives around building a collaborative, fun, yet productive corporate culture. Implemented a Corporate Social Responsibilities program allowing employees and the company to give back to the community.
- Performance Management – implemented a performance review program, coach managers on completing reviews and evaluating compensation and benefits through market analysis.
- File Management – implemented of a HR filing system using HR best practices to meet compliance guidelines.

### **Project Management**

Successfully led the planning and implementation of a \$1+M office build out; completed the project on time and under budget by approximately \$200K. Led a project to open an office in Austin, TX in the fall of 2011 and opened an office in RTP in 2015, on time and on budget.

- Used the waterfall method of project management for building projects.
- Facilitated project scope, budget, goals, milestones and deliverables.
- Responsible for overall direction, coordination, layout, and build out of new corporate and remote office facilities.
- Planned and scheduled project timelines, track deliverables, monitor and report progress of project to executives.
- Implemented and managed change orders to achieve maximum project outputs, project evaluation and lessons learned.
- Negotiated and managed vendor contracts.
- Facilitated space allocation and transition of various teams to permanent office space.

### **MicroStrategy – Business Intelligence Software**

#### **Sales Program Administrator**

October 2006 – May 2010

Reported to EVP Worldwide Sales

Responsible for managing day-to-day sales operations of a worldwide sales team which included teams in the U.S., Canada, Latin America, Europe, Asia Pacific and the Middle East & Africa.

- Managed quarter business reviews (QBRs) to measure performance against KPIs.
- Planned and managed annual quota club as well as quarterly and annual sales incentive programs.
- Managed and evaluated sales training program.
- Responsible for P&L for worldwide sales team.

### **Serco, N.A. – Managed Services Provider**

#### **Operations/Project Manager**

June 2004 – October 2006

Reported to CEO, VP of Transformation and VP of Transportation Business Unit

Responsible for assisting in managing the integration of acquired government contractor (RCI) with managed services provider.

Transitioned into managing day-to-day operations of a newly created transportation business unit including business development initiatives directly supporting the start-up of the new business unit at the completion of the integration process.

- Developed and managed a competitive analysis database to support proposal initiatives.
- Recruited personnel to fulfill commitments outline in the proposals and/or contracts.
- Applied project management principles to proposal development.
- Managed integration of field/contract offices of RCI with Serco's business initiatives.
- Created and produced key reports and recommendations supporting business issues for the executive team.
- Developed corporate policies and procedures that represented Serco's value and mission.

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## **EDUCATION, CERTIFICATIONS, AND AFFILIATIONS**

Bachelor's of Science in Business Administration: Project Management - Liberty University, Lynchburg, VA

PHR – HR Certification Institute

SHRM-CP – Society of Human Resource Management

Leadership Berkeley Class of 2018 – Martinsburg/Berkeley County Chamber of Commerce

**Jefferson County Commission Application for Boards, Committees or Commissions**

Please type or print information

Name: Sara Thomsen

Home Telephone Number: 240-367-5185

Work Address: Not Applicable

Work Phone Number: Not Applicable

Mobile Phone Number: 240-367-5185

E-mail Address: kermit1953@gmail.com

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: Retired

Education: High School Lincoln High School – Tacoma, WA

College University of Texas at San Antonio – BA – Sociology; MS – Sociology

Are you a United States citizen? Yes  No

Are you a West Virginia resident? Yes  No

Are you a resident of Jefferson County? Yes  No

Are you able to produce verification of residency? Yes  No

(Proof of paying personal property tax, voter registration, etc.)

Address: 107 – 4<sup>th</sup> Street, Charles Town, WV 25414

Magisterial District: Charles Town

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving: I am qualified as first, I am a citizen of Jefferson County and a property owner. I purchased a home three years ago. I have over 40 years experience working various jobs. My most recent paying job was with USIS, a defense contractor. I held a Top Secret clearance with the federal government from January, 2001 through January 2017 due to my employment. I was first employed as a Special Investigator in 2001, whereby my duties were to interview applicants for positions of national security within the United States government. I interviewed the applicants, their neighbors, employers, co-workers, professors, friends, fellow-students and family concerning the applicant's lifestyle, interests, hobbies and possible vulnerabilities. I wrote reports reflecting my findings. I have the ability to speak with any socioeconomic class with finesse, and clarity. The agency seeking the applicant would receive my reports and make their decision on the suitability of the candidate.

I moved to Gerrardstown, West Virginia in 2008 as a Research Analyst at the FBI for the same contractor. In this capacity I read classified documents concerning applicants, their family members and/or friends. When I first arrived at the FBI I read documents concerning USCIS and sent on pertinent

information on immigrants, naturalized citizens, their friends, and their families. I read many documents, summarized them and then submitted to the agency, whether it was USCIS, OPM or any of the other many federal agencies.

My late husband, a retired US Air Force veteran, died in June, 2012, at which time I moved to Martinsburg, then Frederick, then to Charles Town. These moves were necessary because of his death. I lost my husband, my home and the future we had planned. This is important because I persevered through this loss and continued my life. .

I volunteered at the Frederick Rescue Mission on a regular basis from 4/14 – 2/17 as office help, kitchen help, distributing food to the needy, sorting clothes, and whatever the staff needed me to do.

I am a concerned citizen, an active community member and an outgoing senior citizen. Serving my community is something familiar, and enjoyable. I would like to be considered as a member of the Jefferson County Emergency Services Board primarily because I am a concerned and involved citizen. I believe this Board needs Jefferson County citizens who are able to hear what is being presented; weigh and measure this information, then collectively determine what is the best for Jefferson County and their population. I have attached my resume for your consideration.

Organization Memberships and Positions Held : \_\_\_\_\_  
\_\_\_\_\_

Have you even been convicted of any felonies? No If yes, please list. Date: Offense:

Statement:

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

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

## **John M. Sherwood**

“Retired from Paying Jobs”

Native of Baltimore, Maryland

### **Education**

B.S. Loyola College, Baltimore, Maryland

MPA, (Health Administration Concentration) Cornell University, Ithaca, NY

Life Fellow in the American College of Healthcare Executives (LFACHE)

Served in U. S. Army Medical Service Corps from 1966-1970 in Germany, Vietnam and Texas. Awarded Bronze Star, and Army Commendation Medal for Meritorious Service and the Expert Medical Badge, Honorably Discharged as a Captain

### **Prior Employment**

Dean of Continuing and Adult Education for Mount St. Mary's University 2006-2008

CEO of Jefferson Memorial Hospital 2000-2005

President/CEO St. Luke's Hospital-Allentown Campus, Allentown, PA 1994-1999

President/CEO of Wayne Memorial Hospital, Honesdale, PA 1983-94

Chief Operating Officer of Conemaugh Valley Memorial Hospital, Johnstown, PA 1975-83

### **Current Volunteer Activities include:**

Hospice of the Panhandle, Veteran Recognition, Patient Care

Sacristan St. James the Greater Catholic Church

Coordinator of Sick & Homebound ministry St. James Catholic Church

4<sup>th</sup> Degree Member Knights of Columbus Assembly 2931 Charles Town

Member of Harpers Ferry Bolivar Veterans Honor Guard

Chairman, Steering Committee for Jefferson County Office of Homeland Security

LEPC of Jefferson County, WV

Rotary Club of Charles Town

### **Awards**

Charles Town Rotarian of the Year 2005

WV State Council Knights of Columbus Catholic Layman of the Year 2011-2012

Distinguished Citizen Award Shenandoah Council BSA 2012

Hospice of the Panhandle Volunteer of the Year 2013

Distinguished Citizen of Jefferson County 2016 Recognized for Volunteer service with Hospice and other organizations)

**John M. Sherwood p2**

Volunteer activities have also included:

Board Chair Eastern Panhandle Chapter of American Red Cross  
Board Member Jefferson County Health Department  
Chairman of the Board of Shepherd University  
Board Member Jefferson County Chamber of Commerce  
United Way of Eastern Panhandle  
Member of Board of Jefferson-Morgan Counties Chapter of American Red Cross  
Chair of Northeast Pennsylvania Blood Services Region American Red Cross  
Regent for American College of Healthcare Executives  
Various Emergency Medical Services Organizations  
CPR Instructor Trainer American Heart Association  
Emergency Medical Technician and Paramedic  
EMT Instructor

Reside with my wife, Patti, in Charles Town

**EMERGENCY MEDICAL SERVICES**  
**and**  
**HOMELAND SECURITY SUPPLEMENT**  
**TO THE RESUME OF JOHN M. SHERWOOD**

- 2006 Appointed to the Jefferson County Board of Health  
Invited to serve on the Steering Committee for the Eastern Panhandle Medical Reserve Corps  
Completed National Incident Management System (NIMS) Course IS 00700
- 2004 Served as the WV Hospital Association delegate to AMA/CDC 1<sup>st</sup> National Congress on Public Health Readiness, Washington, D.C.
- 2003 Appointed to Jefferson County, WV LEPC  
Panelist at Homeland Security Summit sponsored by Sen. Jay Rockefeller  
Chair Region 8/9 Disaster Task Force WV Hospital Association
- 2002 Appointed Chair of Jefferson County Project Impact (Renamed Office of Homeland Security in 2003).  
Recipient of WV Hospital Association Award of Achievement
- 1998 Elected to Board of Directors Cetronia Ambulance Corps, Allentown, PA
- 1994 Re-certified Pennsylvania Emergency Medical Technician/EMT Instructor
- 1993 Completed Automatic External Defibrillator (AED) Training Module  
Appointed AED Coordinator for Honesdale Volunteer Ambulance Corps  
Elected Lieutenant, Honesdale Volunteer Ambulance Corps  
Attended Hazardous Materials Course

Recipient of Mark W. Haussler Award of Merit from Honesdale Volunteer  
Ambulance Corps

- 1991 Re-certified Pennsylvania Emergency Medical Technician/EMT Instructor
- 1990 Completed Emergency Vehicle Operators Course
- 1989 Attended Pediatric Emergencies Course
- 1988 Re-certified Pennsylvania Emergency Medical Technician/EMT Instructor  
Elected Vice-president, Board of Emergency Medical Services, NEPA  
Completed Penn State Agriculture Rescue Course  
Elected Chair, American Heart Association, NEPA, Cardiac Care Committee  
Appointed Affiliate Faculty (BLS) American Heart Association (PA)
- 1987 Appointed Wayne County Emergency Response Committee  
Completed Bus Rescue Course
- 1986 Elected Secretary, Board of Emergency Medical Services, NEPA  
Certified, Pre-Hospital Trauma Life Support, American College of Surgeons  
Completed Vehicle Rescue Course
- 1985 Certified EMT Instructor, State of PA  
Certified Paramedic II, State of PA  
Appointed Executive Committee Board Emergency Medical Services NEPA  
Elected Board American Trauma Society, NEPA Division
- 1983 Certified MAST Instructor State of PA  
Appointed to Task Force to form a NEPA Chapter of American Trauma Society
- 1982 Appointed EMS Director, Richland Volunteer Fire Department  
Appointed Chair, By-laws Committee PA Division of American Trauma Society

Certified Instructor Trainer BLS, American Heart Association

Certified Paramedic State of PA

Certified Advanced Cardiac Life Support Provider, American Heart Association

1981 Appointed to Treatment Task Force of Emergency Medical Services Institute's Trauma System Review (Pittsburgh, PA)

Appointed Board PA Division American Trauma Society

Certified EMT State of PA

Certified BLS Instructor, American Heart Association and American Red Cross

Elected Executive Committee Cambria/Somerset EMS Council

Coordinated Development of a Hospital Based Advanced Life Support Unit

1978 Appointed Chair of Facilities Committee, Cambria/Somerset EMS Council

1978 Lecturer on Inter-Hospital Transfer Procedures for Critical Care Nurses Course

1977 Chair of Transfer Protocol Committee of EMS Council of Western PA.

Developed Regional Transfer Protocol Manual for use in 12 County Region

1976 Appointed Regional Facilities Committee EMSI

1975 Elected Chair, Cambria/Somerset EMS Council

1974 Appointed Co-Chair, Cambria/Somerset EMS Council

1971 Served as Administrative Resident at New Britain General Hospital.  
Approximately 60% of my time was spent in the Emergency Department gaining first-hand knowledge of the operation of the department and then developing a policy and procedure manual.

1972 Obtained MPA, several independent studies involved EMS development.

1966-1970

Served as an officer in the Army Medical Services Corps, with extensive training in mass casualty procedures and experience with ambulatory facilities.

Awarded Expert Field Medical Badge, Bronze Star and Army Commendation Medal.

Participated in Pilot Project for Military Assistance for Safety & Traffic (MAST)  
(Utilization of Helicopters to transport civilian trauma patients).

## Jessica Carroll

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**From:** Stephanie Grove  
**Sent:** Thursday, May 17, 2018 7:51 AM  
**To:** Jessica Carroll  
**Cc:** Sandra McDonald  
**Subject:** FW: Romona Wesling Appointment

Jessica,

Attached is an e-mail I received concerning an appointment to the ESA. He has already e-mailed it to the Commission.

Thanks,

Stephanie

**Stephanie F. Grove**  
**County Administrator**  
**Jefferson County Commission**  
Jefferson County, WV  
(304) 728-3284  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

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**From:** Marshall DeMeritt [mailto:mddemeritt@gmail.com]  
**Sent:** Wednesday, May 16, 2018 7:12 PM  
**To:** vinemont@frontiernet.net; commissionerpnoland@gmail.com; calebhudsonforjeffersonwv@gmail.com; jjcompton05@gmail.com; ponoszko@aol.com  
**Cc:** Stephanie Grove; Allen Keyser; Rock Solid; Ronald L. Fletcher; Chief 3  
**Subject:** Romona Wesling Appointment

Commissioners,

In review of the packet for the commission meeting tomorrow, I recognized that the Romona Wesling of the West Virginia Liberty Political Action group is the documented application for a seat on the JCESA board. I am writing to request that you DO NOT appoint her to the ESA board.

We are, collectively, in the best position we have ever been in as it pertains to a relationship between the volunteer organizations and the ESA, her appointment to that board will severely harm that relationship. He has been nothing but divisive and political in her heated attacks on emergency services in Jefferson County. Her political maneuvering surrounding emergency services funding Will not be well received on behalf of volunteer leadership in the county.

I beg you to disregard her application, and leave the position vacant until we get an amicable interested party.

I am available by phone, 540-742-8190, or email if anyone would like to discuss further.

Respectfully,

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

Name: Jeffrey A. Polczynski, ENP-Director of Communications

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: 5 Minutes

Date Requested – 1<sup>st</sup> Choice: May 31, 2018

Date Requested – 2<sup>nd</sup> Choice: \_\_\_\_\_

If a specific date is needed, please provide reason for specific date: **Timing in regards to filling vacancies in the schedule**

**Subject: Re-appointment to the E911 Advisory Board of Sgt. Jeffery Chumley, Craig Simpson and David Kimmel for 3 year term through 09/01/2021. Appointment of Chief Chris Kutcher to complete the term of Chief William Roper through 09/01/2019.**

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

**The purpose of this memorandum is to approve the re-appointment to the E911 Advisory Board of Sgt. Jeffery Chumley representing WV State Police, Craig Simpson representing the Fire departments and David Kimmel representing Citizen At Large. The appointment of Chief Chris Kutcher representing Police departments to complete the term of Chief William Roper.**

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

**Motion to approve the 3 year re-appointment of Sgt. Jeffery Chumley, Craig Simpson and David Kimmel to the E911 advisory Board with their term expiring on 09/01/2021.**

**Motion to approve the appointment of Chief Chris Kutcher to complete the term of Chief William Roper with the E911 Advisory Board whose term does not expire until 09/01/2019.**

Attachments:



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



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 – 1<sup>st</sup> Choice: **May 31, 2018**

Date Requested – 2<sup>nd</sup> Choice: **June 7, 2018**

Subject (*Wording to be placed on agenda*): **Request Approval of Employment Offer to Fill the Position of Building Code Plans Reviewer.**

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

**During the FY 2019 Budget Process, the county commission approved and provided funding for a building code plans reviewer. The primary responsibility of this position is the review of residential and commercial building permit applications for compliance with the International Residential Code (IRC) and the International Building Code (IBC). The position will also be required to perform building inspections.**

Is this a funding request?      **No; funding is already provided in the FY 2019 Engineering, Planning & Zoning Department budget.**

If so, how much?

Motion Requested: **Yes**

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

**Move to approve employment offer to fill the position of Building Code Plans Reviewer in the Office of Building Permits & Inspections.**

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

If not attached, explain:      **N/A**

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](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



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 – 1<sup>st</sup> Choice: **May 31, 2018**

Date Requested – 2<sup>nd</sup> Choice: **June 7, 2018**

Subject (*Wording to be placed on agenda*): **Approval to Fill the Building Permits Technician Position and to Advertise to Fill the GIS & Addressing Technician/Administrative Assistant Position.**

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

**The Director of Engineering, Planning & Zoning is requesting approval to transfer Wendy Schutz from her position in the GIS/Addressing Office to the Building Permits Technician position in the Office of Building Permits and Inspections, at a salary of \$38,390.47**

**Also, requesting approval to then advertise to fill the position of GIS & Addressing Technician/Administrative Assistant in the Office of GIS & Addressing; at a not to exceed salary of \$35,000/year.**

**The proposed action was reviewed by the County Administrator and the Finance Director and is an FY18 & FY 19 budget neutral action. No additional funding is needed.**

Is this a funding request? **No. No additional funding is needed.**  
If so, how much?

Motion Requested: **Yes**

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

**Move to approve the transfer of Wendy Schutz to the position of Building Permits Technician at an annual salary of \$38,390.47; and to approve advertising to fill the position of GIS & Addressing Technician/Administrative Assistant at a not to exceed salary of \$35,000/year.**

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

If not attached, explain: **N/A**

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](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

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

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



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 – 1<sup>st</sup> Choice: **May 31, 2018**

Date Requested – 2<sup>nd</sup> Choice: **June 7, 2018**

Subject (*Wording to be placed on agenda*): **Presentation & Update on Revised Building Permit Fee Schedules**

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

**During the FY19 Budget discussion, it was presented to the county commission that the building permit fees were increased one time since year 2001.**

**Permit fees were raised in 2014 by 10%. It is the only time fees have been raised since permit fees were first adopted in 2001. If permit fees had been adjusted every year since 2001 (16 years), based on a 2% inflation rate, then permit fees would be 37.68% higher today in order to equal the value of the permit fee in 2001 (time-value of money). An additional 25.16% fee increase is needed, on top of the 10% increase already made in 2014, in order to fully adjust the permit fees for inflation. An increase of this amount may result in an additional \$70,000 of permit fee revenue at the current permit activity rate.**

**During the budget discussions, the county commission indicated the need to raise the building permit fees to generate additional revenue. The Jefferson County Building Code Enforcement Ordinance states that, "the Schedule of Permit Fees may be amended from time to time, by the County Commission of Jefferson County." The Chief County Engineer worked with the Finance Director on this matter and the attached permit fee schedules reflect the increase and will become effective on July 1, 2018.**

**This is presented for informational purposes only.**

Is this a funding request? **No.**  
If so, how much?

Motion Requested: **No**

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 **No**    Internet/Wi Fi Y/N **No**    Telephone for conference call Y/N **No**

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

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

Jefferson County, West Virginia  
Engineering Department  
 &  
Office of Building Permits & Inspections  
 116 East Washington Street  
 Charles Town, WV 25414  
 304-725-2998

**Schedule of Residential Building Permit Fees (IRC)**  
 Effective July 1, 2018

Residential Permit Type	Fee Amount	
	Base Fee	*plus Fee per Sq.-Ft. of Finished & Unfinished Area
Single-Family Dwelling	\$95.00	\$0.20
Mobile/Manufactured Home	\$95.00	\$0.20
Townhouse & Duplex (less than 4 story)	\$95 per unit	\$0.20
Residential Dwelling Addition	\$95.00	\$0.20
<i>(*Sq.-Ft. Fee also applies to Porch, Garage &amp; Basement Areas; Decks are a separate Fee, see below)</i>		
Residential Interior Room/Basement Renovation	\$75.00	plus \$0.20/Sq.-Ft. of Renovated Area
Chimney/Fireplace (added to existing dwelling)	\$150 per chimney	
Sheds/Garage/Structure ancillary to Residence	\$75.00	plus \$0.20/Sq.-Ft. of Area
Decks	\$75.00	plus \$0.20/sq.-ft. of deck area
Replacement Windows	\$150.00	
Spa or Hot Tub	\$100.00	
Swimming Pool - In-Ground	\$75.00	plus \$0.20/sq.-ft. of pool area + patio area.
Swimming Pool - Above Ground	\$75.00	plus \$0.10/Sq.-Ft. of pool area (Round Pool See Table Below)
Electrical Wiring Only: (Electric panel, new outlets, new lights, HVAC, generator, solar panels, etc.)	\$150.00	
Retaining Wall (4' or more from footer to top wall)	\$75 plus \$0.10/lineal foot of wall	
Fence (6' or more in height above ground surface)	\$75 plus \$0.10/lineal foot of fence	
Agricultural Building	\$55.00	
Demolition - Residential Dwelling	\$125.00	
Re-inspection Fee	\$65/each re-inspection, paid prior to re-inspection	
Plan change after permit issued	\$65 plus \$65 for each additional inspection due to plan change.	
Permit Application Denied & Resubmitted within 90 days for review;	\$75 re-application fee	
Beginning Construction Without a Permit	1st time = \$75	2nd time = \$150      3rd time = \$300

Round Pool Fee Calculator				
Round Pool Diameter (Feet)	Base Fee	Area of Pool (Sq-Ft)	per Sq-Ft Fee	Total Fee
15	\$75	176.71	\$0.10	\$92.67
16	\$75	201.06	\$0.10	\$95.11
17	\$75	226.98	\$0.10	\$97.70
18	\$75	254.47	\$0.10	\$100.45
19	\$75	283.53	\$0.10	\$103.35
20	\$75	314.16	\$0.10	\$106.42
24	\$75	452.39	\$0.10	\$120.24
27	\$75	572.55	\$0.10	\$132.26
28	\$75	615.75	\$0.10	\$136.58
29	\$75	660.52	\$0.10	\$141.05
30	\$75	706.86	\$0.10	\$145.69
33	\$75	855.30	\$0.10	\$160.53

Round Pool Fee includes the Base Fee + per Sq-Ft. Fee Amounts only. The applicant will also need to add the fee for any above ground deck/platform that surrounds the pool

All fees are due upon submission of permit applications, plan changes, reinspection requests, etc; and are payable to: Jefferson County Commission

Jefferson County, West Virginia  
Engineering Department  
 &  
Office of Building Permits & Inspections  
 116 East Washington Street  
 Charles Town, WV 25414  
 304-725-2998

**Schedule of Commercial/Industrial Building Permit Fees (IBC)**

Effective July 1, 2018

Commercial Permit Type	Fee Amount	
	Base Fee	plus Fee per Sq.-Ft. of Finished & Unfinished Area
Commercial/Industrial/Multi-Family Buildings & Interior Renovations (Less than 2,000 sq.-ft. floor area)	\$350.00	\$0.25
Commercial/Industrial/Multi-Family Buildings & Interior Renovations (Greater than or equal to 2,000 sq.-ft. floor area)	\$675.00	\$0.25
Church Building (New Construction)	\$675.00	\$0.25
Church Addition, Pavillions & Ancillary Structures (Less than 1,000 sq.-ft. floor area/foot print)	\$100.00	\$0.25
Church Addition, Pavillions & Ancillary Structures (Greater than or equal to 1,000 sq.-ft. floor area/foot print)	\$350	\$0.25
Institutional (hospital, school, fire hall, etc.)	\$350	\$0.25
Commercial/Institutional Swimming Pool	\$350 per pool + \$0.25/sq-ft of pool & patio	
Commercial/Institutional Whirlpool, Hot Tub or Spa	\$350 per Whirlpool/Hot Tub/Spa	
Demolition Permit	\$125.00	
Existing Cell Tower or Electric Substation & Equipment	\$350.00	
New Cell Tower or Electric Substation & Equipment	\$1,400.00	
Temporary Construction/Office Trailers	\$75.00	
Sign Permit: Value < or = to \$2,500	\$75.00	
Sign Permit: Value > \$2,500	\$350.00	
Replacement Windows	\$150.00	
Retaining Wall (4' or more from footer to top wall)	\$75 plus \$0.10/lineal foot of wall	
Fence (6' or more in height above ground surface)	\$75 plus \$0.10/lineal foot of fence	
Electrial Wiring Only (New electric panel & electric panel upgrades, new outlets, new lights, HVAC, generators, solar panels, hot tub electrial, etc.)	\$150.00	
Site Plan with no Structures (parking lot, walkway, etc.)	\$350.00	plus \$1.25 for every \$1,000 value > \$50,000
Re-inspection Fee	\$65/each re-inspection (shall be paid prior to re-inspection)	
Plan change after permit application reviewed	\$65 plus \$65 for each additional inspection due to plan change.	
Permit Application Denied & Resubmitted within 90 days for review; \$100 re-application fee.		
Beginning Construction Without a Permit	(1st time = \$75, 2nd time \$150, 3rd time \$300) + permit fee	

All fees are due upon submission of permit applications, plan changes, reinspections requests, etc; and are payable to: Jefferson County Commission

Jefferson County, West Virginia  
Engineering Department  
 &  
Office of Building Permits & Inspections  
 116 East Washington Street  
 Charles Town, WV 25414  
 304-725-2998

**Schedule of Miscellaneous Fees**

Effective July 1, 2018

No.	Item	Fee
1	Minor Redline Revisions - Preliminary Plats & Site Plans	\$200
2	Major Redline Revisions - Preliminary Plats & Site Plans	\$325
3	Land Development Site Work - Inspection	\$70
3	Land Development Site Work - Reinspection (due to failed inspection)	\$70
4	Final Plat - Minor Amendment Review	\$95
5	Construction Bond - Time Extension Request	\$375
6	Construction Bond - Surety Renewal	\$375
7	Construction Bond - Tolling of Bonding Request	\$375
8	Floodplain Ordinance - Floodplain Delineations	\$15
9	Floodplain Ordinance - 100 Yr. Flood Elevation Determination	\$25
10	Floodplain Ordinance - Review of LOMA or LOMR requests	\$35
11	Small format Document Copies - (letter, legal & 11"x17")	\$1/page
12	Large format Document Copies (plan sheets, maps, etc.)	\$7.50/sheet
13		
14		
15		

All fees are due upon submission of permit applications, revisions, etc; and are payable to:  
Jefferson County Commission



AGENDA REQUEST FORM

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 10 minutes

DATE REQUESTED: 1<sup>ST</sup> CHOICE May 31<sup>st</sup>, 2018

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

SUBJECT: Special Session to approve Waiver of Final Settlement and close estate of Irmgard Mathilde Waggy-Baylor, deceased

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

This estate did not meet the deadline to be approved/closed at the last quarterly review in April. It is up for a substantial bond renewal on June 8<sup>th</sup> if it is not closed before then.

ARE DOCUMENTS ATTACHED: yes

IS A PROJECTOR NEEDED?: NO

[lfields@jeffersoncountywv.org](mailto:lfields@jeffersoncountywv.org) (304) 728-3210



IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN THE MATTER OF THE ESTATE OF  
IRMGARD MATHILDE WAGGY-BAYLOR, DECEASED

Jefferson County  
Jacqueline C. Shaala, Clerk  
Instrument: 2018000073  
05/15/2018 @ 03:41:42 PM  
WAGYER FINAL SETTLEMENT  
Book 156 Page 405  
Pages Recorded 2  
Recording Cost \$ 11.00

WAIVER OF FINAL SETTLEMENT

STATE OF WEST VIRGINIA,  
COUNTY OF JEFFERSON, to-wit:

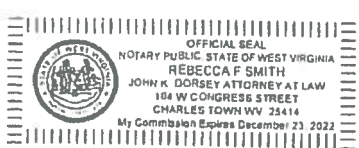
Eric D. Waggy, being first duly sworn, deposes and says that:

- (1) I am the duly appointed and acting personal representative of the above-referenced estate.
- (2) A Certificate of Nonliability and Release of Lien for Estate Tax (if required) has been filed with the Clerk of the County Commission of Jefferson County, West Virginia.
- (3) More than sixty (60) days have elapsed since the filing of any notice required by Section 1, Article 2, Chapter 44, of the West Virginia Code as amended.
- (4) The time for filing claims against the estate has expired.
- (5) No known and unpaid claims exist against the estate.
- (6) The heir and distributee whose signature appears below has been advised of the share to which he is entitled from the above referenced estate and does hereby waive the final settlement.

*Eric D. Waggy*  
Personal Representative

*Eric D. Waggy*  
Beneficiary

Taken, subscribed and sworn to before the undersigned authority by Eric D. Waggy in said County and State this 10<sup>th</sup> day of May, 2018.



*Rebecca F. Smith*  
Notary Public

(NOTARIAL STAMP)

My Commission expires: December 23, 2022

FINDINGS OF THE CLERK OF THE COUNTY COMMISSION

I, Jacqueline C. Shadle, Clerk of the County Commission, do hereby certify that it appearing from the Affidavit of Eric D. Waggy, Personal Representative, and Eric D. Waggy, Beneficiary, that full compliance has been made with Section 29, Article 2, Chapter 44 of the Code of West Virginia, a Final Settlement in said estate is accordingly waived.

Given under my hand this 15<sup>th</sup> day of May, 2018.

Jacqueline Shadle  
Clerk of the County Commission

By Meghan Fields, Deputy

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1<sup>st</sup> Choice: **May 31, 2018**

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

Date Requested – 2<sup>nd</sup> Choice:

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

- Ambulance Fee Analysis-Continued
- Review of FY2018 Budget to Actual as of 4/30/2018

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? \$ NA

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 NO Internet/Wi Fi Y/N NO Telephone for conference call Y/N NO

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



Jefferson County Commission  
Flat Fee by Range 05-31-2018

			<b>**Recommended Model**</b>			
SF Range	Count	SF Total	Rate		Revenue	
- to 5,000	527	1,280,213	\$ 90.00	\$ 47,430	\$ 100.00	\$ 52,700
5,001 to 6,000	76	418,380	\$ 90.00	\$ 6,840	\$ 100.00	\$ 7,600
6,001 to 7,000	57	370,528	\$ 90.00	\$ 5,130	\$ 100.00	\$ 5,700
7,001 to 8,000	34	254,706	\$ 90.00	\$ 3,060	\$ 100.00	\$ 3,400
8,001 to 9,000	38	324,994	\$ 90.00	\$ 3,420	\$ 100.00	\$ 3,800
9,001 to 10,000	34	322,173	\$ 90.00	\$ 3,060	\$ 100.00	\$ 3,400
<b>Subtotal &lt;10,000sf</b>	<b>766</b>		<b>Avg/Parcel \$ 90.66</b>	<b>\$ 68,940</b>	<b>Avg/Parcel \$ 90.66</b>	<b>\$ 76,600</b>
10,001 to 15,000	91	1,106,926	\$ 200.00	\$ 18,200	\$ 200.00	\$ 18,200
15,001 to 20,000	37	622,039	\$ 200.00	\$ 7,400	\$ 200.00	\$ 7,400
<b>Subtotal 10,001 - 20,000sf</b>	<b>128</b>		<b>Avg/Parcel \$ 197.34</b>	<b>\$ 25,600</b>	<b>Avg/Parcel \$ 197.34</b>	<b>\$ 25,600</b>
20,001 to 25,000	27	606,626	\$ 512.00	\$ 13,824	\$ 510.00	\$ 13,770
25,001 to 35,000	36	1,048,324	\$ 512.00	\$ 18,432	\$ 510.00	\$ 18,360
35,001 to 65,000	49	2,302,873	\$ 512.00	\$ 25,088	\$ 510.00	\$ 24,990
<b>Subtotal 20,001 - 65,000sf</b>	<b>112</b>		<b>Avg/Parcel \$ 512.05</b>	<b>\$ 57,344</b>	<b>Avg/Parcel \$ 512.05</b>	<b>\$ 57,120</b>
65,001 to 70,000	2	134,784	\$ 1,875.00	\$ 3,750	\$ 1,710.00	\$ 3,420
70,001 to 165,000	34	3,467,208	\$ 1,875.00	\$ 63,750	\$ 1,710.00	\$ 58,140
165,001 to 360,000	9	2,224,497	\$ 1,875.00	\$ 16,875	\$ 1,710.00	\$ 15,390
<b>Subtotal 65,001 - 360,000sf</b>	<b>45</b>		<b>Avg/Parcel \$ 1,877.78</b>	<b>\$ 84,375</b>	<b>Avg/Parcel \$ 1,877.78</b>	<b>\$ 76,950</b>
360,001 to 10,000,000	1	2,311,166	\$ 33,400.00	\$ 33,400	\$ 33,400.00	\$ 33,400
<b>Subtotal &gt;360,000sf</b>	<b>1</b>		<b>Avg/Parcel \$ 33,440.00</b>	<b>\$ 33,400</b>	<b>Avg/Parcel \$ 33,440.00</b>	<b>\$ 33,400</b>
<b>Totals</b>	<b>1,052</b>	<b>16,795,437</b>		<b>\$ 269,659</b>		<b>\$ 269,670</b>

**Potential Payments based on 2014 sf estimates**

	SF	Rate per SF		
Home Depot	105,936	\$ 2,057.28	\$ 1,875	\$ 1,710
Asbury United Methodist Church	9,300	\$ 180.61	\$ 90	\$ 100
Boys & Girls Club	3,360	\$ 85.00	\$ 90	\$ 100
Jeff Sec Bank (Wash St Downtown)	11,032	\$ 214.24	\$ 200	\$ 200
APU	174,531	\$ 3,389.39	\$ 1,875	\$ 1,710
Kohls	88,697	\$ 1,722.50	\$ 1,875	\$ 1,710
Dunkin Donuts	4,192	\$ 85.00	\$ 90	\$ 100
Panera	4,980	\$ 96.71	\$ 90	\$ 100
Weiss	95,073	\$ 1,846.32	\$ 1,875	\$ 1,710
Strip with Walmart	207,341	\$ 4,026.56	\$ 1,875	\$ 1,710
APU	19,512	\$ 378.92	\$ 200	\$ 200
McDonalds	3,983	\$ 85.00	\$ 90	\$ 100
Chick-Fil-A	4,348	\$ 85.00	\$ 90	\$ 100
Strip with Martins	132,839	\$ 2,579.73	\$ 1,875	\$ 1,710
Autozone	7,680	\$ 149.15	\$ 90	\$ 100
Payless/Mattress Strip	5,733	\$ 111.33	\$ 90	\$ 100
Elle's Niche	11,900	\$ 231.10	\$ 200	\$ 200
Thompson & Pardo	1,650	\$ 85.00	\$ 90	\$ 100
The Village Shop	3,608	\$ 85.00	\$ 90	\$ 100
The Village Shop	1,760	\$ 85.00	\$ 90	\$ 100
Bavarian Inn	60,194	\$ 1,168.97	\$ 512	\$ 510
Clarion - Shepherdstown	159,072	\$ 3,089.18	\$ 1,875	\$ 1,710
St James Catholic Church	60,240	\$ 1,169.86	\$ 512	\$ 510
Maria's Taqueria	7,560	\$ 146.82	\$ 90	\$ 100
Taco Bell (Similar Size for Mom & Pop)	2,438	\$ 85.00	\$ 90	\$ 100
Board of Ed (Total All Parcels)	1,037,238	\$ 20,143.16		
<i>A school would have a similar size to Home Depot, Kohls or Martins</i>				
BOE Sep Parcel for TA Lowery Elem	69,354	\$ 1,346.85	\$ 1,875	\$ 1,710
BOE Sep Parcel for Hale Jr High	81,281	\$ 1,578.48	\$ 1,875	\$ 1,710
<b>Casino Projections</b>				
Casino Reg Rate	2,401,881	\$ 46,644.53	\$ 33,400	\$ 33,400
Casino Rate	2,401,881	\$ 34,995.41		
<b>Impact of 3 tiers on a Warehouse/ Unoccupied Building:</b>				
Cold Stor RD (Winch Cold Stor) w/Reg Ra	221,530	\$ 4,302.11	\$ 1,875	\$ 1,710
Cold Stor RD (Winch Cold Stor) Warehouse	221,530	\$ 1,721.29	\$ 1,875	\$ 1,710
Cold Stor RD (Winch Cold Stor) if Vacant	221,530	\$ 1,075.53		
Jefferson Mini Storage w/Reg Rate	32,478	\$ 630.72	\$ 512	\$ 510
Jefferson Mini Storage Warehouse	32,478	\$ 252.35	\$ 512	\$ 510
Jefferson Mini Storage if Vacant	32,478	\$ 157.68		

Jefferson County Commission  
Flat Fee by Range 05-31-2018

SF Range	Count	% of			Rate		Revenue		SF Ranges	
		Rate	tot SF	Revenue	Rate	Revenue				
- to 5,000	527	\$ 85	7.6%	\$ 44,795	\$ 105.00	\$ 55,335	\$ 85.00	\$ 85.00		
5,001 to 6,000	76	\$ 85	2.5%	\$ 6,460	\$ 105.00	\$ 7,980	\$ 97.12	\$ 116.52		
6,001 to 7,000	57	\$ 90	2.2%	\$ 5,130	\$ 105.00	\$ 5,985	\$ 116.54	\$ 135.94		
7,001 to 8,000	34	\$ 110	1.5%	\$ 3,740	\$ 105.00	\$ 3,570	\$ 135.96	\$ 155.36		
8,001 to 9,000	38	\$ 120	1.9%	\$ 4,560	\$ 105.00	\$ 3,990	\$ 155.38	\$ 174.78		
9,001 to 10,000	34	\$ 140	1.9%	\$ 4,760	\$ 105.00	\$ 3,570	\$ 174.80	\$ 194.20		
<b>Subtotal &lt;10,000sf</b>	<b>766</b>	<b>Avg Rate \$ 105</b>		<b>\$ 69,445</b>	<b>Avg Rate \$ 105.00</b>	<b>\$ 80,430</b>				
10,001 to 15,000	91	\$ 180	6.6%	\$ 16,380	\$ 210.00	\$ 19,110	\$ 194.22	\$ 291.30		
15,001 to 20,000	37	\$ 240	3.7%	\$ 8,880	\$ 210.00	\$ 7,770	\$ 291.32	\$ 388.40		
<b>Subtotal 10,001 - 20,000sf</b>	<b>128</b>	<b>Avg Rate \$ 210</b>		<b>\$ 25,260</b>	<b>Avg Rate \$ 210.00</b>	<b>\$ 26,880</b>				
20,001 to 25,000	27	\$ 330	3.6%	\$ 8,910	\$ 477.00	\$ 12,879	\$ 388.42	\$ 485.50		
25,001 to 35,000	36	\$ 420	6.2%	\$ 15,120	\$ 477.00	\$ 17,172	\$ 485.52	\$ 679.70		
35,001 to 65,000	49	\$ 680	13.7%	\$ 33,320	\$ 477.00	\$ 23,373	\$ 679.72	\$ 1,262.30		
<b>Subtotal 20,001 - 65,000sf</b>	<b>112</b>	<b>Avg Rate \$ 477</b>		<b>\$ 57,350</b>	<b>Avg Rate \$ 477.00</b>	<b>\$ 53,424</b>				
65,001 to 70,000	2	\$ 980	0.8%	\$ 1,960	\$ 2,013.00	\$ 4,026	\$ 1,262.32	\$ 1,359.40		
70,001 to 165,000	34	\$ 1,480	20.6%	\$ 50,320	\$ 2,013.00	\$ 68,442	\$ 1,359.42	\$ 3,204.30		
165,001 to 360,000	9	\$ 3,580	13.2%	\$ 32,220	\$ 2,013.00	\$ 18,117	\$ 3,204.32	\$ 6,991.20		
<b>Subtotal 65,001 - 360,000sf</b>	<b>45</b>	<b>Avg Rate \$ 2,013</b>		<b>\$ 84,500</b>	<b>Avg Rate \$ 2,013.00</b>	<b>\$ 90,585</b>				
360,001 to 10,000,000	1	\$ 33,440	13.8%	\$ 33,440	\$ 33,440.00	\$ 33,440	\$ 6,991.22	\$ 194,200.00		
<b>Subtotal &gt;360,000sf</b>	<b>1</b>	<b>Avg Rate \$ 33,440</b>		<b>\$ 33,440</b>	<b>Avg Rate \$ 33,440.00</b>	<b>\$ 33,440</b>				
<b>Totals</b>	<b>1,052</b>			<b>\$ 253,275</b>		<b>\$ 284,759</b>				

**Potential Payments based on 2014 sf estimates**

	SF			
Home Depot	105,936	\$ 1,480.00	\$ 2,013	
Asbury United Methodist Church	9,300	\$ 140.00	\$ 105	
Boys & Girls Club	3,360	\$ 85.00	\$ 105	
Jeff Sec Bank (Wash St Downtown)	11,032	\$ 180.00	\$ 210	
APU	174,531	\$ 3,580.00	\$ 2,013	
Kohls	88,697	\$ 1,480.00	\$ 2,013	
Dunkin Donuts	4,192	\$ 85.00	\$ 105	
Panera	4,980	\$ 85.00	\$ 105	
Weiss	95,073	\$ 1,480.00	\$ 2,013	
Strip with Walmart	207,341	\$ 3,580.00	\$ 2,013	
APU	19,512	\$ 240.00	\$ 210	
McDonalds	3,983	\$ 85.00	\$ 105	
Chick-Fil-A	4,348	\$ 85.00	\$ 105	
Strip with Martins	132,839	\$ 1,480.00	\$ 2,013	
Autozone	7,680	\$ 110.00	\$ 105	
Payless/Mattress Strip	5,733	\$ 85.00	\$ 105	
Elle's Niche	11,900	\$ 180.00	\$ 210	
Thompson & Pardo	1,650	\$ 85.00	\$ 105	
The Village Shop	3,608	\$ 85.00	\$ 105	
The Village Shop	1,760	\$ 85.00	\$ 105	
Bavarian Inn	60,194	\$ 680.00	\$ 477	
Clarion - Shepherdstown	159,072	\$ 1,480.00	\$ 2,013	
St James Catholic Church	60,240	\$ 680.00	\$ 477	
Maria's Taqueria	7,560	\$ 110.00	\$ 105	
Taco Bell (Similar Size for Mom & Pop)	2,438	\$ 85.00	\$ 105	
Board of Ed (Total All Parcels)	1,037,238			
<i>A school would have a similar size to Home Depot, Kohls &amp;</i>				
<i>BOE Sep Parcel for TA Lowery Elem</i>	69,354	\$ 1,480.00	\$ 2,013	
<i>BOE Sep Parcel for Hale Jr High</i>	81,281	\$ 1,480.00	\$ 2,013	
<b>Casino Projections</b>				
Casino Reg Rate	2,401,881	\$ 33,440.00	\$ 33,440	
Casino Rate	2,401,881			
<b>Impact of 3 tiers on a Warehouse/ Unoccupied Bl</b>				
Cold Stor RD (Winch Cold Stor) w/Reg Ra	221,530	\$ 3,580.00	\$ 2,013	
Cold Stor RD (Winch Cold Stor) Warehouse	221,530	\$ 3,580.00	\$ 2,013	
Cold Stor RD (Winch Cold Stor) if Vacant	221,530			
Jefferson Mini Storage w/Reg Rate	32,478	\$ 680.00	\$ 477	
Jefferson Mini Storage Warehouse	32,478	\$ 680.00	\$ 477	
Jefferson Mini Storage if Vacant	32,478			

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 31, 2018**

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

Date Requested – 2<sup>nd</sup> Choice:

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

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

1. Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues. Discussion/Action.
2. Discussion of Jefferson County Civil Action #17-C-282. Discussion/Action.
3. Discussion of EEOC Claim #533-2017-00706. Discussion/Action.
4. Discussion of Fire Suppression Contract for 911 Center. Discussion/Action.
5. Discussion of Jefferson County Civil Action #17-P-110. Discussion/Action.

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

If so, how much?                \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 17, 2018**

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

Subject (*Wording to be placed on agenda*): **Discuss PSD Audit - Discussion/Action**

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

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

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

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

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

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

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

Contact information:

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

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 31, 2018**

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

Subject (*Wording to be placed on agenda*): **Status of Maintenance Projects - Discussion/Action**

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

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

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

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

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

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

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

Contact information:

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

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 17, 2018**

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

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

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

- **Discuss a policy regarding fair or festival must be sponsored or endorsed by the governing body of the county wherein the fair or festival is to be conducted - Discussion/Action**
- **Discuss date and time for the next Meet and Greet – Discussion/Action**
- **Annual Performance and Merit Increase Policy - Discussion/Action**

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

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

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

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

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

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

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

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

Contact information:

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

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)



**NOTICE OF SPECIAL SESSION  
JEFFERSON COUNTY COMMISSION**

**The Jefferson County Commission will convene on June 14, 2018 at 9:30 a.m. to hold a Jefferson County Roads Summit.**

**The Commission will be meeting with the West Virginia Secretary of Transportation/Commissioner of Highways and additional staff from the West Virginia Department of Transportation, to tour county roads and discuss areas of concern.**

**An afternoon session beginning at 1:30 p.m. will be held in conjunction with the Berkeley County Council to discuss MARC Train.**

**No decisions will be made during this Special Session; however, a summary report will be provided at a later County Commission meeting.**

**For further information, please contact the County Commission Office at 304-728-3284.**

**By the Order of the Jefferson County Commission  
Josh Compton, President**

