

AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2018
THURSDAY, AUGUST 2, 2018
9:30 A.M.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- July 19, 2018

APPROVAL OF PURCHASE ORDERS

- August 2, 2018

APPROVAL OF ACCOUNTS PAYABLE

- July 19, 2018
- July 26, 2018
- August 2, 2018

APPROVAL OF MANUAL CHECKS

- July 20, 2018
- July 27, 2018
- August 3, 2018

APPROVAL OF PAYROLL

- July 26, 2018

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
 - Exonerations - Discussion/Action
 - Ratify Split Ticket from July 19, 2018 meeting - Discussion/Action
2. 10:00 a.m. Pete Dougherty, Sheriff
 - Appointment to fill vacant deputy position - Discussion/Action
 - Request to transfer \$45,000 from Coal Severance Fund and place it into Sheriff's Capital Equipment budget - Discussion/Action
 - Review Home Confinement procedures - Discussion/Action
 - Discuss possible changes to Governor's Highway Safety Program funding - Discussion/Action
 - Appoint an Acting Chief Deputy - Discussion/Action
3. 10:15 a.m. Dr. David Didden, Jefferson County Health Department
 - Update on hiring Sanitarians and Local impact on spread of HEP A - Discussion/Action
4. 10:30 a.m. Mary Mattlage, Eastern Panhandle Protectors, Sierra Club of the Eastern Panhandle
 - Discuss that they object to the pipeline the Mountaineer Gas Company plans to build - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Lynn Fields, Probate Office
 - Quarterly Review from July 2018 Term for Approval/Closure of Estates - Discussion/Action
7. 11:15 a.m. Nikki Painter, County Clerk's Office
 - Election cost update, approval of Precinct Change and Extended Emergency Absentee Policy - Discussion/Action
8. 11:30 a.m. Interviews and Appointments
 - Summit Point Library Committee - One 4- year term ending June 30, 2022 - Discussion/Action
 - Solid Waste Authority Board - One 4-year term ending June 30, 2022 - Discussion/Action
9. 11:45 a.m. Bill Polk, Maintenance Department
 - Presentation of Maintenance Department Quarterly Report - Discussion/Action
 - Approval of Revised Job Descriptions and Supervisory Roles -

Discussion/Action

10. 12:00 p.m. Roger Goodwin, Chief County Engineer
- Smith Mountain View Estates Subdivision (JCPC File No. 02-06) Award Contract - Site Work - Discussion/Action
- Complete Construction Bond Release for Leetown Baptist Church (File #S09-04) - Discussion/Action
- Approval of Employment - GIS/Addressing Office Administrative Assistant and Planning Clerk - Discussion/Action
11. 12:15 p.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
- Update on US Bankruptcy Court Civil Action #3:16-00074 - Discussion/Action
- Discussion of Jefferson County Civil Action #2018-C-99 - Discussion/Action
- Discussion of US District Court Civil Action #2:18-CV-1077 - Discussion/Action
- Discussion of and potential litigation in Kane County, Utah v. United States case (numbers 17-739C and 17-1991-C-consolidated - Discussion/Action

UNFINISHED BUSINESS

12. Broadband Planning Grant - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- New Financial System update - Discussion/Action
- FY18 Ambulance Fee Budget to Actual - Discussion/Action
- Review of FY2018 Budget to Actual as of 6/30/2018 - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

~~~~~ EVENING SESSION ~~~~~

13. 6:00 p.m. Jefferson County Commission
- Comments/Discussion - Rockwool - Discussion/Action
14. **ADJOURN**

CORRESPONDENCE/INFORMATION

Notice of Public Hearing on Thursday, August 16, 2018 regarding a Petition to establish a statutory Road Maintenance Association, with regard to Keyes Ferry Acres Subdivision.

Correspondence received from Comcast regarding information on video services.

Correspondence received from th WV Department of Transportation regarding the Statewide Transportation Improvement Program (STIP).

Thank You letter from Hali Taylor regarding \$100,000 for the new Shepherdstown Library.

Minutes received from the Jefferson County Public Service District for the Special Board meeting on May, 16, 2018 and the Regular meeting on June 4, 2018.

Email correspondence received regarding the new Rockwool Plant.

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

Minutes

Jefferson County Commission

Thursday, July 19, 2018

A meeting of the Jefferson County Commission was held on Thursday, June 7, 2018 during the second 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 Sandy McDonald, Deputy County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, July 19, 2018 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Onoszko led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Compton to approve the June 21, 2018 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
080266	P/R DED	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,907.38	\$ 3,907.38
080267	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,249.40	\$ 1,249.40
080268	403	BANK OF CHARLES TOWN		\$ -	\$ 58.70	\$ 58.70
080269	P/R DED	REBECCA F. BURNS		\$ -	\$ 1,693.07	\$ 1,693.07
080270	401	BEST BEST & KRIEGER LLP		\$ -	\$ 106.50	\$ 106.50
080271	425	BOLAND TRANE SERVICES IN		\$ -	\$ 382.06	\$ 382.06
080272	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
080273	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
080274	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
080275	425	CITY OF CHARLES TOWN		\$ -	\$ 4,000.00	\$ 4,000.00

080276	P/R DED	COLONIAL LIFE		\$ -	\$ 205.10	\$ 205.10
080277	P/R DED	CITY HOSPITAL INC		\$ -	\$ 235.72	\$ 235.72
080278	P/R DED	CITY HOSPITAL INC		\$ -	\$ 377.67	\$ 377.67
080279	412	DOING BETTER BUSINESS,IN		\$ -	\$ 206.71	\$ 206.71
080280	700	FEDEX		\$ -	\$ 49.05	\$ 49.05
080281	717	FLEETPRIDE		\$ -	\$ 136.08	\$ 136.08
080282	401	FRANKLIN & PROKOPIK CORP		\$ -	\$ 58.50	\$ 58.50
080283	412	GREATAMERICA FINANCL SVC		\$ -	\$ 315.64	\$ 315.64
080284	717	GUTTMAN OIL CO		\$ -	\$ 4,256.87	\$ 4,256.87
080284	717	GUTTMAN OIL CO		\$ -	\$ 4,577.92	\$ 4,577.92
080284	717	GUTTMAN OIL CO		\$ -	\$ 3,366.19	\$ 3,366.19
080284	717	GUTTMAN OIL CO		\$ -	\$ 4,539.98	\$ 4,539.98
080285	405	TRACY P.HERRON-RICE		\$ -	\$ 273.35	\$ 273.35
080286	425	OX PAPERBOARD CO		\$ -	\$ 35.00	\$ 35.00
080287	P/R DED	TIM HELMAN		\$ -	\$ 1,068.47	\$ 1,068.47
080288	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
080289	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,850.04	\$ 1,850.04
080290	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 12,457.58	\$ 12,457.58
080291	712	DR. ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
080292	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 5,120.00	\$ 5,120.00
080293	715	*JEFFERSON CO EMERGENCY		\$ -	\$ 133,168.00	\$ 133,168.00
080294	712	LANGUAGE LINE SERVICES		\$ -	\$ 147.79	\$ 147.79
080295	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
080296	412	AMANDA MASTERS		\$ -	\$ 23.98	\$ 23.98
080297	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
080298	ALLOC	JEFF CO PARKS &		\$ -	\$ 28,135.48	\$ 28,135.48
080299	P/R DED	BRYAN PERKINS		\$ -	\$ 400.59	\$ 400.59
080300	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 154.00	\$ 154.00
080301	704	WV REGIONAL JAIL &		\$ -	\$ 124,243.75	\$ 124,243.75
080302	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 48,156.44	\$ 48,156.44
080302	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,262.52	\$ 11,262.52
080302	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 5.28	\$ 5.28
080302	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.24	\$ 1.24
080302	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,338.65	\$ 41,338.65
080302	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.82	\$ 2.82
080303	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 34,743.46	\$ 34,743.46
080303	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,170.67	\$ 1,170.67
080303	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 720.81	\$ 720.81
080303	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.91	\$ 1.91
080304	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,447.75	\$ 6,447.75
080304	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,102.75	\$ 9,102.75

080305	712	SEN COMMUNICATIONS		\$ -	\$ 1,545.00	\$ 1,545.00
080305	712	SEN COMMUNICATIONS		\$ -	\$ 975.00	\$ 975.00
080306	P/R DED	SANDRA MCDONALD		\$ -	\$ 492.52	\$ 492.52
080307	P/R DED	WILLIAM SCHWEITZER		\$ -	\$ 1,783.89	\$ 1,783.89
080308	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,490.00	\$ 2,490.00
080308	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 415.00	\$ 415.00
080309	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 31,234.92	\$ 31,234.92
080310	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 11,044.78	\$ 11,044.78
080310	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 26,998.20	\$ 26,998.20
080310	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 2,662.01	\$ 2,662.01
080310	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 4,880.35	\$ 4,880.35
080310	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 2.09	\$ 2.09
080310	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 5.11	\$ 5.11
080311	412	EMILY WELLS		\$ -	\$ 115.00	\$ 115.00
TOTAL					\$ 577,522.53	\$ 577,522.53

Motion by Ms. Noland to approve the Accounts Payable for June 28, 2018 in the amount of \$577,522.53. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
080314	712	AT&T/GA		\$ -	\$ 214.34	\$ 214.34
080315	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 20,625.00	\$ 20,625.00
080316	P/R DED	REBECCA F. BURNS		\$ -	\$ 52.18	\$ 52.18
080317	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
080317	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 20,625.00	\$ 20,625.00
080318	P/R DED	NATHAN COCHRAN		\$ -	\$ 206.01	\$ 206.01
080319	P/R DED	SAMANTHA COMBS		\$ -	\$ 1,267.31	\$ 1,267.31
080320	412	DOING BETTER BUSINESS,IN		\$ -	\$ 159.20	\$ 159.20
080321	P/R DED	DELTA DENTAL OF WV		\$ -	\$ 6,290.44	\$ 6,290.44
080322	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 5,000.00	\$ 5,000.00
080323	700	EXECUTIVE EMERGENCY LGHT		\$ -	\$ 1,380.00	\$ 1,380.00
080324	700	FORREST RICHARD FEAGANS		\$ -	\$ 21.90	\$ 21.90
080325	700	GLADE SPRINGS RESORT		\$ -	\$ 2,047.00	\$ 2,047.00
080326	712	GREENSIDE PSYCHOLOGICAL		\$ -	\$ 590.00	\$ 590.00
080327	405	CRYSTAL GUMBEL-SHADE		\$ -	\$ 280.76	\$ 280.76
080328	ALLOC	THE HARTFORD		\$ -	\$ 3,859.06	\$ 3,859.06
080329	ALLOC	THE HARTFORD		\$ -	\$ 2,355.85	\$ 2,355.85
080330	425	INTERSTATE ALL BATTERY		\$ -	\$ 839.40	\$ 839.40
080331	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 26,500.00	\$ 26,500.00
080332	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 509,250.00	\$ 509,250.00

080333	402	SPIRIT OF JEFFERSON		\$ -	\$ 36.00	\$ 36.00
080334	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 37,502.50	\$ 37,502.50
080335	712	JEFFERSON CO FAIR ASSOC		\$ -	\$ 200.00	\$ 200.00
080336	P/R DED	MAZZITTI & SULLIVAN EAP		\$ -	\$ 936.00	\$ 936.00
080337	P/R DED	HIGHMARK WV		\$ -	\$ 196,985.91	\$ 196,985.91
080338	P/R DED	MILLENIUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
080339	406	MILLER'S SUPPLIES AT WOR		\$ -	\$ 7.34	\$ 7.34
080339	406	MILLER'S SUPPLIES AT WOR		\$ -	\$ 150.11	\$ 150.11
080340	P/R DED	NATIONAL VISION ADMIN.		\$ -	\$ 1,770.14	\$ 1,770.14
080341	ALLOC	JEFF CO PARKS &		\$ -	\$ 60,945.00	\$ 60,945.00
080342	712	PROMOS 911,INC.		\$ -	\$ 2,215.15	\$ 2,215.15
080343	700	DOUGLAS PITTINGER		\$ -	\$ 19.77	\$ 19.77
080344	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
080345	717	RICE TIRES CO		\$ -	\$ 508.72	\$ 508.72
080346	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 20,625.00	\$ 20,625.00
080347	698	SHERIFF OF JEFFERSON CO		\$ -	\$ 210,013.00	\$ 210,013.00
080348	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 20,625.00	\$ 20,625.00
080349	P/R DED	WILLIAM SCHWEITZER		\$ -	\$ 466.11	\$ 466.11
080350	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 113.25	\$ 113.25
080351	425	CAPITAL TRISTATE		\$ -	\$ 23.64	\$ 23.64
080351	425	CAPITAL TRISTATE		\$ -	\$ 325.33	\$ 325.33
080351	425	CAPITAL TRISTATE		\$ -	\$ 1,291.65	\$ 1,291.65
080351	425	CAPITAL TRISTATE		\$ -	\$ 51.95	\$ 51.95
080351	425	CAPITAL TRISTATE		\$ -	\$ 844.72	\$ 844.72
080352	406	AWVA-ASSOC OF WV ASSESSR		\$ -	\$ 100.00	\$ 100.00
080353	401	WV ASSOCIATION/COUNTIES		\$ -	\$ 6,500.00	\$ 6,500.00
080354	ALLOC	WVU WEST VIRGINIA UNIV		\$ -	\$ 3,700.00	\$ 3,700.00
080355	401	WV ST TREASURER'S OFFICE		\$ -	\$ 4,800.00	\$ 4,800.00
080356	401	WV COUNTIES GROUP		\$ -	\$ 159,791.00	\$ 159,791.00
080357	401	WVCORP		\$ -	\$ 33,147.50	\$ 33,147.50
080358	700	MARGARET R.SMITH-WALKER		\$ -	\$ 3,000.00	\$ 3,000.00
080359	401	XEROX CORPORATION		\$ -	\$ 186.32	\$ 186.32
080359	402	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
080359	402	XEROX CORPORATION		\$ -	\$ 297.34	\$ 297.34
080359	402	XEROX CORPORATION		\$ -	\$ 392.63	\$ 392.63
080359	402	XEROX CORPORATION		\$ -	\$ 392.07	\$ 392.07
080359	403	XEROX CORPORATION		\$ -	\$ 227.22	\$ 227.22
080359	404	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
080359	405	XEROX CORPORATION		\$ -	\$ 108.92	\$ 108.92
080359	406	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
080359	425	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53

080359	440	XEROX CORPORATION		\$ -	\$ 203.87	\$ 203.87
080359	440	XEROX CORPORATION		\$ -	\$ 126.42	\$ 126.42
080359	440	XEROX CORPORATION		\$ -	\$ 491.21	\$ 491.21
080359	700	XEROX CORPORATION		\$ -	\$ 337.22	\$ 337.22
080359	712	XEROX CORPORATION		\$ -	\$ 367.62	\$ 367.62
080359	716	XEROX CORPORATION		\$ -	\$ 120.57	\$ 120.57
080360	405	DEBRA A. YOUNG		\$ -	\$ 280.11	\$ 280.11
TOTAL					\$ 1,374,425.02	\$ 1,374,425.02

Motion by Ms. Tabb to approve the Accounts Payable for July 5, 2018 in the amount of \$1,374,425.02. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
080363	425	BIEDLERS ELEC MOTOR REP		\$ -	\$ 128.34	\$ 128.34
080364	401	BEST BEST & KRIEGER LLP		\$ -	\$ 75.00	\$ 75.00
080365	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
080366	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
080367	P/R DED	CITY HOSPITAL INC		\$ -	\$ 191.20	\$ 191.20
080368	P/R DED	CITY HOSPITAL INC		\$ -	\$ 11.87	\$ 11.87
080369	P/R DED	ALEXANDRA BEAULIEU		\$ -	\$ 51.57	\$ 51.57
080370	717	GUTTMAN OIL CO		\$ -	\$ 4,398.58	\$ 4,398.58
080371	P/R DED	CRYSTAL GUMBEL-SHADE		\$ -	\$ 20.26	\$ 20.26
080372	428	HIRERIGHT		\$ -	\$ 16.16	\$ 16.16
080372	711	HIRERIGHT		\$ -	\$ 70.26	\$ 70.26
080373	700	JENNIFER HOWARD		\$ -	\$ 150.00	\$ 150.00
080373	700	JENNIFER HOWARD		\$ -	\$ 150.00	\$ 150.00
080374	402	SPIRIT OF JEFFERSON		\$ -	\$ 192.82	\$ 192.82
080374	404	SPIRIT OF JEFFERSON		\$ -	\$ 55.60	\$ 55.60
080375	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 5,120.00	\$ 5,120.00
080376	403	MATTHEW BENDER		\$ -	\$ 1,041.36	\$ 1,041.36
080376	403	MATTHEW BENDER		\$ -	\$ 84.08	\$ 84.08
080376	406	MATTHEW BENDER		\$ -	\$ 92.08	\$ 92.08
080376	406	MATTHEW BENDER		\$ -	\$ 92.08	\$ 92.08
080377	712	MOTOROLA SOLUTIONS, INC		\$ -	\$ 458.00	\$ 458.00
080378	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
080379	412	AMANDA MASTERS		\$ -	\$ 38.15	\$ 38.15
080380	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
080381	ALLOC	JEFF CO PARKS &		\$ -	\$ 2,500.00	\$ 2,500.00
080382	717	RICE TIRES CO		\$ -	\$ 160.02	\$ 160.02

080383	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 57.50	\$ 57.50
080383	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 727.00	\$ 727.00
080383	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
080383	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 158.00	\$ 158.00
080384	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 47,275.08	\$ 47,275.08
080384	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,056.30	\$ 11,056.30
080384	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 37,271.82	\$ 37,271.82
080385	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,504.66	\$ 6,504.66
080385	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,183.06	\$ 9,183.06
080386	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,470.00	\$ 2,470.00
080386	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 415.00	\$ 415.00
080387	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 10,789.60	\$ 10,789.60
080387	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 23,976.84	\$ 23,976.84
080387	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 3,021.65	\$ 3,021.65
080387	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 5,036.13	\$ 5,036.13
080388	P/R DED	WV BUREAU OF EMPLOYMENT		\$ -	\$ 6,451.26	\$ 6,451.26
TOTAL					\$ 181,105.58	\$ 181,105.58

Motion by Ms. Noland to approve the Accounts Payable for July 12, 2018 in the amount of \$181,105.58. Motion seconded and unanimously approved.

MANUAL CHECKS

463	002/CS	BOLAND				\$ 14,970.00
689	56/ASR	ESRI				\$ 10,000.00
1677	246/CO	MINGHINI'S				\$ 13,950.00
1678	246/CO	MINGHINI'S				\$ 31,500.00
1679	246/CO	TRISTATE				\$ 2,061.25
1680	246/CO	SHEPHERDSTOWN LIBRARY				\$ 100,000.00
1144	IMP	SHERIFF JEFFERSON CO -SCHOOL				\$ 123,634.59
1145	IMP	SHERIFF JEFFERSON CO - LAW				\$ 2,520.97
1146	IMP	SHERIFF JEFFERSON CO - PARKS				\$ 9,137.39
1147	IMP	SHERIFF JEFFERSON CO - FIRE/EMS				\$ 1,002.48
TOTAL						\$ 308,776.68

Motion by Mr. Onoszko to approve the Manual Checks for July 6, 2018 in the amount of \$308,776.68. Motion seconded and unanimously approved.

HOME DETETION			
008			
Date	Check #	VENDOR	Amount
07/13/18	609	CDA	\$ 1,294.50
FARMLAND PROTECTION BOARD			
057			
Date	Check #	VENDOR	Amount
7/13/2018	303	JEFFERSON CO FARMLAND PROT.	\$ 76,345.39
SHERIFF C/O			
246			
Date	Check #	VENDOR	Amount
7/13/2018	1681	TYLER TECH	\$ 41,910.00
TOTAL			\$ 119,549.89

Motion by Ms. Noland to approve the Manual Checks for July 12, 2018 in the amount of \$119,549.89. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Ms. Tabb to approve the Payroll for June 14, 2018 in the amount of \$259,379.09 as presented. Motion seconded and unanimously approved.

Motion by Mr. Onoszko to approve the Payroll for June 28, 2018 in the amount of \$265,281.77 as presented. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the Payroll for July 12, 2018 in the amount of \$263,261.66 as presented. Motion seconded and unanimously approved.

PUBLIC COMMENT

Toni Milbourne, resident – stated her interest in being reappointed to the Jefferson County Parks and Recreation Commission.

Susanne Koenig, resident – stated she has been a 33 year resident of Keyes Ferry Acres and spoke in support of the petition for the creation of a road maintenance/improvement association.

Jim Koenig, resident – also spoke in favor of the creation of a road maintenance association for Keyes Ferry Acres.

David Tabb, resident – addressed his multiple grievances against the Commission, claiming he has yet to have “his day in court.”

Phil Bromwell, resident – spoke in support of the Keyes Ferry Acres Road Maintenance Association, stating 40% of the residents in the development are not paying road maintenance fees.

Eleanor Finn, resident and member of the League of Women Voters – expressed concerns over the JCESA not following the Sunshine Law as she claimed meeting notices, agendas, and minutes were not being made available to the public.

Don Orser, resident – expressed support for the Keyes Ferry Acres road maintenance association.

PRESENTATIONS

1. Angie Banks, Assessor

a. Requested approval of the following Exoneration:

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Benjamin Parrish	PP	CTD	303575	\$397.02

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 303575 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Wilma and Michael Nemeč	PP	KD	310858	\$32.90

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 310858 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Wilma and Michael Nemeč	PP	KD	310552	\$35.24

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 310552 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Dennis and Ann Jenkins	PP	MD	312583	\$218.51

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 312583 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Amy Victoria Lindsay	RE	Shepherdstown Corp	30145	\$711.59

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 30145 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
William Cross	PP	MD	312017	\$84.57

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 312017 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Michelle and David Walker	PP	Charles Town Corp	306110	\$96.24

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 306110 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Franklin and Frances Price	PP	KD	310542	\$65.96

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 310542 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Karen Waugh	PP	Shepherdstown	317057	\$89.28
Lawrence Waugh				\$674.22

- **Motion by Mr. Compton to approve the Split Ticket for Ticket No. 317057 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Karen Waugh	PP	Shepherdstown	317616	\$78.25
Lawrence Waugh				\$399.43

- **Motion by Mr. Onoszko to approve the Split Ticket for Ticket No. 317616 as presented. Motion seconded and unanimously approved.**

2. Nikki Painter, County Clerk's Office, Elections – request to approve the advertisement for a payroll clerk.
 - **Motion by Mr. Compton to approve the advertisement for a payroll clerk at a 4F-4H. Motion seconded and unanimously approved.**
3. WV State Auditor JB McCuskey and Gary W. Cogle, Jr. – presentation of the Open GOV website.
4. Bill Clark, Region 9 and Nic Diehl, Jefferson County Development Authority – requested approval of the SCB6 Broad Band Planning Grant.
 - It was the consensus of the Commission to delay action on this item until the August 2, 2018 regularly scheduled Commission meeting.
5. Interviews/Appointments
 - a. Eastern Panhandle Regional Planning and Development Council (Region 9)
 - **Motion by Ms. Tabb to appoint Nic Diehl to the Eastern Panhandle Regional Planning and Development Council for one two-year term ending June 30, 2020. Motion seconded and unanimously approved.**
 - b. Jefferson County Parks and Recreation Commission
 - **Motion by Ms. Noland to reappoint Toni Milbourne, Ann Mountz, and Jim Lee to the Jefferson County Parks and Recreation Commission each for a term of three years ending June 30, 2021. Motion seconded and unanimously approved.**
 - c. Harpers Ferry/Bolivar Public Service District
 - **Motion by Ms. Tabb to appoint Helen Dettmer to the Harpers Ferry/Bolivar Public Service District for one six-year term ending June 30, 2024. Motion seconded and unanimously approved.**
 - d. Jefferson County Emergency Services Agency Board
 - **Motion by Mr. Compton to reappoint Elliot Simon to the Jefferson County Emergency Service Agency Board for a three-year term ending June 30, 2021. Motion seconded and unanimously approved.**
 - e. Jefferson County Board of Health

- **Motion by Ms. Tabb to reappoint Ann Smith to the Jefferson County Board of Health for a five-year term ending June 30, 2023. Motion seconded and unanimously approved.**
6. The Commission recessed for break at 7:30 pm.
The Commission reconvened at 7:45 pm.
 7. Steve Prunty, Esquire and James Crawford, Esquire – requested the Commission receive the petition and set hearing pursuant to WV Code 7-12A et Seq for the establishment of a Keys Ferry Acres Subdivision Maintenance Association.
 - **Motion by Ms. Tabb to accept the Petition for the establishment of the Keys Ferry Acres Subdivision Maintenance Association pursuant to WV Code 7-12A et. Seq. and to schedule the appropriate Public Hearing for this matter on Thursday, August 16, 2018 at 7:00 pm. Motion seconded and passes on a vote of 4-1 with Mr. Compton opposing.**
 8. Charles F. Printz, Jr., Esquire – Corporation of Shepherdstown – request of Asam Enterprises, Inc. and Asam Family Limited Partnership for Annexation in the Corporation of Shepherdstown
 - **Motion by Ms. Noland to approve the Order Approving and Confirming the Annexation to the Corporation of Shepherdstown of Three Contiguous Parcels of Real Estate Containing 6.50 Acres in the Aggregate and Identified as Portions of Parcels 101 and 102 and the Entirety of Parcel 103 on Tax Map 5, all of which are presently located in Shepherdstown District, Jefferson County, West Virginia, owned by Asam Enterprises, Inc. and Asam Family Limited Partnership, as provided by West Virginia Code 8-6-3 and 8-6-4 (Annexation without Election). Motion seconded and unanimously approved.**
 9. Michelle Gordon, Finance Director
 - Review and Approval of FY2018 Internal Budget Revision 3 for the General Fund
 - **Motion by Ms. Tabb to approve Internal Budget Revision 3 for the General Fund as presented. Motion seconded and unanimously approved.**
 - Review and Approval of FY2018 State Budget Revision 10 for the General Fund
 - **Motion by Ms. Noland to Approve State Budget Revision 10 for the General Fund as presented. Motion seconded and unanimously approved.**

- Review and Approval of the FY2018 State Budget Revision 4 for the Coal Severance Fund
 - **Motion by Mr. Compton to approve State Budget Revision 4 for the Coal Severance Fund as presented. Motion seconded and unanimously approved.**
 - Review of the Actuarial Valuation of the (OPEB) Other Postemployment Benefits FY2018 Report
10. Bill Polk, Director, Maintenance – discussed the Downtown Campus Parking Lot Redesign
- **Motion by Mr. Compton to authorize the Director of Maintenance to solicit bids for the redesign of the downtown campus parking lot. Motion seconded and unanimously approved.**
11. Roger Goodwin, Chief County Engineer
- a. Award Construction Contract – Bardane Industrial Park Waste Water Treatment Plant – Lagoon Decommissioning & Sinkhole Remediation Project.
 - **Motion by Ms. Noland to award the contract to Snyder environmental Services in the amount of \$225,099.00 for the Bardnace Industrial Park – Waste Water Treatment Plant Lagoon Decommission and Sinkhole Mitigation Project; and to approve the County Commission President executing the necessary contract documents. Motion seconded and unanimously approved.**
 - b. Recognition of the West Virginia 2018 Floodplain Manager of the Year – Mr. Goodwin recognized Mason Carter for winning the award for West Virginia 2018 Floodplain Manager of the Year.
 - c. Request Approval to amend Parks and Recreation’s Impact Fees – FY2019
 - **Motion by Mr. Compton to approve the Parks and Recreation’s Impact Fees – FY2019 Capital Improvement Plan, Amendment No. 1, as presented. Motion seconded and unanimously approved.**
 - d. Summit Point Automotive Research Center, LLC & Summit Point Raceway Associates, Inc. – SPARC Range Extension (File #S17-10) Complete Bond Release
 - **Motion by Ms. Noland to authorize a complete release of Irrevocable Letter of Credit #339 with the Bank of Charles Town in the amount of \$5,000 for Summit Point Automotive Research Center, LLC & Summit**

Point Raceway Associates, Inc. – Summit Point Motorsports Park Staging Area (File #S17-10). Motion seconded and unanimously approved.

e. Summit Point Automotive Research Center, LLC & Summit Point Raceway Associates, Inc. – SPARC Range Extension (File #S17-11) Partial Bond Release

- **Motion by Ms. Noland to authorize a partial release of Irrevocable Letter of Credit #340 with the Bank of Charles Town in the amount of \$226,867.00 for Summit Point Automotive Research Center, LLC & Summit Point Raceway Associates, Inc. – SPARC Range Extension (File #S17-11). Motion seconded and unanimously approved.**

f. Roderick Planes, LLC – Aspen Greens Subdivision, Phase 11A (File #14-01) Partial Bond Release

- **Motion by Ms. Noland to authorize a partial release of Performance Bond #SNN4002856 with Nationwide Mutual Insurance Company, Columbus OH, in the amount of \$1,284,465.00 for Roderick Plans, LLC – Aspen Green Subdivision, Phase IIA (File 14-01). Motion seconded and unanimously approved.**

12. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD Assets

- Discussion of Jefferson County Civil Action #17-C-282

- Discussion of Jefferson County Civil Action #17-P-110

-Update on opioid litigation –

-Update on US Bankruptcy Court Civil Action #3:16-00074 -

-Discussion of Jefferson County Civil Action #2018-C-99 -

-Discussion of EEOC Claim #533-2017-00706

- **Motion by Mr. Compton to enter into Executive Session to receive legal advice on the matters listed above. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**

UNFINISHED BUSINESS

13. Renew the Mutual Aid Agreement between the City of Martinsburg and Jefferson County

- **Motion by Ms. Tabb to approve the renewal of the Mutual Aid Agreement between the City of Martinsburg and Jefferson County as presented. Motion seconded and unanimously approved.**

NEW BUSINESS

14. Approval of Full Time Employment – Public Safety Dispatcher II

- **Motion by Ms. Tabb to approve the full time employment of Christie Seidel and Makenzie Woodward as Full-Time Public Safety Dispatchers with subsequent step increases after completion of training. Motion seconded and unanimously approved.**

15. The Commission meeting was adjourned at 9:32 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

JOSHUA COMPTON, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

PURCHASE ORDERS TO BE APPROVED

August 2, 2018

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
SHERIFF'S OFFICE	48584	\$ 12,211.12	Aptean	E-Citation Equipment
MAINTENACE	52671	\$ 15,303.20	Kone	Upgrade to Elevator Software
GRAND TOTAL		\$ 27,514.32		



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

REQUISITION

No. 48584

VENDOR:

DELIVER TO:

Aptean
PO Box 743722
Atlanta GA 30374-3722

GRANT

JCSO

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
	Invoice# SI-1086001 e-citation equipment			12,211 12
	Pay from: 700-04-459-001			12,211 12

GRANT

1. ENTER NAME AND MAILING ADDRESS OF VENDOR IN SPACE PROVIDED
2. PROVIDE MAILING AND/OR SHIPPING ADDRESS. ITEMS THAT ARE SHIPPED MUST HAVE STREET ADDRESS.
3. PROVIDE A DESCRIPTION OF ITEMS(S) BEING REQUESTED.
4. INCLUDE BUDGET LINE-ITEM NUMBER TO BE CHARGED FOR EACH ITEM.
5. SIGN AND FORWARD TO COUNTY COMMISSION. UPON APPROVAL, A COUNTER-SIGNED COPY WILL BE RETURNED FOR YOUR RECORDS.

THE ITEMS REQUESTED ABOVE ARE NECESSARY AND FOR THE EXCLUSIVE USE OF THIS DEPARTMENT.

Peter Dougherty
Signature

Date

PURCHASE OF THE ABOVE REQUESTED ITEMS APPROVED. FUNDS HAVE BEEN ENCUMBERED.

Signature

Date



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

REQUISITION

No. 52671

VENDOR:

DELIVER TO:

Kone

Coal Severance

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
	Upgrade to elevator software to allow elevator to be locked out for security 002-401-02-223-000-GF-000			15303 20

1. ENTER NAME AND MAILING ADDRESS OF VENDOR IN SPACE PROVIDED
2. PROVIDE MAILING AND/OR SHIPPING ADDRESS. ITEMS THAT ARE SHIPPED MUST HAVE STREET ADDRESS.
3. PROVIDE A DESCRIPTION OF ITEMS(S) BEING REQUESTED.
4. INCLUDE BUDGET LINE-ITEM NUMBER TO BE CHARGED FOR EACH ITEM.
5. SIGN AND FORWARD TO COUNTY COMMISSION. UPON APPROVAL, A COUNTER-SIGNED COPY WILL BE RETURNED FOR YOUR RECORDS.

THE ITEMS REQUESTED ABOVE ARE NECESSARY AND FOR THE EXCLUSIVE USE OF THIS DEPARTMENT.

Laura L. Kuh 7/26/18
Signature Date

PURCHASE OF THE ABOVE REQUESTED ITEMS APPROVED. FUNDS HAVE BEEN ENCUMBERED.

Signature

Date

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 385,922.89	\$ -	\$ 385,922.89
	\$ -		
6.2% Tax Payable OASDI	\$ 22,953.68	\$ -	\$ 22,953.68
1.45% Tax Payable HI	\$ 5,368.29	\$ -	\$ 5,368.29
Fed Withholding	\$ 34,611.86	\$ -	\$ 34,611.86
WV State Withholding	\$ 16,502.19	\$ -	\$ 16,502.19
PERS Retirement Deduct 4.5%	\$ 10,645.01	\$ -	\$ 10,645.01
PERS Retirement Deduct 6%	\$ 3,213.62		\$ 3,213.62
Hosp. Pre-Tax	\$ 13,762.50		\$ 13,762.50
Cancer/ICU Pre-Taxed	\$ 365.13		\$ 365.13
Cancer/ICU Not Pre-Taxed	\$ 1,585.82		\$ 1,585.82
Optional Life Not Pre-Taxed	\$ 1,922.03		\$ 1,922.03
Christmas Club	\$ 5,120.00		\$ 5,120.00
Wage Attach #1	\$ 916.32		\$ 916.32
Wage Attach #3	\$ -		\$ -
DSRS Retirement Deduct 8.5%	\$ 6,036.98		\$ 6,036.98
457 - Nationwide	\$ 849.00		\$ 849.00
457I - Empower	\$ 2,470.00		\$ 2,470.00
457R - Roth	\$ 415.00		\$ 415.00
MD State Tax	\$ 581.22		\$ 581.22
D/VF	\$ 1,575.08		\$ 1,575.08
VA. State Tax	\$ 82.16		\$ 82.16
COLONIAL(PLUS)	\$ 84.92		\$ 84.92
Total Deductions	\$ 129,060.81	\$ -	\$ 129,060.81
Net Wages Total	\$ 256,862.08	\$ -	\$ 256,862.08
Payroll Date	26-Jul-2018		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **August 2, 2018**

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

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

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

✚ Exonerations – Discussion/Action

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

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Pete Dougherty, Sheriff**

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

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

Date Requested – 1st Choice:

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

August 2, 2018

Date Requested – 2nd Choice:

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

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

- 1. Appointment to fill vacant deputy position**
- 2. Request to transfer \$45,000 from Coal Severance Fund and place it into to Sheriff's Capital Equipment budget.**
- 3. Review Home Confinement procedures.**
- 4. Discuss possible changes to Governor's Highway Safety Program funding.**
- 5. Appoint an Acting Chief Deputy**

Is this a funding request? Y/N **YES**
If so, how much? **\$45,000**

Provide exact financial impact/request: Take \$45,000 from Coal Severance and place in into Sheriff's Capital Equipment Fund.

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

[Item 1] **I move that Charles Ellis be approved as a deputy for the Jefferson County Sheriff's Office effective August 5, 2018 with a starting salary of \$42,300.**

[Item 2] **I move that \$45,000 be transferred from the Coal Severance Fund and placed into the Sheriff's Capital Asset funding to be used for vehicle purchases and vehicle equipment.**

[Item 3] **No motion required.**

[Item 4] **No motion required.**

[Item 5] **I move that Ronald Fletcher be appointed as Acting Chief Deputy for the Jefferson County Sheriff's Office with a \$500 monthly increase in compensation.**

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

Is equipment needed?

Projector Y/N

Internet/Wi Fi Y/N

Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Dr David Didden

Department or Organization: **Jefferson County Health Department**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **Aug 2**

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

Date Requested – 2nd Choice: Aug 16

Subject (*Wording to be placed on agenda*): Update on Hiring Sanitarians and Local impact on spread of HEP A

Please provide the County Commission with a description of your request or presentation, including any background information:
1) WV Personnel Board decision on Sanitarian I starting salary. 2) Prevention of hepatitis A outbreak

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: Dr David Didden

Email address: David.didden@wv.gov

Phone Number: 304 995 8240

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Mary Mattlage

Department or Organization: Eastern Panhandle Protectors, Sierra Club of the Eastern Panhandle

Estimation of amount of time needed for appointment: 10- 15 minutes

Date Requested – 1st Choice: ~~July 19th~~ Aug 2, 2018
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: August 2nd

Subject (Wording to be placed on agenda):

Please provide the County Commission with a description of your request or presentation, including any background information: **We let it be known that we object to the building of to the pipeline the Mountaineer Gas Company plans to build our community. The pipeline would run through karst (limestone) geology in Jefferson county which is prone to sinkholes. If it is ultimately build in spite of community objections, we would like to request that the Commission protect the property owners of Jefferson County in regards We ask that property owners be paid fair market value for rights-of-way through their property and that they be compensated for the loss of use of their farmland. We ask additionally that no chemical herbicides be used on the pipeline route and that Mountaineer test affected residents' well water before the pipeline construction begins. As evidence, we bring copies of several right-of-way agreements made with landowners in Morgan and Berkeley counties which failed to compensate property owners fairly.**

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): **Be it resolved that the Jefferson County Commission will ensure that the Mountaineer Gas Company pay fair market value to the property owners of the county and that property owners also be compensated for the loss of use of their farmland. Be it further resolved that Mountaineer Gas Company not use any chemical herbicides on the right-of-way area.**

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: Mary Mattlage, 183 Byer Lane, Shepherdstown, WV 25445

Email address: greenhavenstudio@comcast.net

Phone Number: 304.870.4592/ 415.516.6626

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 10 minutes

DATE REQUESTED: 1ST CHOICE August 2nd, 2018

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

SUBJECT: Quarterly Review from July 2018 Term for Approval/Closure of Estates

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

ARE DOCUMENTS ATTACHED: yes

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210

Regular Term

AUGUST 2018

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

At a Regular Term of the County Commission of said County and State, begun and held at the Old Charles Town Library thereof, on Thursday, August 2nd, 2018, beginning at 11:05 a.m.

**PRESENT: Joshua Compton, President
Jane Tabb, Patsy Noland, Peter Onoszko and
Caleb Wayne Hudson, Commissioners**

A list of Wills Probated, Executors qualified, Guardians, Administrators, &c appointed since the last Regular Term of this Commission, to-wit: April 2018 Term, thereof was this day presented to the Commission by the Clerk thereof, examined by it, and ordered filed:

Estate of Frances M. Blue, deceased, First and Final Accounting, James W. Blue and Richard F. Blue, Co-Executors

Estate of Betty Lou Bryant, deceased, First and Final Accounting, Rebecca Fleck, Executrix

Estate of Dorothy M. Burritt, deceased, First and Final Accounting, Candice C. Burritt, Executrix

Estate of Benjamin Franklin Canfield, III, deceased, First and Final Accounting, Jeremy Canfield, Administrator

Estate of William Richard Herridge, deceased, First and Final Accounting, Sheila M. Herridge, Executrix

Estate of Jerry A. Johnson, deceased, First and Final Accounting, John K. Dorsey, Administrator, cta

Estate of Hilda A. Longerbeam, deceased, Seventh Accounting, Faye C. D'Angelo, Administratrix

Estate of Thomas William Longerbeam, deceased, First and Final Accounting, Henry W. Morrow, Jr., Executor

Estate of Gloria J. Meredith, deceased, First and Final Accounting, Ellen McDonough, Executrix

Estate of Janet Ozelle Riecks Somers, AKA Janet R. Somers, AKA Janet R. Grace, deceased, First and Final Accounting, David W. Grace, Executor

Estate of Rosebud Underwood, deceased, First and Final Accounting, Collins Underwood, Jr., Administrator

Estate of Mae Elizabeth Welsh, deceased, First and Final Accounting, Henry W. Morrow, Jr., Administrator

The following Waivers of Final Settlement were this day examined by the Commission and there being no exceptions thereto, and none appearing on the face thereof, same are ordered approved and recorded as follows:

Estate of Carl Bell, deceased, Waiver of Final Settlement, Brian E. Bell, Administrator

Estate of Robert Emerson Bell, Jr., deceased, Waiver of Final Settlement, Robert E. Bell, III, Executor

Estate of Helga Ida Bowers, deceased, Waiver of Final Settlement, Brian Scott Bowers, Executor

Estate of Wayne I. Boucher, deceased, Waiver of Final Settlement, Robert A. Boucher, Executor

Estate of Lois Rita Coggin, deceased, Waiver of Final Settlement, Cynthia M. Detwiler and Clifford D. Coggin, Co-Executors

Estate of James Meredith Darlington, Sr., deceased, Waiver of Final Settlement, James Meredith Darlington, Jr., Executor

Estate of Robert Wesley Dodson, Sr., deceased, Waiver of Final Settlement, Robert W. Dodson, Jr., Executor

Estate of Sharon Dodson, deceased, Waiver of Final Settlement, Robert W. Dodson, Jr., Executor

Estate of Janet Muriel Eldridge, deceased, Waiver of Final Settlement, Patricia Wood and Kristine Mumaw, Co-Executors

Estate of Lorna B. Frye, deceased, Waiver of Final Settlement, Paul P. Frye, Sr., Executor

Estate of Mary Ellen Goff, deceased, Waiver of Final Settlement, Iris Custer, Executrix

Estate of Raymond Lee Griffith, deceased, Waiver of Final Settlement, Mary K. Griffith, Executrix

Estate of Karen Hill, deceased, Waiver of Final Settlement, Sheryl A. Hill, Executrix

Estate of Forrest Michael Hoffmaster, deceased, Waiver of Final Settlement, Theresa Taylor Hoffmaster, Administratrix

Estate of Alma L. Johnson, deceased, Waiver of Final Settlement, Joseph L. Brand, Executor

Estate of Helen Frances Kemp, deceased, Waiver of Final Settlement, Paul D. Kemp, Executor

Estate of Marnye R. Layman, deceased, Waiver of Final Settlement, Margaret L. Shapiro and Judith R. Layman, Co-Executors

Estate of Billie Gay Long, deceased, Waiver of Final Settlement, Pamela Adams, Administratrix

Estate of William Garfield Marcus, deceased, Waiver of Final Settlement, Pamela Whittington, Executrix

Estate of William Thomas McCrossin, deceased, Waiver of Final Settlement, Thomas McCrossin, Administrator

Estate of John Charles Thomas Mercer, deceased, Waiver of Final Settlement, Heather R. Runion, Executrix

Estate of Patricia Cannon Mercer, deceased, Waiver of Final Settlement, Heather R. Runion, Executrix

Estate of Virginia Josie Ingram Nash, deceased, Waiver of Final Settlement, Rebecca Ingram, Administratrix

Estate of Nelson Howard Penwell, deceased, Waiver of Final Settlement, Larry Penwell, Administrator

Estate of John F. Torrence, deceased, Waiver of Final Settlement, Mary E. Torrence, Executor

Estate of Tyler William Sigler, deceased, Waiver of Final Settlement, Thomas Sigler, Jr., Executor

Estate of Stephen Ray Vandevander, deceased, Waiver of Final Settlement, Mary Lee Vandevander, Executrix

Estate of Virginia Mary Willingham, deceased, Waiver of Final Settlement, Brenda K. Eisenhart, Executrix

Estate of Patsy Gail Wilt, deceased, Waiver of Final Settlement, Bradley Daniel Wilt, and Walter Wilt, Co-Executors

Accountings and Waivers of Final Settlement submitted from the Fiduciary

Commissioners: June K. Jovanelly, S. Andrew Arnold, Frank D. Hill, III and

David A. Dejarnett:

Estate of Robert E. Baker, Jr., deceased, First and Final Accounting, Marianne Baker, Administratrix

Estate of Gregory A. Corliss, deceased, Second Accounting, Gregory A. Corliss, Jr., and Mary Elizabeth Noble, Co-Executors

Estate of Mark Brian King, Waiver of Final Settlement, Mary B. King, Executrix

Estate of Jeffrey Erskine Pickwick, deceased, First Interim Accounting, Christopher Pickwick, Executor

Estate of Clifford Cramer Tine, Jr., deceased, Second Interim Accounting, Kristina Tina Johnson, Administratrix

President

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**

Department or Organization: **County Clerk's Office**

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

Date Requested – 1st Choice: **August 2, 2018**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Election Cost Update, Approval of Precinct Change and Extended Emergency Absentee Policy**

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

- 1. Election Cost Update**
- 2. Precinct 35 A&B – Shepherdstown Fire Hall is unavailable for the General Election so the precinct will be moved to Asbury United Methodist Church (4257 Kearneysville Pike, Shepherdstown)**
- 3. Extend the Emergency Absentee Policy to Jefferson Memorial Hospital, Berkeley Medical Center, Martinsburg VA Medical Center and Winchester Medical Center**

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*):

- 1. To approve the temporary precinct change for 35A&B from Shepherdstown Fire Hall to Asbury United Methodist Church.**
- 2. To approve the Extended Medical Emergency Absentee Voting Policy 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:

Email address:

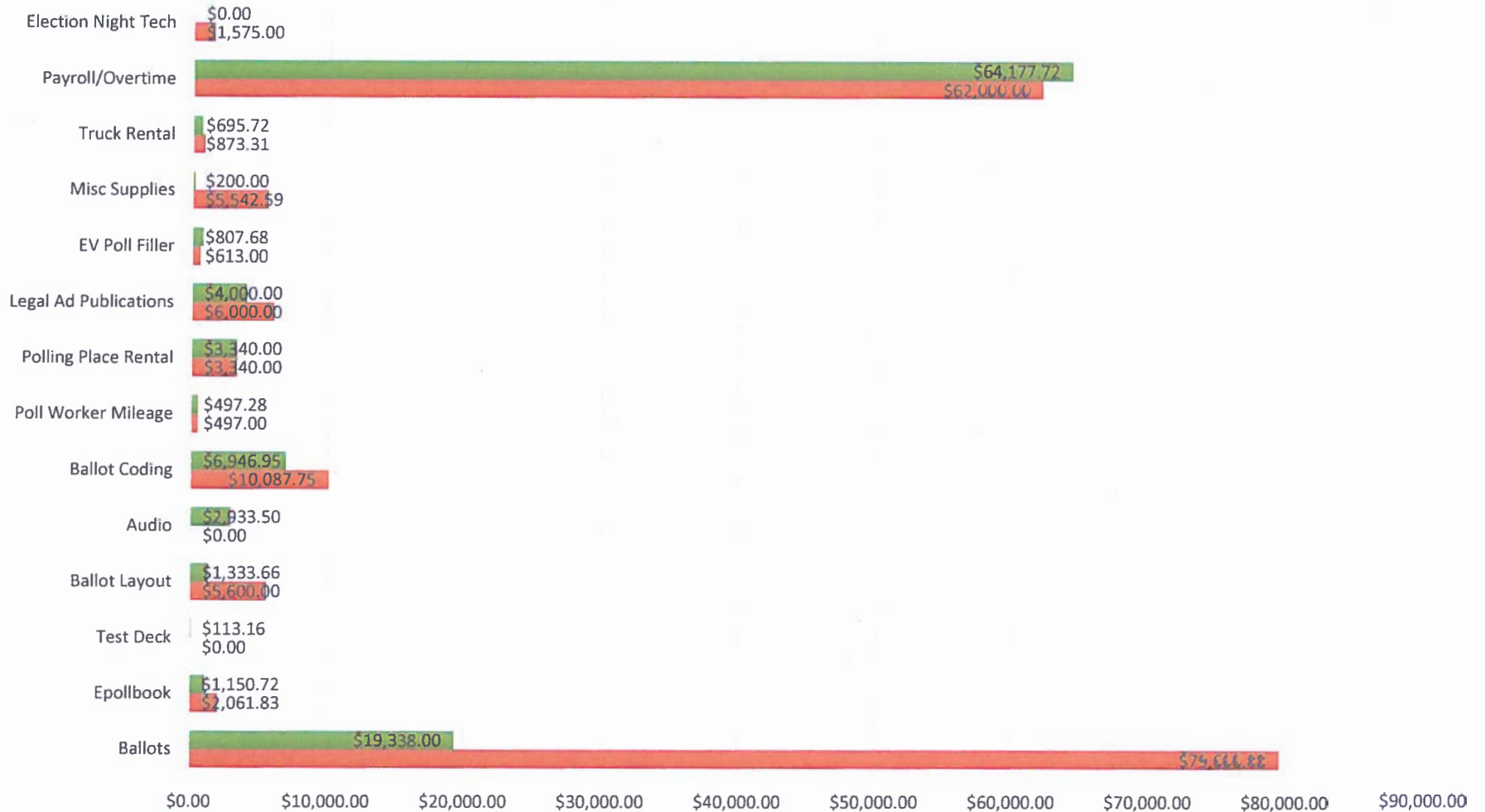
Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

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Election Cost Comparison

■ 2018 Primary ■ 2016 Primary



2016 Primary - Total Cost \$177,791.36			2018 Primary - Total Cost \$105,534.39		
Registered Voters:	36,218	Cost per: \$4.91	Registered Voters:	39,022	Cost Per: \$2.70
Voter Turnout:	12,564	Cost Per: \$14.15	Voter Turnout:	8,818	Cost Per: \$11.97
Total Cost Savings - \$72,256.97					

Extended Emergency Absentee Voting Policy General Election – November 6, 2018

Policy

The Jefferson County Commission will extend emergency absentee voting to voters who have been admitted to an approved hospital no earlier than three (3) days preceding the election and no later than noon on Election Day.

Provisions

The emergency absentee policy is extended to the following hospitals:

- Jefferson Medical Center
- Berkeley Medical Center
- Martinsburg VA Medical Center
- Winchester Medical Center

Procedures

The voter or immediate family member requests an emergency absentee ballot from the County Clerk's Office no later than noon on Election Day.

The clerk's office will provide two (2) employees of opposite political party the *Application for Voting an Emergency Absentee Voter's Ballot, Declaration of Emergency Absentee Ballot Commissioners*, ballot and all absentee materials needed to vote.

The team of two (2) will deliver the materials to the voter and will await the completion of the application and ballot. If the voter is assisted in voting, the clerk employees or a person of the voter's choice must sign the *Absent Voter's Ballot Envelope No. 2* on the line provided for the "Name of Person Giving Assistance".

The voter must be able to sign the application. Power-of-attorney is not valid for voting.

The application and voted ballot will be returned to the courthouse and the clerks must sign an oath that no person other than the voter voted the ballot.

The policy was approved by the Jefferson County Commission on the 2nd day of August, 2018.

Commission President

County Clerk

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: July 19, 2018

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interview/Appointment to the Summit Point Library Committee – one 4-year term ending June 30, 2022 – 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

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 19, 2018, or as soon thereafter as the Commission may decide:

Jefferson County Solid Waste Authority - one four year term ending June 30, 2022.

Jefferson County Parks and Recreation Commission - three (3) three-year terms ending June 30, 2021.

Summit Point Library Committee - one four year term ending June 30, 2022.

Harpers Ferry - Bolivar Public Service District - one six year term ending June 30, 2024.

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

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

Received

JUL 18 2018

Jefferson County Commission

712 Brucetown Road
Kearneysville, WV 25430
July 2, 2018

Ms. Jessica Carroll
Executive Administrative Assistant
Jefferson County Commission
124 East Washington Street
P. O. Box 250
Charles Town, WV 25414

Dear Ms. Carroll:

I would be honored to be reappointed for another term on the Summit Point Library Committee. The Summit Point Library has been a part of my life since my children were young and I would enjoy being associated with it for another five years.

For those members of the County Commission who do not know me, my qualifications include having been a school librarian in Jefferson County for more than thirty years before I retired.

I hope that I will be permitted to continue to assist the Summit Point Library in encouraging the children of Jefferson County to continue reading and participating in the various educational experiences offered by the Summit Point Library.

Sincerely,



Linia Overly

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: July 19, 2018

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interview/Appointment to the Jefferson County Solid Waste Authority – one 4-year term ending June 30, 2022 – 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



WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD

601 57th St. SE
Charleston, WV 25304
Phone: (304)926-0448

Mark D. Holstine, PE, Executive Director
www.state.wv.us/swmb

June 6, 2018

The Honorable Josh Compton, President
Jefferson County Commission
Jefferson County Courthouse
100 E Washington Street
Charles Town, WV 25414

Commissioner Compton:

In accordance with W. Va. Code §22C-4-3, every four years each county commission within the State is required to appoint one individual to each county or regional solid waste authority in its jurisdiction. **This letter does not serve as a recommendation but merely as a reminder of term expirations.**

According to the current records of the West Virginia Solid Waste Management Board, the following appointee's term will expire on June 30, 2018:

- Mr. Peter Vila

The Jefferson County Commission has the option to either reappoint this individual or appoint someone new to replace them effective July 1, 2018. Please note that whichever you choose, the appointment will be for a full, four-year term ending on June 30, 2022, as determined in W. Va. Code §22C-4.3(b).

Once an individual has been appointed to a four-year term, the appointing agencies do not have the authority to remove that member at any point during their term. In the event an appointee resigns or pass away, the vacancy shall be filled within 60 days, but only for the remaining term.

The West Virginia Solid Waste Management Board requests that copies of these appointments be forwarded to our office at the address above to try to keep the State's records as accurate as possible.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark D. Holstine".

Mark D. Holstine, P.E.
Executive Director

CC: Jefferson County Solid Waste Authority



WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD

601 57th St. SE
Charleston, WV 25304
(304)926-0448

Mark D. Holstine, PE, Executive Director
www.state.wv.us/swmb

W. Va. Code §22C-4-3. Creation of county solid waste authority; appointment to board of directors; vacancies.

(a) Each and every county solid waste authority authorized and created by the county commission of any county pursuant to former article sixteen, chapter seven of this code is hereby abolished on and after the first day of January, one thousand nine hundred eighty-nine. On and after the first day of January, one thousand nine hundred eighty-nine, a new county solid waste authority is hereby created and established as a public agency in every county of the state and is the successor to each county solid waste authority which may have been created by the county commission: Provided, That such county solid waste authorities shall not be established or shall cease to exist, as the case may be, in those counties which establish a regional solid waste authority pursuant to section four of this article. The solid waste management board may require a county solid waste authority to cooperate and participate in programs with other authorities if the need arises.

(b) The authority board of directors is comprised of five members who are appointed as follows: One by the director of the division of environmental protection, two by the county commission, one by the board of supervisors for the soil conservation district in which the county is situated and one by the chairman of the public service commission. The members of the board are appointed for terms of four years for which the initial shall start on the first day of July, one thousand nine hundred eighty-eight: Provided, That the first two members appointed by the county commission shall be appointed to initial terms of two and four years, respectively, and for terms of four years for each appointment thereafter. The members of the board shall receive no compensation for their service thereon but shall be reimbursed for their actual expenses incurred in the discharge of their duties. Vacancies in the office of member of the board of directors shall be filled for the balance of the remaining term by the appropriate appointing authority within sixty days after such vacancy occurs. No member who has any financial interest in the collection, transportation, processing, recycling or the disposal of refuse, garbage, solid waste or hazardous waste shall vote or act on any matter which directly affects the member's personal interest.

COUNTY SWA TERM CHART

Appointing Agency	1998	1999	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
DEP				2001		2005			2009				2013					2017	
Co. Commission	1999		2002			2006			2010				2014					2018	
PSC		2000			2003			2007				2011				2015			
Co. Commission		2000			2004			2008				2012				2016			
Conservation District		2000			2004			2008				2012				2016			

Upcoming Agency Term Expirations

DEP	Co. Comm.	PSC	Co. Comm.	Cons. Dist.
6/30/2021	6/30/2018	6/30/2019	6/30/2020	6/30/2020
6/30/2025	6/30/2022	6/30/2023	6/30/2024	6/30/2024
6/30/2029	6/30/2026	6/30/2027	6/30/2028	6/30/2028
6/30/2033	6/30/2030	6/30/2031	6/30/2032	6/30/2032

Jessica Carroll

From: Peter Vila <pvila@shepherd.edu>
Sent: Thursday, July 26, 2018 5:19 PM
To: Jessica Carroll
Subject: Solid Waste Authority Board

Hi Jessica,

I would be happy to serve another term on the Jefferson County Solid Waste Board.

Thank you.

Peter

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Bill Polk

Department or Organization: **Maintenance Department**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **July 19, 2018**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Presentation Maintenance Department Quarterly Report

Please provide the County Commission with a description of your request or presentation, including any background information:
I would like to present the Maintenance Department report for April 1 – June 30, 2018

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 NO Internet/Wi Fi NO Telephone for conference call NO

Contact information: Bill Polk

Email address: bpolk@jeffersoncountywv.org

Phone Number: 304-728-3355

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The County Commission of Jefferson County
Department of Maintenance
128 Industrial Blvd.
Kearneysville, WV 25430
304-728-3355 • 304-728-3376 (f)
William Polk, Director
bpolk@jeffersoncountywv.org

Jefferson County Maintenance Department
Quarterly Report
April 2018 – June 2018

Completed Work Orders:

The Maintenance Department completed the following work orders for April 1, 2018 – June 30, 2018. Work orders are completed on every task performed by maintenance employees.

Work orders completed for calls for service.....	360
Work orders completed for preventive tasks.....	1050
Work orders completed for preventive auto maintenance.....	107
Work orders completed for auto mechanic equipment.....	24
Work Orders completed for walk-ins for auto mechanic.....	64
Total work orders completed for April 1st – June 30th, 2018.....	1605

On-Call Personnel Call Outs and Overtime:

On-call maintenance staff was called out during off-hours a total of 14 times for this quarter resulting in 24 hours of overtime. Maintenance staff worked a total of 86.5 hours of overtime in this quarter.

Phone Calls:

Office staff received 1777 incoming phone calls for the month of June.

Summary of Various Tasks and/or Special Projects:

- Visitor's Center: Various meetings have been conducted with maintenance staff, CVB staff and the architects for the project.
- Courthouse Windows: The work on the Courthouse windows began during this quarter and is still ongoing. An extension was requested from the Courthouse Facilities Improvement Authority grant in order to finish this project and receive the approved grant funding. We are still waiting on a decision on the extension request.
- Reininger Building Fire Escape: This project is still ongoing.
- Downtown Campus Parking Lots: We are currently working with ZMM Architects on redesigning the layout of the parking lots for the downtown campus.
- Hunter House Windows: This project is still ongoing.
- Pigeons: The pigeon project is going well. We have caught and relocated approximately 90 pigeons.
- Judicial 2nd Floor Mini-Courtroom: Received an additional drawing for another mini courtroom on the 2nd floor of the Judicial Center. The drawing has been provided to the magistrates.
- Document Destruction: We saved approximately \$600 for document destruction for the Prosecuting Attorney's office by using Halltown Paperboard. Halltown charges only \$35 per load to destroy documents. Document shredding companies charge by the box. This same load of documents would have cost approximately \$600 through a shredding company.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Bill Polk**

Department or Organization: **Maintenance**

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

Date Requested – 1st Choice: **July 19, 2018**

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 Revised Job Descriptions and Supervisory Roles – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:
To provide a more efficient work flow and improved accountability, I am requesting the approval of revised job descriptions for the Maintenance Department to add supervisory duties to the Maintenance Mechanics, Carpenter, Administrative Assistant, and Office Assistant. Job descriptions for Helpers, Laborers and Custodians have been changed to reflect the supervisory changes. Minor changes were made to all job descriptions to reflect changes in duties and responsibilities that have occurred since the job descriptions were originally written in April, 2009.

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 the changes to the Maintenance Department job descriptions, as requested.

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: **Bill Polk**

Email address: **Bpolk@jeffersoncountywv.org**

Phone Number: **304-728-3355**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**Jefferson County
Job Description**

Position Title:	Administrative Assistant	Grade Level:	III
Department	Maintenance Department	Date:	April 16, 2009 Rev. 7/19/18
Reports to:	Maintenance Director	FLSA Status	NE

Statement of Duties: The employee provides clerical and secretarial support services to the Maintenance Department. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the Maintenance Director, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

Supervisory Responsibility: Employee is responsible for the supervision of up to 4 full time custodians. Supervisory responsibility include oversight of workflow, provide direction, ensure that employees meet performance expectation, work with Maintenance Director to prepare performance evaluation, report to the maintenance director any performance or discipline problems. Communicate with the Office Assistant when working with one of their assigned employees of the quality of their work performance either problems or anything positive.

Confidentiality: Employee has access to department records.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, or missed deadlines.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours.

Maintenance Department
Administrative Assistant
4/16/09

Jefferson County Job Description

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, and/or contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Working conditions involve occasional exposure to unpleasant elements such as odors, chemical fumes, heat, or cold. Work may involve general cleaning, occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time.

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. Works alone or as a member of the Maintenance team to ensure smooth operations and satisfaction of departments served by the Maintenance Department.
2. Responsible for directing, overseeing, and coordinating the work of the custodians. Work with maintenance director to prepare performance evaluation. Report performance or discipline problems to the maintenance director. Accountable for any unreported performance or discipline problems of assigned employees.
3. Responsible for delegating and assigning task, jobs, work orders, etc. to Maintenance Mechanics, Carpenter, Auto Mechanic, Helpers, Custodians, and Laborers.
4. Ensures that safety is maintained at all times on the interior/exterior of buildings.
5. Answers telephones for the Maintenance Department and assists callers with inquiries or requests for service.
6. Performs clerical duties including, but not limited to, data entry, faxing, copying, filing, maintaining inventory for supplies and placing orders, dealing with vendors, and scheduling meetings and appointments.
7. Receives and requests orders for services from department employees and other County employees and processes work orders.
8. Maintains department database system, including but not limited to the processing and status of work orders and the inventory of supplies and equipment.

Maintenance Department
Administrative Assistant
4/16/09

**Jefferson County
Job Description**

9. Processes departmental expenses for payment. Tracks and submits all maintenance employee's p-card expenditures for payment. Monitors budget lines to make sure expenditures are within the budget.
10. Prepares grants proposals and applications by researching and submitting all required documentation. Maintains accurate records for any approved grants and ensures that the required reporting and financial draws are submitted within the grant's required timelines.
11. Administers the County's VOIP phone system and fax server. Adds, updates and/or removes phone/fax users, programs telephones, organizes call flow, troubleshoots outages, and provides assistance to telephone users.
12. Maintains accurate payroll and work hour records for all maintenance employees. Prepares and submits timesheets for payroll. Tracks and monitors leave records for all maintenance employees.
13. Responds to emergencies at any time.
14. Promotes positive relationships with other departments and the public.

Recommended Minimum Qualifications:

Education and Experience: High School degree or equivalent with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: A valid driver's license is required for this position. Must pass a background check.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of the computer programs in support of department operations.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information.

Skills: Proficient personal computer skills, proofreading and editing skills, organizational skills, mathematical skills, recordkeeping and clerical skills, written and oral communication skills.

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.

Maintenance Department
Administrative Assistant
4/16/09

**Jefferson County
Job Description**

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 books, office equipment, and computer paper.

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

Visual Demands: Visual demands require the employee to constantly read documents for general understanding, proofreading and editing.

**Jefferson County
Job Description**

Position Title:	Custodian	Grade Level:	II
Department	Maintenance Department	Date:	April 16, 2009 Rev. 7/19/18
Reports to:	Administrative and/or Office Assistant	FLSA Status	NE

Statement of Duties: The employee is responsible for the cleanliness, orderliness and proper appearance of the County facilities assigned. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of an assigned Administrative and/or Office Assistant, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. The employee will report to their assigned supervisor but will also take direction from the other Administrative Assistant/Office Assistant.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, does not supervise other employees.

Confidentiality: Employee does not have access to confidential information.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of offices with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours

Nature and Purpose of Public Contact: Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work.

Maintenance Department
Custodian
4/16/09

Jefferson County Job Description

Ordinary courtesy and tact are required. Contacts with the public may be required on an occasional basis.

Occupational Risk: Working conditions involve occasional exposure to unpleasant elements such as odors, chemical fumes, heat, or cold. Work may involve general cleaning, occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time.

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. Clean County buildings, including but not limited to sweeping, scrubbing, mopping, waxing and/or buffing floors, vacuuming and shampooing carpets, cleaning surfaces and baseboards, polishing glass, furniture, fixtures and woodwork, washing windows and emptying and cleaning garbage receptacles.
2. Clean and maintain bathrooms, toilets, showers, locker rooms and fixtures and ensure all bathroom necessities are provided.
3. Ensures the appropriate inventory of supplies.
4. Work alone, or as a member of the Maintenance team, to ensure smooth operations and satisfaction of departments served by the maintenance Department.
5. Ensures that safety is maintained at all times on the interior/exterior of the buildings for which responsible.
6. Maintains an awareness of maintenance deficiencies and corrects and/or reports such deficiencies to the Director of Maintenance or Office Assistant.
7. Responds to emergencies at any time.
8. Promotes positive relationships with other departments and the public.
9. Refer all requests from other departments to maintenance office staff unless the request is an emergency.

Recommended Minimum Qualifications:

Education and Experience: High School degree or equivalent with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of

Maintenance Department
Custodian
4/16/09

**Jefferson County
Job Description**

the job.

Special Requirements: A valid driver's license is required for this position. Must pass a background check.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and building maintenance. Working knowledge of the safety precautions, supplies and materials needed to perform duties.

Abilities: Work independently and be self-motivated.

Skills: Efficient and thorough cleaning and maintenance of buildings and grounds, and attention to detail.

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 books, office equipment and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as sweeping, scrubbing, cleaning, and moving objects.

Visual Demands: Visual demands include reading documents for general understanding.

**Jefferson County
Job Description**

Position Title:	Laborer	Grade Level:	II
Department	Maintenance Department	Date:	April 16, 2009 Rev. 7/19/18
Reports to:	Maintenance Mechanic and/or Carpenter	FLSA Status	NE

Statement of Duties: The employee is responsible for the cleanliness, orderliness and proper appearance of the Courthouse and county facilities. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of an assigned Maintenance Mechanic, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. The employee will report to their assigned supervisor but will also work under the supervision of other Maintenance Mechanics/Carpenter.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, does not supervise other employees.

Confidentiality: Employee does not have access to confidential information.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, labor/material costs and danger to public health/safety.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours.

Nature and Purpose of Public Contact: Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work.

Maintenance Department
Laborer
4/16/09

Jefferson County Job Description

Ordinary courtesy and tact are required. Contacts with the public may be required on an occasional basis.

Occupational Risk: Working conditions involve occasional exposure to unpleasant elements such as odors, chemical fumes, heat, or cold. Work may involve general cleaning, occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time.

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. Assists custodial staff as needed and will perform custodial duties when custodial staff are absent. Custodial duties include: clean Courthouse and other county facilities, including but not limited to sweeping, scrubbing, mopping, waxing and/or buffing floors, vacuuming and shampooing carpets, cleaning surfaces and baseboards, polishing glass, furniture, fixtures and woodwork, washing windows and emptying and cleaning garbage receptacles. Clean and maintain bathrooms, toilets, showers, locker rooms and fixtures and ensure all bathroom necessities are provided.
2. Assists in the moving of furniture or equipment.
3. Work alone, or as a member of the Maintenance team, to ensure smooth operations and satisfaction of departments served by the maintenance Department.
4. Performs ground maintenance, including but not limited to lawn care, snow removal, leaf removal, and litter removal.
5. Ensures that safety is maintained at all times on the interior/exterior of the buildings for which responsible.
6. Performs light maintenance, including but not limited to minor electrical work, plumbing, and HVAC work, changing bulbs, changing filters, etc.
7. Paint and perform other office upkeep, maintenance and renovation work.
8. Assists with the transporting of equipment and materials between County buildings.
9. Maintains an awareness of maintenance deficiencies and corrects and/or reports such deficiencies to the Director of Maintenance or office staff.
10. Responds to emergencies at any time.

Maintenance Department
Laborer
4/16/09

**Jefferson County
Job Description**

11. Assist and report to the Maintenance Mechanic and take on-site direction.
12. Promotes positive relationships with other departments and the public.
13. Refer all requests from other departments to maintenance office staff unless the request is an emergency.

Recommended Minimum Qualifications:

Education and Experience: High School degree or equivalent with one to three (1-3) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: A valid driver's license is required for this position. Must pass a background check.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and building maintenance. Working knowledge of the safety precautions, supplies and materials needed to perform duties.

Abilities: Work independently and be self-motivated.

Skills: Efficient and thorough maintenance and repair of buildings and grounds.

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: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the work day.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using power tools or climbing a ladder.

Visual Demands: Visual demands include reading documents for general understanding.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Engineering Department**

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

Date Requested – 1st Choice: **August 2, 2018**

Date Requested – 2nd Choice: **None**

Subject (*Wording to be placed on agenda*): **Smith Mountain View Estates Subdivision (JCPC File No. 02-06)
Award Contract – Site Work**

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

The Smith Mountain View Estates Subdivision is a ten lot subdivision located on Smith Road, off Route 340 near Rippon. Five homes have been constructed on ten of the lots. The developer defaulted on the bond and completion of some of the site improvements. These include installing stop signs, clearing and grubbing, grading of ditch line, placement of gravel surface on streets and seeding & mulching disturbed areas.

Bond funds in the amount of \$35,784.00 are being held in a bank escrow account at the Bank of Charles Town (account #xxxx7112). The work will be paid for with funds from the bank escrow account.

We received one bid from C. Allen Lane Construction, LLC. We are asking that the contract be awarded to C. Allen Lane Construction, LLC in the amount of \$33,995.00; and approval for the county commission president to execute the contract documents (i.e., Notice of Award, Agreement, Notice to Proceed, etc.).

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

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

Motion Requested:

Move to award the contract to C. Allen Lane Construction, LLC in the amount of \$33,995.00 for the Smith Mountain View Estates Site Work Project (JCPC File No. 02-06); and to approve the county commission president executing the necessary contract documents.

Attach supporting documents for request, or request may be denied. **Notice of Award & Contractor's Bid**
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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

--

NOTICE OF AWARD

TO: C. Allen Lane Construction, LLC
2393 Giles Mill Road
Bunker Hill, WV 25413

PROJECT NAME: Smith Mountain View Estates Subdivision – Site Work Project
Located on Smith Road, ½ mile east of Route 340, south of Rippon,
Jefferson County, West Virginia.

The OWNER: Jefferson County Commission, West Virginia, has considered the BID submitted by you for the above project in response to the OWNER'S Advertisement for Bids dated June 21, 2018, and the Information for Bidders.

You are hereby notified that your BID is accepted in the amount of \$33,995.00

Two copies of the proposed Contract Documents (except drawings) accompany this Notice of Award. Two Sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within 15 days of the date you receive this Notice of Award:

1. Deliver to the OWNER two fully executed sets of the AGREEMENT. (Each copy of the Agreement must bear your original signature).
2. Deliver with the executed AGREEMENT, the Contract security (Performance & Payment Bonds) as specified in the Instructions to Bidders.
3. Deliver certificates of proof of workers compensation insurance and liability insurance, as outlined in the Agreement.

You are required to return an acknowledged copy of this Notice of Award to the:

c/o Jefferson County Commission
The Jefferson County Engineering Office
P.O. Box 716
116 East Washington Street, Suite 100
Charles Town, WV 25414

Attn: Chief County Engineer

Notice of Award dated this 3rd day of August, 2018

Jefferson County Commission, West Virginia (OWNER)

By: _____
Josh Compton, President

RECEIPT OF NOTICE OF AWARD

Receipt of this Notice of Award is hereby acknowledged.

By: _____

Print Name: _____ Title: _____

This _____ Day of _____, 2018

BID FORM
(Exhibit-B)

CONTRACT IDENTIFICATION:

Smith Mountain View Estates Subdivision – Site Work Project
(Located on Smith Road off of Route 340, south of Rippon, West Virginia)

THIS BID IS SUBMITTED TO:

County Commission of Jefferson County

c/o Jefferson County Engineering Office
116 East Washington Street, Suite 100
Charles Town, WV 25414
Attn: Chief County Engineer

1.01 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

2.01 Bidder accepts all of the terms and conditions of the Advertisement and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. The Bid will remain subject to acceptance for Sixty days (60) after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of OWNER.

3.01 In submitting this Bid, Bidder represents, as set forth in the Agreement, that:

A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and all Addenda. Bidder has acknowledged receipt of all Addenda on the "Certification of Receipt of Addenda" at the end of this Bid form.

B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.

County Commission of Jefferson County
Smith Mountain View Estates Subdivision – Site Work Project
(JCPC File No. 02-06)

Division 00300 – Bid Form
1 of 7

C. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the Work.

D. Bidder has carefully studied all: (1) All drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities).

E. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto.

F. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.

G. Bidder is aware of the general nature of work to be performed by OWNER and others at the Site that relates to the Work as indicated in the Bidding Documents.

H. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.

I. Bidder has given OWNER written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by OWNER is acceptable to Bidder.

J. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

4.01 Bidder further represents that this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any individual or entity to refrain

from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.

5.01 Bidder will complete the Bid Work associated with the Smith Mountain View Estates Subdivision – Site Work Project in accordance with the Contract Documents and Scope of Work, for the following ITEMIZED Bid price:

BID Smith Mountain View Estates Subdivision – Site Work <i>(Print or Type)</i>					
<i>Note: The cost of all permits, insurance, bonds, licenses, mobilization, de-mobilization, site preparation, clean-up and other incidentals shall be included in the bid prices for all the work.</i>					
Subdivision Street – Leed Court					
Item No.	Description	Unit	Unit Price	Quantity	Total Cost
1	Clear all brush, trash, debris, fence etc.	Lump Sum	\$ 6250. ⁰⁰	1	\$ 6250.00
2	Excavate and grade ditch lines	Linear Feet	\$ 10. ⁰⁰	100	\$ 1000.00
3	¾" Crush-of-Run stone at 3" depth	Ton	\$ 30. ⁰⁰	33	\$ 990.00
4	Stop sign	Each	\$ 400	1	\$ 400.00
5	Seeding and Mulching	Sq.-Yards	\$ 1.50	270	\$ 405.00
6	Temporary Traffic Control for Subdivision Street	Lump Sum	\$ 500. ⁰⁰	1	\$ 500.00
Subtotal =					\$ 9545. ⁰⁰

(Bid Sheet Continued Next Page)

Subdivision Street – Edward Castle Court					
Item No.	Description	Unit	Unit Price	Quantity	Total Cost
7	¾" Crush-of-Run stone at 3" depth	Ton	\$ 30. ⁰⁰	84	\$ 2520. ⁹⁰
8	1 Stop sign	Each	\$ 400. ⁰⁰	1	\$ 400. ⁰⁰
9	Temporary Traffic Control for Subdivision Street	Lump Sum	\$ 500. ⁰⁰	1	\$ 500. ⁰⁰
Subtotal =					\$ 3420. ⁰⁰
Subdivision Street – Sussex Lane Sta 0+00 to Sta 6+50					
Item No.	Description	Unit	Unit Price	Quantity	Total Cost
10	Clear all brush, trash, debris etc.	Lump Sum	\$ 13,250. ⁰⁰	1	\$ 13,250. ⁹⁰
12	¾" Crush-of-Run stone at 3" depth	Ton	\$ 25. ⁰⁰	180	\$ 4500. ⁰⁰
13	Stop sign	Each	\$ 400. ⁰⁰	1	\$ 400. ⁰⁰
14	Seeding and Mulching	Sq.-Yards	\$ 1.50	600	\$ 900. ⁰⁰
15	Temporary Traffic Control for Subdivision Streets	Lump Sum	\$ 500. ⁰⁰	1	\$ 500. ⁰⁰
16	Cleaning Out Culvert Pipe of brush and soil at station 2+20 Left of CL	Lump Sum	\$ 1480. ⁰⁰	1	\$ 1480. ⁰⁰
Subtotal =					\$ 21,030. ⁹⁰
<p>GRAND TOTAL BID FOR CONTRACT in Figures: \$ <u>33,995.⁰⁰</u></p> <p>Amount Written in Words: <u>Thirty Three Thousand - Nine</u></p> <p><u>Hundred - Ninety Five and ⁰⁰/₁₀₀</u> Dollars</p> <p><i>In the event of a discrepancy between the amount in figures and the written amount, the written amount shall apply.</i></p>					

County Commission of Jefferson County
 Smith Mountain View Estates Subdivision – Site Work Project
 (JCPC File No. 02-06)

6.01 Bidder agrees that the Work will be completed within *Twenty-One (21)* calendar days after the date of Notice to Proceed.

6.02 Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified above, which shall be stated in the Agreement.

BIDDER NAME C. Allen Lane Construction, LLC

SUBMITTED on July 19, 2018

West Virginia Contractor License No. WV041880

If Bidder is an Individual:

Name (typed or printed): _____

By: _____ (SEAL)
(Individual's signature)

Doing business as: _____

Business address: _____

Phone No.: _____ FAX No.: _____

If Bidder is a Partnership:

Partnership Name: _____ (SEAL)

By: _____
(Signature of general partner -- attach evidence of authority to sign)

Name (typed or printed): _____

Business address: _____


Phone No.: _____ FAX No.: _____

If Bidder is a Corporation:

Corporation Name: C. Allen Lane Construction, LLC (SEAL)

State of Incorporation: West Virginia

Type (General Business, Professional, Service, Limited Liability): LLC

By: 
(Signature -- attach evidence of authority to sign)

Name (typed or printed): Christopher A. Lane

Title: Owner

Attest  (CORPORATE SEAL)
(Signature of Corporate Secretary)

Business address: 2393 Giles Mill Road
Bunker Hill, WV 25413

Phone No.: (304) 229-8958 FAX No.: (304) 229-8958

Date of Qualification to do business is October, 2006

If Bidder is a Joint Venture:

Joint Venturer Name: _____ (SEAL)

By: _____
(Signature of joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

Business address: _____

Phone No.: _____ FAX No.: _____

Joint Venturer Name: _____ SEAL)

By: _____
(Signature -- attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

Business address: _____

Phone No.: _____ FAX No.: _____

Phone and FAX Number, and Address for receipt of official communications:

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

(Remainder of Page Left Blank)

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: August 2, 2018

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

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

Subject (*Wording to be placed on agenda*): Complete Construction Bond Release for Leetown Baptist Church (File #S09-04)

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of construction bond security for Leetown Baptist Church – Leetown Baptist Church Addition (File #S09-04) – Cash in Escrow with the Bank of Charles Town, Charles Town, 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 \$90,452.00 from the construction bond amount for Leetown Baptist Church – Leetown Baptist Church Addition (File #S09-04).

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

Construction Bond Release Letter

Bond Release Request Report

Site Map

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

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

Josh Compton

VICE PRESIDENT

Caleb Wayne Hudson August 2, 2018

COMMISSIONER

Patricia A. Noland

Mr. Joshua Householder

Vice President

COMMISSIONER

Jane M. Tabb

Bank of Charles Town

P. O. Box 906

COMMISSIONER

Peter W. Onoszko

Charles Town, West Virginia 25414

RE: Cash in Escrow dated July 11, 2011, Construction Bond Surety for Leetown Baptist Church – Leetown Baptist Church Addition (File #S09-04)

Dear Mr. Householder:

The Jefferson County Commission authorizes a complete release of the remaining \$90,452.00 construction bond amount for Leetown Baptist Church – Leetown Baptist Church Addition (File #S09-04). This project is located at 11511 Leetown Road. 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, originally issued in the amount of \$127,076.00. Please contact the Jefferson County Department of Engineering, Planning & Zoning at (304)-728-3257 if you have any questions.

Sincerely,

Josh Compton, President
Jefferson County Commission

JC:rfb

cc: Mr. Bucky Chapman, Pastor
Leetown Baptist Church
11511 Leetown Road
Kearneysville, WV 25430
Department of Engineering, Planning & Zoning

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 07 / 13 / 2018 J.C.P.C. File No. 509 - 04
 Consultant/Engineer/Firm Name: GORDON
 Mailing Address: 148 S. QUEEN ST.
 City: MARTINSBURG State: WV Zip: 25401
 Contact Person: RJA PEAKS Phone: 304-725-8456
 Project/Subdivision Name: LEETOWN BAPTIST Church SITE PLAN
 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 work is now complete

Requesting Release of Bond.

Approved for:
BOND RELEASE
 By: [Signature] 07/23/2018
County Engineer Date

Original Bond Amt. \$ 110,500.00 + 15% Cont. \$ 16,575.00 = Total Original Bond Amt. \$ 127,076.00

Total Current Bond Amount \$ 00,452.00

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

= Approved for Revised Bond Amount \$ 0.00

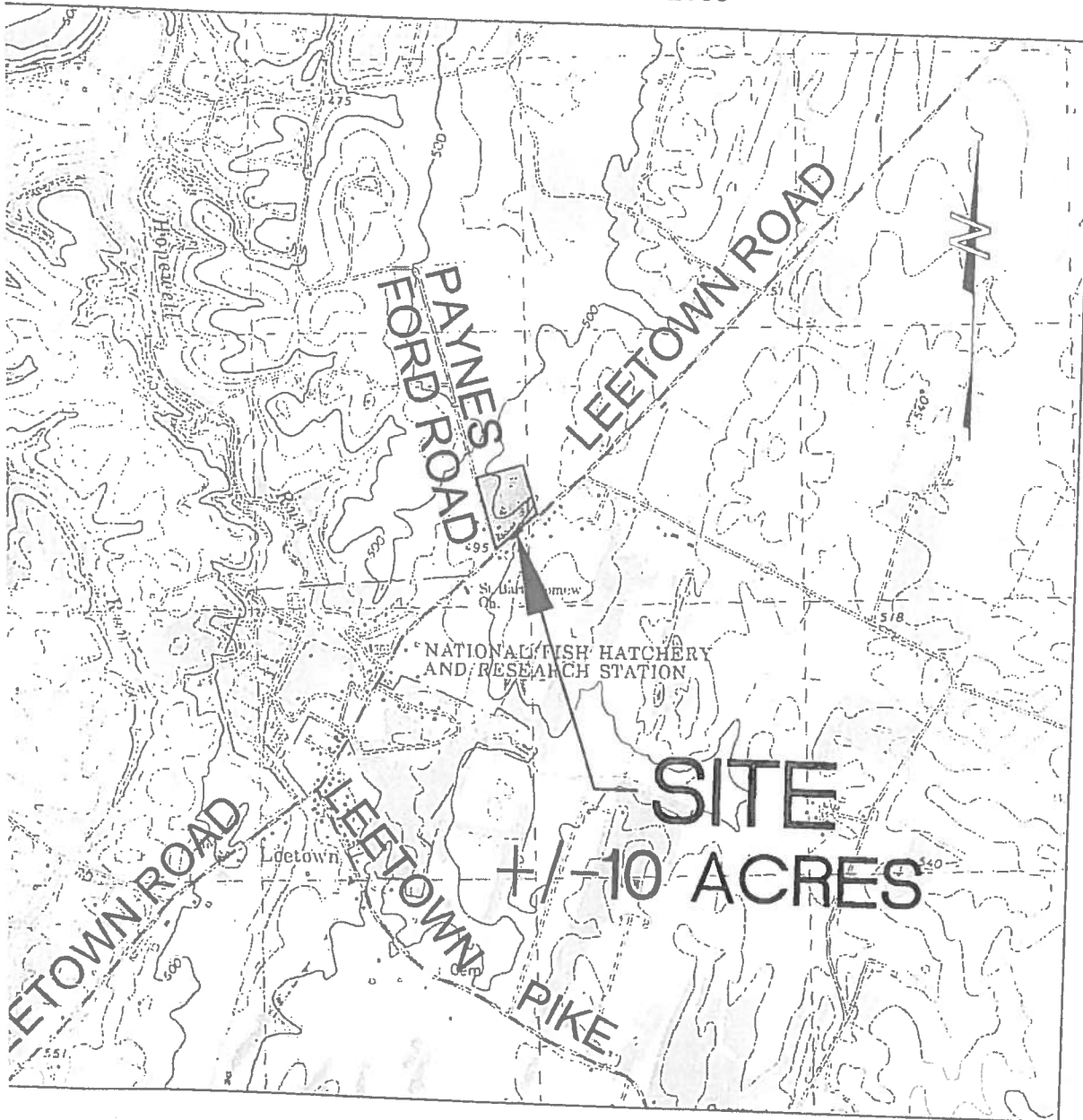
Reviewed By: Joseph V. Keit Title: L.O.I.
 Signature: [Signature] Date: 07 / 23 / 2018

509-04

VICINITY MAP



GRAPHICAL SCALE: 1" = 2000'



REVISIONS

10/07/09	JEFFERSON COUNTY COMMENTS
12/24/09	JEFFERSON COUNTY COMMENTS
10/18/10	JEFFERSON COUNTY COMMENTS

SURVEY

WHGA

DESIGN

LZ

DRAWN

SPR

CHECKED

KMR

LIST OF DRAWINGS:

Sheet Number	Sheet Title
01	COVER SHEET
02	NOTE SHEET
03	SITE PLAN
04	GRADING PLAN
05	EROSION AND SEDIMENT CONTROLS
06	EROSION AND SEDIMENT CONTROL NOTES AND DETAILS
07	STORMWATER MANAGEMENT PLAN AND DETAILS
08	LANDSCAPING PLAN



LAND PLANNERS • LANDSCAPE ARCHITECTS
CURITY CONSULTING • GIS

Gordon Associates, Inc.
Suite 1 Charles Town, West Virginia

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin**

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

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

Date Requested – 1st Choice: **August 2nd, 2018**

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval of Employment – GIS/Addressing Office Administrative Assistant and Planning Clerk - Discussion/Action**

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 Rhonda Greenholtz from her position as Planning Clerk in the Planning Office to the vacant Administrative Assistant position in the GIS/Addressing Office, at her current salary of \$37,687.06 per year with a start date of 8/6/18.**

Also, requesting approval to then hire Rachael Burke to fill the vacated Planning Clerk position at a salary of \$35,000 per year with a start date of 8/13/18.

The proposed actions were reviewed by the County Administrator and are FY19 budget neutral actions. No additional funding is needed.

Is this a funding request? **No**

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

Provide exact financial impact/request: **Salary and benefits covered under existing FY19 Personnel budget.**

Recommended motion: **Move to approve the transfer of Rhonda Greenholtz to the full-time, Class III position of Administrative Assistant in the GIS/Addressing Office at her existing salary of \$37,687.06; and to approve the new hire of Rachael Burke to the full-time, Class III position of Planning Clerk in the Planning Office at a salary of \$35,000/year.**

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **August 2, 2018**

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

Date Requested – 2nd Choice:

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

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

1. Discussion of 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. Update on US Bankruptcy Court Civil Action #3:16-00074. Discussion/Action.
4. Discussion of Jefferson County Civil Action #2018-C-99. Discussion/Action.
5. Discussion of US District Court Civil Action #2:18-CV-1077. Discussion/Action.
6. Discussion of and potential litigation in *Kane County, Utah v. United States* case (numbers 17-739C and 17-1991-C consolidated). 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

Unfinished Business

AGENDA REQUEST FORM
www.jeffersoncountyvva.org



Name: Bill Clark Nic Diehl

Department or Organization: Region 9 Council - JDA

Estimation of amount of time needed for appointment: - 15 - 20

Date Requested - 1st Choice: ~~July 19~~ August 2, 2018
If a specific date is needed, please provide reason for specific date:

Date Requested - 2nd Choice: August 2

Subject (Wording to be placed on agenda): SCBG Broadband Planning Grant

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

Region 9 is willing to assist with a grant request for Broadband planning grant - SCBG available

Is this a funding request? Y/N NO
If so, how much? \$ Advertisement requirements and office support
Provide exact financial impact/request:

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

JCC track forward with an application process for a SCBG Broadband Planning grant and authorize advertisement for public participation plan and process, including to a Public Meeting.

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

Is equipment needed? Projector Internet/WiFi Telephone for conference call

Contact information:

Email address: bclark@region9va.org Phone Number: 304-262-1743

FOR COMMISSION STAFF USE ONLY - FINANCIAL IMPACT/RECOMMENDATION

not applicable

JEFFERSON COUNTY COMMISSION CITIZEN PARTICIPATION PLAN

PURPOSE:

This Citizen Participation Plan is designed for the purpose of actively involving community residents, especially low and moderate income persons, members of minority groups, residents of blighted areas, and residents of proposed program impact areas in the SCBG program process.

SCOPE OF CITIZEN PARTICIPATION

The Jefferson County feels citizen participation can be an influential non-governmental factor on the development and direction of the SCBG program. Therefore, citizens will be provided an opportunity to participate in the

- determination of priorities
- development of community development strategies;
- amendment to the community development program;
- planning, implementation and assessment of the SCBG program

In order that citizens of Jefferson County may fully participate in the development of the SCBG programs, the Jefferson County Commission will

- A. Schedule public meetings to obtain citizens views and respond to citizens proposals prior to
 1. Identification of community development and housing needs (including the needs of low and moderate income persons)
 2. Preparation of SCBG pre-application,
 3. submission of the full application
 4. budget revisions, and
 5. amendment to community development program
- B. Schedule public meetings at times and locations which permit participation
- C. Provide appropriate accessible notice of public meetings at least five (5) days prior to meeting. The Jefferson County Commission will use block advertisements to assure that the notice will contain required language and be presented in a conspicuous manner so as to promote public. Additionally, the Jefferson County Commission will post the notice and will request that other public agencies within the community also post the notice in a conspicuous manner. The Jefferson County Commission will encourage the local news media to carry general news articles.

- D. Solicit and respond to citizens' view and proposals
- E. Provide full public access to program information and affirmative efforts to get adequate information to citizens. At a minimum the following will be provided:
 - 1. At the pre-application stage information provided to the public will include: The total amount of funds that may be applied for by the applicant from the SCBG program; the process to be followed in soliciting and responding to the view of the public in a timely manner; and a summary of other important program requirements.
 - 2. At the application stage the Jefferson County Commission will review the proposed SCBG application. Detail will be provided on activities to be undertaken, expected program impact, and estimated cost.
 - 3. Once the SCBG program has been approved for funding the Jefferson County Commission will seek public participation when proposing amendments to the SCBG program, and when assessing program success, the Jefferson County Commission will hold at least one public meeting during the final performance report and may seek additional public input at the planning and implementation stages if Jefferson County Commission deems it appropriate.
- F. Make available (during public hearings/through newspaper publications) program requirements
- G. Comments on the proposed application and responses thereto will be included in the final application
- H. Submit a certificate of assurances with the application assuring that all appropriate requirements have been met

These measures have the potential for promoting local government accountability to its citizens. Community involvement, however, shall not be construed to restrict the responsibility or authority of the Jefferson County Commission for the development of the application and execution of its SCBG program.

TECHNICAL ASSISTANCE

The Jefferson County Commission will provide technical assistance to groups' representative of persons of low and moderate income that request such assistance. Technical will be provided with the purpose of increasing understanding of the SCBG program, identifying needs of the community and low and moderate income persons, suggesting alternative programs to meet community needs, and assessing the impact of proposed and actual SCBG activities. Assistance when requested will specially include preparation of informational handouts and arranging for briefings on SCBG program requirements, application procedures, and administrative rules and regulations. Additionally, the Jefferson County Commission will refer groups to agencies which may provide additional in depth assistance and may request that the Region 9 Planning and Development Council provide additional assistance.

COMPLAINT AND GRIEVANCE PROCEDURE

The Jefferson County Commission encourages public participation and invites citizens to submit comments and complaints on all aspect of program performance through the program period. Complaints of the public will be addressed as follows:

- A. Any person with a complaint about the Jefferson County SCBG program or who believes that he/she has been discriminated against by reason or race, color, religion, sex, age, national origin, or handicap or otherwise unjustly treated in connection with any Small Cities Block Grant (SCBG) action taken by or under the authority of the Jefferson County Commission and communicated this belief to the President of the Jefferson County Commission, shall be advised of his or her right to seek advice and conciliation through the President, or an individual designated by the President. Additionally, the person making the complaint shall be informed of his/her right to a written response within fifteen (15) days of his/her submission of a written complaint
- B. The aggrieved party shall, within thirty (30) days of the action giving rise to his/her complaint, submit the complaint in writing to the President of the Jefferson County Commission. Program staff will be available during normal business hours to receive citizen inquires and complaints and to initiate response to such inquires and complaints
- C. The Commission President or a person designated by the President shall conduct such investigation as deemed appropriate in the circumstances, and shall seek to conciliate the complaint with the appropriate person(s). A written response to the citizen complaint will be prepared within fifteen (15) working days.
- D. If the Commission President is unable to affect a satisfactory resolution of the matter through conciliation, the Person or a person designated by the Mayor shall complete an initial investigation and forward recommendations to the Jefferson County Commission. Additionally, the individual filing the complaint will be informed in writing within fifteen (15) days of filing the written complaint that the matter is under investigation and that a final decision will be made by the Jefferson County Commission. The individual must also be provided with a written schedule for resolution of the complaint.
- E. Should the individual filing the complaint object to the decision or finding of the Commission President or the President's designee the individual may appeal the decision to the Jefferson County Commission. This appeal must be in writing and must be filed within fifteen (15) days of the Mayor's decision.
- F. If the Commission President cannot conciliate the complaint or if the individual filing complaint appeals the Commission President's decision the Jefferson County Commission shall meet and review the initial report, recommendations of the Mayor, the written appeal (if filed), and if it deems necessary hear from all appropriate

persons. A three (3) day written notice will be given for such a meeting. The Jefferson County Commission shall render its written decision of all parties within ten (10) days of the meeting. All parties shall be informed that the decision of the Jefferson County Commission may be appealed to the State of West Virginia for consideration under the State's SCBG grievance procedure.

NEEDS OF NON ENGLISH SPEAKING RESIDENTS

The Jefferson County Commission will make reasonable accommodations to provide assistance to Non-English speaking individuals. Non-English speaking persons that wish to participate in the citizen review process should contact the Jefferson County Commission office in advance of the scheduled meetings. The Jefferson County Commission will hold the 2 required public hearings in English. However, should Non-English speaking resident request assistance with public participation the Jefferson County Commission will attempt to arrange for translation of the SCBG program information.

Approved and adopted this ___th___ day of July, 2018.

Jefferson County Commission

President

Attest:

Administrator

AGENDA REQUEST FORM
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 – 1st Choice: **August 2, 2018**

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

Date Requested – 2nd Choice:

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

- New Financial System Update
- FY18 Ambulance Fee Budget to Actual
- Review of FY2018 Budget to Actual as of 6/30/2018

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

Stakeholder Presentation for Jefferson County, WV



Michelle Gordon, Russell Burgess
Project Managers

Kathy Pelletier
Tyler Project Manager

Core Project Goal

The County will implement software to efficiently manage all County resources that will replace or enhance the current Core Financial, Purchasing, Capital Assets, Human Resources and Payroll systems.



Project Objectives

- Transparency – making information more readily available
- Consistent Experience for all departments
- Centralized Resources
- Create efficiencies and streamline services and processes
- Enable departments to efficiently manage resources
- Create a paperless environment
- Allow employees to become more engaged and informed
- Be a supporter and champion for your department

3

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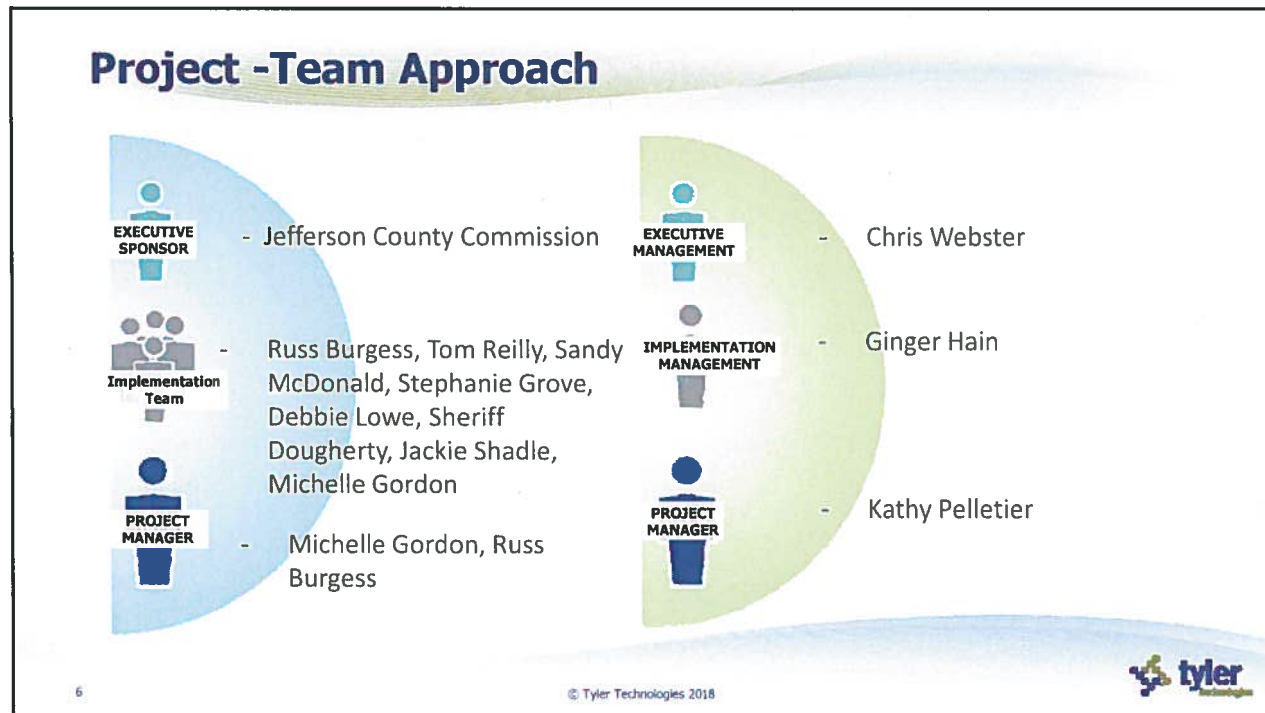
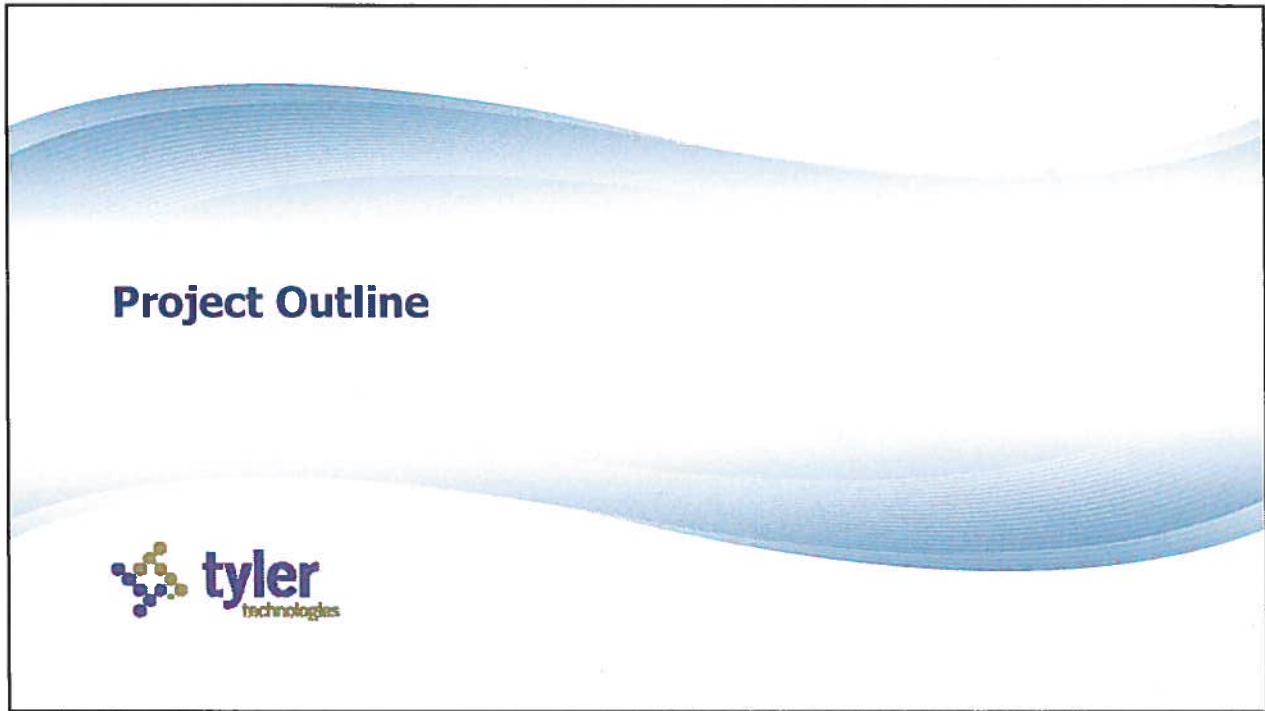
Criteria for Project Success

- Obtaining input and commitment from all departments
- Business processes re-examined, as appropriate
- New and revised policy documentation and implementation
- Successful conversion of legacy data for historical access

4

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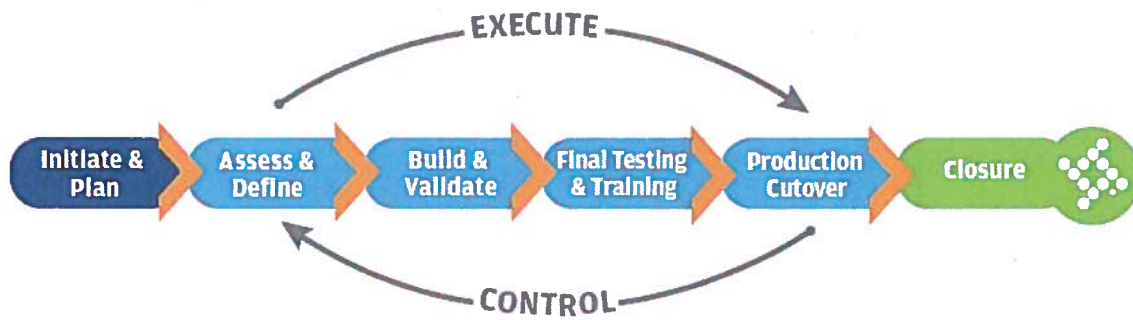




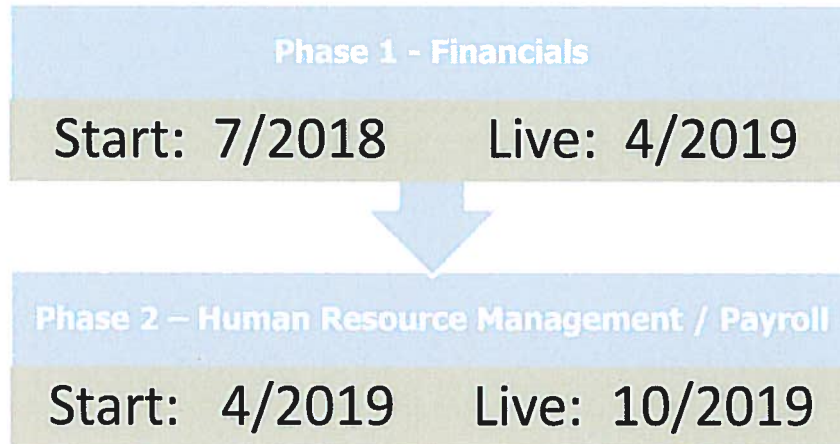
Project & Implementation Overview



Implementation Methodology



Project Overview – Targeted Live Dates



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Project Overview – Applications Included

Phase 1

- Accounting General Ledger
- Budgeting
- Accounts Payable
- Capital Assets
- Cash Management
- Project & Grant Accounting
- Purchase Orders
- Requisitions
- Accounts Receivable

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Project Overview – Applications Included

Phase 2

- Payroll w/Employee Self Service
- Human Resources & Talent Management

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Considerations for Choosing Success



How Success Happens



- Regular Meetings
- Effective Issue Resolution Process
- Cross-Department Cooperation

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How Success Happens



- Focus on Project Goals & Best Practices
- Process Improvements
- Be Open to New Processes
- Big Picture Visions
- Leadership
- Make the Decision to Embrace the Change
- Practice & Learn the New Process

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How Success Happens



- Provide Feedback
- Support New Processes
- Participate in Policy and Process Improvements
- Provide Employees With Time to Practice

15

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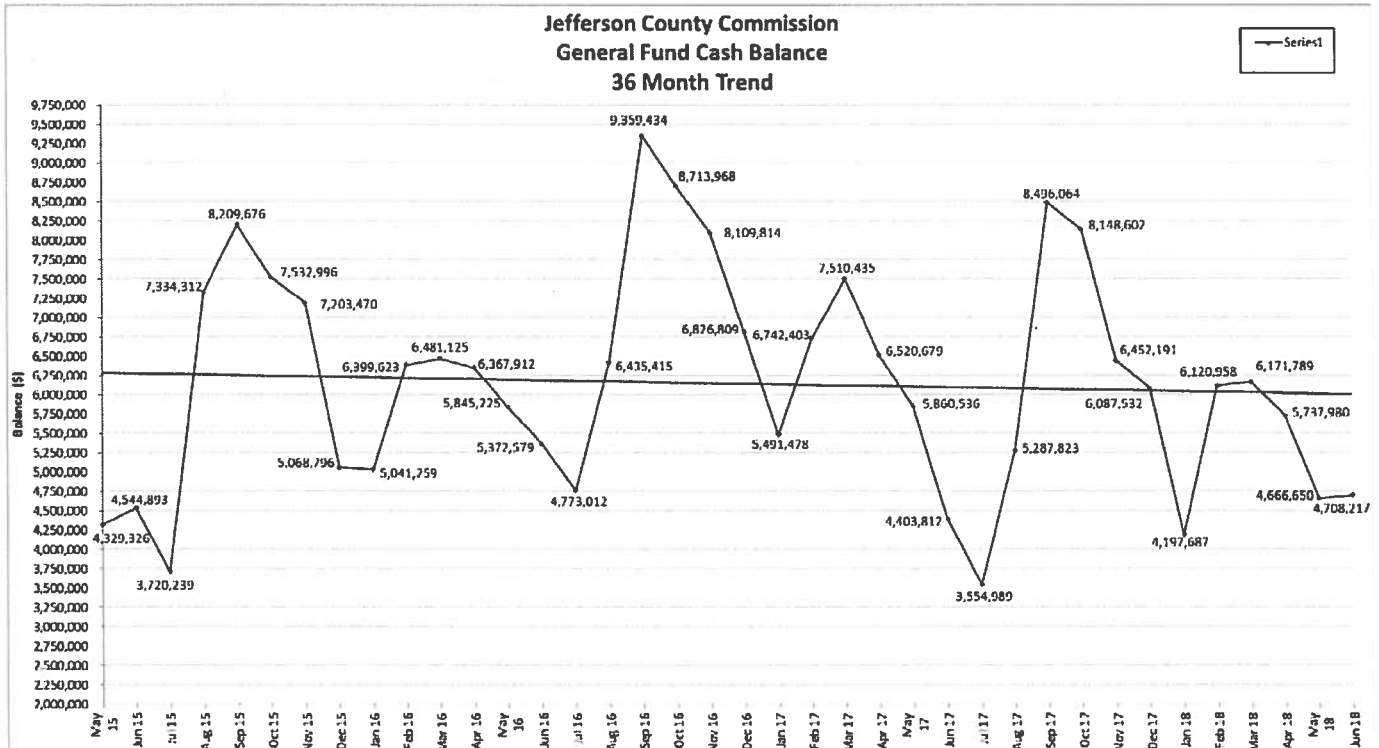
Questions?



Description		FY16	FY17	FY18 Budget	FY18
Expenditures					
Wages & Benefits					
Wages	001.715.01.103.000.PS.000	29,786.38	30,959.47	30,960.00	34,292.39
FICA	001.715.01.104.000.PS.000	1,846.76	1,919.49	1,920.00	2,126.13
Med	001.715.01.104.001.PS.000	431.90	448.91	450.00	497.24
Health Insurance	001.715.01.105.000.PS.000	171.96	235.68	236.00	9,364.70
Retire	001.715.01.106.000.PS.000	1,340.30	8,464.14	8,465.00	4,115.09
Overtime	001.715.01.108.001.PS.000	-	-	-	-
Total Wages & Benefits		33,577.30	42,027.69	42,031.00	50,395.55
Printing	001.715.02.212.000.PS.000	-	-	-	1,883.61
Postage	001.715.02.218.000.PS.000	11,343.20	11,883.99	11,900.00	13,951.60
Contracted Services	001.715.02.230.000.PS.000	408.00	2,244.83	2,245.00	408.00
Materials & Supplies	001.715.03.341.000.PS.000	1,200.03	1,200.46	1,200.00	1,632.26
Software Annual Fee	001.715.03.356.000.PS.000	1,800.00	1,800.00	1,800.00	1,800.00
Merchant Services Fees	001.715.02.232.000.PS.000	3,038.12	4,275.66	4,280.00	5,703.09
Customer Refunds	001.715.02.236.000.PS.000	485.00	290.00	950.00	145.00
NSF Checks	001.715.02.236.000.PS.000	630.00	895.00		740.00
NSF Checks Paid	001.715.02.236.000.PS.000	(500.00)	(223.00)		(775.00)
Doubtful Accounts Exp	001.715.02.235.999.PS.000		33,779.00	20,000.00	167,507.00
Total Expenses		51,981.65	98,173.63	84,406.00	243,391.11
Revenues - CASH BASIS					
Deposits (Base + Late Fees)		871,618.15	883,759.32	850,000.00	753,120.72
NSF Fee	001.344.CS.003	171.00	115.00	115.00	63.00
Merchant Conven Fee Rev	001.344.CS.002	3,676.00	4,282.00	4,300.00	6,130.00 (3065 transactions)
Interest Earned	001.365.II.007	268.31	432.34	432.00	419.11
Total Revenues		875,733.46	888,588.66	854,847.00	759,732.83
Net Income		823,751.81	790,415.03	770,441.00	516,341.72
Less: Disbursements to JC	001.715.02.235.000.PS.000	800,000.00	750,000.00	708,168.00	708,168.00
Accrual Basis Adjustments (Income)/Expense			86,053.30	102,000.00	(191,826.28)
Net Surplus (Use of Fund Balance)		23,751.81	(45,638.27)	(39,727.00)	-
Bill Information as of 7/1/2018 - ACCRUAL BASIS					
See "Ambulance Fee Billings & Revenue by FY Report"					
Base Fees	001.344.CS.000	887,095.30	888,640.10	790,000.00	809,568.00
Base Collected		757,370.30	762,345.10		694,913.00 85.8% Allow D/A
CY Base Outstanding		129,725.00	126,295.00		114,655.00 10% 11,466.00
CY Late Fees Outstanding					44,915.00 10% 4,492.00
FY17 Base Outstanding					106,460.00 30% 31,938.00
FY17 Late Fees Outstanding					74,189.00 30% 22,257.00
FY16 Base Outstanding			87,270.00		78,845.00 50% 39,423.00
FY16 Late Fees Outstanding					53,359.00 50% 26,680.00
FY15 Base Outstanding			50,050.00		47,725.00 80% 38,180.00
FY15 Late Fees Outstanding					33,562.00 80% 26,850.00
Total Base Outstanding			263,615.00		553,710.00 201,286.00
Allowance for Doubtful Accounts			(33,779.00)		Net AR
Late Fees Collected <i>per Rej</i>	001.344.CS.001	60,402.00	53,384.00	60,000.00	26,802.00 352,424.00
PY Late Fees Collected			21,800.56		19,672.00
Total Late Fees Collected			75,184.56	60,000.00	46,474.00
Estimate of Late Fees Collected <i>in each Fiscal Year</i>		100,991.00			
Count		19,806	20,041		
Fees Paid in Advance (Deferred Revenue 001.239.00.000)					-
Accounts Payable for Merchant Fees 001.201.00.000		225.51	421.90		2,057.00
Due to General Fund		97,063.72	59,386.97		70,071.02
Cash Balance At FYE		\$ 199,971.85	\$ 235,966.85		\$ 222,123.89

Jefferson County Commission
Cash Balances by Fund

Fund	Discription	06/30/2018 Balance	07/31/2018 Projection	08/31/2018 Projection
001	General Operating	\$ 4,708,217	\$ 3,408,217	\$ 5,600,000
002	Coal Severance	186,593		
003	Dog & Kennel	1,433		
005	Magistrate Court	1,464		
006	Worthless Check	33,241		
008	Home Confinement	33,160		
009	Federal Grants	-		
010	State Grant	2,501		
023	Flood Mitigation	34,959		
039	Waste Coal	8,471		
056	Assessor Valuation	415,973		
057	Farmland Protection	3		
058	Financial Stabilization	610,013		
059	Concealed Weapons	51,826		
063	Voter Registration	-		
074	Drug Forfeiture	22,223		
075	Sub Division Bond Forfeiture	172		
246	Capital Outlay	4,063,853		
249	Impact Fees	2,463,890		
315	State Police	60		
369	Deputy Sheriff Retire	1		
Total Cash all Funds		\$ 12,638,053		



Jefferson County Commission
 FY18 General Fund Revenues and Expenditures
 As of 06/30/2018
 Expenditures by Department

	FY18 YTD		Budget	% Rec'd /Exp'd	FY17 YTD	YTD Actual	
	FY18 Budget	Actual as of 06/30/18	Variance Favorable / (Unfavorable)		Actual as of 06/30/17	FY18-FY17 Var Favorable / (Unfavorable)	% Rec'd /Exp'd
REVENUE							
AD VALOREM TAXES	13,744,400	13,502,749	(241,651)	98.24 %	12,759,741	743,008	5.82 %
TAX PENALTIES	295,000	287,868	(7,132)	97.58 %	294,779	(6,911)	(2.34) %
PROPERTY TRANSFER TAX	773,000	894,631	121,631	115.73 %	733,432	161,199	21.98 %
GAS & OIL SEVERANCE TAX	99,000	62,174	(36,826)	62.80 %	58,840	3,334	5.67 %
HORSE & DOG RACING TAX	8,068	10,098	2,030	125.16 %	11,735	(1,637)	(13.95) %
WINE & LIQUOR TAX	37,000	17,243	(19,757)	46.60 %	43,784	(26,541)	(60.62) %
HOTEL OCCUPANCY TAX	695,787	738,360	42,573	106.12 %	775,514	(37,154)	(4.79) %
LICENSE/DECALS	65	66	1	101.54 %	116	(50)	(43.10) %
BUILDING PERMIT FEES	245,000	250,421	5,421	102.21 %	252,580	(2,159)	(0.85) %
MISC. RENTS	130	152	22	116.92 %	152	-	-
FEDERAL GOV GRANTS	690,660	636,136	(54,524)	92.11 %	230,177	405,959	176.37 %
OTHER GRANTS	-	20,000	20,000	100.00 %	-	20,000	-
FED PYMNT IN LIEU OF TAXS	16,000	17,593	1,593	109.96 %	19,877	(2,284)	(11.49) %
SHERIFF'S SRVC OF PROCESS	18,700	19,961	1,261	106.74 %	17,915	2,046	11.42 %
SHERIFF EARNINGS	143,000	195,596	52,596	136.78 %	183,015	12,581	6.87 %
COUNTY CLERK'S EARNING	199,900	205,623	5,723	102.86 %	195,778	9,845	5.03 %
CIRCUIT CLERK'S EARNING	62,900	45,786	(17,114)	72.79 %	62,737	(16,951)	(27.02) %
PROSECUTING ATTY EARNINGS	1,400	1,550	150	110.71 %	1,681	(131)	(7.79) %
ACCIDENT REPORTS	4,300	4,950	650	115.12 %	4,860	90	1.85 %
MAP SALES	3,200	45	(3,155)	1.41 %	1,764	(1,719)	(97.45) %
RENT - CONCESSIONS	360,715	323,201	(37,514)	89.60 %	334,290	(11,089)	(3.32) %
AMBULANCE FEES	854,415	887,478	33,063	103.87 %	968,222	(80,744)	(8.34) %
EMG COMM - 911 FEE	2,007,900	1,809,867	(198,033)	90.14 %	1,859,007	(49,140)	(2.64) %
FRANCHISE FEES	533,300	262,411	(270,889)	49.21 %	518,503	(256,092)	(49.39) %
IRP FEES-INTNATL REG PGM	15,100	15,680	580	103.84 %	12,069	3,611	29.92 %
JAIL FEES	98,000	112,557	14,557	114.85 %	69,244	43,313	62.55 %
INTEREST EARNED	31,945	31,764	(181)	99.43 %	33,495	(1,731)	(5.17) %
MISCELLANEOUS REVENUE	17,800	41,120	23,320	231.01 %	3,665	37,455	1,021.96 %
SHERIFF'S COMMISSION	11,200	11,581	381	103.40 %	11,536	45	0.39 %
FILING FEES	-	-	-	100.00 %	10,752	(10,752)	(100.00) %
DEFEASANCE OF DEBT	40,227	40,226	(1)	100.00 %	19,827	20,399	102.88 %
GAIN/LOSS SALE-FIX ASSETS	-	10,726	10,726	100.00 %	1,150	9,576	832.70 %
CHARGES TO OTHER ENTITIES	70,097	70,098	1	100.00 %	8,427	61,671	731.83 %
DONATIONS FROM OTHR ENTITIES	36,265	36,430	165	100.45 %	-	36,430	-
REIMBURSEMENTS	279,200	336,985	57,785	120.70 %	166,213	170,772	102.74 %
GEN SCHOOL FUND REIMB	264,000	266,698	2,698	101.02 %	186,714	79,984	42.84 %
TOTAL REVENUES	21,657,674	21,167,824	(489,850)	97.74 %	19,851,591	1,316,233	6.63 %
EXPENDITURES							
COUNTY COMMISSION	1,807,185	1,788,501	18,684	98.97 %	1,744,136	(44,365)	(2.54) %
COUNTY CLERK	719,703	689,142	30,561	95.75 %	697,793	8,651	1.24 %
CIRCUIT CLERK	604,626	603,541	1,085	99.82 %	569,916	(33,625)	(5.90) %
SHERIFF AND TREASURER	571,366	534,827	36,539	93.60 %	542,542	7,715	1.42 %
PROSECUTING ATTORNEY	1,810,599	1,801,668	8,931	99.51 %	1,761,541	(40,127)	(2.28) %
ASSESSOR	528,057	502,956	25,101	95.25 %	520,887	17,931	3.44 %
ASSESSOR'S VALUATION FUND	523,476	489,362	34,114	93.48 %	446,341	(43,021)	(9.64) %
STATEWIDE COMPUTER NET	51,356	38,204	13,152	74.39 %	52,849	14,645	27.71 %
AGRICULTURAL AGENT	127,568	104,675	22,893	82.05 %	122,585	17,910	14.61 %
ELECTIONS COUNTY CLERK	372,945	314,493	58,452	84.33 %	293,706	(20,787)	(7.08) %
MAGISTRATE COURT	2,000	2,264	(264)	113.20 %	2,303	39	1.69 %
COURTHOUSE (MAINTENANCE)	1,044,079	1,025,569	18,510	98.23 %	1,119,985	94,416	8.43 %
OTHER BUILDINGS	596,200	658,073	(61,873)	110.38 %	535,397	(122,676)	(22.91) %
IT DATA PROCESSING	417,238	364,609	52,629	87.39 %	389,961	25,352	6.50 %
REGIONAL DEVELOPMENT AUTH	19,795	19,794	1	99.99 %	19,794	-	-

Jefferson County Commission
 FY18 General Fund Revenues and Expenditures
 As of 06/30/2018
 Expenditures by Department

	FY18 YTD		Budget	% Rec'd /Exp'd	FY17 YTD	YTD Actual	
	FY18 Budget	Actual as of 06/30/18	Variance Favorable / (Unfavorable)		Actual as of 06/30/17	FY18-FY17 Var Favorable / (Unfavorable)	% Rec'd /Exp'd
ECONOMIC DEVELOPMENT	463,051	505,337	(42,286)	109.13 %	471,372	(33,965)	(7.21) %
ENGINEERING	1,491,458	1,341,303	150,155	89.93 %	1,391,517	50,214	3.61 %
CONTINGENCIES	79,989	-	79,989	-	-	-	-
SHERIFF LAW ENFORCEMENT	4,432,743	4,190,103	242,640	94.53 %	3,722,266	(467,837)	(12.57) %
SHERIFF SVC OF PROCESS	18,700	23,122	(4,422)	123.65 %	17,606	(5,516)	(31.33) %
REGIONAL JAIL	1,720,000	1,582,600	137,400	92.01 %	1,507,475	(75,125)	(4.98) %
HOMELAND SECURITY	291,825	218,873	72,952	75.00 %	233,099	14,226	6.10 %
COMMUNICATIONS CENTER	1,977,650	1,789,175	188,475	90.47 %	1,840,282	51,107	2.78 %
FIRE DEPARTMENTS	665,000	665,000	-	100.00 %	595,000	(70,000)	(11.76) %
AMBULANCE AUTHORITY	2,848,808	2,936,039	(87,231)	103.06 %	2,506,548	(429,491)	(17.13) %
ANIMAL CONTROL	275,805	220,060	55,745	79.79 %	299,184	79,124	26.45 %
CENTRAL GARAGE	261,862	317,514	(55,652)	121.25 %	256,812	(60,702)	(23.64) %
HEALTH DEPARTMENT	79,550	79,550	-	100.00 %	77,400	(2,150)	(2.78) %
SOLID WASTE AUTHORITY	15,600	-	15,600	-	-	-	-
PARKS AND RECREATION	711,369	728,436	(17,067)	102.40 %	749,331	20,895	2.79 %
ARTS AND HUMANITIES	13,916	14,767	(851)	106.12 %	15,742	975	6.19 %
HISTORICAL COMMISSION	20,606	21,867	(1,261)	106.12 %	23,310	1,443	6.19 %
VISITOR'S BUREAU	361,994	383,280	(21,286)	105.88 %	403,554	20,274	5.02 %
LIBRARIES	330,000	330,000	-	100.00 %	330,000	-	-
PUBLIC TRANSPORTATION	20,000	20,000	-	100.00 %	20,000	-	-
TOTAL EXPENDITURES	25,276,119	24,304,704	971,415	96.16 %	23,280,234	(1,024,470)	(4.40) %
NET PRIOR TO GAMING REVENUE	(3,618,445)	(3,136,880)	(481,565)		(3,428,643)	291,763	-8.51 %
TABLE GAMES	617,700	634,044	16,344	102.65 %	736,573	(102,529)	(13.92) %
VIDEO LOTTERY	3,020,000	3,038,420	18,420	100.61 %	3,183,492	(145,072)	(4.56) %
NET REVENUE LESS EXPENDITURES	19,255	535,584	516,329		491,422	44,162	8.99 %
TRANSFERS FROM / (TO) OTHER FUNDS							
TRANSFER TO CAPITAL OUTLAY FUND	(971,200)	(971,200)	-	100.00 %	(1,390,981)	(419,781)	30.18 %
TRANSFER TO FINANCIAL STAB FUND	-	-	-		(610,013)	(610,013)	100.00 %
TRANSFER FROM (TO) COAL SEV FUND	70,000	70,000	-	100.00	-	(70,000)	-
TRANS/ASSR VAL FUND	523,476	485,329	(38,147)	92.71 %	446,341	38,988	8.74 %
TRANSFER FROM (TO) OTHER FUNDS	(17,200)	51,108	68,308		39,478	11,630	29.46 %
TOTAL TRANSFERS	(394,924)	(364,763)	30,161	292.71 %	(1,515,175)	(1,049,176)	168.37 %
NET USE OF FUNDS - SURPLUS/ (DEFICIT)	(375,669)	170,821	546,490		(1,023,753)	(1,005,014)	
BEGINNING FUND BALANCE	4,598,827	4,598,827			5,622,580		
NET CHANGE IN FUND BALANCE	(375,669)	170,821			(1,023,753)		
ENDING FUND BALANCE	4,223,158	4,769,648			4,598,827		

Jefferson County Commission
 FY18 General Fund Revenues and Expenditures
 As of 06/30/2018
 General Fund Expenditures by Object Code

	FY18 YTD		Budget	% Rec'd /Exp'd	FY17 YTD	YTD Actual	
	FY18 Budget	Actual as of 06/30/18	Variance Favorable / (Unfavorable)		Actual as of 06/30/17	FY18-FY17 Var Favorable / (Unfavorable)	% Rec'd /Exp'd
REVENUES							
CHARGES FOR SERVICES	4,204,830	3,772,149	(432,681)	89.71 %	4,168,267	(396,118)	(9.50) %
FINES AND FORFEITURES	98,000	112,557	14,557	114.85 %	69,244	43,313	62.55 %
INTERGOVERNMENTAL	706,660	673,729	(32,931)	95.34 %	250,054	423,675	169.43 %
INTEREST EARNED	31,945	31,764	(181)	99.43 %	33,495	(1,731)	(5.17) %
LICENSES AND PERMITS	245,195	250,639	5,444	102.22 %	252,848	(2,209)	(0.87) %
MISCELLANEOUS REVENUE	454,789	467,573	12,784	102.81 %	213,143	254,430	119.37 %
OTHER TAXES	5,250,555	5,394,971	144,416	102.75 %	5,543,370	(148,399)	(2.68) %
TRANSFERS	264,000	346,290	82,290	131.17 %	186,714	159,576	85.47 %
TAXES	14,039,400	13,790,616	(248,784)	98.23 %	13,054,520	736,096	5.64 %
TOTAL REVENUES	25,295,374	24,840,288	(455,086)	98.20 %	23,771,655	1,068,633	6.63 %
EXPENDITURES							
SALARIES	10,636,635	10,263,549	373,086	96.49 %	9,873,730	(389,819)	(3.95) %
FICA	792,566	748,933	43,633	94.49 %	725,838	(23,095)	(3.18) %
HEALTH INSURANCE	2,017,824	1,960,414	57,410	97.15 %	1,854,935	(105,479)	(5.69) %
RETIREMENT	1,085,069	1,066,828	18,241	98.32 %	1,106,880	40,052	3.62 %
TELEPHONE	228,633	228,028	605	99.74 %	235,785	7,757	3.29 %
PRINTING	20,900	14,594	6,306	69.83 %	11,017	(3,577)	(32.47) %
UTILITIES	377,000	430,970	(53,970)	114.32 %	357,034	(73,936)	(20.71) %
TRAVEL	64,744	33,179	31,565	51.25 %	40,645	7,466	18.37 %
MAINT/REP BLDG & GRNDS	29,000	26,426	2,574	91.12 %	34,983	8,557	24.46 %
MAINT/REP EQUIPMENT	204,108	94,411	109,697	46.26 %	86,863	(7,548)	(8.69) %
MAINT/REP AUTO	5,000	18,625	(13,625)	372.50 %	3,174	(15,451)	(486.80) %
POSTAGE	103,672	105,444	(1,772)	101.71 %	105,870	426	0.40 %
BLDG/EQUIP RENTAL	26,390	25,246	1,144	95.67 %	61,346	36,100	58.85 %
ADVERTISING/LEGAL PUBS	38,756	27,727	11,029	71.54 %	29,286	1,559	5.32 %
TRAINING AND EDUCATION	51,426	32,567	18,859	63.33 %	34,380	1,813	5.27 %
DUES AND SUBSCRIPTIONS	45,062	33,509	11,553	74.36 %	60,524	27,015	44.64 %
PROFESSIONAL SERVICES	380,762	282,878	97,884	74.29 %	376,761	93,883	24.92 %
AUDIT COSTS	35,000	35,000	-	100.00 %	35,000	-	-
INSURANCE AND BONDS	485,930	479,339	6,591	98.64 %	469,957	(9,382)	(2.00) %
COURT COSTS AND DAMAGES	4,375	2,369	2,006	54.15 %	20,585	18,216	88.49 %
CONTRACTED SERVICES	259,908	214,380	45,528	82.48 %	192,051	(22,329)	(11.63) %
BANK CHARGES	4,905	6,327	(1,422)	128.99 %	4,691	(1,636)	(34.88) %
REMITTANCE FEES COLLECTED	830,168	905,921	(75,753)	109.13 %	963,480	57,559	5.97 %
REFUNDING ERRONEOUS PMTS	950	422	528	44.42 %	733	311	42.43 %
INSURANCE PREMIUM RETIREE	78,700	73,512	5,188	93.41 %	74,320	808	1.09 %
MATERIALS AND SUPPLIES	514,354	462,529	51,825	89.92 %	356,283	(106,246)	(29.82) %
RECORD BOOKS	4,200	3,303	897	78.64 %	3,268	(35)	(1.07) %
AUTO SUPPLIES	157,500	197,853	(40,353)	125.62 %	148,259	(49,594)	(33.45) %
C/F PRISONRS REG JAIL FEE	1,720,000	1,582,600	137,400	92.01 %	1,507,475	(75,125)	(4.98) %
UNIFORMS	29,875	34,774	(4,899)	116.40 %	28,595	(6,179)	(21.61) %
CHARGES BY OTHR GOV UNITS	51,356	39,108	12,248	76.15 %	52,849	13,741	26.00 %
COMPUTER SOFTWARE	39,017	17,040	21,977	43.67 %	45,207	28,167	62.31 %
COMPUTER HARDWARE	66,700	56,062	10,638	84.05 %	86,264	30,202	35.01 %
IT SUPPORT	56,790	54,630	2,160	96.20 %	55,197	567	1.03 %
LICENSE AND ANNUAL FEES	61,178	42,805	18,373	69.97 %	50,755	7,950	15.66 %
CAPITAL OUTLAY-EQUIPMENT	163,400	159,989	3,411	97.91 %	183,225	23,236	12.68 %
CONTR/TRSFR OTHR GOV UNIT	4,260,432	4,287,403	(26,971)	100.63 %	3,781,906	(505,497)	(13.37) %
CONTR/TRSFR OTHER	263,845	256,010	7,835	97.03 %	221,082	(34,928)	(15.80) %
CONTINGENCY FOR EMERGENCIES	79,989	-	79,989	-	-	-	-
TOTAL EXPENDITURES	25,276,119	24,304,704	971,415	96.16 %	23,280,233	(989,543)	(4.40) %
NET REVENUE LESS EXPENDITURES	19,255	535,584	516,329		491,422	44,162	8.99 %
TRANSFERS FROM (TO) OTHER FUNDS							
TRANSFER TO CAPITAL OUTLAY FUND	(971,200)	(971,200)	-	100.00 %	(1,390,981)	(419,781)	30.18 %
TRANSFER TO FINANCIAL STAB FUND	-	-	-		(610,013)	(610,013)	100.00 %
TRANSFER FROM (TO) COAL SEV FUND	70,000	70,000	-	100.00 %	-	(70,000)	-
TRANS/ASSR VAL FUND	523,476	485,329	38,147	92.71 %	446,341	(38,988)	(8.74) %
TRANSFER FROM (TO) OTHER FUNDS	(17,200)	51,108	(68,308)		39,478	(11,630)	(29.46) %
TOTAL TRANSFERS	(394,924)	(364,763)	(29,868)	292.71 %	(1,515,175)	(1,150,320)	91.98 %
NET USE OF FUNDS - SURPLUS/ (DEFICIT)	(375,669)	170,821	486,461		(1,023,753)	(1,106,158)	
BEGINNING FUND BALANCE	4,598,827	4,598,827			5,622,580		
NET CHANGE IN FUND BALANCE	(375,669)	170,821			(1,023,753)		
ENDING FUND BALANCE	4,223,158	4,769,648			4,598,827		

Jefferson County Commission
 FY18 General Fund Revenues and Expenditures
 Expenditures by Funding Source

	FY16 Actual	FY17 Actual	FY2018			FY17 YTD as of 06/30/2017	YTD Variance FY18-FY17	
			Budget	FY18 YTD as of 06/30/2018	Budget Variance			% Rec'd
STATUTORY REVENUE & RELATED EXPENDITURES								
Statutory Revenues								
Tax Revenue	12,273,866	12,759,741	13,744,400	13,502,749	(241,651)	98.2%	12,759,741	743,008
911 Fee Revenue	1,852,675	1,859,007	2,007,900	1,809,867	(198,033)	90.1%	1,859,007	(49,140)
Total Statutory Revenues	14,126,541	14,618,748	15,752,300	15,312,616	(439,684)	97.2%	14,618,748	693,868
Statutory Expenditures								
County Commission	1,687,540	1,744,138	1,807,185	1,788,501	18,684	99.0%	1,744,136	(44,365)
County Clerk	720,816	697,793	719,703	689,142	30,561	95.8%	697,793	8,651
Circuit Clerk	596,132	569,916	604,626	603,541	1,085	99.8%	569,916	(33,625)
Sheriff and Treasurer	560,242	542,542	571,366	534,827	36,539	93.6%	542,542	7,715
Prosecuting Attorney	1,776,094	1,761,541	1,810,599	1,801,668	8,931	99.5%	1,761,541	(40,127)
Assessor	511,554	520,887	528,057	502,956	25,101	95.2%	520,887	17,931
Statewide Computer - Assessor	53,302	52,849	51,356	38,204	13,152	74.4%	52,849	14,645
Elections County Clerk	379,574	293,706	372,945	314,493	58,452	84.3%	293,706	(20,787)
Magistrate Court	2,257	2,303	2,000	2,264	(264)	113.2%	2,303	39
Courthouse (Maintenance)	1,171,924	1,119,985	1,044,079	1,025,569	18,510	98.2%	1,119,985	94,416
Regional Development Authority	19,795	19,794	19,795	19,794	1	100.0%	19,794	-
Sheriff Law Enforcement	3,637,393	3,722,266	4,432,743	4,190,103	242,640	94.5%	3,722,266	(467,837)
Regional Jail	1,195,973	1,507,475	1,720,000	1,582,600	137,400	92.0%	1,507,475	(75,125)
Homeland Security	229,555	233,099	291,825	218,873	72,952	75.0%	233,099	14,226
911 Center Expenditures								
Communications Center	1,831,615	1,840,282	1,977,650	1,789,175	188,475	90.5%	1,840,282	51,107
Comm Ctr (Est In Other Depts)	100,000	105,000	110,000	73,333	36,667	66.7%	55,000	(18,333)
Transfers to C/O Fund								
Courthouse (Maintenance)	-	232,549	60,000	-	60,000	0.0%	-	-
Prosecuting Attorney	-	979,944	-	-	-	-	377,531	377,531
County Clerk	-	-	92,712	-	92,712	0.0%	-	-
Elections County Clerk	-	178,488	178,488	178,488	-	100.0%	178,488	-
Sheriff's Law Enforcement	-	-	80,000	80,000	-	100.0%	-	(80,000)
911 / Homeland Security	-	-	560,000	541,512	18,488	96.7%	-	(541,512)
Total Statutory Expenditures	14,473,766	16,124,557	17,035,129	15,975,043	1,060,086	93.8%	15,239,593	(735,450)
Subtotal Net Tax Surplus/(Deficit)	(347,225)	(1,505,809)	(1,282,829)	(662,427)	(1,499,770)		(620,845)	1,429,318
DEDICATED REVENUE & RELATED EXPENDITURES								
Ambulance Fee Revenue								
Ambulance Fees	992,393	968,222	854,415	887,478	33,063	103.9%	968,222	(80,744)
Ambulance Fee Expenditures								
Fire Departments	420,000	595,000	665,000	665,000	-	100.0%	595,000	(70,000)
Jefferson County Emergency Services Agency	2,439,972	2,506,548	2,848,808	2,936,039	(87,231)	103.1%	2,506,548	(429,491)
Total Expenditures	2,859,972	3,101,548	3,513,808	3,601,039	(87,231)	102.5%	3,101,548	(499,491)
Subtotal Net Ambulance Surplus/(Deficit)	(1,867,579)	(2,133,326)	(2,659,393)	(2,713,561)	120,294		(2,133,326)	418,747
Hotel Tax Revenue								
Hotel Occupancy Tax	652,945	775,514	695,787	738,360	42,573	106.1%	775,514	(37,154)
Hotel Tax Expenditures								
Parks and Recreation	536,892	749,331	711,369	728,436	(17,067)	102.4%	749,331	20,895
Arts and Humanities	12,827	15,742	13,916	14,767	(851)	106.1%	15,742	975
Historical Commission	18,994	23,310	20,606	21,867	(1,261)	106.1%	23,310	1,443
Convention Visitor's Bureau	320,676	403,554	361,994	383,280	(21,286)	105.9%	403,554	20,274
Total Hotel Expenditures	889,389	1,191,937	1,107,885	1,148,350	(40,465)	103.7%	1,191,937	43,587
Subtotal Net Hotel Surplus/(Deficit)	(236,444)	(416,423)	(412,098)	(409,990)	83,038		(416,423)	(80,741)
Permit Fee Revenue								
Building Permit Fees	241,384	252,580	245,000	250,421	5,421	102.2%	252,580	(2,159)
Permit Fee Expenditures								
Engineering	1,441,885	1,391,517	1,491,458	1,341,303	150,155	89.9%	1,391,517	50,214
Subtotal Net Permit Surplus/(Deficit)	(1,200,501)	(1,138,937)	(1,246,458)	(1,090,882)	(144,734)		(1,138,937)	(52,373)
Service of Process Revenue								
Sheriff's Service of Process	19,255	17,915	18,700	19,961	1,261	106.7%	17,915	2,046
Service of Process Expenditures								
Sheriff's Service of Process	17,564	17,606	18,700	23,122	(4,422)	123.6%	17,606	(5,516)
Subtotal Net Process Surplus/(Deficit)	1,691	309	-	(3,161)	5,683		309	7,562
Assessor Valuation Fund Revenue								
Transfer from the Assessor's Valuation Fund	436,534	446,341	523,476	485,329	(38,147)	92.7%	446,341	38,988
Assessor Valuation Fund Expenditures								
Assessor's Valuation Fund	436,534	446,341	523,476	489,362	34,114	93.5%	446,341	(43,021)
Subtotal Net ASV Surplus/(Deficit)	-	-	-	(4,033)	(72,261)		-	82,009
Net Surplus/(Deficit) Before Other	(3,650,058)	(5,194,186)	(5,600,778)	(4,884,054)	(1,507,750)		(4,309,222)	1,804,522

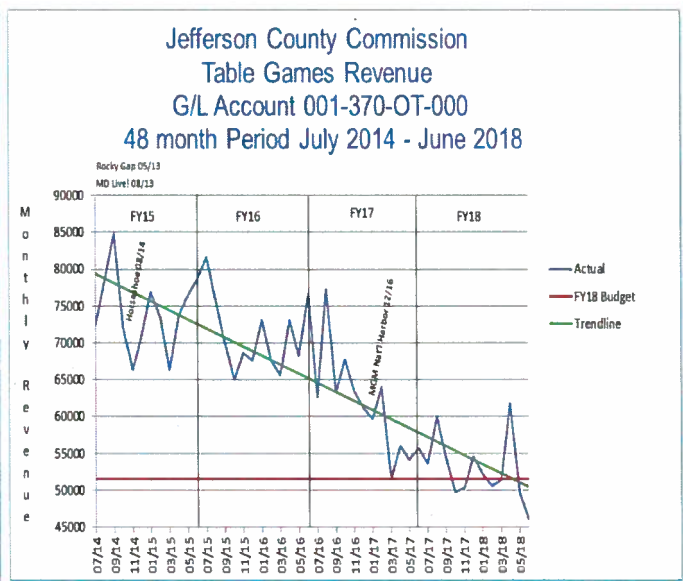
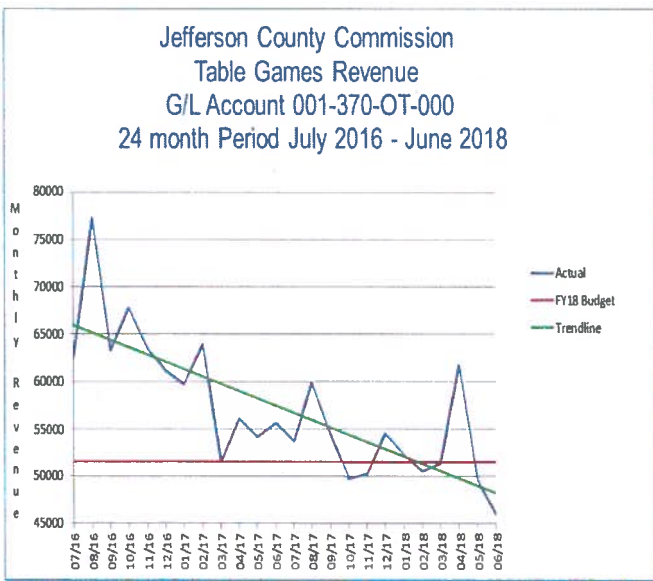
Jefferson County Commission
 FY18 General Fund Revenues and Expenditures
 Expenditures by Funding Source

	FY16 Actual	FY17 Actual	FY2018				FY17 YTD as of 06/30/2017	YTD Variance FY18-FY17
			Budget	FY18 YTD as of 06/30/2018	Budget Variance	% Rec'd		
NON-DEDICATED REVENUE & EXPENDITURES								
Other Revenue								
Table Games	853,011	736,573	617,700	634,044	16,344	102.6%	736,573	(102,529)
Video Lottery	3,263,262	3,183,492	3,020,000	3,038,420	18,420	100.6%	3,183,492	(145,072)
Tax Penalties	285,246	294,779	295,000	287,868	(7,132)	97.6%	294,779	(6,911)
Property Transfer Tax	664,414	733,432	773,000	894,631	121,631	115.7%	733,432	161,199
Gas & Oil Severance Tax	95,320	58,840	99,000	62,174	(36,826)	62.8%	58,840	3,334
Horse & Dog Racing tax	12,545	11,735	8,068	10,098	2,030	125.2%	11,735	(1,637)
Wine & Liquor Tax	36,831	43,784	37,000	17,243	(19,757)	46.6%	43,784	(26,541)
Sheriff's Earnings	21,155	183,015	143,000	195,596	52,596	136.8%	183,015	12,581
Sheriff's Commission	11,563	11,536	11,200	11,581	381	103.4%	11,536	45
Jail Fees	97,813	69,244	98,000	112,557	14,557	114.9%	69,244	43,313
County Clerk's Earnings	201,959	195,778	199,900	205,623	5,723	102.9%	195,778	9,845
Circuit Clerk's Earnings	64,933	62,737	62,900	45,786	(17,114)	72.8%	62,737	(16,951)
Prosecuting Attorney Earnings	1,081	1,681	1,400	1,550	150	110.7%	1,681	(131)
License/ Decals	78	116	65	66	1	101.5%	116	(50)
Misc. Rents	142	152	130	152	22	116.9%	152	-
Federal Government Grants	177,112	230,177	690,660	636,136	(54,524)	92.1%	230,177	405,959
Other Grants	-	-	-	20,000	20,000	100.0%	-	20,000
Payment in Lieu of Taxes-Federal	18,698	19,877	16,000	17,593	1,593	110.0%	19,877	(2,284)
Accident Reports	4,060	4,860	4,300	4,950	650	115.1%	4,860	90
Map Sales	2,685	1,764	3,200	45	(3,155)	1.4%	1,764	(1,719)
Rent - Concessions	46,975	334,290	360,715	323,201	(37,514)	89.6%	334,290	(11,089)
Franchise Fees	470,701	518,503	533,300	262,411	(270,889)	49.2%	518,503	(256,092)
IRP Fees	15,496	12,069	15,100	15,680	580	103.8%	12,069	3,611
Interest Earned	30,916	33,495	31,945	31,764	(181)	99.4%	33,495	(1,731)
Defeasance of Debt	-	19,827	40,227	40,226	(1)	100.0%	19,827	20,399
Charges to Other Entities	-	-	70,097	70,098	1	100.0%	8,427	61,671
Miscellaneous Revenue	15,986	3,663	17,800	41,120	23,320	231.0%	3,665	37,455
Filing Fees	-	10,752	-	-	-	-	10,752	(10,752)
Gain/Loss on Sale of Assets	33,750	1,150	-	10,726	10,726	100.0%	1,150	9,576
Reimbursement / Other Revenue	406,969	219,517	279,200	336,985	57,785	120.7%	166,213	170,772
General School Fund Reimb	219,218	186,714	264,000	266,698	2,698	101.0%	186,714	79,984
Donations from Other Entities	-	-	36,265	36,430	165	100.5%	-	36,430
Transfers from Coal Severance Fund	-	-	70,000	70,000	-	100.0%	-	70,000
Total Non-Dedicated Revenues	7,051,919	7,183,552	7,799,172	7,701,452	(97,720)		7,138,677	562,775
Other Expenditures								
Agricultural Agent	115,880	122,585	127,568	104,675	22,893	82.1%	122,585	17,910
Other Buildings	556,735	535,397	596,200	658,073	(61,873)	110.4%	535,397	(122,676)
IT Data Processing	274,039	389,961	417,238	364,609	52,629	87.4%	389,961	25,352
Economic Development	413,552	471,371	463,051	505,337	(42,286)	109.1%	471,372	(33,965)
Contingencies	-	-	79,989	-	79,989	0.0%	-	-
Animal Control	319,140	299,184	275,805	220,060	55,745	79.8%	299,184	79,124
Central Garage	239,280	256,812	261,862	317,514	(55,652)	121.3%	256,812	(60,702)
Health Department	-	77,400	79,550	79,550	-	100.0%	77,400	(2,150)
Solid Waste Authority	-	-	15,600	-	15,600	0.0%	-	-
Libraries	250,000	330,000	330,000	330,000	-	100.0%	330,000	-
Public Transportation	10,275	20,000	20,000	20,000	-	100.0%	20,000	-
Transfer to Financial Stabilization Fund	-	610,013	-	-	-	-	610,013	610,013
Transfers (from) /to Other Funds	-	5,397	17,200	(51,108)	68,308	-297.1%	(39,478)	11,630
Transfer to Capital Outlay Fund	43,781	1,390,981	971,200	971,200	-	100.0%	1,390,981	419,781
Less: Trfrs for Elect, Comm Ctr & Sheriff	-	(1,390,981)	(971,200)	(800,000)	(171,200)	82.4%	(556,019)	243,981
Less: 911 Comm Center Est of Operating	(100,000)	(105,000)	(110,000)	(73,333)	(36,667)	66.7%	(55,000)	18,333
Total Non-Dedicated Expenditures	2,122,682	3,013,120	2,574,063	2,646,577	(72,514)	102.8%	3,853,208	1,206,631
Net Surplus/(Deficit) of Revenues over Expenditures	1,279,179	(1,023,754)	(375,669)	170,821	(1,532,956)		(1,023,753)	1,160,666
GRAND TOTAL REVENUES	23,520,971	24,262,872	25,888,850	25,395,617	(493,233)	98.1%	24,217,997	1,177,620
GRAND TOTAL EXPENDITURES	22,241,792	25,286,626	26,264,519	25,224,796	1,039,723	96.0%	25,241,750	16,954
Net Surplus/(Deficit) of Revenues over Expenditures	1,279,179	(1,023,754)	(375,669)	170,821	(1,532,956)		(1,023,753)	1,160,666
BEGINNING FUND BALANCE	4,343,402	5,622,581	4,598,827	4,598,827			5,622,580	
NET CHANGE INFUND BALANCE	1,279,179	(1,023,754)	(375,669)	170,821			(1,023,753)	
ENDING FUND BALANCE	5,622,581	4,598,827	4,223,158	4,769,648			4,598,827	
FUND BALANCE AS A % OF OPERATING EXP	25.28%	18.19%	16.08%	18.91%			18.22%	

	Act Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Decrease from FY12	
						%	Cumulative
FY12	1,596,516	1,596,516	920,000	35.2%	133,043		
FY13	1,556,473	1,556,473	1,800,000	-2.5%	129,706		(40,043)
FY14	1,032,251	1,032,251	1,163,539	-33.7%	86,021		(564,265)
FY15	891,153	891,153	943,444	-13.7%	74,263	-44.2%	(705,363)
FY16	853,009	853,009	790,000	-4.3%	71,084	-46.6%	(743,507)
FY17	736,572	736,572	740,000	-13.2%	61,381	-53.9%	(859,944)
FY18	634,044	634,044	617,700	-13.9%	52,837	-60.3%	(962,472)
FY19			544,200	-11.9%			
			Avg Dec FY15-18	-11.3%			(3,875,594)
			Act Dec FY17-18	-13.9%			

Table Games Revenue
FY18 Projected Revenue

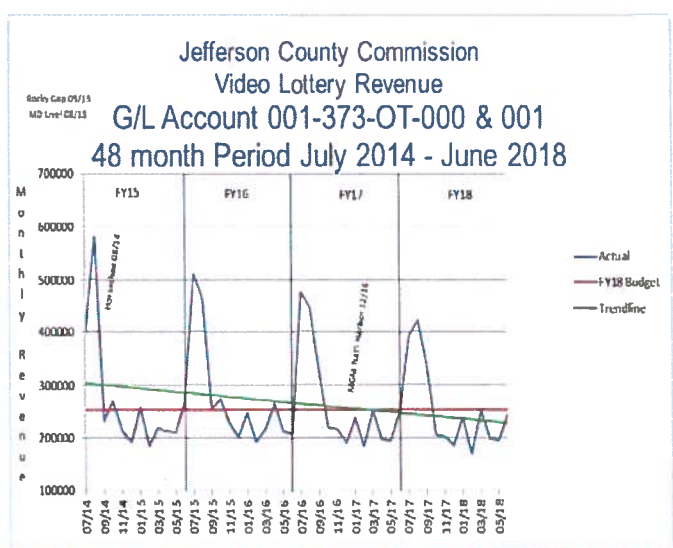
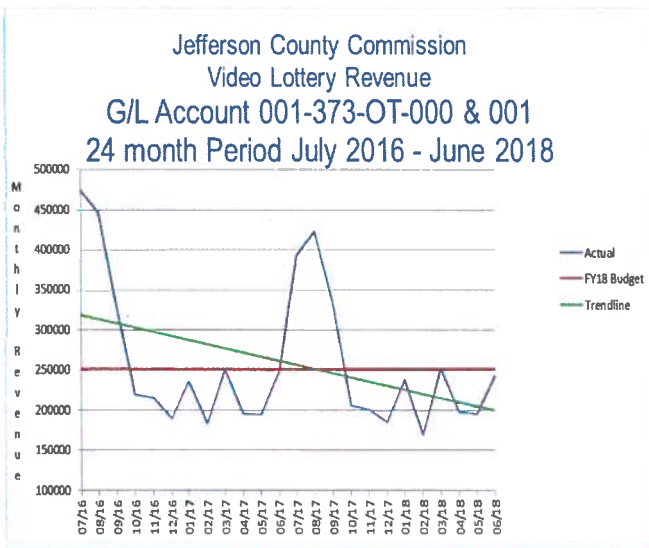
Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY18 Total Revenue	FY18 Budget	Projected Variance	Decrease Over PY
07/17	53,701						-14.3%
08/17	59,890						-22.5%
09/17	54,381						-14.0%
10/17	49,752						-26.6%
11/17	50,293						-20.8%
12/17	54,557						-10.7%
01/18	52,195						-12.5%
02/18	50,554						-20.9%
03/18	51,351						-0.4%
04/18	61,684						10.0%
05/18	49,610						-8.4%
06/18	46,076						-17.2%
Totals	634,044			634,044	617,700	16,344	



	Actual Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Change from FY12	
						%	Cumulative
FY12	4,269,886	4,269,886	4,700,000	3.6%	355,824		
FY13	3,632,491	3,632,491	4,100,000	-14.9%	302,708		(637,395)
FY14	3,365,543	3,365,543	3,303,301	-7.3%	280,462		(904,343)
FY15	3,237,305	3,237,305	3,224,793	-3.8%	269,775	-24.2%	(1,032,581)
FY16	3,263,264	3,263,264	3,114,553	0.8%	271,939	-23.6%	(1,006,622)
FY17	3,183,192	3,183,192	3,140,000	-2.5%	261,667	-26.5%	(1,086,694)
FY18	3,038,421	3,038,421	3,020,000	-5.1%	251,667	-29.3%	(1,249,886)
FY19			2,941,500	-3.2%			
			Avg Dec FY15-18	-2.6%			(5,917,521)
			Avg Dec FY12-18	-4.2%			

Video Lottery Revenue
FY18 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY18 Total Revenue	FY18 Budget	Projected Variance	Decrease Over PY
07/17	393,297						-7.0%
08/17	422,797						-3.0%
09/17	333,037						28.6%
10/17	206,494						-19.5%
11/17	201,288						-5.3%
12/17	185,213						-5.9%
01/18	238,667						-4.1%
02/18	169,914						-4.2%
03/18	252,184						16.0%
04/18	197,518						-25.6%
05/18	195,650						-8.0%
06/18	242,362						20.0%
Totals	3,038,421		-	3,038,421	3,020,000	18,421	



Jefferson County Commission
 Federal Grant Funding by Department

Department	FY17		FY18		Total
	Amount		Federal	State/Oth	
Sheriff's Law Enforcement					
HIDTA- License Plate Readers	63,225		-		
DHS-LPR, NV Goggles, Portable Radios	-		165,000		
GHSP-2 Officers, 2 Vehicles, Equip, OT	-		269,198		
JJP-PRO Jeff HS Resource Officer	-		20,000	20,000	
DUI/Underage Drinking Enforcement	16,106	79,331	7,205		481,403
Prosecuting Attorney					
VOCA-Crime Victim Advocate	56,628	56,628	76,189		76,189
Emergency Services (Homeland Security)					
Salaries	101,582		101,582		
Resilient Jefferson	2,114	103,696	-		101,582
Payments in Lieu of Taxes					
PILT	6,848		6,992		
Revenue Sharing	13,029	19,877	10,601		17,593
Total		259,532	656,767	20,000	676,767

Jefferson County Commission
 In-Kind Contributions
 FY2018

<u>Description</u>	<u>Amount</u>	<u>In-Kind Rev</u>	<u>In-Kind Exp</u>
Jefferson County Health Department	79,550.00	001.340.CS.010	001.800.05.567.002.HS.000
Jefferson County Parks & Recreation	149,610.00	001.340.CS.011	001.900.05.567.008.CR.000
Convention Visitors Bureau	14,100.00	001.340.CS.013	001.911.05.567.002.CR.000
Jefferson County Development Authority	37,000.00	001.340.CS.012	001.431.05.567.000.GG.000
Farmland Protection	13,875.00	001.340.CS.014	001.431.05.567.001.GG.000
 Total In-Kind Contributions	 <u>294,135.00</u>		

Jefferson County Commission
 Jail Fees (001.704.03.344.000.PS.000)

Month	FY14	FY15	FY16	FY17	FY18	Cumulative	
						Mo-Mo	by Mo
June 2013	88,377						
July	97,658	108,997	101,808	112,567	128,828	14.4%	14.4%
August	108,370	116,813	117,489	108,852	133,604	22.7%	18.5%
September	88,090	114,642	93,460	110,879	131,626	18.7%	18.6%
October	108,418	112,037	118,792	125,554	136,789	8.9%	15.9%
November	90,903	109,721	103,738	115,504	131,578	13.9%	15.5%
December	97,320	104,152	111,458	141,759	136,065	-4.0%	11.7%
January	99,395	115,848	105,282	125,788	143,978	14.5%	12.1%
February	81,494	102,648	82,604	116,862	134,666	15.2%	12.5%
March	123,472	95,680	95,535	148,079	151,989	2.6%	11.1%
April	108,659	81,543	85,161	143,930	114,304	-20.6%	7.5%
May	113,050	91,241	86,078	134,811	127,234	-5.6%	6.2%
June	107,887	76,139	94,570	122,893	111,940	-8.9%	5.0%
Total	1,224,716	1,229,458	1,195,973	1,507,475	1,582,600	5.0%	
	7.4%	0.4%	-2.7%	26.0%	7.2% Avg Inc FY14-FY18 16.9% Act Increase in FY19 Bud 1,850,000 FY19 Budget 1,697,000 FY19 Revised Projection (153,000) Potential Revision		
					1,582,600	FY18 Total Expense	
					1,720,000	FY18 Revised Budget	
					(137,400)	FY18 Under Budget	

Jefferson County Commission
Magistrate Court Rent

005.415.02.219.000.GG.000 Building Rental

001.340.CS.000 Rent-Magistrate Court

<u>Date Paid</u>	<u>Description</u>	<u>Amount</u>	<u>FY</u>	<u>CR Date</u>	<u>Amount</u>	<u>FY</u>
FY2017 Reconciliation						
06/23/2017	July 2016	3,750.00	FY17	06/27/2017	3,750.00	FY17
06/23/2017	Aug 2016	3,750.00	FY17	06/27/2017	3,750.00	FY17
06/23/2017	Sept 2016	3,750.00	FY17	06/27/2017	3,750.00	FY17
06/23/2017	Oct 2016	3,750.00	FY17	06/27/2017	3,750.00	FY17
06/23/2017	Nov 2016	3,600.68	FY17	06/27/2017	3,600.68	FY17
Total FY17 Payments		<u>18,600.68</u>		Paid 37350.68	<u>18,600.68</u>	
06/21/2018	Nov 2016	149.32	FY17	06/21/2018	149.32	FY17
06/21/2018	Dec 2016	3,750.00	FY17	06/21/2018	3,750.00	FY17
06/21/2018	Jan 2017	3,750.00	FY17	06/21/2018	3,750.00	FY17
06/21/2018	Feb 2017	3,750.00	FY17	06/21/2018	3,750.00	FY17
06/21/2018	Mar 2017	3,750.00	FY17	06/21/2018	3,750.00	FY17
06/21/2018	Apr 2017	3,750.00	FY17	06/21/2018	3,750.00	FY17
06/21/2018	May 2017	3,750.00	FY17	06/21/2018	3,750.00	FY17
06/21/2018	Jun 2017	<u>3,750.00</u>	FY17	06/21/2018	<u>3,750.00</u>	FY17
Total FY17 Receivable		<u>26,399.32</u>			<u>26,399.32</u>	

001.115.00.000 Due from
005.202.00.000 Misc Payable

FY2018 Reconciliation

06/21/2018	July 2017	3,750.00	FY18	06/21/2018	3,750.00	FY18
06/21/2018	Aug 2017	3,750.00	FY18	06/21/2018	3,750.00	FY18
06/21/2018	Sept 2017	<u>3,750.00</u>	FY18	06/21/2018	<u>3,750.00</u>	FY18
Total FY18 Payments		<u>11,250.00</u>		Paid 37649.32	<u>11,250.00</u>	
	Oct 2017	3,750.00	FY18		3,750.00	FY18
	Nov 2017	3,750.00	FY18		3,750.00	FY18
	Dec 2017	3,750.00	FY18		3,750.00	FY18
	Jan 2018	3,750.00	FY18		3,750.00	FY18
	Feb 2018	3,750.00	FY18		3,750.00	FY18
	Mar 2018	3,750.00	FY18		3,750.00	FY18
	Apr 2018	3,750.00	FY18		3,750.00	FY18
	May 2018	3,750.00	FY18		3,750.00	FY18
	Jun 2018	<u>3,750.00</u>	FY18		<u>3,750.00</u>	FY18
Total FY18 Receivable		<u>33,750.00</u>			<u>33,750.00</u>	

001.115.00.000 Due from
005.202.00.000 Misc Payable

**NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY**

The County Commission of Jefferson County will hold a Public Hearing regarding a Petition to establish a statutory Road Maintenance Association, with regard to Keyes Ferry Acres Subdivision, to provide a mechanism for all owners of all lots in Keyes Ferry Acres to collectively maintain their common properties.

The hearing will be held on Thursday, August 16, 2018, at 7:00 p.m. in the Old Charles Town Library Meeting Room, 200 East Washington Street, Charles Town, WV 25414.

Anyone wishing to provide written or oral comment may do so at this meeting or send comments to info@jeffersoncountywv.org.

Review of the documents are available at the following website:
www.jeffersoncountywv.org

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



June 25, 2018

Ms. Stephanie Grove
124 East Washington Street
PO Box 250
Charlestown, WV 25414

Re: Important Information on Video Services

Dear Ms. Grove,

At Comcast we continue to innovate and deliver more value, flexibility and choice to our customers. On June 28, 2018, we will introduce the following new Choice TV package options, giving customers even more choice for a personalized experience.

Choice TV at \$30.00 per month will include Limited Basic, Streampix, and HD programming. A TV Box, CableCard or compatible customer owned equipment will be required for customers to receive Choice TV services. Up to 10 hours of cloud DVR Service is included for those customers who have our X1 equipment or compatible customer owned equipment and Xfinity Internet service.

Choice TV Double Play at \$89.99 per month will include Choice TV and Performance Plus Internet. Compatible equipment will be required.

Genre Packs will be available to enhance the Choice TV service offering, providing a more personalized experience. Customers are able to add up to two packs to Choice TV.

- **Kids & Family** at \$10.00 per month includes kid and family-friendly channels including Cartoon Network, Disney Channel, Nickelodeon and Universal Kids.
- **Entertainment** at \$15.00 per month includes entertainment channels including A&E, AMC, Bravo, Food Network, FX, TNT and VH1.
- **Sports & News** at \$28.25 per month includes sports and news channels including CNBC, CNN, ESPN, Golf, MSNBC, NBC Sports and NFL Network. Cannot be combined with Choice TV Double Play; Choice TV Double Play customers who want the Sports & News genre pack would receive more channels at a cheaper price with Comcast's Standard Double Play package.

Customers will be able to take advantage of these new packages starting June 28, 2018. In addition, as we introduce these new service offerings, the following services and packages will no longer be available for new subscriptions: Economy Double Play, Digital Preferred package, Digital Premier package, Basic Latino TV, Economy TV Latino, Starter TV Latino, Digital Economy and Family Tier.

We're happy to be able to provide more value, flexibility and choice through our new Choice TV offerings. If you have any questions about these changes, please feel free to contact me at (301) 836-9436.

Sincerely,

Kevin Broadhurst
Vice President, Government & Regulatory Affairs
Beltway Region



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Thomas J. Smith, P. E.
Secretary of Transportation/
Commissioner of Highways

June 11, 2018

To Whom It May Concern:

The Statewide Transportation Improvement Program (STIP) is a financially constrained document required to show planned Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) expenditures for federal fiscal years 2016-2021. One of the requirements to funding any project with FHWA or FTA funds is that each proposed project undergoes a public "review and comment period." Therefore, additions or deletions to the STIP and certain changes to projects currently in the STIP must meet this requirement before federal funds can be obtained. Accordingly, I am again requesting your assistance in making available (to anyone who wishes to review them) the attached listing of proposed amendments to the approved 2016-2021 STIP.

All written comments are to be received no later than June 22, 2018, and should be addressed to:

Mr. Ryland W. Musick, Jr., M. S., P. E.
Director, Programming Division
West Virginia Division of Highways
Building 5, Room A-430
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0430

Thank you for your assistance with this matter. Should you need additional information, please feel free to contact my office at (304) 558-6233.

Very truly yours,

A handwritten signature in cursive script that reads "Robert L. Pennington".

Robert L. Pennington, P. E.
Deputy State Highway Engineer –
Programming and Planning

RLP:MI

Attachment

cc: Mrs. Chandra Inglis-Smith, Federal Highway Administration – w/ attachment
Ms. Michele DeAngelis, Federal Transit Administration – w/ attachment



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

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1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0430

Thank you for your assistance with this matter. Should you need additional information, please feel free to contact my office at (304) 558-6233.

Very truly yours,

Original signed by:
Robert L. Pennington, P.E.

Robert L. Pennington, P. E.
Deputy State Highway Engineer –
Programming and Planning

RLP:MI

Attachment

cc: Mrs. Chandra Inglis-Smith, Federal Highway Administration – w/ attachment
Ms. Michele DeAngelis, Federal Transit Administration – w/ attachment

cc: HP, PP



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION


Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Thomas J. Smith, P. E.
Secretary of Transportation/
Commissioner of Highways

June 11, 2018

MEMORANDUM

TO: All District Engineer/Managers
THRU: HP 
FROM: PP
SUBJECT: Statewide Transportation Improvement Program (STIP) Amendment

One requirement of the current legislation is that STIP amendments be made available for a public review/comment period. Recent legal advertisements and/or press releases have informed the public that a modified listing of proposed amendments to the STIP is available for inspection at each of the following locations: WVDOH District Headquarters, Metropolitan Planning Organization Offices, Regional Planning and Development Councils, County Commission Offices, and Main County Libraries.

Accordingly, if anyone comes to your office and wishes to review the attached list of projects, please make it available until June 22, 2018. If anyone wishes to comment on the projects, please instruct them to do so, in writing, to my office by June 22, 2018.

Comments on the projects should be addressed to:

Mr. Ryland W. Musick, Jr., M. S., P. E.
Director, Programming Division
Building 5, Room A-430
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0430

Thank you for your assistance in this matter. Should you have any questions, please feel free to contact my office at (304) 558-3114.

RWM:c

Attachment

cc: Mrs. Chandra Inglis-Smith, Federal Highway Administration – w/o attachment
Ms. Michele DeAngelis, Federal Transit Administration -w/o attachment
HP, PP



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Thomas J. Smith, P. E.
Secretary of Transportation/
Commissioner of Highways

June 11, 2018

MEMORANDUM

TO: AW

FROM: PP

SUBJECT: Legal Advertisement(s) and Press Releases for
Statewide Transportation Improvement
Program (STIP) Amendment

As in past instances, please insert legal advertisements in both Charleston Newspapers and forward press releases to other applicable newspapers statewide. You may wish to employ the same format as previously used, as shown on the attached updated example. Your cooperation is greatly appreciated.

Costs should be charged to:

0088
XE87667
600
P

Once available, please forward copies of the legal advertisement and press release to this office for our files. Thank you for your assistance with this matter. Should you have any questions, please feel free to contact Mr. Ryland W. Musick Jr., M.S., P. E., Director of our Programming Division, at (304) 558-7432.

RWM:l

Attachment

cc: Mr. Edward Stephen, Federal Highway Administration – w/o attachment
Ms. Michele, Federal Transit Administration – w/o attachment

STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM

CHARLESTON – The West Virginia Department of Transportation, Division of Highways (WVDOH), has a proposed amendment to the presently approved 2016–2021 Statewide Transportation Improvement Program (STIP).

A copy of the proposed amendment may be reviewed at the WVDOH headquarters in Charleston or District offices in Charleston, Huntington, Parkersburg, Clarksburg, Burlington, Moundsville, Weston, Elkins, Lewisburg or Princeton. They may also be viewed at the offices of the Regional Planning and Development Councils, Metropolitan Planning Organizations, County Commissions and Main County Libraries throughout the State.

Written comments should be addressed to Mr. Ryland W. Musick, Jr., M. S., P. E., Director of our Programming Division, WVDOH, 1900 Kanawha Boulevard East, Building 5, Room A-430, Charleston, West Virginia 25305-0430. All written comments on this document should be received on or before June 22, 2018.

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2016-2021
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
BERKELEY	2018	5	MPO	7/28/2018	NHPP	ENG	1081	I-81 LIGHTING	UPGRADE LIGHTING	U302 81 0002 00	NHPP0811133D	\$450,000	\$500,000	\$0
2016-2021 AMD 19 - ADD NEW PROJECT														
BERKELEY	2020	5	MPO	4/28/2020	NHPP	CON	1081	I-81 LIGHTING	UPGRADE LIGHTING	U302 81 0002 00	NHPP0811134D	\$7,200,000	\$8,000,000	\$0
2016-2021 AMD 19 - ADD NEW PROJECT														
GRANT	2018	5		7/28/2018	STP	CON	US050	STONY RIVER TRUSS BR	REPLACE BRIDGE	S312 50 00613 00	STP0050365D	\$3,200,000	\$4,000,000	\$0
2016-2021 AMD 19 - ADD NEW PROJECT														
GRANT	2018	5		7/28/2018	NHPP	CON	US220	TIER II ENVIRONMENTAL ASSESSMENT	DESIGN STUDY & NEPA	U212 220 0000 00	NCPD0220206D	\$640,000	\$800,000	\$0
2016-2021 AMD 19 - ADD NEW PROJECT														
HARRISON	2018	4		7/28/2018	TAP	ROW	NA999	BRIDGEPORT ROUTE 58 PED WALKWAY 2013	CONST SW	U317 BRIDG 7 00	TAP2018070D	\$80,000	\$75,000	\$0
2016-2021 AMD 19 - ADD NEW PROJECT														
HARRISON	2018	4		7/28/2018	NHPP	ENG	1079	I-79/US 50 I/C IMPROVEMENT	DESIGN REPORT PIE & NEPA FOR I/C RECONSTRUCTION	U217 79 11852 00	NHPP0793275D	\$808,000	\$1,010,000	\$0
2016-2021 AMD 19 - ADD NEW PROJECT														
JEFFERSON	2018	5	MPO	7/28/2018	HSIP	CON	US340	CHARLESTOWN TURN LANE +1	EXTEND RIGHT TURN LANE	S319 340 00931 00	HSIP0340067D	\$800,000	\$750,000	\$0
2016-2021 AMD 19 - ADD NEW PROJECT														
LEWIS	2018	7		7/28/2018	STP	ENG	NA999	FOURTH STREET BEAM	REPLACE BRIDGE	U321 FOURTH 1 00	STBG2018071D	\$80,000	\$100,000	\$0
2016-2021 AMD 19 - ADD NEW PROJECT														
LEWIS	2019	7		8/28/2019	STP	CON	NA999	FOURTH STREET BEAM	REPLACE BRIDGE	U321 FOURTH 1 00	STBG2018072D	\$480,000	\$800,000	\$0
2016-2021 AMD 19 - ADD NEW PROJECT														
LOGAN	2018	2		7/28/2018	NHPP	CON	WV010	DINGESS STREET BR	REPL BR	S323 10 02179 00	NHPP0010236D	\$7,760,000	\$9,700,000	\$3,120,000
2016-2021 AMD 19 - 28% COST INCREASE (>\$2M)														
MARION	2018	4		4/28/2018	NHPP	CON	1079	SOUTH FAIRMONT - PLEASANT VALLEY	FAI RESURFACE	S325 79 13090 00	NHPP0793272D	\$2,025,000	\$2,250,000	\$0
2016-2021 AMD 19 - PROJECT DELETED BY DISTRICT														
MARION	2018	4		6/28/2018	TAP	ENG	NA999	WHITE HALL US 250 SIDEWALK	DESIGN/CONST SIDEWALK	U325 WHITE 2 00	TAP2015261DTC	\$32,125	\$32,125	\$0
2016-2021 AMD 19 - CANCEL PROJECT PER GRANTS ADMIN														
MARION	2019	4		4/28/2019	TAP	CON	NA999	WHITE HALL US 250 SIDEWALK	DESIGN/CONST SIDEWALK	U325 WHITE 2 00	TAP2015262DTC	\$88,300	\$85,375	\$0
2016-2021 AMD 19 - CANCEL PROJECT PER GRANTS ADMIN														

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2016-2021
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
MORGAN	2018	5		7/28/2018	NHPP	ENG	US522	BERKELEY SPRINGS BYPASS (GO BOND 3)	RELOCATE AND ADD TRAVEL LANES	U333 522 01192 02	NHPP0522042D	\$880,000	\$1,100,000	\$0
2016-2021 AMD 19 - ADD NEW PROJECT														
PENDLETON	2018	8		7/28/2018	STP	ENG	US033	ALLEGHANY TRUCK ESCAPE RAMP (GO BOND)	TRUCK ESCAPE RAMP	U336 33 00143 00	STP0033408D	\$837,600	\$1,047,000	\$0
2016-2021 AMD 19 - ADD NEW PROJECT														
PENDLETON	2021	8		3/28/2021	STP	CON	US033	ALLEGHANY TRUCK ESCAPE RAMP (GO BOND)	TRUCK ESCAPE RAMP	U336 33 00143 00	NFA2317030D	\$0	\$17,450,000	\$0
2016-2021 AMD 19 - ADD NEW PROJECT														
MONTGOMERY	2019	8		1/28/2019	STP-OFF	CON	CO25013	DURBIN TRUSS	REPLACE BR	U336 25013 03100	STP2501003D	\$1,280,000	\$1,800,000	\$80,000
2016-2021 AMD 19 - CANCEL PROJECT, BRIDGE TO BE DEMOLISHED														
STATEWIDE	2018	99		7/28/2018	HSIP	ENG	NA999	RDWAY DEPARTURE ASSMNT A	REVIEW RD DEPARTURE	T698 RDWAY 2 00	HSIP2017173D	\$120,000	\$150,000	\$0
2016-2021 AMD 19 - ADD NEW PROJECT														
STATEWIDE	2018	99		7/28/2018	HSIP	ENG	NA999	RDWAY DEPARTURE ASSMNT B	REVIEW RD DEPARTURE	T698 RDWAY 3 00	HSIP2017174D	\$120,000	\$150,000	\$0
2016-2021 AMD 19 - ADD NEW PROJECT														
STATEWIDE	2018	99		4/28/2018	NHPP	OTHER	NA999	WVSHPO INTERAGENCY POSITION	WVSHPO INTERAGENCY POSITION	T699 WVSHPO 17 00	NHPP2017004D	\$134,400	\$168,000	\$0
2016-2021 AMD 19 - CANCEL PROJECT														

PROJECT COMMENTS



July 10, 2018

BUILDING FOR THE FUTURE

Commissioner Josh Compton, President
Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414

Dear Commissioner Compton,

Thank you and Commissioners Hudson, Noland, Onoszko, and Tabb for your gift of \$100,000 received on July 9, 2018 from the Jefferson County Capital Outlay Fund for our new library. Your extraordinary support of this important project is very deeply appreciated, and we would be delighted to coordinate existing naming opportunities at our new facility with you at your convenience.

We realize that people are experiencing many financial demands and requests, particularly now, and we are honored that you have chosen to support our project. We are passionate about our library. As the “guardian” of free access to information for all, we believe in early literacy, which greatly increases success rates in school, and the concept of lifelong learning and self-fulfillment. As Henry Ward Beecher wrote, “A library is not a luxury but one of the necessities of life.”

Our existing library is a reflection of the Shepherdstown community – it is warm, welcoming and quirky – and we plan to carry that time honored tradition with us to our new facility. With our rich heritage in mind, the new, much larger library has been designed to fulfill the growing needs of our residents with the flexibility to change with the times. First and foremost, the new library will be ADA accessible and functional. It will provide, in part, much needed free meeting space, room for classes of community interest, up-to-date technology, areas designated specifically for small children and teens, and an outdoor terrace for contemplative reading. Construction of the new facility will also afford our citizens the opportunity to learn about reclamation of brownfields and green energy practices – a tangible demonstration of our human responsibility for stewardship of the earth.

Once again, we thank you for your belief in our project. It is an exciting and worthy endeavor!

Warm regards,

Hali Taylor
Director

*Thank you again for your
commitment to this project!*

**You have received nothing of tangible value, to include goods and/or services, in exchange for your gift.
Please retain this letter for tax purposes.**



A CAPITAL CAMPAIGN FOR THE SHEPHERDSTOWN PUBLIC LIBRARY AND RESOURCE CENTER
P.O. BOX 278 SHEPHERDSTOWN, WV 25443 · 304.876.2783 · www.lib.shepherdstown.wv.us

Jefferson County

Public Service District

Jefferson County Public Service District
Special Board Meeting
May 16, 2018

The special meeting of the Jefferson County Public Service District was held from 12:00PM – 2:00PM on Wednesday, May 16, 2018 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Roger Forshee; Secretary, Tara Ashley (speakerphone); Treasurer, Todd Milliron; General Manager, April Shultz; Operations Manager, Joseph Freeze; Engineering Technician, Travis Markley; and Jefferson County Commission liaison, Josh Compton (speakerphone).

CALL TO ORDER

Chairman Roger Forshee called the meeting to order at 12:00PM.

Approval of agenda

The agenda was approved unanimously.

Action: Motion made by Mr. Forshee and seconded by Ms. Ashley to approve the agenda as presented. Unanimously approved.

Discuss the employee and management concerns raised at the regularly scheduled meeting on May 7, 2018

Mr. Forshee stated that at the May 7th regular board meeting the General Manager expressed several non-specific concerns. The Board decided to hold this special meeting to understand these concerns.

The Board discussed the process they should follow since the PSD attorney was recently elected to be a judge. Ms. Ashley mentioned that the PSC could possibly provide us with advice. Ms. Ashley expressed that this meeting would be more of an awareness process with no actions as the employee concerns are generally handled by the General Manager. Mr. Milliron was concerned with the allegations of attacks as brought up by Mrs. Shultz at the last board meeting and would like this to be further expanded upon.

Mrs. Shultz stated that a couple of employees prepared comments/statements for today's meeting. She also stated that she will allow the staff to present any concerns to the Board during the employee comment slot on the Agenda. Mrs. Shultz expressed that she hoped the employees would not be negatively impacted for voicing their concerns. Ms. Ashley conformed there will be no retaliation on employees for making their concerns known. The Board agreed and Mr. Forshee reminded everyone based on the General Managers non-specific comments at the May 7th meeting, the Board called this special meeting a few days later so that they could understand the concerns referenced at the regular meeting.

District employee, Travis Markley, District Engineering Technician, began reading a prepared statement in which he questioned the Board's use of time and allocation of resources after listening to the May 7th regular meeting and seeing the General Manager emotionally distraught at her desk a few days after the meeting. Mr. Forshee interrupted him to remind him that the purpose of this special meeting was to discuss the non-specific concerns which occurred on or before the May 7th regular meeting as stated on the special meeting agenda so he was not permitted to finish reading his comments.

Ms. Ashley expressed her confusion of Mr. Forshee's interruption as the Board just requested staff to voice their concerns. Mr. Forshee stated that the Board had to follow the published and approved special meeting agenda, however, Mr. Markley was invited to read his statement at the next regular board meeting during the Employee Comments agenda item. Mr. Markley stated he felt as if he was being silenced so chose to sit down. Mr. Forshee asked Mr. Markley if he had any concerns that were known on or before the May 7, 2018 regular meeting, and Mr. Markley stated no more questions.

that he had tried to arrange a meeting during the holidays, but due to ethical concerns and the inability to have more than one Board member in attendance without it being considered a meeting, which required an agenda and inviting the public, he chose not to pursue.

Mrs. Roberson also commented that the Board could have facilitated a meeting with Charles Town. Mr. Forshee replied that the Board have requested the General Manager facilitate meetings between CTUB and the District staff.

Mr. Milliron stated that he met with Mr. Freeze in January to visit all of the pump stations as well as Mrs. Shultz and staff in December. Ms. Ashley reminded staff that they can attend monthly Board meetings.

Action: No action required by the Board.

Discuss the catastrophic or emergency plan to maintain operations of both sewer and water systems in the advent of a staff shortage

The District currently has an emergency response plan that provides guidance in an event of an emergency, but Mr. Forshee expressed his concerns that the Job Actions section which includes strikes, walkouts, etc. could use improvement. Mrs. Shultz stated the Board should focus on mending the relationship with staff rather and to prevent walkouts or staff leaving for alternative employment. Mr. Compton agreed with Mrs. Shultz. Mr. Forshee expressed concerns that if four out of nine employees are looking for other employment then the District needs to mitigate these potential hazards with an updated plan. He suggested possibly working with surrounding utilities on a mutual agreement to offer assistance in time of needs. Mr. Pete Kubic, member of the Charles Town Utility Board, stated that the City of Charles Town could offer assistance if needed.

Mr. Forshee stated that he would like to work through the challenges today in a structured environment then having to wait to the middle of an emergency. He expressed that these documents are put together based on the unfortunate experience others have had to witness and learned from those lessons. He stated this plan could be enhanced with more specific language.

Ms. Ashley commented that this plan is another example of the Board micromanaging staff and to allow Mrs. Shultz to deal with the employees, but Mr. Forshee disagreed. Mr. Milliron stated that after reviewing the plan he thought it was acceptable and if there were a walkout the District would have to reach out to surrounding utilities for assistance. Mr. Milliron suggested going into executive session due to the fact that issues being brought up are not being handled appropriately because of the tension.

Action: Motion made by Mr. Milliron and seconded by Mr. Forshee to go into executive session to address any items identified above, then the Board will have a five minute discussion before allowing staff to come before the Board and explain their grievances, and then move on with the above items. If there are no employee comments then the Board will come out of executive session.

Mrs. Shultz stated that she will not be participating in executive session and did not believe her staff would be either as they would like to explain their grievances in public session. Ms. Ashley stated that she would rather move on with the agenda and go into executive session at the end of the meeting.

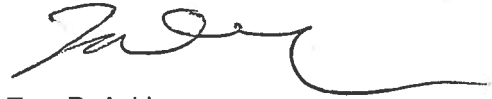
Motion was approved 2-1. Ms. Ashley voted against the motion.

Action: Motion made by Mr. Forshee and seconded by Mr. Milliron to return to public session. Unanimously approved.

Mrs. Shultz left the meeting and did not return. She stated she was not feeling well.

Mr. Forshee expressed concerns about the Emergency Response Plan. He mentioned the plan was vague and lacked detail. For example, the plan should describe in detail actions that should be taken in

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Tara D. Ashley', with a long horizontal flourish extending to the right.

Tara D. Ashley
Secretary

A handwritten signature in black ink, appearing to read 'Todd M. Milliron', with a long horizontal flourish extending to the right.

Todd M. Milliron
Treasurer

Jefferson County

Public Service District

Jefferson County Public Service District
Regular Board Meeting
June 4, 2018

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, June 4, 2018 in the meeting room at the District's office in Kearneysville. Those in attendance included: Chairman, Roger Forshee; Treasurer, Todd Milliron; Secretary, Tara Ashley; General Manager, April Shultz (speakerphone); Office Administrator, Ashley Stottlemeyer; Operations Manager, Joseph Freeze; and County Commission liaison, Commissioner Josh Compton.

CALL TO ORDER

Chairman Roger Forshee called the meeting to order at 7:00PM.

Approval of agenda

Action: Motion made by Mr. Forshee and seconded by Ms. Ashley to approve the agenda as presented with the modification to table the approval of the May 16th meeting minutes. Unanimously approved.

Public Comments

None.

Employee Comments

None.

OLD BUSINESS

Review minutes of May 7 regular board meeting

Action: Motion made by Mr. Forshee and seconded by Mr. Milliron to accept the May 7, 2018 regular board meeting minutes as presented. Unanimously approved.

Review minutes of May 16 regular board meeting

This item was tabled until next month.

Action: No action required by the Board.

Discuss the District's financial status (status of paying bills)

Mrs. Stottlemeyer stated the District will have enough to pay the June disbursements for sewer, but will need to collect \$4500 to cover the previous disbursements for water.

Action: No action required by the Board.

Discuss and approve a financial auditor for a 1 year contract

The District received three proposals from accounting firms, Cox Hollida Young of Martinsburg, WV; Yount, Hyde & Barbour of Winchester, VA; and Huber, Michaels & Company of Cumberland, MD. Mrs. Shultz stated the Board may choose one or two firms depending on whether they would prefer one to prepare the audit and one to prepare annual reports or one firm to prepare both. Explained in their proposal, Cox Hollida Young's fee would not exceed \$31,500 for the audit and \$4,950 to prepare the annual reports. Yount, Hyde & Barbour's fee for the audit was listed at \$22,000 and \$5,000 for the annual reports. Huber, Michaels & Company's fee to prepare both was \$34,000.

Mrs. Shultz stated that if the Board preferred having the audit and annual reports prepared separately than she recommended using both of the local firms. Mr. Forshee agreed with Mrs. Shultz. Ms. Ashley stated she would recommend either of the two local firms as well. Mr. Milliron was in favor of using Yount, Hyde & Barbour since they were the cheapest of the three. He suggested one perform the audit and one perform the annual reports unless one firm would not do unless they were to prepare both, then have that firm prepare both. Ms. Ashley was

Mr. Forshee also raised his concern about the transferring of the employees' sick leave and wanted to make sure this was included in the consolidation. Ms. Arnett stated she would confirm employee sick leave time would transfer to CTUB.

Mrs. Stolipher explained that CTUB has been working with the developers who intervened in the consolidation case on the new Roxul line project which will include a cost savings. She would like all parties involved to continue to work together.

Action: No action required by the Board.

Discuss a possible agreement with local utilities for emergency situations

At the May special meeting, the Board discussed the District's Emergency Response Plan, specifically Mr. Forshee's concerns with the Job Actions section that includes strikes, walkouts, etc. He thought this section could use improvement and requested staff prepare ideas regarding a possible agreement with surrounding utilities in staffing emergency situations. The District is currently a member of the West Virginia WARN (Water/Wastewater Agency Response Network) and entered into a mutual aid and assistance agreement when first joined several years ago. Mr. Milliron explained that he understood the WV WARN program to be a "call down list" of utilities in times of need whether it involve borrowing of equipment, services, or staff.

Mr. Forshee explained that if nearly half of the District's employees are looking for employment elsewhere then the section of the emergency response plan dealing with employees leaving could be enhanced to be better prepared. Mr. Forshee suggested the plan highlight WV Warn and include both state emergency and local utility contacts so anyone who reads it is clear of the expectations in emergency situations.

Commissioner Compton suggested the Board work on mending relationships with the staff to prevent them from leaving rather than preparing for them to leave, but did not have a problem with expanding detail in the specific section of the plan as described by Mr. Forshee. Mrs. Shultz agreed with Commissioner Compton and stated that coverage has never been a problem with staff handling unforeseen circumstances. After further discussions, the Board and Commissioner Compton understood the value of a current Emergency Response Plan.

Action Motion made by Mr. Forshee and seconded by Ms. Ashley to direct staff to revise the Job Actions section of the emergency response plan no later than the August meeting. Unanimously approved.

Ms. Ashley suggested possibly providing a comment box for employees to voice their concerns while remaining anonymous and not having to fear retaliation. Mr. Forshee commented that the General Manager can bring the employees concerns to the Board if necessary and mentioned there is also an employee comment item on the agenda each month. Mr. Forshee suggested having Mrs. Shultz and Mrs. Stottlemeyer discuss this with staff at their next staff meeting and discuss with a lawyer once the District hires one.

Receive project update from Charles Town Utility Board

This item was discussed in the above discussions with Charles Town.

Action: No action required by the Board.

Discuss and possibly approve an attorney for general legal services

The District published a Request for Proposals in the local papers for an attorney to provide general legal services. It is also published on the District's website and staff will publish on the West Virginia bid network website. Mr. Milliron stated he has reached out to several attorneys and requested staff do the same. Staff reached out to both Charles Town and Jefferson County Commission's legal counsel for referrals. The District has not received any proposals yet.

Mr. Milliron stated the Board may need to hire two separate attorneys, one for the consolidation case and the other to handle day-to-day business. Mr. Forshee reached out to Mrs. Milliron in the audience and suggested she reach out to any lawyers she knew that would possibly be interested. She suggested possibly contacting John Faircloth out of Martinsburg, WV.

Action: No action required by the Board.

Approve transfer of \$1,269.52 from Renewal & Replacement account to the Sewer Operating account for one new pump for Deerfield plant

Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of \$1,269.52 from the Renewal & Replacement account to the Sewer Operating account for one new pump for Deerfield plant. Unanimously approved.

Approve transfer of \$1,400.70 from Renewal & Replacement account to the Sewer Operating account for one new pump for Deerfield plant

Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of \$1,400.70 from the Renewal & Replacement account to the Sewer Operating account for one new pump for Deerfield plant. Unanimously approved.

Approve transfer of \$1,269.52 from Renewal & Replacement account to the Sewer Operating account for one new pump for Deerfield plant

Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of \$1,269.52 from the Renewal & Replacement account to the Sewer Operating account for one new pump for Deerfield plant. Unanimously approved.

Approve transfer of \$6,158.20 from Renewal & Replacement account to the Sewer Operating account for new pump for pump station 2-13

Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of \$6,158.20 from the Renewal & Replacement account to the Sewer Operating account for new pump for pump station 2-13. Unanimously approved.

Approve transfer of \$4,781.28 from Renewal & Replacement account to the Sewer Operating account for pump repair for pump station 3-8

Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of \$4,781.28 from the Renewal & Replacement account to the Sewer Operating account for pump station 3-8. Unanimously approved.

Approve transfer of \$1,874.48 from Renewal & Replacement account to the Sewer Operating account for check valve for pump station 3-6

Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of \$1,874.48 from the Renewal & Replacement account to the Sewer Operating account for check valve for pump station 3-6. Unanimously approved.

Approve transfer of \$3,600.00 from Renewal & Replacement account to the Sewer Operating account for pump repair for pump station 4-3

Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of \$3,600.00 from the Renewal & Replacement account to the Sewer Operating account for pump repair for pump station 4-3. Unanimously approved.

Mr. Forshee had several questions regarding the billing information listed on the District's website, specifically about the statement date on the bills. Mrs. Shultz will update that section of the website to clarify his concerns.

Update on Status of Current Public Service Commission Cases

• Jefferson County Commission PSC Case No. 17-0915-PSWD-PC consolidated with Complaint Case PSC no. 18-0006-PSD-C—There have been no further updates in this case.

Action: No action required by the Board.

General Manager's Report

In the General Manager's report this month, Mrs. Shultz informed the Board that staff will be sending out the annual drinking water quality report for 2017.

She also discussed the increased inflow and infiltration that occurs at pump station 4-4 during heavy rains which seem to be coming from Charles Town. She has brought this to Charles Town's attention in the past, but will

Public Comment


Jacquelyn Milliron made several comments after listening to tonight's meeting. First she stated that the emergency response plan should be reviewed by the Board because in the current complaint case against the District at the PSC, the Board was accused of being negligent. She also expressed support for an updated Emergency Response Plan since as a government agency the District should have current documented processes. She also mentioned that in her tenure of working on PSC cases, there is an option on the PSC website to e-file which can expedite things. Mrs. Milliron stated that the District is a government utility, not private, and there needs to be policies in place that should be exact as possible. She also agreed with Ms. Ashley on the discussion of being bullied on Facebook and that staff is coping the best they can. Mrs. Milliron also hoped to see the change of developers paying for the costs of determining capacity for their own projects not the District. She also commented that she has paperwork from the Weimer Report from 2015 if staff would like to review. Lastly she stated that she would rather do the Charles Town project over the District's project since it was being paid for by State money and not on the backs of the ratepayers.


- Action:** Motion made by Mr. Forshee and seconded by Mr. Milliron to convene into executive session to discuss potential office space/lease for the District. Unanimously approved.
- Action:** Motion made by Mr. Forshee and seconded by Ms. Ashley to return to public session. Unanimously approved.
- Action:** Motion made by Mr. Forshee and seconded by Ms. Ashley to have an attorney review the new building lease for possible action at the July meeting. Mr. Forshee amended the motion to have an attorney review the new building lease for possible action at the July meeting with staff reaching out to several attorneys and choosing the best option. Unanimously approved.
- Action:** Motion made by Mr. Forshee and seconded by Mr. Milliron to have staff provide at the next meeting equipment storage options for when the District moves. Unanimously approved.
- Action:** Motion made by Ms. Ashley and seconded by Mr. Milliron to direct Mr. Freeze to get quotes on moving the office generator to the new office or a pump station he deems most useful to be moved to for next meeting. Unanimously approved.
- Action:** Motion made by Mr. Forshee and seconded by Ms. Ashley to adjourn. Unanimously approved.

There being no further business at this time, the meeting was adjourned at 10:25PM.

The next regular meeting is scheduled for Monday, July 9, 2018 at 7:00PM at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,


Tara D. Ashley
Secretary


Todd M. Milliron
Treasurer

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Wednesday, July 25, 2018 8:21 AM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/25/2018 8:20 AM
Response #: 632
Submitter ID: 3385
IP address: 73.201.167.138
Time to complete: 8 min. , 39 sec.

Survey Details

Page 1

1. Name

Amanda Winebrenner

2. Email

mandye15@yahoo.com

3. Questions or Concerns

Dear Jefferson County Commissioners,

I would like to express my concern for the new Rockwool plant entering Jefferson County. My main concern is for the students who will be in close proximity to this plant. I understand this has been in the works for awhile. However; I do not believe the health concerns from pollution have been expressed until now. What can we do as a community to keep everyone safe? I would like you to reconsider this deal. If it is a done deal, what will be done to ensure there will not be negative side effects for the community? I appreciate your time reading this. I hope you have the same concerns as many other members in our county.

Thank you very much,

Amanda Winebrenner

4. Would you like to receive email notifications from Jefferson County?

No

Thank you,
Jefferson County Commission, WV

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, July 24, 2018 9:48 PM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/24/2018 9:48 PM
Response #: 631
Submitter ID: 3384
IP address: 24.126.102.114
Time to complete: 28 min. , 57 sec.

Survey Details

Page 1

1. Name

KIMBERLY I PUPPOS

2. Email

kymingraham@gmail.com

3. Questions or Concerns

As a concerned parent and constituent of Jefferson County, I write this letter as a plea and request for an explanation on what would persuade this Commission to allow a dangerous plant like Rockwool to be built in our beautiful county? 150 jobs cannot possibly be a driving factor.

As you are probably well aware, Jefferson County is the only county that has seen a growth in population, compared to the declining numbers in every other county in the state. Additionally, the average income for this county is the highest in the state and contributes a very large portion of tax dollars to our economy. Is the goal to scare/run off the people that help bring continued growth and wealth to this area? Unlike many other counties in this state, majority of the people that live in Jefferson County do have the will and means to move away. The health of our babies, the quality of our air, and our property values matter - at least to us!

Who signed confidentiality agreements? Do all four of you live in Jefferson County? Will the pollutants and carcinogens that will infiltrate our skies and airways affect your families?

Clearly, the disadvantages of this plant were not made clear to your constituents when you decided that our health did not matter. We have a beautiful, thriving area! Jefferson County is home to agriculture and to business and is a melting pot for many people.

Like many people in Jefferson County, I am a transplant (from Northern Virginia) and honestly, at first, I was not keen about living here. After getting settled and becoming familiar with my surroundings, I grew to love this area and decided to raise children in Jefferson County. Now, I am disappointed and angry that our officials have decided to "sell out" and put possible profits above the health of so many people, including our children. The advantages of this plant in no way out-weigh the disadvantages. To approve this plant being built less than 2 miles from an elementary school and preschool is heinous! Please explain to me how such a big decision was basically hidden from this community and passed off as a good opportunity until now.

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, July 24, 2018 8:34 PM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/24/2018 8:34 PM
Response #: 630
Submitter ID: 3383
IP address: 73.86.215.241
Time to complete: 2 min. , 20 sec.

Survey Details

Page 1

1. **Name**
Sam Hubbard
2. **Email**
Hubbardsamj@gmail.com
3. **Questions or Concerns**
Please do not let Rockwool into our community.
4. **Would you like to receive email notifications from Jefferson County?**
(o) Yes

Thank you,
Jefferson County Commission, WV

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, July 24, 2018 6:05 PM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/24/2018 6:05 PM
Response #: 629
Submitter ID: 3382
IP address: 73.135.110.18
Time to complete: 14 min. , 37 sec.

Survey Details

Page 1

1. Name

Emily Dragon

2. Email

emmilely@gmail.com

3. Questions or Concerns

I am incredibly concerned about what I just read about the Rockwool plant. When it was announced, I had no idea that it was going to involve huge smokestacks 21 stories high and rampant air pollution, second highest in the entire state. I moved here to be near Harper's Ferry and raise my child in a beautiful and healthy space, but if the plant is truly as described by <https://www.rockwoolpermit.info/> then I will be forced to relocate.

I cannot believe that this county is knowingly going to jeopardize the health of all of its residents as well as damage one of its best assets, its scenic charm and nature tourism, to add a mere 150 jobs in an area that already has very low unemployment and needs no additional heavy traffic to tear up its already rough roads.

If there is any misleading information on <https://www.rockwoolpermit.info/> please let me know. Because if this project goes through and everything on that website is true, then I will lose everything that made me choose my home in Shenandoah Junction as the place I was planning on staying for the next 30 years.

Please let me know if there are any future hearings on this subject that I can attend.

Also, I would like you to know that this is my first time contacting my government directly. I am usually extremely content with how things are run, and have a lot of faith in you all. I know everyone is trying to do what is best for this county.

Please reconsider. PLEASE. I love my home so much. Please don't ruin it.

4. Would you like to receive email notifications from Jefferson County?

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, July 24, 2018 3:32 PM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/24/2018 3:32 PM
Response #: 628
Submitter ID: 3381
IP address: 73.129.10.190
Time to complete: 3 min. , 17 sec.

Survey Details

Page 1

1. Name

Lindsay Ryan

2. Email

lindsay.ryan82@gmail.com

3. Questions or Concerns

What in the actual F happened to approve Rockwool to come to Jefferson county? Who were the ones who approved this move? How were residents not informed? The approved site is too close to schools, residences, and businesses. This will not be happening without a fight and without knowledge of who approved the move, it will be assumed that everyone did.

4. Would you like to receive email notifications from Jefferson County?

Yes

Thank you,
Jefferson County Commission, WV

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, July 24, 2018 3:09 PM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/24/2018 3:09 PM
Response #: 627
Submitter ID: 3380
IP address: 73.201.167.124
Time to complete: 49 min. , 5 sec.

Survey Details

Page 1

1. Name

Chelsea Zbikowski

2. Email

clbryan93@gmail.com

3. Questions or Concerns

Oh, home sweet home Jefferson County - born and raised. I grew up in Kearneysville and attended North Jefferson Elementary. I can remember the fresh air at recess and looking across the street to what was an orchard at the time (before there was a bypass behind it) and it was just a field and some railroad tracks. We would ride our four wheelers on the paths or chase each other on our bikes throughout the apples. In my 25 years here, we have grown so much as a county. Adding the bypass to Martinsburg and Leesburg to developing better restaurants and shopping areas to increase jobs and provide a better living for our community. Our downtown Charles Town area has expanded from a ghost town to actually places people want to go to eat or walk the streets to shop. It has been awesome to take my child to festivities for Third Thursday or WV Fest. Jefferson County has always been home to me and I am proud to call this place home... Until I heard about grounding breaking for Rockwool near my old elementary school and close to my childhood home. The frustration that ran through me was emotional. I questioned how our local officials could honestly allow this to happen. Was there any concern about the health of our residents and generations to come? Was there any thought about our agriculture and food we eat? How about how this company has no problem polluting the environment and neighboring areas? Or did our officials just see tiny dollar signs and sign non-disclosure statements to keep things hidden from the people who will be affected? To say I am upset is an understatement. People in the community are upset and mortified that this is even happening in our county. The Eastern Panhandle stands out from the rest of WV and we would love for it to stay that way. It's a beautiful place filled with history and great people who want to make a difference. I urge you to stand with us and be the voice we didn't have when this was being approved. Or allow our beautiful county to be destroyed with pollution and cancerous materials that will affect many lives to come and run the good people of Jefferson County out. Please take into consideration the concerns and stop Rockwool from continuing their production.

Thank you,

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, July 24, 2018 2:32 PM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/24/2018 2:31 PM
Response #: 626
Submitter ID: 3379
IP address: 73.87.105.39
Time to complete: 1 min. , 50 sec.

Survey Details

Page 1

1. Name

Tawny Greene

2. Email

Tawnygreene@yahoo.com

3. Questions or Concerns

Please please do not allow Rockwool to be built in Jefferson County so close to our children and schools. This is going to hurt our community and do very very little to help us if at all. The pollution is going to ruin our beautiful place and hurt our families.

4. Would you like to receive email notifications from Jefferson County?

Yes

Thank you,
Jefferson County Commission, WV

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Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, July 24, 2018 2:27 PM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/24/2018 2:26 PM
Response #: 625
Submitter ID: 3378
IP address: 73.201.71.84
Time to complete: 3 min. , 25 sec.

Survey Details

Page 1

1. Name

emmy

2. Email

emmycuga@gmail.com

3. Questions or Concerns

County Commission Administration,

I want to thank you for all you are doing for your state and Jefferson County.

Are you aware of the Rockwool factory that has broken ground and to be built in Jefferson County; more specifically between Kearnersville and Shenandoah Junction at the old historic orchard.

A 463,000 square-foot factory running 24/7 could cause significant effects to the surrounding area. Including, but not limited to our environment (Harper's Ferry National Park is 6 miles away), citizens well-being and health, especially the schools that are in close vicinity.

Why are we subjecting ourselves to the environmental impact for a few hundred jobs? Especially when Jefferson county isn't in need of a mega factory for citizens to gain employment. I'm sure many other points come to mind why this mega factory should not come in and establish itself in Jefferson County. Let's keep Jefferson County, green, historic, and beautiful.

Please read the following fact sheet that was created by someone who looked over Rockwool Permit and National Emissions Inventory.

Thank you for your time on this matter. Thanks

Emmy Cuga

354 sanctuary lane

Charles town, wv 25414

Rockwool wrecks the county's school growth plans

Beyond the nearby schools, within a four mile radius of Rockwool are each of the county's two major land purchases on Shepherdstown Pike and Old Leetown Pike, as well as Driswood Elementary.

By way of comparison, there are no schools within four miles of Rockwool's Mississippi plant, and Rockwool Ranson will be more than 3 times larger than that facility.

Rockwool will degrade the visitor experience at Harpers Ferry

The plant's haze and smog will impact Harpers Ferry National Historical Park and its overlooks, just six miles away.

West Virginia is providing \$15-18 million in taxpayer financing for the site

State tax dollars are going to support a multibillion dollar foreign company in a commercial venture with no public purpose.

Rockwool will not bring significant job growth

Rockwool Group says the plant will create "approximately" 150 jobs but declines to provide any salary information or details.

While all jobs are important, to put 150 jobs in perspective, Jefferson County has 57,000 residents and 9,000 K-12 students who will be harmed by the facility.

Jefferson County doesn't need Rockwool

Jefferson County is already growing rapidly with very low unemployment, and boasts by far the highest median household income in West Virginia. In fact, our income and unemployment figures are better than the U.S. as a whole. And our county's population has grown 50 percent in the last 25 years, while the rest of West Virginia has actually declined.

Jefferson County is already working, and the way to create more good jobs is deeper integration with tech, government, and medicine in the booming DC metro region.

Rockwool will instead harm our economy by making our community a less attractive place to live, work, and visit. This Charleston-led model of subsidizing high-pollution industries has failed the rest of West Virginia and it will fail here.

WHAT WE DON'T KNOW

Unfortunately, Rockwool's permit raises more questions than it answers, as it omits key data, relies on outdated demographic information, and doesn't model the impact on nearby schools.

Hiding heavy metal pollution

There's an entire class of hazardous air pollution at Rockwool that isn't accounted for in project planning. An engineering review by the Sierra Club states that Rockwool "fuels and raw materials are known to contain numerous hazardous air pollutants, such as mercury, arsenic, cadmium, and chromium" that will be released into the air during plant operations.

There's no disclosure or safety modelling of these pollutants, which can be extremely hazardous. We don't know why WVDEP would issue a permit that ignores heavy metal pollution.

Rockwool uses outdated demographic data in their permit

Old 1992 data lets Rockwool Group ignore Shenandoah Junction and classify land use in the miles around the site as "less than 1% urban." That would be a surprise to the thousands of people living, working, and going to school near the plant.

(o) No

Thank you,
Jefferson County Commission, WV

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Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, July 24, 2018 2:11 PM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/24/2018 2:11 PM
Response #: 623
Submitter ID: 3376
IP address: 76.21.230.144
Time to complete: 16 min. , 39 sec.

Survey Details

Page 1

1. Name

Jaime Schwartzbeck

2. Email

jaime.schwartzbeck@gmail.com

3. Questions or Concerns

Hi I'm hearing today about a Rock plant being built in Ranson. I am raising two young children in this community, we have bought a house and love to make Jefferson County our home. With that being said, I'm having HUGE concerns about such a pollution filled plant coming to this beautiful area we all call home. I understand it will bring jobs to the area, however are we that desperate to pollute our future while giving jobs?? How can it be that I'm a taxpayer and am hearing about this through Facebook?? Any information you can provide about this plant and the construction surrounding it would be much appreciated. Thank you for your time.

4. Would you like to receive email notifications from Jefferson County?

Yes

Thank you,
Jefferson County Commission, WV

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Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, July 24, 2018 2:06 PM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/24/2018 2:06 PM
Response #: 622
Submitter ID: 3375
IP address: 24.126.101.61
Time to complete: 5 min. , 1 sec.

Survey Details

Page 1

1. Name

Kasey Walsh

2. Email

Kmwalsh488@gmail.com

3. Questions or Concerns

I am highly concerned about the new factory that is coming to Jefferson County. There are many risks involved . I have been a resident of Jefferson County my entire life and have always wanted to keep my family here. I have a 10 year old with asthma . We live very close to where this is supposed to be built . I am outraged with the lack of information given to Jefferson County residents . It seems to me like nobody cares about our well being but rather just the dollar sign .

4. Would you like to receive email notifications from Jefferson County?

Yes

Thank you,
Jefferson County Commission, WV

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Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, July 24, 2018 1:37 PM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/24/2018 1:37 PM
Response #: 620
Submitter ID: 3373
IP address: 73.86.193.119
Time to complete: 8 min. , 2 sec.

Survey Details

Page 1

1. Name

Heather Bungcayao

2. Email

Hbungcayao@gmail.com

3. Questions or Concerns

WHY on Earth is the Rockwool plant being built in one of the best performing counties in West Virginia? Just when things are booming, you're going to ruin it for yourselves. For less than 200 jobs? There have to be other ways.

We just moved here last year, instead of spending our money in Maryland or Norther Virginia because of the beauty of Harpers Ferry, the low congestion and the quiet. If I wanted to live in a polluted, congested city, I would have done exactly that - stayed in the city.

This is so disappointing that the people who live here, and love it, were not considered when such a decision was made. I will most likely sell my home and take our family elsewhere. Where I won't have to worry about cancer causing micro pollutants filling the air.

West Virginia is a very big place, IM SURE another location could be found for this plant. Please consider your community. We are not happy about this situation and we will fight it.

4. Would you like to receive email notifications from Jefferson County?

No

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, July 24, 2018 12:46 PM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/24/2018 12:45 PM
Response #: 619
Submitter ID: 3372
IP address: 73.132.82.88
Time to complete: 3 min. , 33 sec.

Survey Details

Page 1

1. Name

Katherine Meckstroth

2. Email

katherine.meckstroth@gmail.com

3. Questions or Concerns

Just this morning I was informed about the plan to bring the Rockwool manufacturing facility to Jefferson County. I am very concerned that this is just being made public. From what I understand this will bring a lot of bad pollution to our area! This is extremely alarming, especially since the facility is being build near so many schools! I do not understand why the commission is not concerned about protecting our community and our children? Can you please explain to me why the secrecy and non-disclosure agreements were signed in regards to the building of this facility? Can you also explain to me why you there does not seem to be any concern for the air pollution this is bringing to our community?

4. Would you like to receive email notifications from Jefferson County?

Yes

Thank you,
Jefferson County Commission, WV

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Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, July 24, 2018 10:09 AM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/24/2018 10:09 AM
Response #: 618
Submitter ID: 3370
IP address: 99.203.16.200
Time to complete: 16 min. , 2 sec.

Survey Details

Page 1

1. Name

Amanda Courtney

2. Email

Daddysmanderine@gmail.com

3. Questions or Concerns

I am a very concerned parent who has children that attend North Jefferson Elementary School. My concerns are with Rockwool being built directly across the street from North Jefferson and the Fox Glen Subdivision which are my home and my children's school. I have 3 children who will be directly effected by this insulation plant being built here, in the heart of our county. I have 1 son who has breathing issues and I have chronic hay fever. I am looking to move from Jefferson County, or West Virginia all together. I have been a Jefferson County resident my whole life and I would love to be able to buy our first home here but with Rockwool going in across the street, we will be moving and buying out of state. My family and I have been in Jefferson County, Fox Glen and North Jefferson Elementary for over 40 years. Please do the right thing and stop this insulatuon plant from destroying what is left of our beautiful county. Please help us to be able to stay in our hometowns instead of having to uproot our ENTIRE familes to keep them safe. I love my homeyown but my children, their health and safety comes before anything else. Please help us to be able to stay. You may reach me either through email or you may call. My e-mail address is: Daddysmanderine@gmail.com and my phone number is 304-283-8982. Thank you.

4. Would you like to receive email notifications from Jefferson County?

Yes

Thank you,
Jefferson County Commission, WV

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, July 24, 2018 8:35 AM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/24/2018 8:34 AM
Response #: 617
Submitter ID: 3369
IP address: 69.140.52.131
Time to complete: 4 min. , 18 sec.

Survey Details

Page 1

1. Name

Rebecca Hamilton

2. Email

rhoubouzar@gmail.com

3. Questions or Concerns

I am a resident of Kearneysville, and have started seeing the Rockwool sign where an orchard used to be. I have come across a fact sheet here: <https://www.rockwoolpermit.info>. This is of major concern to me and my family. We live in an historic orchard area. There is a thriving bee and honey business nearby. WVU has their horticultural studies just a few miles away. There are several schools nearby, and lots of us live here. We have wells, and count on clean groundwater. I moved my family here because it's quieter, calmer, and because I can see the night sky.

We do not want to live in a heavily polluted area; we have our own health concerns already, and this would not help them. The fact sheet covers this much more thoroughly than I can, but I urge Jefferson County to look more closely into this. 150 jobs is not worth the health of thousands of residents, or our ecology, and I believe it would harm our economy far more than help it.

4. Would you like to receive email notifications from Jefferson County?

No

Thank you,
Jefferson County Commission, WV

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Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Wednesday, July 25, 2018 9:20 AM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/25/2018 9:19 AM
Response #: 633
Submitter ID: 3386
IP address: 73.132.63.162
Time to complete: 4 min. , 5 sec.

Survey Details

Page 1

1. Name

heather self

2. Email

heatherleaself@hotmail.com

3. Questions or Concerns

I was alarmed to come across this page today <https://www.rockwoolpermit.info/>. I don't know if you all have seen it, but it is most worrisome to me. Is there anything reassuring about this that you can tell me? Are West Virginians having our most precious economic resource (our beautiful land brings the tourism) plundered by industrial barons from somewhere else again? For only 150 jobs?

As a homeowner with a young child, I am concerned about what this factory means for my family's health and our property value. I am especially concerned with this factory's proximity to schools and daycares.

I'm curious to know what you think about this.

Sincerely,
Heather Self

4. Would you like to receive email notifications from Jefferson County?

No

Thank you,
Jefferson County Commission, WV

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, July 24, 2018 8:35 AM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/24/2018 8:34 AM
Response #: 617
Submitter ID: 3369
IP address: 69.140.52.131
Time to complete: 4 min. , 18 sec.

Survey Details

Page 1

1. Name

Rebecca Hamilton

2. Email

rhoubouzar@gmail.com

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We do not want to live in a heavily polluted area; we have our own health concerns already, and this would not help them. The fact sheet covers this much more thoroughly than I can, but I urge Jefferson County to look more closely into this. 150 jobs is not worth the health of thousands of residents, or our ecology, and I believe it would harm our economy far more than help it.

4. Would you like to receive email notifications from Jefferson County?

No

Thank you,
Jefferson County Commission, WV

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Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, July 24, 2018 10:09 AM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/24/2018 10:09 AM
Response #: 618
Submitter ID: 3370
IP address: 99.203.16.200
Time to complete: 16 min. , 2 sec.

Survey Details

Page 1

1. Name

Amanda Courtney

2. Email

Daddysmanderine@gmail.com

3. Questions or Concerns

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4. Would you like to receive email notifications from Jefferson County?

Yes

Thank you,
Jefferson County Commission, WV

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Wednesday, July 25, 2018 9:17 PM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/25/2018 9:16 PM
Response #: 638
Submitter ID: 3392
IP address: 73.129.94.171
Time to complete: 4 min. , 13 sec.

Survey Details

Page 1

1. Name

Aaron Painter

2. Email

Leshrac84@yahoo.com

3. Questions or Concerns

My daughters go to T.A. Lowery one of them has cerebral palsy and issues with her lungs (she's on daily inhaled steroids and albuterol). I would like to know if any Environmental impact study has been performed for this particular operation and location.

Thank you.

4. Would you like to receive email notifications from Jefferson County?

Yes

Thank you,
Jefferson County Commission, WV

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Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Wednesday, July 25, 2018 10:01 AM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/25/2018 10:00 AM
Response #: 634
Submitter ID: 3387
IP address: 166.137.240.113
Time to complete: 4 min. , 54 sec.

Survey Details

Page 1

1. Name

Karen Phillips

2. Email

Karenphillips571@gmail.com

3. Questions or Concerns

How could you all allow this Plant come here from Rockwool? How could you let this beautiful community and children be harmed and County lessened horrifically by allowing them to pollute our air, that my family breathes? This County has been untouched and all the West Virginia Websites have beautiful mountain photos in them...Not 200 ft smoke stacks in the mountain picture. We don't want this here! All the residents DO NOT want this.

4. Would you like to receive email notifications from Jefferson County?

Not answered

Thank you,
Jefferson County Commission, WV

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Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Wednesday, July 25, 2018 1:25 PM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/25/2018 1:24 PM
Response #: 636
Submitter ID: 3390
IP address: 69.250.48.173
Time to complete: 2 min. , 25 sec.

Survey Details

Page 1

1. Name

Amanda Chiotos

2. Email

ajchiotos@gmail.com

3. Questions or Concerns

I'm concerned to hear that Jefferson County is going to be the site of a manufacturing facility that makes insulation. I've researched some of the other facilities that this company runs and have found numerous complaints about the smell, the smog, and what giant smoke stacks look like towering over a neighborhood. The facility in Ontario Canada has also had several large fires that the tax payer had to foot the bill for.

Our county commissioner was in the local paper discussing how quiet they kept the permitting process and the fact that the state officials signed NDA's while in the negotiation process. How is this even legal?

The citizens of Jefferson County are very concerned to hear about our neighborhoods becoming home to a manufacturing facility. Even if the pollution is within WVDEP "acceptable" amounts, what will this do to our home values? To our tourist industry? The location of the facility is of serious concern since it is very close to several of our elementary schools. West Virginia needs to be known for it's beautiful scenery and wonderful people, not extractive corporations and giant manufacturing facilities.

4. Would you like to receive email notifications from Jefferson County?

Yes

Thank you,
Jefferson County Commission, WV

Jessica Carroll

From: Leanne Cobb <cobb.leanne@gmail.com>
Sent: Wednesday, July 25, 2018 10:44 AM
To: Stephanie Grove; Sandra McDonald; Jessica Carroll; Dawn Weimer; Michelle Gordon
Subject: Ranson Rockwool Plant

I just found out about the proposed Rockwool plant in Ranson, through a Facebook group no less.

This site is 3 miles from where my family lives in Shenandoah Junction, and I can assure you we received no notice that this was happening - no mailer, no visit. It is unbelievable that a facility of this nature is being built in our county without town meetings having been held to discuss impact and find out if our residents wanted such a facility.

What assurances can you give that my family will not be impacted (at the least) by odors and possible chemical fallout as the emissions from the 200 ft smokestacks drifts across my property??

My husband and I will see you all at the next County Commission on August 2.

Leanne Cobb
806 French Road
Shenandoah Junction, WV 25442