

AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2018
THURSDAY, SEPTEMBER 6, 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

- August 30, 2018

APPROVAL OF PURCHASE ORDERS

- September 6, 2018

APPROVAL OF ACCOUNTS PAYABLE

- September 6, 2018

APPROVAL OF MANUAL CHECKS

- September 7, 2018

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Chris Kinnan, Jefferson County Vision
- Facts concerning the proposed Rockwool Plant - Discussion/Action

2. 10:00 a.m. Nikki Painter, Elections - County Clerk
- Poll Worker and Alternate Approval - Discussion/Action
3. 10:15 a.m. Steve Allen, Director - Jefferson County Homeland Security and Emergency Management
- Approval of Memorandum of Understanding between the Jefferson County Board of Education and the Jefferson County Commission/Office of Homeland Security and Emergency Management - Discussion/Action
4. 10:30 a.m. Lynn Fields, Probate Office
- Petition for the removal of David H. Cambell, Personal Representative of the Estate of Billy Joe Clevenger - Referral to a Fiduciary Commissioner - Discussion/Action
- Review and approve Estates that did not meet the deadline for the last Quarterly Review - Discussion/Action
5. 10:45 a.m. **BREAK**

UNFINISHED BUSINESS

6. Discussion on PILOT agreement policy - Discussion/Action (PO)

NEW BUSINESS

7. Make a formal request to The Journal Newspaper to ask WV Secretary of State to become a paper of record in Jefferson County, WV - Discussion/Action (JC)
8. Discussion regarding Jefferson Utilities water service to Rockwool Site - Discussion/Action (JC)

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

9. 12:00 p.m. **BREAK FOR LUNCH**

~~~~~ AFTERNOON SESSION ~~~~~

10. 1:30 p.m. - Interview/Appointment to the Jefferson County Board of Zoning Appeals - One unexpired term ending January 1, 2021 - Discussion/Action  
- Interview and Appointment to the Jefferson County Parks and Recreation - Discussion/Action  
- Interview and Appointment to the E911 Advisory Board - Discussion/Action
11. 2:00 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  
- Discussion of renewal of County cable franchise agreement, related issues, and phone conference with counsel - Discussion/Action
12. ADJOURN

**CORRESPONDENCE/INFORMATION**

Correspondence received from Miranda Ashbaugh regarding Rockwool.

Correspondence received from The Land Trust of the Eastern Panhandle regarding Rockwool.

*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, August 30, 2018**

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A meeting of the Jefferson County Commission was held on Thursday, August 30, 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, Patsy Noland, Peter Onosko, and Jane Tabb. Also present were Jacqueline Shadle, County Clerk; Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, August 30, 2018 meeting is available through the Jefferson County Commission Office.)

#### **PLEDGE OF ALLEGIANCE**

Commissioner Tabb led the Pledge of Allegiance.

#### **APPROVAL OF PURCHASE ORDERS**

**Motion by Ms. Noland to approve the Purchase Orders for August 30, 2018 to include purchase order no. 52832 in the amount of \$10,622.00. Motion seconded and unanimously approved.**

#### **APPROVAL OF MINUTES**

**Motion by Ms. Noland to approve the August 16, 2018 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.**

**Motion by Ms. Tabb to approve the August 21, 2018 Special Session Minutes as presented. Motion seconded and unanimously approved.**

#### **APPROVAL OF PAYROLL**

**Motion by Ms. Noland to approve the August 23, 2018 payroll in the amount of \$\$274,633.11 as presented. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

| CHCKNO | DEPT    | VENDOR                   | PONUM | POAMT        | NOAMT        | CHECK AMOUNT |
|--------|---------|--------------------------|-------|--------------|--------------|--------------|
| 080537 | P/R DED | AMERICAN FAMILY LIFE ICU |       | \$ -         | \$ 3,757.66  | \$ 3,757.66  |
| 080538 | P/R DED | BUREAU F/CHILD SUPPORT   |       | \$ -         | \$ 49.85     | \$ 49.85     |
| 080539 | P/R DED | BUREAU OF CHILD SUPPORT  |       | \$ -         | \$ 119.54    | \$ 119.54    |
| 080540 | 712     | LYNN COSTELLO            |       | \$ -         | \$ 141.02    | \$ 141.02    |
| 080541 | 425     | CONTROL SYSTEMS          |       | \$ -         | \$ 350.00    | \$ 350.00    |
| 080542 | P/R DED | COLONIAL LIFE            |       | \$ -         | \$ 169.84    | \$ 169.84    |
| 080543 | 425     | DODSON'S SEPTIC          |       | \$ -         | \$ 285.00    | \$ 285.00    |
| 080544 | P/R DED | DOUGLAS H. FLETCHER      |       | \$ -         | \$ 81.69     | \$ 81.69     |
| 080545 | 401     | FRANKLIN & PROKOPIK CORP |       | \$ -         | \$ 1,513.50  | \$ 1,513.50  |
| 080546 | 403     | JEFFERSON CENTER         |       | \$ -         | \$ 100.00    | \$ 100.00    |
| 080547 | P/R DED | JEFFERSON SECURITY BANK  |       | \$ -         | \$ 4,975.00  | \$ 4,975.00  |
| 080548 | P/R DED | GREG JONES               |       | \$ -         | \$ 1,866.80  | \$ 1,866.80  |
| 080549 | 405     | JUDICIAL DIALOG SYSTEMS  | 52693 | \$ 12,000.00 | \$ -         | \$ 12,000.00 |
| 080550 | 712     | LANGUAGE LINE SERVICES   |       | \$ -         | \$ 189.01    | \$ 189.01    |
| 080551 | P/R DED | NICOLE NOBREGA           |       | \$ -         | \$ 1,699.42  | \$ 1,699.42  |
| 080552 | P/R DED | HELEN M. MORRIS, TRUSTEE |       | \$ -         | \$ 543.86    | \$ 543.86    |
| 080553 | P/R DED | NATIONWIDE RETIREMENT    |       | \$ -         | \$ 849.00    | \$ 849.00    |
| 080554 | 717     | RICE TIRES CO            |       | \$ -         | \$ 234.60    | \$ 234.60    |
| 080555 | 401     | WILLIAM F. ROHRBAUGH     |       | \$ -         | \$ 10,531.36 | \$ 10,531.36 |
| 080556 | P/R DED | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 49,137.94 | \$ 49,137.94 |
| 080556 | P/R DED | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 11,492.12 | \$ 11,492.12 |
| 080556 | P/R DED | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 158.40    | \$ 158.40    |
| 080556 | P/R DED | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 37.04     | \$ 37.04     |
| 080556 | P/R DED | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 39,735.73 | \$ 39,735.73 |
| 080556 | P/R DED | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 110.29    | \$ 110.29    |
| 080557 | P/R DED | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 34,808.87 | \$ 34,808.87 |
| 080557 | P/R DED | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 1,169.85  | \$ 1,169.85  |
| 080557 | P/R DED | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 66.39     | \$ 66.39     |
| 080558 | P/R DED | WV DEPUTY SHRF RETIREMEN |       | \$ -         | \$ 6,353.07  | \$ 6,353.07  |
| 080558 | P/R DED | WV DEPUTY SHRF RETIREMEN |       | \$ -         | \$ 8,969.06  | \$ 8,969.06  |
| 080559 | P/R DED | EVELYN STEPHENSON        |       | \$ -         | \$ 2,250.00  | \$ 2,250.00  |
| 080560 | P/R DED | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 2,170.00  | \$ 2,170.00  |
| 080560 | P/R DED | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 415.00    | \$ 415.00    |

|              |         |                       |  |                     |                      |                      |
|--------------|---------|-----------------------|--|---------------------|----------------------|----------------------|
| 080561       | 425     | TRENARY SERVICE CO    |  | \$ -                | \$ 1,047.00          | \$ 1,047.00          |
| 080562       | P/R DED | WV PUB EMP RETIRE SYS |  | \$ -                | \$ 11,246.09         | \$ 11,246.09         |
| 080562       | P/R DED | WV PUB EMP RETIRE SYS |  | \$ -                | \$ 24,991.28         | \$ 24,991.28         |
| 080562       | P/R DED | WV PUB EMP RETIRE SYS |  | \$ -                | \$ 3,570.65          | \$ 3,570.65          |
| 080562       | P/R DED | WV PUB EMP RETIRE SYS |  | \$ -                | \$ 5,951.14          | \$ 5,951.14          |
| 080562       | P/R DED | WV PUB EMP RETIRE SYS |  | \$ -                | \$ 60.51             | \$ 60.51             |
| 080562       | P/R DED | WV PUB EMP RETIRE SYS |  | \$ -                | \$ 134.47            | \$ 134.47            |
| 080563       | 412     | EMILY WELLS           |  | \$ -                | \$ 418.04            | \$ 418.04            |
|              |         |                       |  |                     |                      |                      |
| <b>TOTAL</b> |         |                       |  |                     |                      | <b>\$ 243,750.09</b> |
| <b>TOTAL</b> |         |                       |  | <b>\$ 12,000.00</b> | <b>\$ 231,750.09</b> | <b>\$ 243,750.09</b> |

**Motion by Ms. Tabb to approve the Accounts Payable for August 22, 2018 in the amount of \$243,750.09. Motion seconded and unanimously approved.**

| CHCKNO | DEPT    | VENDOR                   | PONUM | POAMT | NOAMT         | CHECK AMOUNT  |
|--------|---------|--------------------------|-------|-------|---------------|---------------|
| 080565 | ALLOC   | AHA/ART&HUMANITIES ALLNC |       | \$ -  | \$ 1,706.18   | \$ 1,706.18   |
| 080566 | 700     | KEVIN J. BOYCE           |       | \$ -  | \$ 318.02     | \$ 318.02     |
| 080567 | 425     | BOLAND TRANE SERVICES IN |       | \$ -  | \$ 930.00     | \$ 930.00     |
| 080568 | 425     | CITY OF CHARLES TOWN     |       | \$ -  | \$ 20.00      | \$ 20.00      |
| 080568 | 425     | CITY OF CHARLES TOWN     |       | \$ -  | \$ 20.00      | \$ 20.00      |
| 080568 | 425     | CITY OF CHARLES TOWN     |       | \$ -  | \$ 20.00      | \$ 20.00      |
| 080569 | P/R DED | JANET COLLIER            |       | \$ -  | \$ 2,250.00   | \$ 2,250.00   |
| 080570 | 425     | COVENANT BUILDING MAINT  |       | \$ -  | \$ 86.88      | \$ 86.88      |
| 080571 | 711     | EVERBRIDGE               |       | \$ -  | \$ 3,713.15   | \$ 3,713.15   |
| 080572 | 425     | FIDELITY POWER SYSTEMS   |       | \$ -  | \$ 706.80     | \$ 706.80     |
| 080573 | 717     | GUTTMAN OIL CO           |       | \$ -  | \$ 4,040.57   | \$ 4,040.57   |
| 080573 | 717     | GUTTMAN OIL CO           |       | \$ -  | \$ 3,907.51   | \$ 3,907.51   |
| 080573 | 717     | GUTTMAN OIL CO           |       | \$ -  | \$ 4,290.22   | \$ 4,290.22   |
| 080573 | 717     | GUTTMAN OIL CO           |       | \$ -  | \$ 4,639.92   | \$ 4,639.92   |
| 080574 | ALLOC   | JEFFERSON COUNTY HISTORI |       | \$ -  | \$ 2,526.42   | \$ 2,526.42   |
| 080575 | 413     | THE JOURNAL              |       | \$ -  | \$ 19.73      | \$ 19.73      |
| 080575 | 424     | THE JOURNAL              |       | \$ -  | \$ 46.07      | \$ 46.07      |
| 080576 | 712     | DR. ROBERT E. JONES III  |       | \$ -  | \$ 1,000.00   | \$ 1,000.00   |
| 080577 | P/R DED | NICOLE NOBREGA           |       | \$ -  | \$ 249.33     | \$ 249.33     |
| 080578 | 405     | ELYSSA LUKE              |       | \$ -  | \$ 162.41     | \$ 162.41     |
| 080579 | ALLOC   | JEFF CO PARKS &          |       | \$ -  | \$ 38,421.86  | \$ 38,421.86  |
| 080580 | 403     | RECORD MANAGEMENT SOLUTN |       | \$ -  | \$ 30.00      | \$ 30.00      |
| 080581 | 704     | WV REGIONAL JAIL &       |       | \$ -  | \$ 119,225.75 | \$ 119,225.75 |
| 080582 | 425     | CAPITAL TRISTATE         |       | \$ -  | \$ 37.14      | \$ 37.14      |

|              |       |                         |  |      |                      |                      |
|--------------|-------|-------------------------|--|------|----------------------|----------------------|
| 080582       | 425   | CAPITAL TRISTATE        |  | \$ - | \$ 388.53            | \$ 388.53            |
| 080582       | 425   | CAPITAL TRISTATE        |  | \$ - | \$ 350.02            | \$ 350.02            |
| 080582       | 425   | CAPITAL TRISTATE        |  | \$ - | \$ 26.32             | \$ 26.32             |
| 080583       | ALLOC | JEFFERSON CO CONVENTION |  | \$ - | \$ 42,654.46         | \$ 42,654.46         |
| 080584       | 700   | WILLIAM WALTERS         |  | \$ - | \$ 23.60             | \$ 23.60             |
| 080585       | 700   | MARGARET R.SMITH-WALKER |  | \$ - | \$ 3,000.00          | \$ 3,000.00          |
| 080586       | 401   | XEROX CORPORATION       |  | \$ - | \$ 186.32            | \$ 186.32            |
| 080586       | 402   | XEROX CORPORATION       |  | \$ - | \$ 106.53            | \$ 106.53            |
| 080586       | 403   | XEROX CORPORATION       |  | \$ - | \$ 227.22            | \$ 227.22            |
| 080586       | 404   | XEROX CORPORATION       |  | \$ - | \$ 71.10             | \$ 71.10             |
| 080586       | 405   | XEROX CORPORATION       |  | \$ - | \$ 108.92            | \$ 108.92            |
| 080586       | 406   | XEROX CORPORATION       |  | \$ - | \$ 71.10             | \$ 71.10             |
| 080586       | 425   | XEROX CORPORATION       |  | \$ - | \$ 106.53            | \$ 106.53            |
| 080586       | 440   | XEROX CORPORATION       |  | \$ - | \$ 203.87            | \$ 203.87            |
| 080586       | 440   | XEROX CORPORATION       |  | \$ - | \$ 126.42            | \$ 126.42            |
| 080586       | 700   | XEROX CORPORATION       |  | \$ - | \$ 337.22            | \$ 337.22            |
| 080586       | 712   | XEROX CORPORATION       |  | \$ - | \$ 367.62            | \$ 367.62            |
| 080586       | 716   | XEROX CORPORATION       |  | \$ - | \$ 120.57            | \$ 120.57            |
|              |       |                         |  |      |                      |                      |
| <b>TOTAL</b> |       |                         |  |      | <b>\$ 236,844.31</b> | <b>\$ 236,844.31</b> |

**Motion by Ms. Noland to approve the Accounts Payable for August 30, 2018 in the amount of \$236,844.31. Motion seconded and unanimously approved.**

**MANUAL CHECKS**

|                       |                |               |               |
|-----------------------|----------------|---------------|---------------|
| <b>COAL SEVERANCE</b> |                |               |               |
| <b>002</b>            |                |               |               |
| <b>Date</b>           | <b>Check #</b> | <b>VENDOR</b> | <b>Amount</b> |
| 08/17/18              | 466            | <b>KONE</b>   | \$ 15,303.20  |
|                       |                |               |               |
| <b>HOME DETETION</b>  |                |               |               |
| <b>008</b>            |                |               |               |
| <b>Date</b>           | <b>Check #</b> | <b>VENDOR</b> | <b>Amount</b> |
| 08/17/18              | 613            | <b>CDA</b>    | \$ 1,068.00   |
|                       |                |               |               |
| <b>SHERIFF C/O</b>    |                |               |               |

| <b>246</b>   |         |                   |                     |
|--------------|---------|-------------------|---------------------|
| Date         | Check # | VENDOR            | Amount              |
| 08/17/18     | 1685    | <b>TYLER TECH</b> | \$ 1,389.44         |
|              |         |                   |                     |
| <b>TOTAL</b> |         |                   | <b>\$ 17,760.64</b> |

**Motion by Ms. Noland to approve the Manual Checks for August 17, 2018 in the amount of \$17,760.64. Motion seconded and unanimously approved.**

**MANUAL CHECKS**

| <b>COAL SEVERANCE</b>     |         |                                  |  |  |  |                    |
|---------------------------|---------|----------------------------------|--|--|--|--------------------|
| <b>002</b>                |         |                                  |  |  |  |                    |
| Date                      | Check # | VENDOR                           |  |  |  | Amount             |
| 08/24/18                  | 467     | <b>EASTRIDGE HEALTH SYSTEM</b>   |  |  |  | \$ 200.00          |
|                           |         |                                  |  |  |  |                    |
| <b>ASSESSOR VALUATION</b> |         |                                  |  |  |  |                    |
| <b>056</b>                |         |                                  |  |  |  |                    |
| Date                      | Check # | VENDOR                           |  |  |  | Amount             |
| 08/24/18                  | 696     | <b>MILLER'S SUPPLIES AT WORK</b> |  |  |  | \$ 794.15          |
|                           |         |                                  |  |  |  |                    |
| <b>SHERIFF C/O</b>        |         |                                  |  |  |  |                    |
| <b>246</b>                |         |                                  |  |  |  |                    |
| Date                      | Check # | VENDOR                           |  |  |  | Amount             |
| 08/24/18                  | 1686    | <b>BERKELEY GLASS</b>            |  |  |  | \$ 30.36           |
|                           |         |                                  |  |  |  |                    |
| <b>TOTAL</b>              |         |                                  |  |  |  | <b>\$ 1,024.51</b> |

**Motion by Mr. Onoszko to approve the Manual Checks for August 23, 2018 in the amount of \$1,024.51. Motion seconded and unanimously approved.**

**PUBLIC COMMENT**

Gavin Perry, resident – spoke in opposition to Rockwool Ranson.

Roland Bergman, resident – spoke in opposition to Rockwool Ranson.

Stephanie Guy, resident – spoke in opposition to Rockwool Ranson.  
Hank Goldstein, resident – spoke in opposition to Rockwool Ranson.  
Jason Murphy, resident – spoke in opposition to Rockwool Ranson.  
Jay Mansfield, resident – spoke in opposition to Rockwool Ranson.  
Kasey Walsh, resident – spoke in opposition to Rockwool Ranson.  
Nancy Gregory, resident – spoke in opposition to Rockwool Ranson.  
Richard Diel, resident – spoke in opposition to Rockwool Ranson.  
Michael Vowell, resident – spoke in opposition to Rockwool Ranson.  
Ruth Hatcher, resident – spoke in opposition to Rockwool Ranson.  
Bruce Fry, resident – spoke in opposition to Rockwool Ranson.  
Shaun Amos, resident – spoke in opposition to Rockwool Ranson.  
Elouane Rogers, resident – spoke in opposition to Rockwool Ranson.  
Sondra Kelly, resident – spoke in opposition to Rockwool Ranson.  
Kevin Hall, resident – spoke in opposition to Rockwool Ranson.  
Diane Blust, resident – spoke in opposition to Rockwool Ranson.  
Lynn Wagner, resident – spoke in opposition to Rockwool Ranson.  
Catherine Jozwik, resident – spoke in opposition to Rockwool Ranson.  
Laura Carter, resident – spoke in opposition to Rockwool Ranson.  
Karen Glennon, resident – spoke in opposition to Rockwool Ranson.  
Donna Westbrook, resident – spoke in opposition to Rockwool Ranson.  
Lynne Bocchiaro, resident – spoke in opposition to Rockwool Ranson.  
Keir Knoll, resident – spoke in opposition to Rockwool Ranson.  
Kristen Bowels, resident – spoke in opposition to Rockwool Ranson.  
Gina Biller, resident – spoke in opposition to Rockwool Ranson.  
Morgan Sell, resident – spoke in opposition to Rockwool Ranson.  
Ned Marshall, resident – spoke in opposition to Rockwool Ranson.  
Martha Ehlman, resident – spoke in opposition to Rockwool Ranson.  
Jan Hafer, resident – spoke in opposition to Rockwool Ranson.  
Lou de Baca, resident – spoke in opposition to Rockwool Ranson.  
George Miller, resident – spoke in opposition to Rockwool Ranson.  
Mary Mattlage, resident – spoke in opposition to Rockwool Ranson.  
Martha Bunker, resident – spoke in opposition to Rockwool Ranson.  
David Tabb, resident – spoke in opposition to Rockwool Ranson.

Mary Lynn Richford, resident – spoke in opposition to Rockwool Ranson.

**PRESENTATIONS**

1. Angela Banks, Assessor – requested approval of the following Exonerations:

| NAME                    | TYPE | DISTRICT | TICKET NO. | AMOUNT  |
|-------------------------|------|----------|------------|---------|
| Raymond & Vivian Whalen | PP   | HF       | 309200     | \$39.94 |

- **Motion by Ms. Noland to approve the exoneration for ticket no. 309200 as presented. Motion seconded and unanimously approved.**

| NAME                   | TYPE | DISTRICT  | TICKET NO. | AMOUNT   |
|------------------------|------|-----------|------------|----------|
| Jessica & Paul Burdick | PP   | Middleway | 311835     | \$162.12 |

- **Motion by Ms. Tabb to approve the exoneration for ticket no. 311835 as presented. Motions seconded and unanimously approved.**

| NAME         | TYPE | DISTRICT | TICKET NO. | AMOUNT   |
|--------------|------|----------|------------|----------|
| Perry Nutter | PP   | HF       | 308505     | \$366.54 |

- **Motion by Ms. Noland to approve the exoneration for ticket no. 308505 as presented. Motion seconded and unanimously approved.**

| NAME                  | TYPE | DISTRICT  | TICKET NO. | AMOUNT  |
|-----------------------|------|-----------|------------|---------|
| Jamie & Zebulon Fultz | PP   | Middleway | 312269     | \$37.59 |

- **Motion by Ms. Tabb to approve the exoneration for ticket no. 312269 as presented. Motion seconded and unanimously approved.**

| NAME                      | TYPE | DISTRICT  | TICKET NO. | AMOUNT     |
|---------------------------|------|-----------|------------|------------|
| George White Jr., et. Al. | RE   | Kabletown | 19959      | \$1,990.00 |

- **Motion by Ms. Noland to approve the exoneration for ticket no. 19959 as presented. Motion seconded and unanimously approved.**

| NAME            | TYPE | DISTRICT      | TICKET NO. | AMOUNT   |
|-----------------|------|---------------|------------|----------|
| Michael Valasek | RE   | Shepherdstown | 28227      | \$344.22 |

- **Motion by Ms. Tabb to approve the exoneration for ticket no. as presented. Motion seconded and unanimously approved.**
2. Peter Dougherty, Sheriff and Michelle Gordon, Finance Director – requested the approval of the Resolution to authorize the submission of the governor’s Highway Safety Program Grant Application for the grant period 10/1/2018 through 9/30/2019.
    - **Motion by Mr. Onoszko to approve the Resolution for the Governor’s Highway Safety Program Grant Application and acceptance of future awarded grant funds in the amount not to exceed \$350,000. Motion seconded and unanimously approved.**
  3. Ronda Eddy, Director, Jefferson County Day Report Center – requested the approval of a grant resolution and contract.
    - **Motion by Mr. Compton to approve the Resolution, contract, and grant document – 19-CC-07 in the amount of \$140,000.00 and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**
  4. Interviews and Appointment to the Jefferson County Board of Zoning Appeals – one unexpired term ending January 1, 2021.
    - It was the consensus of the Commission to delay action on this item until the September 6, 2018 regularly scheduled Commission meeting.
  5. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
  6. Bill Polk, Director, Jefferson County Maintenance Department – Presentation of Maintenance Department Quarterly Report.
  7. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues
- Discussion of Jefferson County Civil Action #17-C-282
- Update on US District Court Civil Action #3:18-SV-122
- Discussion of collection of delinquent Ambulance fees
- Discussion of Jefferson County Civil Action #2018-P-132
- Discussion of renewal of County cable franchise agreement, related issues, and phone conference with counsel
- **Motion by Mr. Compton to go into Executive Session to receive legal advice and discuss pending litigation. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Mr. Onoszko to authorize the Assistant Prosecuting Attorney to pursue Jefferson County Civil Action #2018-P-132. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to hire Atlantic Group to work on the collection of delinquent ambulance fees. Motion seconded and unanimously approved.**

## **NEW BUSINESS**

### 8. DEP Presentation Request (PO)

- **Motion by Mr. Onoszko to direct the County Administrator draft a letter to the WV DEP requesting they give a presentation on the process of applying for a permit for industrial construction focusing on the Rockwool Ranson plant, take both prepared and non-prepared questions from the public, and provide an explanation of “self-monitoring.” Motion seconded and unanimously approved.**

### 9. Discussion on PILOT agreement policy (PO)

- It was the consensus of the Commission to discuss this item further during subsequent County Commission meetings.

## **COUNTY ADMINISTRATOR REPORTS**

Approval for the City of Charles Town to use the Courthouse Lawn – Ms. Grove stated the City of Charles Town had contacted her to ask if they could use the Courthouse lawn on Saturday, September 1, 2018 as a musical performance venue for their Labor Day Weekend car show event. The Commission agreed; however, they directed Ms. Grove to notify the City they'd be responsible for any damages and cleaning the area after the event.

### 10. Public Hearing

The Jefferson County Commission has decided to file a grant application with the West Virginia Development Office Community Development Block Grant Program for a Countywide Broadband Planning Project. The purpose of the public hearing will be to discuss the proposed project application.

Mr. Compton opened the public hearing at 1:31 pm. Bill Clark, Director of the Eastern Panhandle Regional Planning and Development Council, provided the Commission and the audience with an update on the purpose of the grant and the status of the grant application process. Mr. Compton then opened the floor for public comment, which was provided by the following:

Lyn Widmeyer, resident – spoke in favor of the application for the Countywide Broadband Planning Project.

Richard Diel, resident – spoke in favor of the application for the Countywide Broadband Planning Project.

Eileen Davis, resident – spoke in favor of the application for the Countywide Broadband Planning Project.

There being no further comments, Mr. Compton stated the Commission would hold the record open for two weeks to allow time for written comments.

11. The Commission meeting was adjourned at 3:01pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

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JOSHUA COMPTON, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

**PURCHASE ORDERS TO BE APPROVED**

**September 6, 2018**

| DEPARTMENT         | P.O. NUMBER | AMOUNT              | VENDOR                | DESCRIPTION                        |
|--------------------|-------------|---------------------|-----------------------|------------------------------------|
| COUNTY CLERK       | 52496       | \$ 19,806.83        | Compiled Technologies | MicroFocus Maintenance and Support |
| <b>GRAND TOTAL</b> |             | <b>\$ 19,806.83</b> |                       |                                    |



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



Name: Chris Kinnan, or Alternate

Department or Organization: **Jefferson County Vision**

Estimation of amount of time needed for appointment: 20

Date Requested – 1<sup>st</sup> Choice:

*If a specific date is needed, please provide reason for specific date:* 9/6/18

s

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

Subject (*Wording to be placed on agenda*): Facts Concerning the Proposed Rockwool Plant

Please provide the County Commission with a description of your request or presentation, including any background information:  
Will give a variety of information about Rockwool, including environmental impacts at other site

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: [kinnan@gmail.com](mailto:kinnan@gmail.com)

Phone Number: 2022365615

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

not applicable

Or Contact Bruce Fry 301-233-1001



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



Name: **Nikki Painter**

Department or Organization: **Elections – County Clerk**

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

Date Requested – 1<sup>st</sup> Choice: **Sept 6, 2018**

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

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

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

**Poll Worker & Alternate Approval**

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

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

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

Provide exact financial impact/request:

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

**To approve the poll workers and alternates 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**

|                                                                        |
|------------------------------------------------------------------------|
| <b>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</b> |
|                                                                        |



**Democrat Alternates- 2018 General**

| <b>Name</b>       | <b>Phone</b> | <b>Address</b>                      | <b>Comments</b>             |
|-------------------|--------------|-------------------------------------|-----------------------------|
| Ken Fanelli       | 304-839-7114 | 1316 Destrier St Ranson             | Poll Comm Experience        |
| Dorothy Dyke      | 304-707-6330 | PO Box 38 Ranson                    | Supply Clerk Experience     |
| Jalen Smith       | 304-820-7617 | PO Box 15 Ranson                    | Worked in December          |
| Paula Bogden      | 304-725-2888 | PO Box 687 Charles Town             | Worked in May               |
| Michael Bogden    | 304-725-2888 | PO Box 687 Charles Town             | Worked In May               |
| Vivian Engelberg  |              | PO Box 697 Charles Town             |                             |
| JoAnn Bailey      | 304-724-8889 | 200 Hackney Ln Charles Town         | Worked in December election |
| Joannette Jenkins | 304-279-7059 | 150 W Academy St Apt 4 Charles Town |                             |
| Tina Spriggs      | 304-620-5708 | 150 W Academy St Apt 4 Charles Town | Worked in May               |
| Jeri Stitt        | 301-367-2069 | 208 Colonial Dr Charles Town        |                             |
| Elizabeth Rini    | 540-533-8515 | 249 Heritage Dr Shepherdstown       |                             |
| Erin Lehman       |              | 334 River Rock Run Harpers Ferry    |                             |
| Hali Taylor       |              | PO Box 819 Shepherdstown            |                             |



Democrat Poll Workers  
2018 General

| Name                                                  | Phone #      | Address                              | Notes | Party |
|-------------------------------------------------------|--------------|--------------------------------------|-------|-------|
| <b>Charles Town District</b>                          |              |                                      |       |       |
| <i>Precinct #2 Wright Denny Elementary</i>            |              |                                      |       |       |
| <b><u>Poll Commissioner</u></b>                       |              |                                      |       |       |
| Antoinette Ringgold                                   | 304-218-4629 | 105 Limited Dr Ranson                |       | Dem   |
| <b><u>Supply Clerk</u></b>                            |              |                                      |       |       |
| Jean Roberts                                          | 725-7435     | 404 S Charles St Charles Town        |       | Dem   |
| <b><u>Poll Clerk</u></b>                              |              |                                      |       |       |
| Ruth McDaniel                                         | 725-2128     | 546 Eagle Ave Charles Town           |       | Dem   |
| <b><i>Precinct #3 Charles Town Baptist Church</i></b> |              |                                      |       |       |
| <b><u>Poll Commissioner</u></b>                       |              |                                      |       |       |
| Devona Snyder                                         | 725-7874     | 110 Cooke St Ranson                  |       | Dem   |
| <b><u>Poll Clerk</u></b>                              |              |                                      |       |       |
| Orville Thompson                                      | 728-6734     | 540 Brooke St Charles Town           |       | Dem   |
| <b><i>Precinct #4A Fellowship Bible Church</i></b>    |              |                                      |       |       |
| <b><u>Poll Commissioner</u></b>                       |              |                                      |       |       |
| Janet Jeffries                                        | 725-4094     | 432 S Lawrence St Charles Town       |       | Dem   |
| <b><u>Supply Clerk</u></b>                            |              |                                      |       |       |
| Vivian Henry                                          | 725-0614     | 302 S George St Ranson               |       | Dem   |
| <b><u>Poll Clerk</u></b>                              |              |                                      |       |       |
| Karla Eister                                          | 283-0368     | PO Box 577 Charles Town              |       | Dem   |
| <b><i>Precinct #4B Fellowship Bible Church</i></b>    |              |                                      |       |       |
| <b><u>Poll Commissioner</u></b>                       |              |                                      |       |       |
| Mary Ella Cogle                                       | 304-886-1192 | 857 Mt Hammond Ln Charles Town       |       | Dem   |
| <b><u>Poll Clerk</u></b>                              |              |                                      |       |       |
| Dottie Ott                                            | 886-0431     | 1510 Flowing Springs Rd Charles Town |       | Dem   |

Democrat Poll Workers  
2018 General

|                                                    |              |                               |     |
|----------------------------------------------------|--------------|-------------------------------|-----|
| <b><i>Precinct #6 Senior Center</i></b>            |              |                               |     |
| <b><u>Poll Commissioner</u></b>                    |              |                               |     |
| Dorothy Myers                                      | 725-5487     | 804 Morison St Charles Town   | Dem |
| <b><u>Supply Clerk</u></b>                         |              |                               |     |
| Gary Henry                                         | 304-725-0614 | 302 S George St Ranson        | Dem |
| <b><u>Poll Clerk</u></b>                           |              |                               |     |
| David White                                        | 304-725-5822 | 102 Lindsey Dr Charles Town   | Dem |
| <b><i>Precinct #7 Ranson Elementary School</i></b> |              |                               |     |
| <b><u>Poll Commissioner</u></b>                    |              |                               |     |
| Susie Nicodemus                                    | 725-0097     | 131 Grace St Kearneysville    | Dem |
| <b><u>Poll Clerk</u></b>                           |              |                               |     |
| Shirley Henry                                      | 725-8631     | PO Box 263 Charles Town       | Dem |
| <b><i>Precinct #12 Jefferson High School</i></b>   |              |                               |     |
| <b><u>Poll Commissioner</u></b>                    |              |                               |     |
| Janice Blackford                                   | 725-1293     | 155 Riparian Ln Ranson        | Dem |
| <b><u>Supply Clerk</u></b>                         |              |                               |     |
| Teresa Forsyth                                     | 304-725-5326 | 28 Mopsy Ct Ranson            | Dem |
| <b><u>Poll Clerk</u></b>                           |              |                               |     |
| Renee Smith                                        | 304-279-5549 | 143 Ranson Estates Cir Ranson | Dem |

Democrat Poll Workers  
2018 General

| <b>Harpers Ferry District</b>                     |              |                        |               |     |
|---------------------------------------------------|--------------|------------------------|---------------|-----|
| <i>Precinct #13 CW Shipley Elementary</i>         |              |                        |               |     |
| <b><u>Poll Commissioner</u></b>                   |              |                        |               |     |
| Mike Jenkins                                      | 304-876-0797 | 4290 Chestnut Hill Rd  | Harpers Ferry | Dem |
| <b><u>Poll Clerk</u></b>                          |              |                        |               |     |
| Linda Housden                                     | 535-2478     | 57 Fort Hill Rd        | Harpers Ferry | Dem |
| <i>Precinct #14 Camp Hill Wesley Church</i>       |              |                        |               |     |
| <b><u>Poll Commissioner</u></b>                   |              |                        |               |     |
| Linda Whittington                                 | 304-725-5085 | 120 S Mildred St.      | Charles Town  | Dem |
| <b><u>Supply Clerk</u></b>                        |              |                        |               |     |
| Jim Eddy                                          | 535-8282     | 263 Mara Rose Ln       | Harpers Ferry | Dem |
| <b><u>Poll Clerk</u></b>                          |              |                        |               |     |
| Pat Humphreys                                     | 885-0192     | 377 Pointfield Dr      | Harpers Ferry | Dem |
| <i>Precinct #15 Harpers Ferry Middle School</i>   |              |                        |               |     |
| <b><u>Poll Commissioner</u></b>                   |              |                        |               |     |
| Judy Carroll                                      | 725-1963     | 214 Veronica Ct        | Charles Town  | Dem |
| <b><u>Supply Clerk</u></b>                        |              |                        |               |     |
| Paul Wilt                                         | 283-3474     | 103 N Reymann St       | Ranson        | Dem |
| <b><u>Poll Clerk</u></b>                          |              |                        |               |     |
| Patricia Morse                                    | 304-579-9396 | PO Box 1038            | Harpers Ferry | Dem |
| <i>Precinct #16 Oakland Methodist Church</i>      |              |                        |               |     |
| <b><u>Poll Commissioner</u></b>                   |              |                        |               |     |
| Shirley Painter                                   | 304-728-4383 | 520 S George St Apt D9 | Charles Town  | Dem |
| <b><u>Poll Clerk</u></b>                          |              |                        |               |     |
| Debbie Gravatt                                    | 876-6212     | 505 Engle Moler Rd     | Harpers Ferry | Dem |
| <i>Precinct #17 Blue Ridge Mountain Fire Hall</i> |              |                        |               |     |
| <b><u>Poll Commissioner</u></b>                   |              |                        |               |     |
| Sunshine Drummond                                 | 304-839-3232 | 408 E 6th Ave          | Ranson        | Dem |
| <b><u>Poll Clerk</u></b>                          |              |                        |               |     |
| Bobbi Blok                                        | 725-2488     | 341 Wren Ln            | Harpers Ferry | Dem |

Democrat Poll Workers  
2018 General

| Democrat Poll Workers<br>2018 General                    |              |                                    |     |
|----------------------------------------------------------|--------------|------------------------------------|-----|
| <b><i>Precinct #21A Blue Ridge Elementary School</i></b> |              |                                    |     |
| <b><u>Poll Commissioner</u></b>                          |              |                                    |     |
| Barbara Smith                                            | 725-6307     | PO Box 165 Ranson                  | Dem |
| <b><u>Supply Clerk</u></b>                               |              |                                    |     |
| Jenniffer Baltzell                                       | 304-728-9543 | 127 Old Mill Rd Harpers Ferry      | Dem |
| <b><u>Poll Clerk</u></b>                                 |              |                                    |     |
| Judy Ott                                                 | 676-5617     | 89 Cottonntail Dr Ranson           | Dem |
| <b><i>Precinct #21B Blue Ridge Elementary School</i></b> |              |                                    |     |
| <b><u>Poll Commissioner</u></b>                          |              |                                    |     |
| Nancy Schaffer                                           | 304-410-5907 | PO Box 1130 Charles Town           | Dem |
| <b><u>Poll Clerk</u></b>                                 |              |                                    |     |
| Patricia Blevins                                         | 725-2234     | 920 General Rogers Rd Charles Town | Dem |

Democrat Poll Workers  
2018 General

| <b>Kabletown District</b>                       |              |                                   |     |
|-------------------------------------------------|--------------|-----------------------------------|-----|
| <i>Precinct #19 Charles Town Middle School</i>  |              |                                   |     |
| <b><u>Poll Commissioner</u></b>                 |              |                                   |     |
| Wanda (Hughes) Harris                           | 725-3243     | 23 Georgia Ave Charles Town       | Dem |
| <b><u>Poll Clerk</u></b>                        |              |                                   |     |
| Loretta Jones                                   | 304-279-3736 | 333 Pembroke Way Charles Town     | Dem |
|                                                 |              |                                   |     |
| <i>Precinct #20 Kabletown Methodist Church</i>  |              |                                   |     |
| <b><u>Poll Commissioner</u></b>                 |              |                                   |     |
| James Griffith                                  | 725-2536     | PO Box 482 Charles Town           | Dem |
| <b><u>Supply Clerk</u></b>                      |              |                                   |     |
| Robert Graf                                     | 728-2829     | 2054 Kabletown Rd Charles Town    | Dem |
| <b><u>Poll Clerk</u></b>                        |              |                                   |     |
| Carolyn Wright                                  | 725-7999     | 276 Hawthornedale Rd Charles Town | Dem |
|                                                 |              |                                   |     |
| <i>Precinct #22 Summit Point Baptist Church</i> |              |                                   |     |
| <b><u>Poll Commissioner</u></b>                 |              |                                   |     |
| Elizabeth Stagner                               | 725-7777     | 109 Brin Dr Ranson                | Dem |
| <b><u>Poll Clerk</u></b>                        |              |                                   |     |
| Joyce Staubs                                    | 304-671-4397 | 215 River Valley Dr Harpers Ferry | Dem |
|                                                 |              |                                   |     |
| <i>Precinct #23A Country Day School</i>         |              |                                   |     |
| <b><u>Poll Commissioner</u></b>                 |              |                                   |     |
| Darla Treat Courtney                            | 304-725-1645 | 503 W Washington St Charles Town  | Dem |
| <b><u>Poll Clerk</u></b>                        |              |                                   |     |
| Derba Durst                                     | 725-6794     | 6546 Middleway Pike Kearneysville | Dem |
|                                                 |              |                                   |     |
| <i>Precinct #23B Country Day School</i>         |              |                                   |     |
| <b><u>Poll Commissioner</u></b>                 |              |                                   |     |
| Dorothy Sager                                   | 304-725-4439 | 38 Brookline Cir Charles Town     | Dem |
| <b><u>Supply Clerk</u></b>                      |              |                                   |     |
| Nora Drish                                      | 725-5256     | 3190 Summit Point Rd Summit Point | Dem |
| <b><u>Poll Clerk</u></b>                        |              |                                   |     |
| Odbert Courtney                                 | 304-725-1645 | 503 W Washington St Charles Town  | Dem |

Democrat Poll Workers  
2018 General

| <b>Precinct #24 Washington High School</b> |          |                                   |     |
|--------------------------------------------|----------|-----------------------------------|-----|
| <b><u>Poll Commissioner</u></b>            |          |                                   |     |
| Louis Brunswick                            | 725-7892 | 66 Pigtail Ln Kearneysville       | Dem |
| <b><u>Supply Clerk</u></b>                 |          |                                   |     |
| Jennifer Cogle                             | 433-1067 | 47 Jefferson Village Dr Ranson    | Dem |
| <b><u>Poll Clerk</u></b>                   |          |                                   |     |
| Roger Dailey                               | 724-7901 | 863 Pheasant Hill Rd Summit Point | Dem |

Democrat Poll Workers  
2018 General

| <b>Middleway District</b>                             |              |                                      |     |
|-------------------------------------------------------|--------------|--------------------------------------|-----|
| <i>Precinct #25A South Jefferson Elementary</i>       |              |                                      |     |
| <b><u>Poll Commissioner</u></b>                       |              |                                      |     |
| Tabitha Greenwalt                                     | 304-676-7083 | 2723 Summit Point Rd, Summit Point   | Dem |
| <b><u>Supply Clerk</u></b>                            |              |                                      |     |
| Mary (Rosie) Ring                                     | 725-8045     | 277 King St Kearneysville            | Dem |
| <b><u>Poll Clerk</u></b>                              |              |                                      |     |
| Gwendolyn Twyman                                      | 724-2044     | 2507 Lewisville Rd Summit Point      | Dem |
| <i>Precinct #25B South Jefferson Elementary</i>       |              |                                      |     |
| <b><u>Poll Commissioner</u></b>                       |              |                                      |     |
| Charles Henry                                         | 725-8631     | PO Box 263 Charles Town              | Dem |
| <b><u>Poll Clerk</u></b>                              |              |                                      |     |
| Joyce Pifer                                           | 725-3678     | 7417 Queen St Kearneysville          | Dem |
| <i>Precinct #26 Leetown Methodist Church</i>          |              |                                      |     |
| <b><u>Poll Commissioner</u></b>                       |              |                                      |     |
| William Carroll Jr                                    | 725-1963     | 214 Veronica Ct Charles Town         | Dem |
| <b><u>Poll Clerk</u></b>                              |              |                                      |     |
| Deborah Longo                                         | 283-3411     | 146 Paddock Pl Charles Town          | Dem |
| <i>Precinct #27 North Jefferson Elementary School</i> |              |                                      |     |
| <b><u>Poll Commissioner</u></b>                       |              |                                      |     |
| Barbara Branson                                       | 876-2903     | PO Box 907 Shepherdstown             | Dem |
| <b><u>Poll Clerk</u></b>                              |              |                                      |     |
| Kathy Walls                                           | 304-279-3618 | 519 Van Clevesville Rd Kearneysville | Dem |
| <i>Precinct #28 First Baptist Church</i>              |              |                                      |     |
| <b><u>Poll Commissioner</u></b>                       |              |                                      |     |
| Juliane Ford                                          | 725-6135     | 293 Westwoods Ln Charles Town        | Dem |
| <b><u>Supply Clerk</u></b>                            |              |                                      |     |
| Sharon Hall                                           | 725-9318     | 221 Northwinds Dr Charles Town       | Dem |
| <b><u>Poll Clerk</u></b>                              |              |                                      |     |
| Leslie Newman                                         | 304-261-3337 | 250 Barksdale Dr Charles Town        | Dem |

Democrat Poll Workers  
2018 General

| <b>Precinct #29 TA Lowery Elementary School</b> |          |                             |     |
|-------------------------------------------------|----------|-----------------------------|-----|
| <b><u>Poll Commissioner</u></b>                 |          |                             |     |
| Judi Brunswick                                  | 725-7892 | 66 Pigtail Ln Kearneysville | Dem |
| <b><u>Poll Clerk</u></b>                        |          |                             |     |
| Rebecca Stokes                                  | 725-4098 | 180 Dianne Ct Charles Town  | Dem |

Democrat Poll Workers  
2018 General

| <b>Shepherdstown District</b>                       |              |                                      |     |
|-----------------------------------------------------|--------------|--------------------------------------|-----|
| <i>Precinct #31 Covenant Baptist Church</i>         |              |                                      |     |
| <b><u>Poll Commissioner</u></b>                     |              |                                      |     |
| Lorena Nathan                                       | 760-443-9220 | 105 Limited Dr Ranson                | Dem |
| <b><u>Supply Clerk</u></b>                          |              |                                      |     |
| Anita Fleshman                                      | 876-1865     | 5388 Shepherdstown Pike Shen Jct     | Dem |
| <b><u>Poll Clerk</u></b>                            |              |                                      |     |
| Sandra Moffett                                      | 301-351-3359 | 153 Casorsa Dr Charles Town          | Dem |
|                                                     |              |                                      |     |
| <i>Precinct #32 Bethel United Methodist Church</i>  |              |                                      |     |
| <b><u>Poll Commissioner</u></b>                     |              |                                      |     |
| Velma Greene                                        | 304-270-6726 | 15 Wheat Field Terrace Harpers Ferry | Dem |
| <b><u>Poll Clerk</u></b>                            |              |                                      |     |
| Kimberly Hamilton                                   | 304-671-2498 | PO Box 35 Bakerton                   | Dem |
|                                                     |              |                                      |     |
| <i>Precinct #33 Trinity Episcopal Church</i>        |              |                                      |     |
| <b><u>Poll Commissioner</u></b>                     |              |                                      |     |
| Ta'Shaya Smith                                      | 304-886-5950 | 143 Ranson Estates Circle, Ranson    | Dem |
| <b><u>Supply Clerk</u></b>                          |              |                                      |     |
| Amy Silver                                          | 304-283-7807 | PO Box 285 Charles Town              | Dem |
| <b><u>Poll Clerk</u></b>                            |              |                                      |     |
| Delores Allen                                       | 724-6072     | PO Box 141 Kearneysville             | Dem |
|                                                     |              |                                      |     |
| <i>Precinct #34 Shepherdstown Elementary School</i> |              |                                      |     |
| <b><u>Poll Commissioner</u></b>                     |              |                                      |     |
| Rick Moffett                                        | 304-283-6505 | 153 Casorsa Dr Charles Town          | Dem |
| <b><u>Supply Clerk</u></b>                          |              |                                      |     |
| Locke Wysong                                        | 671-2341     | PO Box 772 Charles Town              | Dem |
| <b><u>Poll Clerk</u></b>                            |              |                                      |     |
| Jennifer Schultz                                    | 304-268-0495 | 185 McGuire Circle Harpers Ferry     | Dem |
|                                                     |              |                                      |     |

Democrat Poll Workers  
2018 General

|                                              |              |                                      |     |
|----------------------------------------------|--------------|--------------------------------------|-----|
| <i>Precinct #35A Shepherdstown Fire Hall</i> |              |                                      |     |
| <b><u>Poll Commissioner</u></b>              |              |                                      |     |
| Harold Stewart                               | 725-7164     | 9029 Charles Town Rd Charles Town    | Dem |
| <b><u>Poll Clerk</u></b>                     |              |                                      |     |
| Margaret Housden                             | 876-0686     | 466 Ridge Rd Shenandoah Jct          | Dem |
|                                              |              |                                      |     |
| <i>Precinct #35B Shepherdstown Fire Hall</i> |              |                                      |     |
| <b><u>Poll Commissioner</u></b>              |              |                                      |     |
| Patrick Coyle                                | 728-7365     | 1208 Wide Horizon Blvd Kearneysville | Dem |
| <b><u>Supply Clerk</u></b>                   |              |                                      |     |
| Elizabeth Coyle                              | 728-7365     | 1208 Wide Horizon Blvd Kearneysville | Dem |
| <b><u>Poll Clerk</u></b>                     |              |                                      |     |
| Pedro Gonzalez                               | 304-941-8169 | 63 Monumental Dr Charles Town        | Dem |

Republican Alternates - 2018 General

| Num | Name                   | Phone        | Address                               | Party | Notes |
|-----|------------------------|--------------|---------------------------------------|-------|-------|
| 1   | Pam Harmon             | 304-724-5555 | 791 Chickamauga Dr Harpers Ferry      | R     |       |
| 2   | Charlotte Davis        | 304-728-8507 | 48 Cornell Drive Kearneysville        | R     |       |
| 3   | Charlene Gaither       | 676-4644     | 5274 Paynes Ford Rd Kearneysville     | R     |       |
| 4   | Stella Robinson        | 304-725-6363 | 15 New Plum Tree Ct Apt 202 Charles T | R     |       |
| 5   | Catherine Rucker       | 304-724-6161 | 2432 Chestnut Hill Rd Harpers Ferry   | R     |       |
| 6   | John Fludine           | 216-645-3001 | 137 Barrel Horse Dr Charles Town      | U     |       |
| 7   | Savannah Crosson       | 240-626-3748 | 27 Greenbriar Cir Charles Town        | R     |       |
| 8   | Monique Stanford       | 757-667-1163 | 550 Chickamauga Dr Harpers Ferry      | R     |       |
| 9   | Terry Knill            | 304-725-5810 | 516 Morison St Charles Town           | U     |       |
| 10  | Ambrose Rucker         | 304-724-6161 | 2432 Chestnut Hill Rd Harpers Ferry   |       |       |
| 11  | Tyler Hamilton         | 304-671-8223 | 125 Harvest Court Harpers             | R     |       |
| 12  | Kirsten Roberson       | 703-577-2110 | 101 Springdale Dr Charles Town        | R     |       |
| 13  | Chris Kipp             | 886-4251     | PO Box 45 Shenandoah Junction         | R     |       |
| 14  | Eva Boccia             | 304-820-6724 | PO Box 456 Charles Town               | R     |       |
| 15  | Doug Parsons           | 703-728-4091 | PO Box 55 Rippon                      | R     |       |
| 16  | Allyson Flint          | 304-707-7401 | 91 Oakmont Dr Charles Town            | U     |       |
| 17  | Kenny Mitchell         | 304-283-3221 | 211 Huckleberry Ln, Harpers Ferry     | R     |       |
| 18  | Spencer Howard         | 304-725-1838 | 108 Foxhall Rd Charles Town           | R     |       |
| 19  | Shirley Harris         | 804-413-1460 | 77 Colston Rd Charles Town            | R     |       |
| 20  | William McMahon        | 283-5570     | 160 Zachary Taylor St Harpers Ferry   | R     |       |
| 21  | Tim Dye                | 304-460-8058 | 4843 Middleway Pike Kearneysville     | R     |       |
| 22  | Shannon Demir          | 757-768-4541 | 27 Holmes Dr Charles Town             | R     |       |
| 23  | Denise Tartaglia Force | 304-707-4929 | PO Box 954 Charles Town               | R     |       |
| 24  | Karen Kressin          | 304-724-2721 | 87 Appaloosa Way Charles Town         | U     |       |
| 25  | Lisa White             | 304-995-5133 | 194 Beauregard Blvd Charles Town      | R     |       |
| 26  | Richard Crossley       | 540-335-5416 | 72 Alla Willa Dr Charles Town         | R     |       |
| 27  | Roxanne Augustin       | 443-766-0074 | 600 W Liberty St Charles Town         | U     |       |
| 28  | Rebecca Roberson       | 703-577-2110 | 101 Springdale Dr Charles Town        | U     |       |
| 29  | Edward Clay            | 304-724-1958 | PO Box 312 Charles Town               | R     |       |
| 30  | Keila Blandin Franco   | 304-725-5075 | 136 Weirick St Charles Town           | U     |       |



Republican Poll Workers  
2018 General Election

| Name                                           | Telephone #'s | Address                             | Notes | Party |
|------------------------------------------------|---------------|-------------------------------------|-------|-------|
| <b>Charles Town District</b>                   |               |                                     |       |       |
| <i>Precinct #2 Wright Denny Elementary</i>     |               |                                     |       |       |
| <b><u>Poll Commissioner #1</u></b>             |               |                                     |       |       |
| Curt Compton                                   | 304-725-6462  | 206 Pheasant Hill Rd Summit Point   |       | Rep   |
| <b><u>Poll Clerk #2</u></b>                    |               |                                     |       |       |
| Andrea Compton                                 | 540-686-5888  | 206 Pheasant Hill Rd Summit Point   |       | Rep   |
| <i>Precinct #3 Charles Town Baptist Church</i> |               |                                     |       |       |
| <b><u>Poll Commissioner #1</u></b>             |               |                                     |       |       |
| Emma Espinosa                                  | 304-707-6921  | 107 Hancock Ct, Charles Town        |       | Rep   |
| <b><u>Supply Commissioner</u></b>              |               |                                     |       |       |
| Bob Trainor                                    | 304-283-2946  | 774 Crosswinds Court Charles Town   |       | Rep   |
| <b><u>Poll Clerk #2</u></b>                    |               |                                     |       |       |
| Cynthia Trainor                                | 304-283-2944  | 774 Crosswinds Court Charles Town   |       | Rep   |
| <i>Precinct #4A Fellowship Bible Church</i>    |               |                                     |       |       |
| <b><u>Poll Commissioner #1</u></b>             |               |                                     |       |       |
| Jessica Norris                                 | 876-3676      | 143 Potomac Bluffs Ln Shepherdstown |       | Rep   |
| <b><u>Poll Clerk #2</u></b>                    |               |                                     |       |       |
| Frank Stanley                                  | 725-7505      | 181 Nansfield Dr Harpers Ferry      |       | Rep   |
| <i>Precinct #4B Fellowship Bible Church</i>    |               |                                     |       |       |
| <b><u>Poll Commissioner #1</u></b>             |               |                                     |       |       |
| Brian Higgs                                    | 304-582-0578  | 53 Beekman Place Charles Town       |       | Rep   |
| <b><u>Supply Commissioner</u></b>              |               |                                     |       |       |
| Jessica Ashley                                 | 304-820-3175  | PO Box 45 Shenandoah Jct            |       | Rep   |
| <b><u>Poll Clerk #2</u></b>                    |               |                                     |       |       |
| Kevin Tester                                   | 304-724-1182  | 77 Burnlea Rd Charles Town          |       | Rep   |
| <i>Precinct #6 Senior Center</i>               |               |                                     |       |       |
| <b><u>Poll Commissioner #1</u></b>             |               |                                     |       |       |
| Joshua Waggoner                                | 304-886-1069  | PO Box 489 Kearneysville            |       | Rep   |
| <b><u>Poll Clerk #2</u></b>                    |               |                                     |       |       |
| Angela Hoffman                                 | 304-725-2295  | 4 Bedford Dr Charles Town           |       | Rep   |
| <i>Precinct #7 Ranson Elementary School</i>    |               |                                     |       |       |
| <b><u>Poll Commissioner #1</u></b>             |               |                                     |       |       |
| Phyllis Fludine                                | 301-514-6858  | 137 Barrel Horse Dr Charles Town    |       | Rep   |
| <b><u>Supply Commissioner</u></b>              |               |                                     |       |       |

Republican Poll Workers  
2018 General Election

|                                           |              |                               |  |     |
|-------------------------------------------|--------------|-------------------------------|--|-----|
| Todd Baldau                               | 202-577-8854 | 182 Coventry Ln Harpers Ferry |  | Ind |
| <b>Poll Clerk #2</b>                      |              |                               |  |     |
| Cynthia Waggoner                          | 304-725-2893 | Po Box 489 Kearneysville      |  | Rep |
| <b>Precinct #12 Jefferson High School</b> |              |                               |  |     |
| <b>Poll Commissioner #1</b>               |              |                               |  |     |
| Tim Waggoner                              | 304-886-0776 | PO Box 489 Kearneysville      |  | Rep |
| <b>Poll Clerk #2</b>                      |              |                               |  |     |
| Megan Terris                              | 304-596-3754 | 78 Flopsy Ct Ranson           |  | Rep |

Republican Poll Workers  
2018 General Election

| <b>Harpers Ferry District</b>                     |              |                         |               |     |
|---------------------------------------------------|--------------|-------------------------|---------------|-----|
| <i>Precinct #13 CW Shipley Elementary</i>         |              |                         |               |     |
| <b><u>Poll Commissioner #1</u></b>                |              |                         |               |     |
| Jack Williams                                     | 725-7152     | 143 Potomac Crossing St | Charles Town  | Rep |
| <b><u>Supply Commissioner</u></b>                 |              |                         |               |     |
| Cheryl Huff                                       | 725-4989     | 743 Chickamauga Dr      | Charles Town  | Rep |
| <b><u>Poll Clerk #2</u></b>                       |              |                         |               |     |
| Melodie Williams                                  | 725-7152     | 143 Potomac Crossing St | Charles Town  | Rep |
| <i>Precinct #14 Camp Hill Wesley Church</i>       |              |                         |               |     |
| <b><u>Poll Commissioner #1</u></b>                |              |                         |               |     |
| Deb Spatola                                       | 728-4472     | 413 Red Bird Lane       | Harpers Ferry | Rep |
| <b><u>Poll Clerk #2</u></b>                       |              |                         |               |     |
| Michael Buscher                                   | 304-582-8725 | PO Box 1081             | Harpers Ferry | Rep |
| <i>Precinct #15 Harpers Ferry Middle School</i>   |              |                         |               |     |
| <b><u>Poll Commissioner #1</u></b>                |              |                         |               |     |
| Susan Keisler                                     | 717-688-2692 | 68 Surrey Dr            | Harpers Ferry | Rep |
| <b><u>Poll Clerk #2</u></b>                       |              |                         |               |     |
| Helen Campanella                                  | 535-1515     | 15 Spruce St            | Harpers Ferry | Rep |
| <i>Precinct #16 Oakland Methodist Church</i>      |              |                         |               |     |
| <b><u>Poll Commissioner #1</u></b>                |              |                         |               |     |
| William Poe                                       | 304-261-8351 | 434 Gap View Blvd       | Harpers Ferry | Rep |
| <b><u>Supply Commissioner</u></b>                 |              |                         |               |     |
| Tom Newcomer                                      | 304-886-6048 | PO Box 515              | Charles Town  | Rep |
| <b><u>Poll Clerk #2</u></b>                       |              |                         |               |     |
| Stephanie Poe                                     | 304-261-8352 | 434 Gap View Blvd       | Harpers Ferry | Rep |
| <i>Precinct #17 Blue Ridge Mountain Fire Hall</i> |              |                         |               |     |
| <b><u>Poll Commissioner #1</u></b>                |              |                         |               |     |
| Karla Wells                                       | 304-725-4409 | 16221 Charles Town Rd   | Charles Town  | Rep |
| <b><u>Supply Commissioner</u></b>                 |              |                         |               |     |
| Steve Crowe                                       | 304-582-7555 | 2582 Chestnut Hill Road | Harpers Ferry | Rep |
| <b><u>Poll Clerk #2</u></b>                       |              |                         |               |     |
| Mindy Maye                                        | 304-279-8566 | 83 Tall Oak Dr Apt 1    | Charles Town  | Rep |
| <i>Precinct #21A Blue Ridge Elementary School</i> |              |                         |               |     |
| <b><u>Poll Commissioner #1</u></b>                |              |                         |               |     |
| Joe Gallop                                        | 304-725-1895 | 59 Derby Pl             | Charles Town  | Rep |

Republican Poll Workers  
2018 General Election

|                                                   |              |                                 |  |     |
|---------------------------------------------------|--------------|---------------------------------|--|-----|
| <b>Poll Clerk #2</b>                              |              |                                 |  |     |
| Daphne Andrews                                    | 703-231-7588 | 120 Eldon Dr Charles Town       |  | Rep |
| <b>Precinct #21B Blue Ridge Elementary School</b> |              |                                 |  |     |
| <b>Poll Commissioner #1</b>                       |              |                                 |  |     |
| Linda Gallop                                      | 304-725-1895 | 59 Derby Pl Charles Town        |  | Rep |
| <b>Supply Commissioner</b>                        |              |                                 |  |     |
| Angela Breeden                                    | 304-725-5551 | 1233 Tuscawilla Dr Charles Town |  | Rep |
| <b>Poll Clerk #2</b>                              |              |                                 |  |     |
| Misty Davidson                                    | 304-279-5685 | 100 Northwinds Dr Charles Town  |  | Rep |

Republican Poll Workers  
2018 General Election

| <b>Kabletown District</b>                       |              |                                   |  |     |
|-------------------------------------------------|--------------|-----------------------------------|--|-----|
| <i>Precinct #19 Charles Town Middle School</i>  |              |                                   |  |     |
| <b><u>Poll Commissioner #1</u></b>              |              |                                   |  |     |
| Judith Cromwell                                 | 304-728-8827 | 254 Turnberry Dr Charles Town     |  | Rep |
| <b><u>Supply Commissioner</u></b>               |              |                                   |  |     |
| Marty Freeman                                   | 725-0470     | PO Box 945 Charles Town           |  | Rep |
| <b><u>Poll Clerk #2</u></b>                     |              |                                   |  |     |
| Lou Pearcy                                      | 304-728-8827 | 254 Turnberry Dr Charles Town     |  | Rep |
| <i>Precinct #20 Kabletown Methodist Church</i>  |              |                                   |  |     |
| <b><u>Poll Commissioner #1</u></b>              |              |                                   |  |     |
| Ginny Hoffman                                   | 725-2295     | 4 Bedford Dr Charles Town         |  | Rep |
| <b><u>Poll Clerk #2</u></b>                     |              |                                   |  |     |
| Katie Hoffman                                   | 725-2295     | 4 Bedford Dr Charles Town         |  | Rep |
| <i>Precinct #22 Summit Point Baptist Church</i> |              |                                   |  |     |
| <b><u>Poll Commissioner #1</u></b>              |              |                                   |  |     |
| Cricket Morgan                                  | 304-725-6670 | PO Box 130 Rippon                 |  | Rep |
| <b><u>Supply Commissioner</u></b>               |              |                                   |  |     |
| Bruce Terris, Sr                                | 304-279-5752 | 630 New Meadow Dr Kearneysville   |  | Rep |
| <b><u>Poll Clerk #2</u></b>                     |              |                                   |  |     |
| Charles Hoffman                                 | 304-725-2295 | 4 Bedford Dr Charles Town         |  | Rep |
| <i>Precinct #23A Country Day School</i>         |              |                                   |  |     |
| <b><u>Poll Commissioner #1</u></b>              |              |                                   |  |     |
| Jerry Sather                                    | 304-728-4832 | 66 Cypress Point Dr Charles Town  |  | Rep |
| <b><u>Supply Commissioner</u></b>               |              |                                   |  |     |
| Deirdre Catterton                               | 703-431-1940 | 159 Eastland Dr Charles Town      |  | Rep |
| <b><u>Poll Clerk #2</u></b>                     |              |                                   |  |     |
| Karen Phillips                                  | 571-283-1063 | 76 Cirrus Way Kearneysville       |  | Rep |
| <i>Precinct #23B Country Day School</i>         |              |                                   |  |     |
| <b><u>Poll Commissioner #1</u></b>              |              |                                   |  |     |
| Yeunshin Kim                                    | 304-283-5369 | PO Box 515 Charles Town           |  | Rep |
| <b><u>Poll Clerk #2</u></b>                     |              |                                   |  |     |
| Martin Durst                                    | 725-6794     | 6546 Middleway Pike Kearneysville |  | Rep |
| <i>Precinct #24 Washington High School</i>      |              |                                   |  |     |
| <b><u>Poll Commissioner #1</u></b>              |              |                                   |  |     |

Republican Poll Workers  
2018 General Election

|                      |          |                                       |     |
|----------------------|----------|---------------------------------------|-----|
| Trixie Carter        | 676-1471 | 19459 Charles Town Road Harpers Ferry | Rep |
| <b>Poll Clerk #2</b> |          |                                       |     |
| Mason Carter         | 676-1471 | 19459 Charles Town Road Harpers Ferry | Rep |

Republican Poll Workers  
2018 General Election

| <b>Middleway District</b>                             |              |                                       |     |
|-------------------------------------------------------|--------------|---------------------------------------|-----|
| <i>Precinct #25A South Jefferson Elementary</i>       |              |                                       |     |
| <b><u>Poll Commissioner #1</u></b>                    |              |                                       |     |
| Joan L. Hough                                         | 725-5025     | 12771 Leetown Road Kearneysville      | Rep |
| <b><u>Poll Clerk #2</u></b>                           |              |                                       |     |
| Marsha Gardner                                        | 725-1586     | 259 King St Kearneysville             | Rep |
| <i>Precinct #25B South Jefferson Elementary</i>       |              |                                       |     |
| <b><u>Poll Commissioner #1</u></b>                    |              |                                       |     |
| Tracey Rissler                                        | 725-2476     | 616 Uinta Farm Lane Charles Town      | Rep |
| <b><u>Supply Commissioner</u></b>                     |              |                                       |     |
| Amy Ringer-Flint                                      | 304-283-9347 | 91 Oakmont Drive Charles Town         | Rep |
| <b><u>Poll Clerk #2</u></b>                           |              |                                       |     |
| Barbara Sullivan                                      | 876-6774     | 3658 Bakerton Road Harpers Ferry      | Rep |
| <i>Precinct #26 Leetown Methodist Church</i>          |              |                                       |     |
| <b><u>Poll Commissioner #1</u></b>                    |              |                                       |     |
| Matt Donnelly                                         | 703-722-6708 | 274 Duncan Field Ln Charles Town      | Rep |
| <b><u>Supply Commissioner</u></b>                     |              |                                       |     |
| Pamela Carroll                                        | 304-579-7052 | 53 Beekman Place Charles Town         | Rep |
| <b><u>Poll Clerk #2</u></b>                           |              |                                       |     |
| Jean Garretson                                        | 876-7114     | 69 Ashley Dr Shepherdstown            | Rep |
| <i>Precinct #27 North Jefferson Elementary School</i> |              |                                       |     |
| <b><u>Poll Commissioner #1</u></b>                    |              |                                       |     |
| Robin Carper                                          | 725-4522     | 185 Jefferson Terrace Rd Charles Town | Rep |
| <b><u>Supply Commissioner</u></b>                     |              |                                       |     |
| Tim Collins                                           | 304-535-2626 | 52 Spring St Harpers Ferry            | Rep |
| <b><u>Poll Clerk #2</u></b>                           |              |                                       |     |
| Robyn Painter                                         | 728-8210     | PO Box 4 Kearneysville                | Rep |
| <i>Precinct #28 First Baptist Church</i>              |              |                                       |     |
| <b><u>Poll Commissioner #1</u></b>                    |              |                                       |     |
| Bruce Terris, Jr                                      | 304-596-3754 | 78 Flopsy Ct Ranson                   | Rep |
| <b><u>Poll Clerk #2</u></b>                           |              |                                       |     |
| Jayne Metzgar                                         | 304-535-3115 | PO Box 461 Harpers Ferry              | Rep |
| <i>Precinct #29 TA Lowery Elementary School</i>       |              |                                       |     |
| <b><u>Poll Commissioner #1</u></b>                    |              |                                       |     |
| Cathy Baldau                                          | 304-725-2865 | 182 Coventry Lane Harpers Ferry       | Rep |

Republican Poll Workers  
2018 General Election

|                            |              |                                     |  |     |
|----------------------------|--------------|-------------------------------------|--|-----|
| <b>Supply Commissioner</b> |              |                                     |  |     |
| William Lukenbill          | 304-433-7656 | 16221 Charles Town Rd, Charles Town |  | Rep |
| <b>Poll Clerk #2</b>       |              |                                     |  |     |
| Giordana Baker             | 728-2091     | 94 Tiffany Court Harpers Ferry      |  | Rep |

Republican Poll Workers  
2018 General Election

| <b>Shepherdstown District</b>                              |              |                                     |     |
|------------------------------------------------------------|--------------|-------------------------------------|-----|
| <b><i>Precinct #31 Covenant Baptist Church</i></b>         |              |                                     |     |
| <b><u>Poll Commissioner #1</u></b>                         |              |                                     |     |
| Patricia Hannin                                            | 843-706-7053 | 86 Teakwood Ct Harpers Ferry        | Rep |
| <b><u>Poll Clerk #2</u></b>                                |              |                                     |     |
| Ernest Hannin                                              | 843-706-7053 | 86 Teakwood Ct Harpers Ferry        | Rep |
| <b><i>Precinct #32 Bethel United Methodist Church</i></b>  |              |                                     |     |
| <b><u>Poll Commissioner #1</u></b>                         |              |                                     |     |
| Richard Gibson                                             | 876-6926     | 243 Rabbits Rest Ln Shepherdstown   | Rep |
| <b><u>Supply Commissioner</u></b>                          |              |                                     |     |
| John Shoedel                                               | 910-797-5700 | 303 Carriage Dr Harpers Ferry       | Rep |
| <b><u>Poll Clerk #2</u></b>                                |              |                                     |     |
| Tiffany Hamilton                                           | 304-671-8997 | PO Box 35 Bakerton                  | Rep |
| <b><i>Precinct #33 Trinity Episcopal Church</i></b>        |              |                                     |     |
| <b><u>Poll Commissioner #1</u></b>                         |              |                                     |     |
| Mike Kressin (Bruce)                                       | 304-724-2721 | 87 Appaloosa Way Charles Town       | Rep |
| <b><u>Poll Clerk #2</u></b>                                |              |                                     |     |
| Nick Quiambao                                              | 304-820-5098 | 554 Sylvan Ln Harpers Ferry         | Rep |
| <b><i>Precinct #34 Shepherdstown Elementary School</i></b> |              |                                     |     |
| <b><u>Poll Commissioner #1</u></b>                         |              |                                     |     |
| Mike Cenate                                                | 728-6120     | 138 Scottie Drive Charles Town      | Rep |
| <b><u>Poll Clerk #2</u></b>                                |              |                                     |     |
| Tracey Cenate                                              | 728-6120     | 138 Scottie Drive Charles Town      | Rep |
| <b><i>Precinct #35A Asbury Methodist Church</i></b>        |              |                                     |     |
| <b><u>Poll Commissioner #1</u></b>                         |              |                                     |     |
| Trevor Craker                                              | 703-999-4073 | 1435 Engle Moler Road Harpers Ferry | Rep |
| <b><u>Supply Commissioner</u></b>                          |              |                                     |     |
| Tara Morgan                                                | 671-1585     | PO Box 1142 Shepherdstown           | Rep |
| <b><u>Poll Clerk #2</u></b>                                |              |                                     |     |
| George Moxley                                              | 725-6857     | 56 Starlight Lane Harpers Ferry     | Rep |
| <b><i>Precinct #35B Asbury Methodist Church</i></b>        |              |                                     |     |
| <b><u>Poll Commissioner #1</u></b>                         |              |                                     |     |
| Dawn Timberlake                                            | 703-574-3279 | 77 Fosters Cir, Shenandoah Jct      | Rep |
| <b><u>Poll Clerk #2</u></b>                                |              |                                     |     |
| Barbara Yano                                               | 724-5338     | 468 Ira Way Kearneysville           | Rep |



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



Name: Stephen S. Allen, Director

Department or Organization: Jefferson County Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: September 6, 2018

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

Date Requested – 2<sup>nd</sup> Choice: September 20, 2018

**Subject (Wording to be placed on agenda): Approval and signature of County Commission President on Memorandum of Understanding between the Jefferson County Board of Education and the Jefferson County Commission/Office of Homeland Security and Emergency Management for the use of Jefferson County schools (18 school facilities) for emergency shelters, command centers, or Points of Distribution for emergency supplies. (annual agreements)**

Please provide the County Commission with a description of your request or presentation, including any background information: This is an annual agreement between the Jefferson County Board of Education and the Jefferson County Commission / Office of Homeland Security and Emergency Management for the use of school facilities during emergency situations requiring the use of their facilities for shelters, command centers, or Points of Distribution locations for the dispensing of food and supplies during large-scale emergency incidents or disasters. (Please see attached sample agreement from the Board of Education for more details of the actions of both parties in the agreement)

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):

**I move to approve and sign the Memorandum of Understanding between the Jefferson County Board of Education and the Jefferson County Commission / Jefferson County Office of Homeland Security and Emergency Management for the use of the Board of Education facilities for the uses specified within this Memorandum of Understanding.**

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

If not attached, explain:

Attachment: Sample document from the Memorandum of Understanding. All of the MOU's are the same verbiage, just different signatory officials for each school. 18 school facilities, in all.

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

Contact information:

Email address: [sallen@jeffersoncountywv.org](mailto:sallen@jeffersoncountywv.org)

Phone Number: (304) 728-3329

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



**Memorandum of Understanding  
Between  
Jefferson County Board of Education  
&  
Jefferson County Office of Homeland Security and Emergency Management**

**General Purpose:** To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Blue Ridge Elementary School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
  - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
  - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

This document is a statement of understanding and is not intended to create binding or legal obligation on either party. This document will be reviewed and revised on a yearly basis to remain in effect.

Agreed to and accepted by:

  
\_\_\_\_\_  
Superintendent, Jefferson County Schools

8/28/18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Administrator, Blue Ridge Elementary School

8/1/18  
\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Jefferson County Commission

\_\_\_\_\_  
Date

AGENDA REQUEST FORM

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

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 10 minutes

DATE REQUESTED: 1<sup>ST</sup> CHOICE September 6<sup>th</sup>, 2018

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

SUBJECT: (1) PETITION FOR THE REMOVAL OF DAVID H. CAMPBELL, PERSONAL REPRESENTATIVE OF THE ESTATE OF BILLY JOE CLEVINGER- REFERRAL TO A FIDUCIARY COMMISSIONER

(2) REVIEW AND APPROVE ESTATES THAT DID NOT MEET THE DEADLINE FOR THE LAST QUARTERLY REVIEW

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



# KRATOVIL LAW OFFICES

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JAMES T. KRATOVIL, ESQ., *Licensed in West Virginia & Maryland*

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August 13, 2018

Clerk  
Jefferson County Commission  
P. O. Box 208  
Charles Town, WV 25414

*Re: Estate of Billy Joe Clevenger*

Dear Madam Clerk:

Enclosed for filing please find our Petition for the Removal of David H. Campbell as executor with regard to the above captioned estate.

Thank you for your assistance in this matter.

Yours truly,



Carol A. Hitcho  
Paralegal

Enclosure

**BEFORE THE COUNTY COMMISSION  
OF JEFFERSON COUNTY, WEST VIRGINIA**

**IN RE: THE ESTATE OF BILLY JOE CLEVINGER**

**PETITION FOR THE REMOVAL OF DAVID H. CAMPBELL**

Now comes your Travis Joe Clevenger and Brooke Clevenger and petitions the court to remove David H. Campbell as the Person Representative of the Estate of Billy Joe Clevenger.

In support of this petition your Petitioners would represent:

1. That Bill Joe Clevenger died on the 26<sup>th</sup> day of December 2017 in Jefferson County.<sup>1</sup>
2. That on or about February 13, 2018 David H. Campbell was appointed personal representative of the Estate of Billy Joe Clevenger by the Jefferson County Commission.
3. That David Campbell and Cody Webb signed a bond agreement to insure the proper administration of the Estate of Billy Joe Clevenger.
4. That David Campbell listed himself as an heir of Billy Joe Clevenger in the application of fiduciary which inadvertently listed the date of death as December 26, 2018 on the estate appraisal form where he is not an heir.
5. That David Campbell has converted estate assets to his own use to-wit:
  - a. He has had the title to the vehicles owned by the decedent to his own name and placed a title loan on the vehicles.

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<sup>1</sup> The application of fiduciary inadvertently listed the date of death as December 26, 2018.

- b. He has cashed in all of the checks, savings and IRA accounts listed on the appraisal and used the proceeds for his own benefit.
- c. He has occupied the decedent's last residence and continues to render this without paying rent and committing waste.
- d. That he continues to convert decedent's assets to his own benefit without regard to the rules of law.

6. That the personal representative's actions requires that he be removed as personal representative of the estate.

Wherefore your Petitioners pray that David Campbell be removed as personal representative of the Estate of Billy Joe Clevenger and that they be appointed as co-personal representatives of the Estate of Billy Joe Clevenger.

Travis Joe Clevenger and  
Brooke Clevenger, by  
Counsel.



---

James T. Kratovil ID #2103  
KRATOVIL LAW OFFICES PLLC  
211 W. Washington Street  
Charles Town, WV 25414



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



Name: **Peter Onoszko, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: ~~August 30, 2018~~ **9-6-18**

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

Subject (*Wording to be placed on agenda*): **Discussion on a PILOT Agreement Policy - Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:  
Discuss PILOT Agreements and whether we could apply the idea in the case(s) of anyone starting up a business in the County, from a mom and pop shop to a fast food franchise and so forth. I do not envision any action taken at the upcoming JCC meeting but would like to open discussion with a view toward eventual implementation at a subsequent JCC meeting

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text.](#)



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



Name: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **September 6, 2018**

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

Subject (*Wording to be placed on agenda*): **Make a formal request to The Journal Newspaper to ask WV Secretary of State to become a paper of record in Jefferson County, WV - Discussion/Action**

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text.](#)



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



Name: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **September 6, 2018**

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

Subject (*Wording to be placed on agenda*): **Discussion regarding Jefferson Utilities water service to Rockwool Site - Discussion/Action**

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text.](#)



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



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: ~~August 30, 2018~~ 9-6-2018  
If a specific date is needed, please provide reason for specific date:

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

Subject (Wording to be placed on agenda): Interview/Appointment to the Jefferson County Board of Zoning Appeals – one unexpired term ending January 1, 2021 – Discussion/Action

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wr 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, August 30, 2018, or as soon thereafter as the Commission may decide:

**Jefferson County Parks and Recreation Commission - one three-year term ending June 30, 2021 and one unexpired term ending June 30, 2019.**

**Jefferson County E911 Advisory Board - one three-year term ending September 1, 2021.**

**Property Safety Enforcement Agency Board - one unexpired term ending February 2, 2020 and one unexpired term ending February 2, 2019.**

**Jefferson County Board of Zoning Appeals - one unexpired term ending January 1, 2021.**

( Bresee resignation - July 2018 )

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.

## ***Patrick Owen Blood***

---

108 Pebble Beach Drive  
Charles Town, WV 25414  
Cell: 202-557-1047 Work: 304-885-0772  
Email: [Patrick@blackwellrealtyservices.com](mailto:Patrick@blackwellrealtyservices.com)

### **PROFESSIONAL AFFILIATIONS AND COMMUNITY INVOLVEMENT:**

*Real Estate Broker – West Virginia and Virginia.*

*National Association of Realtors (NAR), 2007-Present.*

*Eastern Panhandle Board of Realtors (EPBR), 2007-Present.*

*Charles Town Now- President, Board of Directors February 2013- 2017.*

*Upward- Coach, football, soccer and basketball 2013-Present.*

*AYSO- Coach, soccer 2015-2017*

*Northern Virginia National Association of Residential Property Managers – Secretary 2016-2018*

*Northern Virginia National Association of Residential Property Managers – President Elect for 2019..*

### **RELATED EXPERIENCE:**

**Founder/Owner, Blackwell Property Management, Charles Town, W.V., 2010-Present**

- Creation and development of professional property management firm, representing properties throughout the region.
- Creation and implementation of long range strategic operating plans and budgets for property and employee development.
- Development and presentation of standard operating procedures to improve occupancy percentage while maximizing market exposure for remote locations.
- Provide counsel to various independent owners and LLCs on property purchases and improvements through strong presentations and proven results.
- Successfully negotiate contracts on behalf of clients while acting as an intermediary between owners and tenants.
- Establishes prosperous flow of communication and professional relationships with fellow agents, vendors and other industry related professionals
- Established a reputation for expertise within the industry.

**Property Manager, The JBG Companies, The Alaire at Twinbrook Station, Rockville, MD, February 2012 – August 2012**

- Leading a team of 10 leasing consultants, maintenance staff and concierge staff and ensuring that all sales goals are not only met, but exceeded, and that the property is maintained in pristine condition while providing exceptional customer service to our residents on a Green certified property with 280 class A-apartments.
- Development and implementation of innovative marketing plans for optimum exposure including regular open houses.
- Meeting with current residents regarding their renewal leases, questions and any manner of customer service issues that may arise on a day to day basis.
- Receiving and processing all bids for service and all capital projects.
- Developing working relationships with local businesses and hotels to enhance the properties exposure in the local neighborhood.

**Regional Manager, Levante Residences, Washington, D.C., November 2008 – May 2010.**

- Development and creation of luxury corporate housing company in the Washington, D.C. metropolitan area, including property acquisition and development, marketing strategies, employee management and financial reporting.
- Forecasted market trends for Washington, D.C. and New York City property acquisitions and rentals establishing company as a leader in corporate housing field.
- Established long term business relationships with multiple foreign dignitaries and embassies, earning repeat business and a reputation for cultural sensitivity and customer service.

## ***Patrick Owen Blood***

---

**Property Manager, Home Properties, Frederick, MD, *January 2008 – November 2008***

- Managing all functions of the operation of a luxury apartment community with 240 apartments, for a large real estate investment trust including but not limited to: marketing, leasing, employee development, property management and forecasting..
- Leading a team of leasing consultants and maintenance staff ensuring that all sales goals are not only met, but exceeded, and that the property is maintained in pristine condition.
- Visiting the County Court House and attending hearings relating to failure to pay and the eviction process at least twice per month.
- Development and implementation of innovative marketing plan for optimum exposure.
- Meeting with current residents regarding their renewal leases, questions and any manner of customer service issues that may arise on a day to day basis.
- Worked closely with finance department on general ledger items to reduce deficits and increase profits including pursuing delinquent balances thereby significantly reducing profit loss while improving customer satisfaction.
  
- Receiving and processing all bids for service and all capital projects.
- Developing working relationships with local businesses and hotels to enhance the properties exposure in the local neighborhood.



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



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **September 6, 2018**

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

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

Subject (*Wording to be placed on agenda*): **Interview/Appointment to the Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2019 – Discussion/Action**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable

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**Jefferson County Parks and Recreation Commission - one three-year term ending June 30, 2021 and one unexpired term ending June 30, 2019.**

**Jefferson County E911 Advisory Board - one three-year term ending September 1, 2021.**

**Property Safety Enforcement Agency Board - one unexpired term ending February 2, 2020 and one unexpired term ending February 2, 2019.**

**Jefferson County Board of Zoning Appeals - one unexpired term ending January 1, 2021.**

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.

Lanae Johnson  
106 Victoria Lane  
Charles Town, WV 25414  
Cellular 240-354-4495  
[Lanae40106@yahoo.com](mailto:Lanae40106@yahoo.com)

To: Jefferson County Commissioners

Subject: Letter of Interest to Jefferson County Parks and Recreation Commission

Dear Sir/Madam,

This is in response to your public notice published in the Spirit of Jefferson on August 22, 2018, inviting expression of interest for the Parks and Recreation Commission Board for a one three year term ending June 30, 2021. I hereby submit my expression of interest. I became aware of the opportunity via George Rutherford of the NAACP.

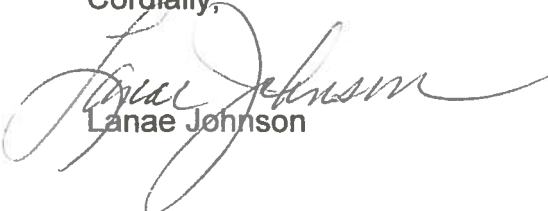
I have included a current resume which highlights my skills and abilities in a number of areas. I have served 23 years in the United States Army retiring as a Lt. COL. I currently work in Human Resources as a Chief Support Management Officer located on Fort Detrick in Frederick, Maryland. Among my duties, in addition to supervision of five departments; Workforce Development, Education and Training, Administration, Civilian Personnel, and Mail Facilities, I am a forward-thinking leader and manager with proven ability for guiding teams and maximizing resources.

I am comfortable in one-on-one and group presentation. I have worked in a variety of environments from STEM teaching for middle school students to participating in Desert Storm. I believe my experience, education and dedication will be an asset to your committee.

Feel free to contact me at work (private line) 301-619-6898 or via cellular listed above my work e-mail is as follows: [Lanae.Y.Johnson.civ@mail.mil](mailto:Lanae.Y.Johnson.civ@mail.mil) should you have any questions, need additional information or wish to schedule an interview.

Thank you for your time.

Cordially,

  
Lanae Johnson

# LANAE JOHNSON

106 Victoria Lane

Charles Town, West Virginia

Cellular 240-354-4495 • Email: Lanae40106@yahoo.com

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**United States Citizenship:** Yes

**Security Clearance:** Secret

## SUMMARY OF PROFESSIONAL QUALIFICATIONS

- Senior-level management experience in core areas of organizational management including strategic planning, program operations, fiscal management, human resource management and public relations.
- Ardent problem-solver able to quickly bring resolution to disruptions in personnel, administrative and operational activities.
- High-energy, motivated senior professional with demonstrated successful record for delivering top performance in fast-paced, complex work environments.
- Articulate communicator with natural talent for building consensus and cooperation among diverse teams of staff, customers and management.
- Expertise in devising and implementing effective employee relations programs, on-the-job training programs, Equal Employment Opportunity initiatives and employee counseling, investigations and hearings; able to interpret and execute dispute resolution principles and practices and processing discrimination complaints.
- Extensive knowledge of federal personnel system including recruitment, staffing, labor and employee relations, personnel management reviews, Title VI and Title VII laws, regulations and policies and Equal Employment Opportunity regulations and statutes.
- Strong oral and written communication skills honed through years of advising management, negotiating policy and procedure changes, explaining complex issues and delivering internal and external training.
- Forward-thinking leader and manager with proven ability for guiding teams and employees and maximizing internal and external resources.

### Strengths in the following areas:

- |                                  |                                      |                                  |
|----------------------------------|--------------------------------------|----------------------------------|
| ➤ Strategic planning             | ➤ Facilitation                       | ➤ Mediation                      |
| ➤ Program Analysis               | ➤ Policy formulation                 | ➤ Software skills                |
| ➤ Team building                  | ➤ Personnel training                 | ➤ Meeting Management             |
| ➤ High Level Presentations       | ➤ Oral communication                 | ➤ Written Communication          |
| ➤ Total Quality Management (TQM) | ➤ Malcolm Baldrige Quality Standards | ➤ Alternative Dispute Resolution |
| ➤ Benchmarking                   | ➤ Curriculum development             | ➤ Lean Six Sigma                 |
| ➤ Force Integration Formulation  | ➤ Ombudsman                          | ➤ Diversity                      |
|                                  |                                      | ➤ Protocol                       |
-

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



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **September 6, 2018**

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

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

Subject (*Wording to be placed on agenda*): **Interview/Appointment to the Jefferson County E911 Advisory Committee – one two year term ending September 1, 2021 – Discussion/Action**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

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**Jefferson County E911 Advisory Board - one three-year term ending September 1, 2021.**

**Property Safety Enforcement Agency Board - one unexpired term ending February 2, 2020 and one unexpired term ending February 2, 2019.**

**Jefferson County Board of Zoning Appeals - one unexpired term ending January 1, 2021.**

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.

16 Don Quixote Dr  
Charles Town, WV 25414  
August 8, 2018

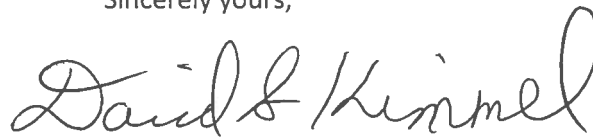
Jefferson County Commission,

I am currently serving as the Citizen at Large on the Jefferson County E911 Advisory Board. My term expires on September 1, 2018. I would like to continue serving on the Board. I have attended the majority of the meetings during my current term, except when I was out of town for work.

I served as the 911 Coordinator for Sullivan County, NY for six and a half years. I have been an EMT and Paramedic for both, municipal and volunteer EMS agencies, with over twenty-five years of service. I have served as a volunteer firefighter. I feel this combination of experience provides me with an understanding of both 911 and Emergency Service operations.

Thank you for your consideration.

Sincerely yours,

A handwritten signature in black ink that reads "David S. Kimmel". The signature is written in a cursive style with a large, looping "D" and "K".

David S. Kimmel



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



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **September 6, 2018**

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

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

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

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

1. Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues. Discussion/Action.
2. Discussion of Jefferson County Civil Action #17-C-282. Discussion/Action.
3. Discussion of renewal of County cable franchise agreement, related issues, and phone conference with counsel. 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



## Jessica Carroll

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**From:** WebmastervJCC <webmaster@jeffersoncountywv.org>  
**Sent:** Wednesday, August 29, 2018 6:29 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:** 08/29/2018 6:28 PM  
**Response #:** 672  
**Submitter ID:** 3456  
**IP address:** 73.182.118.229  
**Time to complete:** 4 min. , 33 sec.

---

### Survey Details

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#### Page 1

**1. Name**

Miranda Ashbaugh

**2. Email**

mi\_ash36@yahoo.com

**3. Questions or Concerns**

I was born and raised in West Virginia. I bleed blue and yellow and I love no place on earth more. I can not imagine my hometown and the place I hold so dear going down such a bad path. Rockwool should not be allowed to build here. I'm getting very tired of hearing, "there's nothing we can do." I very much hope that the information being presented day after day makes you take a stand! Their values do not match ours. It has been made very clear they do not care about our opinion. Please take action and make this right.

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

No

Thank you,  
**Jefferson County Commission, WV**

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# The Land Trust of the Eastern Panhandle

August 24, 2018

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

Dear County Commissioners:

I am writing to express the concern of the Land Trust of the Eastern Panhandle (LTEP) about the potential long term environmental quality impact of the Rockwool plant and to support the demand of county residents for the hiring of an independent environmental consultant to determine the effect of the Rockwool plant on the air, water and health and safety of Jefferson County.

The LTEP holds, together with the Jefferson County Farmland Protection Board, 36 conservation easements protecting over 3600 acres in Jefferson County, which gives the LTEP an interest in the future of those acres. These conservation easements protect the county's heritage, quality of life, natural beauty and agricultural economy.

One landowner in close proximity to the Rockwool plant with land under easement is seriously worried about the effect of its operation on his crops and cattle, and it is clearly possible that the impact could extend much farther.

While the plant says it will meet federal and state emissions control requirements, the pollutants that will be released are dangerous enough so that we believe engagement of an outside consultant is necessary.

Sincerely yours,

Grant Smith  
President

CC: JCDA