

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

- Schedule date & time for a public hearing on the proposed amendment to the Jefferson County Improvement Location Permit Ordinance (ILP) - Discussion/Action
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   |
| <i>Precinct #3 Charles Town Baptist Church</i> |              |                                      |       |       |
| <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   |
| <i>Precinct #4A Fellowship Bible Church</i>    |              |                                      |       |       |
| <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   |
| <i>Precinct #4B Fellowship Bible Church</i>    |              |                                      |       |       |
| <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

| <i>Precinct #29 TA Lowery Elementary School</i> |          |                             |     |
|-------------------------------------------------|----------|-----------------------------|-----|
| <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><i>Precinct #21B Blue Ridge Elementary School</i></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 Tusawilla 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.

4. 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:** Roger Goodwin, Director

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

**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*):**

Proposed Amendment to the Jefferson County Improvement Location Permit Ordinance (ILP)

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

In May, 2015, the Planning Commission directed the Historic Landmarks Commission to work with Staff in drafting a text amendment to the Zoning Ordinance to incorporate recommendations relative to the demolition of and adaptive reuse of historic resources referred to in the *Envision Jefferson 2035 Comprehensive Plan (ZTA16-02)*. The portions of this amendment that could be incorporated into the Zoning Ordinance were approved by the County Commission effective March 29, 2018.

At this time, it became apparent that the recommended provisions related to the demolition of historic structures and resources would require an amendment to the Jefferson County Improvement Location Permit Ordinance (ILP).

Therefore the Jefferson County Historic Landmarks Commission approached the Department of Engineering, Planning and Zoning about amending the ILP to address documenting historic structures slated for demolition, which has been worked on since that time.

At the same time as this amendment was being processed, staff took the opportunity to clean up some provisions of the ILP that were now in conflict with the revised Subdivision Regulations and the reorganize the ILP Ordinance.

The purpose of this request is to provide an overview of the proposed amendments and to request scheduling the required Public Hearing to be held by the County Commission. The Planning Commission has no role in recommending or approving the ILP Ordinance; it is a County Commission function.

**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*):**

I move to schedule a public hearing on \_\_\_\_\_, 2018 at \_\_ a.m./p.m. to receive input on the proposed amendments to the Jefferson County Improvement Location Permit Ordinance.

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

- Proposed draft amendment to the Improvement Location Permit Ordinance

**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: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org) Phone Number: 304-728-3228

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



Jefferson County  
Improvement Location Permit Ordinance

Jefferson County, West Virginia

Prepared By The  
Jefferson County Planning Commission

Adopted November 20, 1975  
Effective December 20, 1975

AS AMENDED

## Amendments History Office Consolidation

This document contains additions and amendments approved by the Jefferson County Commission on the following dates. [These changes are noted throughout this document with the corresponding superscript number given to the effective date on this page.](#)

- [\(1\)](#) Approved by the County Commission on August 31, 1989
- [\(2\)](#) Approved by the County Commission on September 13, 1990
- [\(3\)](#) Approved by the County Commission on July 15, 1993
- [\(4\)](#) Approved by the County Commission on January 1, 1997
- [\(5\)](#) Approved by the County Commission on June 25, 1998 effective July 1, 1998
- [\(6\)](#) Approved by the County Commission on October 23, 2003
- [\(7\)](#) Approved by the County Commission on \_\_\_\_\_, 2018

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**IMPROVEMENT LOCATION PERMIT ORDINANCE**  
Jefferson County, West Virginia

**ARTICLE 1: AUTHORITY; PURPOSE; TITLE**

Section 1.0 General Authority

By authority of the Code of West Virginia, ~~Chapter 8, Article 24, Chapter 8A, Article 1, Section 1(b)(8)(C); and Chapter 7, Article 1, Section 3v(c)(ii); and Chapter 7, Article 1, Section 3n(c).~~ the County Commission of Jefferson County is empowered to adopt, administer and enforce such rules, procedures and ordinances as are necessary to effectuate the purposes of subdivision ordinances, zoning ordinances, ~~and flood plain management ordinances, and building codes.~~ (Ref.: 8-24-1 \* Lines 18-16; 8-24-3 \* Lines 5-13; 8-24-36; 37; 7-1-3v-e-ii).<sup>7</sup>

Section 1.1 Purpose

The purpose of this Ordinance is to establish a uniform permit procedure by which substantial improvements (new and additional) and removal of existing improvements (demolition)<sup>7</sup> to unincorporated land in Jefferson County are brought to the attention of the Jefferson County Commission or its designated agents.

A sound knowledge of intended land development proposals and construction activity facilitates a more equitable and efficient application of the land development laws that have been or will be adopted by the County Commission.

Specifically, this Ordinance is intended to:

- (a) Assist the public to learn of and understand the land development laws of the County
- (b) Minimize land development and construction problems that occur in the absence of an awareness of the prevailing laws
- (c) Minimize hazards to life and property
- (d) Advise residents and property owners of land developments and improvements intended throughout the County
- (e) Minimize the public financial costs associated with the administration and enforcement of local and development laws.

Section 1.2 Title

This Ordinance shall be known, cited and referred to as the Jefferson County Improvement Location Permit Ordinance.

**ARTICLE 2: APPLICATION**

Section 2.0 Effective Date; Application Within The County

This Ordinance established by action of the Jefferson County Commission on November 20, 1975, shall take effect on the 20th day December 1975, and shall apply to all lands, buildings, properties and their uses within the unincorporated territory of Jefferson County.

## ARTICLE 3: INTERPRETATIONS AND DEFINITIONS

### Section 3.0 Interpretations

- (a) For the purpose of this Ordinance, the following interpretations shall apply:
1. Words used in the present tense include the future tense.
  2. The singular includes the plural.
  3. The plural includes the singular.
  4. The word “person” includes a corporation, unincorporated association or partnership, as well as an individual.
  5. The term “shall” or “will” is always mandatory.
  6. The word “building” or “structure” shall be construed as if followed by the phrase “or part thereof”.
  - ~~7. The word “County” shall refer to the Jefferson County.~~
  - ~~7. — Improvement Location Permit Ordinance.~~
  8. The word “Ordinance” shall refer to the Jefferson County Improvement Location Permit. Ordinance.

### Section 3.1 Definitions

- (a) For the purpose of this Ordinance, the following definitions shall apply:
1. Agriculture: The cultivation of plant crops or the raising of livestock. Agriculture is the organized use of land for the production of plant or animal food, fiber or landscape products. Beef and dairy farms, grain farms, orchards, plant nurseries, and tree farms are forms of agriculture.
  2. Building: Any structure which is permanently affixed to the land and has one or more floors and a roof. The term building shall include manufactured homes.
  3. County Commission: The Jefferson County Commission, five Commissioners elected at-large.
  4. Essential utility equipment: This term applies to underground or overhead electrical, gas, communications, and water and sewage systems, including pole structures, towers, wires, lines, mains, drains, sewers, conduits, cables, fire alarm boxes, public telephone stations, police call boxes, traffic signals, hydrants, regulating and measuring devices and the structures in which they are housed, and other similar equipment and accessories in connection therewith. This term does not apply to buildings, yards, stations, and structures used for storage, repair or processing of equipment or materials, and does not include buildings, yards, structures and stations for transforming, boosting, switching or pumping where such facilities are constructed above ground. Essential utility equipment is recognized in two categories; 1) local serving; and, 2) non-local or transmission through County. The second category may serve local users while remaining primarily a through County facility.

5. **Flood-Prone Area:** Areas subject to the one hundred (100) year flood as determined by the Flood Insurance Study prepared by the Federal Insurance Administration for Jefferson County, dated April 25, 1980, as may be amended.

5.6. **Historic Landmarks Commission:** A five member commission appointed by the Jefferson County Commission; with powers, membership, terms of office, jurisdiction and by-laws, as established under Chapter 8, Article 26A of the West Virginia Code.<sup>7</sup>

6.7. **Improvement Location Permit:** A permit which is required prior to the erection or relocation of a building or structure, prior to the alteration of a building or structure in a way which enlarges the exterior dimensions of such a building or structure; prior to establishing a land use on a vacant lot or in a vacant building; prior to changing a land use existing on a lot or in a building to a different land use; and, prior to any land altering activity in a flood prone area.

Examples of buildings, building alterations, structures and land uses which do not require an Improvement Location Permit are: use of land for agriculture where no building or structure is required; addition of windows, doors and steps to a building; standard maintenance to a building such as plumbing, mortar and woodwork, painting, weatherproofing, and siding or roofing replacement; construction of a private driveway, patio, or walkway that is not enclosed or covered by a roof; construction of a fence or clothesline; and, construction and location of local serving essential utility equipment.

7.8. **Land Altering Activities:** Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations.

8.9. **Land Development Coordinator:** A designated employee of the Planning Commission charged with the administration and enforcement of this Ordinance and other land development laws in Jefferson County.

9.10. **Lot:** Any tract, parcel, plot, site or area of land which is identified by boundaries and which is able to be lawfully transferred from person to person. The formation and recordation of a lot must conform with applicable State and County regulations.

10.11. **Manufactured home:** A single family detached structure built in a factory according to Federal Manufactured Home Construction and Safety Standards, effective June 15, 1976. A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term "manufactured home" shall also include park trailers, travel trailers, and other similar vehicles when placed in flood prone areas for greater than 180 consecutive days.<sup>7</sup>

11.12. **Planning Commission:** The Jefferson County Planning Commission. The Commission appointed by the Jefferson County Commission to promote the orderly development of the County.<sup>6</sup>

~~[AMENDED BY ACT OF THE COUNTY COMMISSION, EFFECTIVE  
OCTOBER 23, 2003]~~

~~13. Sign: Sign: Any object, device, display or structure, or part thereof, situated outdoors or indoors, which is used to advertise, identify, display, direct, or attract attention to an object, person, institution, organization, business, product, service, event or location by any means, including words, letters, figures, designs, symbols, fixtures, colors, illumination or projected image.<sup>7</sup>~~

~~A sign is any name, name plate, billboard, poster, panel, display, illustration, structure or device used for visual communication which is affixed, painted or represented directly or indirectly upon a building or other outdoor surface for the purpose of bringing the subject thereof to the attention of the public.~~

A sign usually advertises a business, commodity, service or product or identifies a structure, place or land use. A sign is said to be “on-site” when it is situated on the same lot or tract of land to which the sign refers. A sign is “off-site” when it refers to a use, product, place, etc. existing away from the lot or tract of land on which the sign is located.

~~13.14. Structure: Anything constructed, the use of which requires fixed location on the ground; or, anything attached to something having such location. A structure does not include fences, individual driveways, or retaining walls. Structures do include prefabricated buildings even if they are not anchored to the ground.~~

~~14.15. Violation: The failure of a building, structure or other land altering activity to be in full compliance with this ordinance. A building, structure or land altering activity without an Improvement Location Permit, is presumed to be in violation until said permit is provided.~~

**ARTICLE 4: ADMINISTRATION; ENFORCEMENT; VIOLATION; PENALTY**

Section 4.0 Administration

Administration of this Ordinance shall be delegated to an employee of the Jefferson County Planning Commission to be known as the Land Development Coordinator. The Land Development Coordinator shall be under the supervision of the Director of Engineering, Planning and Zoning; and where a Land Development Coordinator has not been appointed by the Planning Commission, the Director of Engineering, Planning and Zoning shall be designated as the Land Development Coordinator. It shall be the duty of the Land Development Coordinator to evaluate all Improvement Location Permit applications for conformance with applicable County land development laws:

Subdivision and Land Development Regulations Ordinance  
Zoning and Land Development Ordinance  
Flood Plain Management Ordinance  
Building Code Enforcement Ordinance

## Article 5: IMPROVEMENT LOCATION PERMIT & SITE PLANS

### Section 5.0 Improvement Location Permit Required<sup>7</sup>

Except as elsewhere provided by this Ordinance, an approved Improvement Location Permit shall be required prior to the construction of a structure; and, prior to the placement, location or relocation of a mobile home on a parcel of land; prior to the alteration of a building or structure in a way which enlarges the exterior dimensions of such a building or structure; prior to establishing a Land use on a vacant lot or in a vacant building; prior to changing a land use existing on a lot or in a building to a different land use, and, prior to any land altering activity in a flood prone area.<sup>1</sup> An Improvement Location Permit shall be required for the demolition of any residential dwelling, commercial or institutional structure.<sup>7</sup>

Examples of buildings, building alterations, structures and land uses which do not require an Improvement Location Permit (outside of flood prone areas) are: uses of land for agriculture where no building or structure is required; addition of windows, doors and steps to a building; standard maintenance to a building such as plumbing, mortar and woodwork, painting, weatherproofing, and siding or roofing replacement; construction of a private driveway, patio, or walkway that is not enclosed or covered by a roof; construction of a fence not over six ~~(6)~~(5) feet tall or a clothesline; and, construction and location of local-serving essential utility equipment.<sup>2, 3, 7</sup>

Any proposed building, building alteration, structure, or land use that does not conform with applicable County land development laws and/or West Virginia Department of Health regulations shall be denied an Improvement Location Permit.

Any application for a building, structure, or land use that requires an individual septic system and/or well must be accompanied by a Sewage Disposal Installation Permit and verification from the well driller that a pressure grouted well has been drilled and is producing water at a level acceptable to the local or State Health Department. Certification that this water is potable must be submitted within 6 months of the issuance of the Improvement Location Permit.

Any application for a single family dwelling, multi-family dwelling, or commercial structure must be accompanied by verification that application has been made to the West Virginia Division of Highways-State Department of Highways for a Highway Entrance Permit.

### Section 5.1 Site Plan Required<sup>7</sup>

Any application for the addition to or the construction of a commercial, industrial, or multi-family facility shall be accompanied by a Site Plan in conformance with the Site Plan Classification criteria and requirements found in the Subdivision and Land Development Regulations. ~~full site plan, except as described in the cases below. Site plans for communications towers are not eligible for these exceptions.~~ Site plan requirements are referenced in the Jefferson County Subdivision and Land Development Regulations and in the Jefferson County Zoning and Land Development Ordinance.<sup>5, 7</sup> ~~Article 8 and 11 of the Jefferson County Subdivision Ordinance and Articles 4, 5, 10, and 11 of the Jefferson County Zoning and Development Review System.~~

~~[AMENDED BY ACT OF THE COUNTY COMMISSION, EFFECTIVE ON JULY 1, 1998]~~

~~Case 1— No site plan is required for (1) additions to existing structures or (2) structures ancillary to existing uses on a property, when (1) the footprint of the addition or the new structure is less than 250 square feet, (2) no additional parking is required per Zoning ordinance standards and (3) the disturbed area is no more than 3000 square feet. Such addition shall comply with the Zoning and Development Review Ordinance.~~

~~Case 2— A site plan limited to basic information needed to address (a) erosion and sediment control, (b) parking requirements for the expanded use, (c) stormwater management for the additional impervious area only, (d) handicapped access to the existing and proposed structures and (e) compliance with the Zoning and Development Review Ordinance, may be used on sites where the structure is (1) an addition to an existing structure, or, ancillary to an existing use, and (2) has a footprint that does not exceed 1600 square feet or 35% of the existing structure whichever is smaller.~~

~~Surveys for limited site plans may be limited to (1) a certified boundary adequate to determine the location of the proposed improvement and (2) topography adequate for constructing the improvement and verifying drainage computations and access feasibility.~~

~~When a completed application, corresponding site plans, and necessary fees are submitted the staff shall schedule a review conference on the first or third Friday of the month. All items must be received by the Planning and Zoning Office at least 15 days prior to the next review conference. The Office of Planning & Zoning and/or the Planning Commission shall approve any required Site Plan prior to Planning and Zoning Commission shall approve the issuance of all permits for commercial, industrial, or multi-family dwellings.<sup>7</sup>~~

Any application for a sign permit may be approved by the staff if in conformance with all existing regulations.<sup>1</sup>

**Article 6: DEMOLITION OF HISTORIC STRUCTURES<sup>7</sup>**

**Section 6.0 Delay of Demolition<sup>7</sup>**

No historic resource listed on the Jefferson County Historic Landmarks Commission's inventory of historic structures as a Category I through IV structure, shall be demolished or disturbed without a combined Improvement Location (ILP) permit and a demolition permit under the Building Code Enforcement Ordinance.

Before the ILP/Demolition permit is issued, the owner shall make the structure available to the Historic Landmarks Commission (HLC) for the purpose of investigating the historic character and history of the structure and gathering related information, as outlined in Section 6.1.

**Section 6.1 Investigation Period<sup>7</sup>**

The investigation period shall begin the date the ILP/Demolition permit application is submitted to the county. Within two (2) business days of submitting the ILP/Demolition permit application, the applicant shall notify the HLC of the permit application. Within ten (10) business days of submitting the permit application, the applicant shall meet with the Historic Landmarks Commission to discuss the project. The investigation period shall be based on the HLC's category of the structure, as follows:

1. Category of Importance I. The investigation period is not to exceed 12 months from submission of demolition application to the Engineering Office
2. Category of Importance II. The investigation period is not to exceed 9 months from submission of demolition application to the Engineering Office.
3. Category of Importance III. The investigation period is not to exceed 3 months from submission of demolition application to the Engineering Office.
4. Category of Importance IV. The investigation period is not to exceed 1 month from submission of demolition application to the Engineering Office.

The information gathered during the investigation period may include but not be limited to photos, videos, architectural drawings, measurements, deeds, written history, news articles, etc. During the investigation period, the HLC shall determine the value and feasibility of preserving the historic structure. If it is determined by the HLC that the historic structure should be

preserved, then the HLC shall be afforded the opportunity, during the investigation period, to pursue options with the applicant to preserve the structure and/or seek out funding and negotiate a purchase of the property for the purpose of preserving the historic structure.

If the permit applicant believes the structure should not be saved and preserved, the HLC may request a pro-forma that demonstrates why the structure cannot be saved, for the HLC's review and consideration.

#### Section 6.2 Documentation Requirements for a Demolition Permit<sup>7</sup>

In order to receive a demolition permit, photographs, documentation, and architectural drawings of the exterior and, if required, of the interior to a *scale* of one-quarter inch to the foot, and a video recording of the structure and grounds shall be made by the Landmarks Commission. The extent of documentation will be determined by the HLC.

#### Section 6.3 Findings<sup>7</sup>

If the investigation concludes that preservation is feasible, the Landmarks Commission will work to find a buyer, if necessary, who will preserve the structure to avoid demolition. If, within the investigation time period, the purchase of the property/structure is determined to not be feasible by the HLC; then, the HLC shall, without further delay, immediately issue written notice to the County Engineer/Building Official that the demolition permit may be issued.

If, prior to expiration of the investigation period, the HLC determines that there is no value in preserving the structure, or it is impossible to save the structure, and/or there is no need to further perform an investigation and gather information; then, the HLC shall, without further delay, immediately issue written notice to the County Engineer/Building Official that the demolition permit may be issued.

If the HLC has not issued a determination either way to the County Engineer/Building Official upon expiration of the investigation period, – then the County Engineer/Building Official shall issue the ILP/Demolition permit, provided all other applicable County ordinances and state and federal laws are met, to the best of their knowledge.

Section 6.4 Demolition without a Permit<sup>7</sup>

In addition to the penalties found in Article 8 of this Ordinance, the following penalties shall apply to violations of Article 6:

A historic resource identified in Categories I through IV which is demolished or disturbed without a permit, or is demolished or disturbed during the investigation period, are subject to a Penalty, as follows:

A. The removal or demolition of a Category I or II structure listed on the historic inventory without an approved demolition permit shall result in a five-year stay in the issuance of a building permit for any new construction at the site previously occupied by the historic structure.

B. The removal or demolition of any structure listed on the historic inventory in Categories III without an approved demolition permit shall result in a two-year stay in the issuance of a building permit for any new construction at the site previously occupied by the historic structure.

C. The removal or demolition of any structure listed on the historic inventory in Categories IV without an approved demolition permit shall result in a six month stay in the issuance of a building permit for any new construction at the site previously occupied by the historic structure.

Section 6.5 Public Health or Safety Risk<sup>7</sup>

If, in the opinion of the Property Safety Enforcement Agency board, a historic structure is found to be a public health and safety risk and the board deems, by their authority under the Property Safety Enforcement Ordinance, that the structure shall be demolished in order to remove the risk and unsafe condition to the public; then a demolition permit may be issued, subject first to the requirements of Section 6.2 and 6.3.

## Article 7 FORMS, FEES AND PROCESSING<sup>7</sup>

### Section 7.04.1 Forms, Fees, Processing

Application forms and such other material as may be necessary to administer the Improvement Location Permit Ordinance shall be prepared and distributed by the [Department of Engineering, Planning and Zoning](#) or the Planning Commission.

### Section 7.1 Fees

The application fees for Improvement Location Permits shall be set by the County Commission of Jefferson County, upon recommendation of the Planning Commission, as may be necessary from time to time in order to defray the cost of administering this Ordinance.

### Section 7.2 Processing

The processing of an application for an Improvement Location Permit shall not be unnecessarily cumbersome or long. Failure on the part of the Land Development Coordinator to issue or deny an Improvement Location Permit within ninety (90) days after receipt of a completed application shall result in the immediate issuance of an Improvement Location Permit. Routine applications that do not require public hearings or other governmental meetings shall be processed within twenty-one (21) days after receipt of a completed application. After the issuance of an Improvement Location Permit by the Land Development Coordinator, no changes of any kind shall be made to the application, permit or any of the plans, specifications or other documents submitted with the application, without the written consent or approval of the Land Development Coordinator.

The application shall contain a statement stipulating the method of drainage conveyance, i.e., culvert pipe, designed swale, etc., to be used to carry water across or under entrances. A drainage conveyance, either temporary or permanent, shall be installed prior to starting any other construction. The methods should comply with either the Subdivision [and Land Development Regulations Ordinance](#), an approved Preliminary Plat, a Jefferson County Standard Detail approved by the County Engineer or a special design submitted to and approved by the County Engineer. Non-compliance with this stipulation will constitute a violation of the Ordinance.<sup>2,4</sup>

The application shall contain a statement stipulating that existing roads will be protected from damage due to heavy vehicles and from mud tracked from the site by construction traffic and that adjoining properties will be protected from erosion and sedimentation resulting from work on the applicant's site. At a minimum, a stabilized construction entrance complying with Jefferson County Standard Detail SC-10 will be used to protect roads. Methods of protecting adjoining properties will be selected based on the West Virginia Erosion and Sediment Control Handbook for Developing Areas or other standards acceptable to the County Engineer.

Work on the proposed construction shall begin within six (6) months after the date of issuance of the Improvement Location Permit or the permit shall expire unless a time extension is granted in writing, by the Land Development Coordinator. In the case of roadways, construction shall be considered started with the grading and removal of topsoil. Structure and building construction shall be considered started with the first placement of permanent construction on the site, such as the pouring of slabs or footings or any work beyond the stage of excavation. For a structure

without basement or poured footings, the start of construction includes the first permanent framing or assembly of the structure or any part thereof on its pilings or foundation, or the affixing of any pre-fabricated structure or manufactured home to a permanent site. Permanent construction does not include land clearing or filling.

In addition to an Improvement Location Permit, the Land Development Coordinator shall issue a placard which shall be displayed on the premises during the time construction is in progress. The placard shall show the number of the Improvement Location Permit and the date of its issuance. Placards shall be signed by the Land Development Coordinator.

During the construction period, the Land Development Coordinator or other authorized official may inspect the premises to determine that the work is progressing in compliance with the information provided on the Improvement Location Permit application, and with all applicable County land development laws. In the event the Land Development Coordinator determines that the work does not comply with the Improvement Location Permit application and all applicable land development laws, or that there has been a false statement or misrepresentation by the applicant, the enforcement procedures outlined in Section 8.0 shall be initiated.

(a) — The record owner shall obtain the Improvement Location Permit.<sup>3</sup>

**Article 8 ENFORCEMENT, VIOLATION & PENALTY**

**Section 8.04.2 Enforcement**

Enforcement of this Ordinance shall be the responsibility of the Land Development Coordinator, who shall make an initial interpretation that a violation has occurred. The Land Development Coordinator shall prepare a written Violation Notice and Directive to Cease and Desist and shall transmit such notice and directive to the person responsible for the violation. Failure to comply with a Directive to Cease and Desist shall be cause for ~~the Planning Commission to declare the subject property, buildings and/or structures in violation. Upon such declaration, the Planning Commission shall instruct~~ the Land Development Coordinator to request the assistance of the County Prosecuting Attorney and:

1. Seek an injunction in the Circuit Court of Jefferson County to restrain the responsible person from continuing the violation cited or seek an injunction requiring removal of structures or land uses from the property involved;

AND/OR

2. Obtain a warrant for the arrest of the person responsible for the violation and seek conviction in the Magistrate Court of Jefferson County.

~~or both a) and b).~~

**Section 8.14.3 Violation**

It shall be unlawful for any person, whether as owner, lessee, principal, agent, employee or otherwise, to violate or permit to be violated any provision of this Ordinance.

**Section 8.24.4 Penalty**

Any person who violates any provision of this Ordinance shall be guilty of a misdemeanor and, upon conviction, shall be fined not less than one hundred dollars nor more than three hundred dollars. Each day during which any violation of this Ordinance continues shall constitute a separate offense.<sup>1</sup>

**ARTICLE 59: APPEAL; AMENDMENT; CONFLICT WITH OTHER LAWS; VALIDITY**

**Section 9.05.0 Appeal**

An appeal regarding the administrative procedure exercised under the provisions of this Ordinance, shall be filed with the Jefferson County Commission.

An appeal regarding the substantive basis for the granting or denial of an Improvement Location Permit shall constitute an appeal from one or more of the land development laws enumerated in Section 4.0 of this Ordinance and shall be filed with the appropriate governmental body.

All appeals shall specify the grounds thereof and shall be filed with the appropriate governmental body within thirty (30) days after the date of the order, decision or procedure complained of.

**Section 9.15.1 Amendment**

By legislative procedure, the Jefferson County Commission may, from time to time, amend, supplement or change the provisions of this Ordinance.

**Section 9.25.2 Conflict With Other Laws**

Where the provisions of this Ordinance impose greater restrictions than those of any other ordinance or regulation, the provisions of this Ordinance shall be controlling. Where the provisions of any statute, other ordinance or regulation propose greater restrictions than this Ordinance, the provisions of such statute, ordinance or regulation shall be controlling.

**Section 9.35.3 Validity**

If any article, section, subsection, paragraph, clause or provision of this ordinance shall be declared by a court of competent jurisdiction to be invalid, such decisions shall not, affect the validity of this Ordinance as a whole or any other part thereof.

**Section 9.45.4 Building Codes<sup>2</sup>**

If all requirements of the Jefferson County Building Code Ordinance are not met after the issuance of the Improvement Location Permit, the permit shall be revoked.

## ARTICLE ~~610~~: BONDING<sup>2</sup>

### Section ~~10.06.0~~      Bonding

Any addition to or construction of a commercial, industrial, or multi-family facility which has not been granted a variance for the site plan requirement cited in Section ~~5.14.0~~ and which has had the ~~Site Plan issuance of the permit~~ approved by the Office of Planning and Zoning and/or the Planning Commission, shall be issued the Improvement Location Permit provided the applicant secures a Construction Bond for ~~completing the following elements of the all of the required improvements in accordance with the subdivision and site plan requirements of the Subdivision and Land Development Regulations and the County Commission's Bonding Policy.~~<sup>2</sup>

- ~~1. Erosion and sediment control;~~
- ~~2. Storm Water Management;~~
- ~~3. Road improvements not bonded by the West Virginia Department of Highways;~~
- ~~4. Screening and landscaping;~~
- ~~5. Off-site sewer and water extensions or modifications not bonded by the appropriate utility;~~
- ~~6. Entrance drainage; and~~
- ~~7.1. Traffic control devices not bonded by the West Virginia Department of Highways.~~

**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 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.

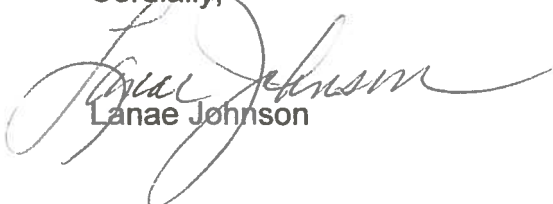
I have included a current resume which highlights my skills and abilities in a number of areas. I have served 23 years in the United States Army retiring as a Lt. COL. I currently work in Human Resources as a Chief Support Management Officer located on Fort Detrick in Frederick, Maryland. Among my duties, 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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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

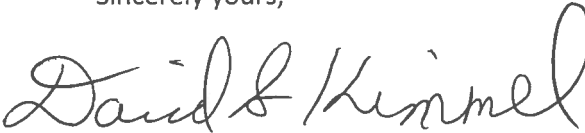
Jefferson County Commission,

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, flowing style.

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



# 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