

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2018
THURSDAY, DECEMBER 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

- November 29, 2018

APPROVAL OF ACCOUNTS PAYABLE

- December 6, 2018

APPROVAL OF MANUAL CHECKS

- December 7, 2018

APPROVAL OF PAYROLL

- November 29, 2018

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Allen Keyser, Director, Jefferson County Emergency Services Agency
- Update for the Commissioners - Discussion/Action
2. 10:00 a.m. Michelle Gordon, Finance Director
- Review of FY20 Budget Charge for Departments - Discussion/Action -
Discussion of Employee Performance Evaluation for a specific employee -
Discussion/Action - Possible Executive Session

3. 10:30 a.m. Roger Goodwin, Chief County Engineer
- Approval to advertise to fill the Office Clerk position - Discussion/Action
4. 10:45 a.m. BREAK
5. 11:00 a.m. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of Jefferson County Civil Action #17-C-282 - Discussion/Action
- Discussion of renewal of County cable franchise agreement and related issues - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #18-P-132 - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #18-C-158 - Discussion/Action
- Discussion of EEOC Charge #533-2018-01557 - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #18-C-171 - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #18-C-108 - Discussion/Action
- Discussion of EEOC Charge #533-2017-00706 - Discussion/Action

UNFINISHED BUSINESS

6. Discussion of residential and commercial Impact Fees - Discussion/Action

NEW BUSINESS

7. Discussion of JCDA Board members resignations and reduction of Board membership - Discussion/Action
8. Review of attendance of current JCDA members and possible removal of current JCDA members - Discussion/Action (JC)
9. Discuss options for tearing down and relocating the courthouse confederate plaque - which memorializes former American Veterans of Jefferson County that served in the Confederacy - Discussion/Action (JC)
10. Jefferson County Property Safety Enforcement Agency - Fire Chief Position - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- IT Support Position - Discussion/Action
- Meet and Greet
- Discussion of possible relocation of the Tax Office

COUNTY COMMISSION REPORTS

11. ADJOURN

CORRESPONDENCE/INFORMATION

Correspondence received from Sarah Showe regarding litter along Charles Town Road.

Correspondence received from Spencer Neufeld regarding State EPA Regulations and Rockwool.

Correspondence received from Julie Vaughan-Meadors regarding Rockwool.

Correspondence received from The City of Brunswick, Maryland regarding Rockwool.

Correspondence received from CHEERS School Family regarding the Rockwool site.

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, November 29, 2018

A meeting of the Jefferson County Commission was held on Thursday, November 29, 2018 during the fourth 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, Ralph Lorenzetti, Patricia Noland, and Jane Tabb. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, November 29, 2018 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the November 1, 2018 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the November 13, 2018 General Election Canvass Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve the Purchase Orders for November 15, 2018 in the amount of \$78,082.63 to include Purchase Order Nos. 52497, 52812, 52673. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the payroll for November 1, 2018 in the amount of \$259,992.24. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the Poll Worker Payroll for November 8, 2018 in the amount of \$47,610.00. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the November 15, 2018 Payroll in the amount of \$275,621.69. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
080884	712	AT&T/GA		\$ -	\$ 150.31	\$ 150.31
080885	ELEC	ASBURY UNITED METHODIST		\$ -	\$ 200.00	\$ 200.00
080886	403	CASTO & HARRIS INC		\$ -	\$ 179.35	\$ 179.35
080887	ELEC	CITIZENS VOLUNTR FIRE CO		\$ -	\$ 150.00	\$ 150.00
080888	428	CREATIVE FORMS & CONCEPT		\$ -	\$ 513.86	\$ 513.86
080889	425	DODSON'S SEPTIC		\$ -	\$ 285.00	\$ 285.00
080890	P/R DED	PAMELA DUDASH		\$ -	\$ 2,250.00	\$ 2,250.00
080891	P/R DED	CHRISTOPHER ENGLE		\$ -	\$ 158.83	\$ 158.83
080892	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 15,016.85	\$ 15,016.85
080892	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 1,094.50	\$ 1,094.50
080893	404	MONROE SYS FOR BUSINESS		\$ -	\$ 98.12	\$ 98.12
080894	406	MILLER'S SUPPLIES AT WOR		\$ -	\$ 81.96	\$ 81.96
080895	P/R DED	WILLIAM POLK		\$ -	\$ 1,781.85	\$ 1,781.85
080896	P/R DED	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,690.00	\$ 7,690.00
080897	717	RICE TIRES CO		\$ -	\$ 365.72	\$ 365.72
080898	428	RNBS,INC-RUGGED NOTEBOOK		\$ -	\$ 2,195.00	\$ 2,195.00
080899	402	XEROX CORPORATION		\$ -	\$ 369.92	\$ 369.92
080899	402	XEROX CORPORATION		\$ -	\$ 320.33	\$ 320.33
080899	402	XEROX CORPORATION		\$ -	\$ 476.53	\$ 476.53
080900	ELEC	BETHEL METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
080901	ELEC	CAMP HILL WESLEY UNITED		\$ -	\$ 150.00	\$ 150.00
080902	ELEC	CHARLES TOWN BAPTIST		\$ -	\$ 100.00	\$ 100.00
080903	ELEC	COVENANT BAPTIST CHURCH		\$ -	\$ 100.00	\$ 100.00

080904	ELEC	FIRST BAPTIST CHURCH		\$ -	\$ 100.00	\$ 100.00
080905	ELEC	LEETOWN METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
080906	ELEC	BLUE RIDGE MTN VOL FIRE		\$ -	\$ 100.00	\$ 100.00
080907	ELEC	OAKLAND METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
080908	ELEC	JEFFERSON COUNTY COUNCIL		\$ -	\$ 100.00	\$ 100.00
080909	ELEC	JEFFERSON ACADEMY		\$ -	\$ 200.00	\$ 200.00
080910	ELEC	TRINITY EPISCOPAL CHURCH		\$ -	\$ 100.00	\$ 100.00
080911	ELEC	FELLOWSHIP BIBLE CHURCH		\$ -	\$ 200.00	\$ 200.00
080912	ELEC	SUMMIT PT BAPTIST CHURCH		\$ -	\$ 100.00	\$ 100.00
TOTAL					\$ 34,928.13	\$ 34,928.13

Motion by Ms. Tabb to approve the Accounts Payable for November 8, 2018 in the amount of \$34,928.13. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
080916	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
080917	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
080918	P/R DED	CONSOLIDATED PUBLIC		\$ -	\$ 500.00	\$ 500.00
080919	P/R DED	CONSOLIDATED PUBLIC		\$ -	\$ 567.59	\$ 567.59
080920	P/R DED	CONSOLIDATED PUBLIC		\$ -	\$ 536.98	\$ 536.98
080921	P/R DED	CONSOLIDATED PUBLIC		\$ -	\$ 793.38	\$ 793.38
080922	700	RONALD DANTZTIC		\$ -	\$ 15.69	\$ 15.69
080923	424	J.C.EHRLICH		\$ -	\$ 33.00	\$ 33.00
080923	425	J.C.EHRLICH		\$ -	\$ 660.00	\$ 660.00
080924	401	FRANKLIN & PROKOPIK CORP		\$ -	\$ 375.00	\$ 375.00
080924	401	FRANKLIN & PROKOPIK CORP		\$ -	\$ 703.50	\$ 703.50
080924	401	FRANKLIN & PROKOPIK CORP		\$ -	\$ 8,890.50	\$ 8,890.50
080924	401	FRANKLIN & PROKOPIK CORP		\$ -	\$ 58.50	\$ 58.50
080924	401	FRANKLIN & PROKOPIK CORP		\$ -	\$ 660.00	\$ 660.00
080924	401	FRANKLIN & PROKOPIK CORP		\$ -	\$ 943.50	\$ 943.50
080924	401	FRANKLIN & PROKOPIK CORP		\$ -	\$ 8,284.50	\$ 8,284.50
080925	405	MARY K. HURLEY		\$ -	\$ 103.95	\$ 103.95
080926	717	INTERSTATE ALL BATTERY		\$ -	\$ 99.95	\$ 99.95
080927	424	THE JOURNAL		\$ -	\$ 208.00	\$ 208.00
080928	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 4,925.00	\$ 4,925.00

080929	405	GREG JONES		\$ -	\$ 151.00	\$ 151.00
080930	405	JUDICIAL DIALOG SYSTEMS		\$ -	\$ 238.31	\$ 238.31
080931	P/R DED	GLEN KILMER		\$ -	\$ 1,257.65	\$ 1,257.65
080932	P/R DED	VICTOR C LUPIS III		\$ -	\$ 297.92	\$ 297.92
080933	712	MOTOROLA SOLUTIONS, INC	52560	\$ 35,522.05	\$ -	\$ 35,522.05
080934	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
080935	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
080936	P/R DED	LAURA POPE		\$ -	\$ 298.57	\$ 298.57
080937	700	TERRY PALMER		\$ -	\$ 11.13	\$ 11.13
080938	700	WILLIAM POTTER		\$ -	\$ 12.90	\$ 12.90
080939	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
080939	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 772.00	\$ 772.00
080939	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 71.00	\$ 71.00
080939	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 217.00	\$ 217.00
080940	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 49,046.08	\$ 49,046.08
080940	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,470.40	\$ 11,470.40
080940	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 32.14	\$ 32.14
080940	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 7.52	\$ 7.52
080940	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 36,910.03	\$ 36,910.03
080940	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 18.57	\$ 18.57
080941	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,918.45	\$ 6,918.45
080941	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,767.23	\$ 9,767.23
080942	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.00	\$ 114.00
080943	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,280.00	\$ 2,280.00
080943	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 520.00	\$ 520.00
080947	401	ADOBE		\$ -	\$ 16.04	\$ 16.04
080947	401	GOF GOVERNMENT FINANCE		\$ -	\$ 595.00	\$ 595.00
080947	401	NEOPOST		\$ -	\$ 40.00	\$ 40.00
080947	401	SPIRIT OF JEFFERSON		\$ -	\$ 30.50	\$ 30.50
080947	401	SPRINT		\$ -	\$ 56.03	\$ 56.03
080947	402	SHOPLET		\$ -	\$ 101.53	\$ 101.53
080947	402	SPIRIT OF JEFFERSON		\$ -	\$ 36.94	\$ 36.94
080947	403	SHOPLET		\$ -	\$ 342.48	\$ 342.48
080947	403	THE BLENNER HASSETT HOTE		\$ -	\$ 384.82	\$ 384.82
080947	404	SPIRIT OF JEFFERSON		\$ -	\$ 287.24	\$ 287.24
080947	404	SPIRIT OF JEFFERSON		\$ -	\$ 61.62	\$ 61.62
080947	405	AMERICAN AIR		\$ -	\$ 433.60	\$ 433.60
080947	405	BEST BUY		\$ -	\$ 1,499.99	\$ 1,499.99

080947	405	MILLERS OFFICE PRODUCTS		\$ -	\$ 41.46	\$ 41.46
080947	405	SPRINT		\$ -	\$ 112.06	\$ 112.06
080947	405	WAL-MART		\$ -	\$ 13.63	\$ 13.63
080947	406	THE OBSERVER		\$ -	\$ 95.00	\$ 95.00
080947	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
080947	412	STAPLES		\$ -	\$ 165.88	\$ 165.88
080947	413	PANHANDLE PRINTING AND D		\$ -	\$ 776.11	\$ 776.11
080947	413	THE HOME DEPOT		\$ -	\$ 89.70	\$ 89.70
080947	413	WAL-MART		\$ -	\$ 234.00	\$ 234.00
080947	415	FRONTIER		\$ -	\$ 86.22	\$ 86.22
080947	415	SPRINT		\$ -	\$ 112.05	\$ 112.05
080947	424	AMAZON		\$ -	\$ 34.88	\$ 34.88
080947	424	CHARLES TOWN UTILITIES		\$ -	\$ 87.66	\$ 87.66
080947	424	FRONTIER		\$ -	\$ 10,045.75	\$ 10,045.75
080947	424	POTOMAC EDISON		\$ -	\$ 2,851.08	\$ 2,851.08
080947	424	SPRINT		\$ -	\$ 56.03	\$ 56.03
080947	424	SUPER SHOES STORE		\$ -	\$ 69.99	\$ 69.99
080947	424	THE HOME DEPOT		\$ -	\$ 82.31	\$ 82.31
080947	424	WAL-MART		\$ -	\$ 43.87	\$ 43.87
080947	424	4 IMPRINT		\$ -	\$ 2,097.91	\$ 2,097.91
080947	425	AMAZON		\$ -	\$ 97.68	\$ 97.68
080947	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,324.03	\$ 1,324.03
080947	425	COMCAST		\$ -	\$ 1,093.19	\$ 1,093.19
080947	425	CRYSTAL SPRINGS		\$ -	\$ 709.06	\$ 709.06
080947	425	GOODMAN AIR CNDTN/HTNG		\$ -	\$ 2,026.62	\$ 2,026.62
080947	425	GRAINGER		\$ -	\$ 87.12	\$ 87.12
080947	425	GRAINGER		\$ -	\$ 81.84	\$ 81.84
080947	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 905.21	\$ 905.21
080947	425	JEFFERSON UTILITIES, INC		\$ -	\$ 952.15	\$ 952.15
080947	425	MILLERS OFFICE PRODUCTS		\$ -	\$ 1,030.45	\$ 1,030.45
080947	425	POTOMAC EDISON		\$ -	\$ 24,753.31	\$ 24,753.31
080947	425	RCS/ALARM FUNDING ASSOC		\$ -	\$ 212.50	\$ 212.50
080947	425	RCS/ALARM FUNDING ASSOC		\$ -	\$ 564.00	\$ 564.00
080947	425	ROACH ENERGY		\$ -	\$ 663.87	\$ 663.87
080947	425	ROACH ENERGY		\$ -	\$ 3,081.35	\$ 3,081.35
080947	425	SHERWIN WILLIAMS		\$ -	\$ 12.08	\$ 12.08
080947	425	THE HOME DEPOT		\$ -	\$ 92.83	\$ 92.83
080947	425	THE HOME DEPOT		\$ -	\$ 228.39	\$ 228.39

080947	425	THE HOME DEPOT		\$ -	\$ 89.40	\$ 89.40
080947	425	THE HOME DEPOT		\$ -	\$ 13.38	\$ 13.38
080947	425	THOS SOMERVILLE		\$ -	\$ 1,275.11	\$ 1,275.11
080947	425	WAL-MART		\$ -	\$ 52.74	\$ 52.74
080947	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 2,786.02	\$ 2,786.02
080947	425	WM WASTE MGNT		\$ -	\$ 745.61	\$ 745.61
080947	425	84 LUMBER		\$ -	\$ 290.87	\$ 290.87
080947	428	ADVANTAGE TECH		\$ -	\$ 4,200.00	\$ 4,200.00
080947	428	AMAZON		\$ -	\$ 13.99	\$ 13.99
080947	428	AMAZON		\$ -	\$ 69.95	\$ 69.95
080947	428	AMAZON		\$ -	\$ 34.99	\$ 34.99
080947	428	AMAZON		\$ -	\$ 289.90	\$ 289.90
080947	428	AMAZON		\$ -	\$ 19.80	\$ 19.80
080947	428	AMAZON		\$ -	\$ 91.15	\$ 91.15
080947	428	AMAZON		\$ -	\$ 15.96	\$ 15.96
080947	428	AMAZON		\$ -	\$ 29.91	\$ 29.91
080947	428	AMAZON		\$ -	\$ 125.81	\$ 125.81
080947	428	AMAZON		\$ -	\$ 29.99	\$ 29.99
080947	428	AMAZON		\$ -	\$ 1,007.23	\$ 1,007.23
080947	428	CRUCIAL		\$ -	\$ 210.98	\$ 210.98
080947	428	DELL		\$ -	\$ 80.99	\$ 80.99
080947	428	DELL		\$ -	\$ 1,289.53	\$ 1,289.53
080947	428	DELL		\$ -	\$ 2,734.59	\$ 2,734.59
080947	428	JOOMLA LMS		\$ -	\$ 799.00	\$ 799.00
080947	428	OFFICE DEPOT		\$ -	\$ 90.40	\$ 90.40
080947	428	OFFICE DEPOT		\$ -	\$ 318.06	\$ 318.06
080947	428	OFFICE DEPOT		\$ -	\$ 146.00	\$ 146.00
080947	428	PCM TIGER DIRECT		\$ -	\$ 388.04	\$ 388.04
080947	428	PCM TIGER DIRECT		\$ -	\$ 139.45	\$ 139.45
080947	428	PCM TIGER DIRECT		\$ -	\$ 4,509.48	\$ 4,509.48
080947	428	QUALITY UPTIME SERVICES		\$ -	\$ 2,935.80	\$ 2,935.80
080947	428	SIMPLY NAS		\$ -	\$ 2,858.50	\$ 2,858.50
080947	428	SMART HORIZONS		\$ -	\$ 145.00	\$ 145.00
080947	428	SPRINT		\$ -	\$ 157.86	\$ 157.86
080947	428	TEXTEDLY COM		\$ -	\$ 20.00	\$ 20.00
080947	440	LYLE SIGNS		\$ -	\$ 466.09	\$ 466.09
080947	440	SPIRIT OF JEFFERSON		\$ -	\$ 312.86	\$ 312.86
080947	440	SPRINT		\$ -	\$ 168.09	\$ 168.09

080947	440	VISTA PRINT		\$ -	\$ 95.78	\$ 95.78
080947	700	AMAZON		\$ -	\$ 115.80	\$ 115.80
080947	700	AMAZON		\$ -	\$ 216.19	\$ 216.19
080947	700	AMAZON		\$ -	\$ 183.31	\$ 183.31
080947	700	GALLS		\$ -	\$ 407.00	\$ 407.00
080947	700	GOWERS FEED INC		\$ -	\$ 73.98	\$ 73.98
080947	700	GS IMAGES		\$ -	\$ 725.00	\$ 725.00
080947	700	IRON HORSE TAVERN		\$ -	\$ 27.13	\$ 27.13
080947	700	MARSHALL HALL F FAME CAF		\$ -	\$ 30.43	\$ 30.43
080947	700	MCDONALDS		\$ -	\$ 9.29	\$ 9.29
080947	700	ROCIC		\$ -	\$ 300.00	\$ 300.00
080947	700	SHEETZ		\$ -	\$ 10.68	\$ 10.68
080947	700	SIRCHIE FINGER PRINT LAB		\$ -	\$ 75.72	\$ 75.72
080947	700	SLEEP INN		\$ -	\$ 89.00	\$ 89.00
080947	700	SMART SIGN		\$ -	\$ 12.92	\$ 12.92
080947	700	SPRINT		\$ -	\$ 1,570.89	\$ 1,570.89
080947	700	THE BLENNER HASSETT HOTE		\$ -	\$ 231.08	\$ 231.08
080947	700	THE GUN SHOP		\$ -	\$ 2,419.89	\$ 2,419.89
080947	700	THE GUN SHOP		\$ -	\$ 3,686.75	\$ 3,686.75
080947	700	TINT WIZARD		\$ -	\$ 325.00	\$ 325.00
080947	700	TRAPUZZANOS UNIFORMS		\$ -	\$ 937.56	\$ 937.56
080947	700	USPS US POSTAL SERVICE		\$ -	\$ 15.00	\$ 15.00
080947	700	ZEBRA TECH INTL		\$ -	\$ 233.20	\$ 233.20
080947	701	TRAPUZZANOS UNIFORMS		\$ -	\$ 11,398.24	\$ 11,398.24
080947	711	DOMINOS PIZZA		\$ -	\$ 64.17	\$ 64.17
080947	711	SPRINT		\$ -	\$ 190.99	\$ 190.99
080947	711	WAL-MART		\$ -	\$ 54.18	\$ 54.18
080947	712	EMBASSY SUITES		\$ -	\$ 137.00	\$ 137.00
080947	712	FRONTIER		\$ -	\$ 4,917.85	\$ 4,917.85
080947	712	SPRINT		\$ -	\$ 890.66	\$ 890.66
080947	712	WAL-MART		\$ -	\$ 39.43	\$ 39.43
080947	716	AKC REUNITE		\$ -	\$ 330.00	\$ 330.00
080947	716	ARIAT INTERNATIONAL		\$ -	\$ 99.95	\$ 99.95
080947	716	GALLS		\$ -	\$ 220.00	\$ 220.00
080947	716	GS IMAGES		\$ -	\$ 740.00	\$ 740.00
080947	716	SPRINT		\$ -	\$ 56.03	\$ 56.03
080947	716	USPS US POSTAL SERVICE		\$ -	\$ 74.10	\$ 74.10
080947	716	VALLEY PET MEMORIAL SERV		\$ -	\$ 401.00	\$ 401.00

080947	716	WV BOARD OF VETERINARY M		\$ -	\$ 50.00	\$ 50.00
080947	716	WV BOARD OF VETERINARY M		\$ -	\$ 50.00	\$ 50.00
080947	716	WV BOARD OF VETERINARY M		\$ -	\$ 50.00	\$ 50.00
080947	717	FISHER AUTO PARTS		\$ -	\$ 983.90	\$ 983.90
080947	717	HAGERSTOWN FORD		\$ -	\$ 87.58	\$ 87.58
080947	717	KNIGHT AUTO GLASS		\$ -	\$ 300.00	\$ 300.00
080947	717	NAPA AUTO PARTS		\$ -	\$ 442.37	\$ 442.37
080947	717	SUNOCO		\$ -	\$ 39.75	\$ 39.75
080947	717	SUNOCO		\$ -	\$ 30.00	\$ 30.00
080948	405	WV PROS ATTORNEYS INST		\$ -	\$ 215.00	\$ 215.00
080949	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 10,559.76	\$ 10,559.76
080949	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 23,466.08	\$ 23,466.08
080949	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 3,726.17	\$ 3,726.17
080949	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 6,210.35	\$ 6,210.35
080949	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 12.59	\$ 12.59
080949	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 27.99	\$ 27.99
080950	413	LOCKE WYSONG		\$ -	\$ 21.80	\$ 21.80
080951	700	WV STATE POLICE		\$ -	\$ 24.00	\$ 24.00
080952	401	XEROX CORPORATION		\$ -	\$ 186.32	\$ 186.32
080952	402	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
080952	403	XEROX CORPORATION		\$ -	\$ 227.22	\$ 227.22
080952	404	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
080952	405	XEROX CORPORATION		\$ -	\$ 410.00	\$ 410.00
080952	406	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
080952	425	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
080952	440	XEROX CORPORATION		\$ -	\$ 203.87	\$ 203.87
080952	440	XEROX CORPORATION		\$ -	\$ 126.42	\$ 126.42
080952	440	XEROX CORPORATION		\$ -	\$ 487.17	\$ 487.17
080952	700	XEROX CORPORATION		\$ -	\$ 337.22	\$ 337.22
080952	712	XEROX CORPORATION		\$ -	\$ 367.62	\$ 367.62
080952	716	XEROX CORPORATION		\$ -	\$ 120.57	\$ 120.57
080953	413	JEAN L ROBERTS		\$ -	\$ 8.72	\$ 8.72
080954	413	TARA M.MORGAN		\$ -	\$ 11.99	\$ 11.99
080955	413	JAMES EDDY		\$ -	\$ 17.44	\$ 17.44
080956	413	DOROTHY DYKE		\$ -	\$ 6.54	\$ 6.54
080957	413	NORA DRISH		\$ -	\$ 24.53	\$ 24.53
080958	413	CHERYL HUFF		\$ -	\$ 13.63	\$ 13.63
080959	413	MARY R. RING		\$ -	\$ 27.25	\$ 27.25

080988	425	BOLAND TRANE SERVICES IN		\$ -	\$ 125.00	\$ 125.00
080988	425	BOLAND TRANE SERVICES IN		\$ -	\$ 136.00	\$ 136.00
080989	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
080990	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
080991	425	CONTROL SYSTEMS		\$ -	\$ 2,366.57	\$ 2,366.57
080992	P/R DED	COLONIAL LIFE		\$ -	\$ 244.80	\$ 244.80
080993	P/R DED	CONSOLIDATED PUBLIC		\$ -	\$ 500.00	\$ 500.00
080994	P/R DED	CONSOLIDATED PUBLIC		\$ -	\$ 1,299.00	\$ 1,299.00
080995	413	ESS ELECTION SYSTEMS &		\$ -	\$ 2,614.00	\$ 2,614.00
080996	700	FEDEX		\$ -	\$ 16.92	\$ 16.92
080997	ALLOC	FRIENDSHIP FIRE COMPANY		\$ -	\$ 95,000.00	\$ 95,000.00
080998	700	MARIA FLORES		\$ -	\$ 9.93	\$ 9.93
080999	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 26,217.20	\$ 26,217.20
081000	715	GLOBAL SCIENCE & TECH		\$ -	\$ 1,800.00	\$ 1,800.00
081001	717	GUTTMAN OIL CO		\$ -	\$ 3,522.12	\$ 3,522.12
081001	717	GUTTMAN OIL CO		\$ -	\$ 3,610.70	\$ 3,610.70
081001	717	GUTTMAN OIL CO		\$ -	\$ 2,796.53	\$ 2,796.53
081001	717	GUTTMAN OIL CO		\$ -	\$ 2,108.70	\$ 2,108.70
081002	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
081003	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,214.29	\$ 2,214.29
081004	712	DR. ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
081005	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 4,925.00	\$ 4,925.00
081006	406	J.D. POWER & ASSOC.		\$ -	\$ 1,710.00	\$ 1,710.00
081007	P/R DED	GAIL MCMILLION		\$ -	\$ 1,005.28	\$ 1,005.28
081008	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
081009	401	NAT'L ASSN OF COUNTIES		\$ -	\$ 965.00	\$ 965.00
081010	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
081011	ALLOC	JEFF CO PARKS &		\$ -	\$ 33,674.86	\$ 33,674.86
081012	425	POTOMAC EDISON/OH		\$ -	\$ 12.38	\$ 12.38
081013	700	ROBERT L. PETERSON SR		\$ -	\$ 12.34	\$ 12.34
081014	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
081014	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
081015	717	RICE TIRES CO		\$ -	\$ 127.18	\$ 127.18
081016	425	R.E. MICHEL CO. LLC		\$ -	\$ 127.45	\$ 127.45
081016	425	R.E. MICHEL CO. LLC		\$ -	\$ 244.82	\$ 244.82
081016	425	R.E. MICHEL CO. LLC		\$ -	\$ 503.65	\$ 503.65
081017	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 52,157.54	\$ 52,157.54
081017	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 12,198.34	\$ 12,198.34

1163	IMP	SHERIFF JEFFERSON CO - FIRE/EMS				\$	926.34
TOTAL						\$	124,621.85

Motion by Mr. Compton to approve the Manual Checks for November 9, 2018 in the amount of \$124, 621.85. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	CHECK AMOUNT
622	8/HD	CDA	\$ 744.00
307	57/FARM	JEFFERSON CO FARMLAND PROT.	\$ 87,034.70
1698	246/CO	GANTTS EXCAVATING	\$ 3,382.00
1699	246/CO	UNITED BANK	\$ 1,170.00
128	249/IMP	MINGHINIS	\$ 26,155.00
TOTALS			\$ 118,485.70

Motion by Ms. Noland to approve the Manual Checks for November 16, 2018 in the amount of \$118,485.70. Motion seconded and unanimously approved.

COAL SEVERANCE						
002						
Date	Check #	VENDOR				Amount
11/30/2018	472	EASTRIDGE HEALTH SYSTEM				\$ 1,850.00
11/30/2018	473	ASHPAUGH & SCULCO				\$ 8,850.00
ASSESSOR VALUATION						
056						
Date	Check #	VENDOR				Amount
11/30/2018	711	MONROE SYSTEMS				\$ 113.00
SHERIFF C/O						
246						
Date	Check #	VENDOR				Amount
11/30/2018	1700	TYLER TEECH				\$ 3,825.00
11/30/2018	1701	THOMASSEN FORD				\$ 22,613.68

TOTAL							\$ 37,251.68
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Motion by Mr. Compton to approve the Manual Checks for November 30, 2018 in the amount of \$37,251.68. Motion seconded and unanimously approved.

PUBLIC COMMENT

Tim Ross, resident – congratulated Commissioners Lornzetti and Tabb for winning the 2018 General Election.

Diane Blust, resident – congratulated Commissioners Lorenzetti and Tabb for winning the 2018 General Election and made comments regarding Rockwool and the Courthouse plaque.

Ruth Hatcher, resident – informed the Commission and the audience that November is Lung Cancer Awareness Month and also made comments regarding Rockwool.

Eleanor Finn, resident and member of the League of Women Voters – made comments regarding the JCDA Board vacancies.

Danny Lutz, resident – presented the audience and the Commission with multiple petitions.

David Tabb, resident – presented multiple complaints to the Commission.

Gina Biller, resident - congratulated Commissioners Lorenzetti and Tabb for winning the 2018 General Election and made comments regarding Rockwool and the Courthouse plaque.

Susan Pipes, resident - congratulated Commissioners Lorenzetti and Tabb for winning the 2018 General Election and made comments regarding Rockwool and the Courthouse plaque.

Sara Thomsen, resident – congratulated Commissioners Lorenzetti and Tabb for winning the 2018 General Election and made comments regarding Rockwool and the Courthouse plaque.

Barbara Stiefel, resident – spoke in opposition to Rockwool Ranson.

Ned Marshall, resident – congratulated Commissioners Lorenzetti and Tabb for winning the 2018 General Election and made comments regarding Rockwool and the Courthouse plaque.

PRESENTATIONS

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
John and Delta Kuhn	PP	HFD	308149	\$61.09

- **Motion by Ms. Tabb to approve the exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Kimberly Stickman	PP	CTD	304480	\$32.89

- **Motion by Ms. Noland to approve the exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Dewey and Gretchen Wolf	PP	KTD	311539	\$263.16

- **Motion by Ms. Noland to approve the exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

2. Matt Harvey, Prosecuting Attorney – discussed staffing needs and potential hires within his office.

- **Motion by Ms. Noland to approve the hiring of Jamie Green, full time legal assistant at \$25,000 per year; Dianne Batt, part-time victim advocate at \$18.50 per hour at 20 hours per week; Adam Ward, assistant prosecuting attorney at \$80,000 per year; and Debra McLaughlin, assistant prosecuting attorney at \$90,000 per year. Motion seconded and unanimously approved.**

3. Martin Burke, Chair, Jefferson County Historic Landmarks Commission – requested \$3,000 to abate asbestos and remove debris from Duffields Depot.

- **Motion by Ms. Noland to grant \$3,000 to the Jefferson County Historic Landmarks Commission from the Coal Severance Fund asbestos abatement**

and debris removal from Duffields Depot. Motion seconded and unanimously approved.

4. Charles M. Baisden, WV State Commander, Military Order of the Purple Heart – requested the Commission approve the Proclamation to Declare Jefferson County as a Purple Heart County in the State of West Virginia.
 - **Motion by Ms. Tabb to approve the Proclamation to Declare Jefferson County as a Purple Heart County in the State of West Virginia. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Lynn Fields, Probate Office
 - **Motion by Ms. Noland to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - a. Petition to Reopen the Estate of John T. DeLeonardo, II
 - **Motion by Ms. Noland to approve the Petition to Reopen the Estate of John T. DeLeonardo, II. Motion seconded and unanimously approved.**
 - b. Fiduciary Commissioner’s Findings and Recommendations upon the Petition for Will Probate in Solemn Form for the Estate of Geraldine W. Bolyard, deceased.
 - **Motion by Ms. Noland to accept the Fiduciary Commissioner’s findings and recommendations upon the Petition for Will Probate in Solemn Form for the Estate of Geraldine W. Bolyard, decease. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to recess as a Fiduciary Review Board. Motion seconded and unanimously approved.**
7. Nic Diehl, Director, Jefferson County Development Authority – requested the approval of the Resolution of Participation and Cooperation for the Local Economic Development Grant Program
 - **Motion by Ms. Noland to approve the Resolution of Support for the JCDA’s application for the Local Economic Development (LED) grant of \$14,400 from the West Virginia Development Office. Motion seconded and unanimously approved.**

8. Daniel P. Lutz, Supervisor, Conservation District Supervisor

- a. National Environment Policy Act
- b. Relocation ECON Research Service and National Institute of Food and Agriculture

9. Nathan Cochran, Assistant Prosecuting Attorney

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

- **Motion by Mr. Compton to enter into Executive Session to discuss the PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD Assets. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**

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

- Discussion of Renewal of County Cable Franchise Agreement and related issues

- Update on Jefferson County Circuit Court Civil Action #18-P-132

- Update on Jefferson County Circuit Court Civil Action #18-C-158

- Discussion of EEOC Charge #533-2018-01557

- Discussion of Jefferson County Circuit Court Civil Action#18-C-171

- Discussion of Jefferson County Circuit Court Civil Action#18-C-108

- Discussion of EEOC Charge #533-2017-00706

- **Motion by Mr. Compton to enter into Executive Session to discuss the matters listed above. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to come of out Executive Session. Motion seconded and unanimously approved.**

NEW BUSINESS

10. Amend 2018 Holiday Schedule

- **Motion by Mr. Compton to amend the 2018 Holiday Schedule to allow for a half work day on Monday, December 31, 2018 for New Year's Eve in**

accordance with the State's Holiday Schedule. Motion seconded and unanimously approved.

11. Approval of the 2019 Holiday Schedule

- **Motion by Ms. Noland to approve the 2019 Jefferson County Holiday Schedule. Motion seconded and unanimously approved.**

12. JCDA Meetings – location & public accessibility and recording of meetings (JT)

13. Discussion of residential and commercial impact fees (JC)

14. Discussion of Board of Health, sanitarian, and septic approvals (JC) – Dr. David Didden spoke before the Commission regarding sanitarian issues and septic approvals and stated he would request an appointment on the December 20, 2018 Commission agenda to further discuss the Board's audit.

15. Discussion of Jefferson County Development Authority Board Member Resignations – it was the consensus of the Commission to postpone appointments to the JCDA Board and discuss the possibility of reducing the number of board members on the board since it's currently at capacity at 21 members.

16. Acknowledgement of Assessor's Additional Duties as delineated in WV Code 7-7-6a

- **Motion by Ms. Tabb to acknowledge the Assessor's Additional Duties as delineated in WV Code 7-7-6a to allow for additional compensation. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Jefferson County Property Safety Enforcement Agency – Fire Chief Position – it was the consensus of the Commission to re-advertise this position to the fire chiefs.
- Holiday Breakfast – Ms. Grove informed the Commission the holiday breakfast would take place at 7:00 am on Thursday, December 13 at the Maintenance meeting room on the Bardane Campus.
- County Commissioner Meet & Greet – it was the consensus of the Commission to wait until Mr. Lorenzetti was present to decide on a date and time for the next Commissioner's meet & greet.

- Legislative Summit – it was the consensus of the Commission to ask Ms. Grove to contact local legislators to see if they'd be available to meet on Thursday, January 3, 2019 to discuss their legislative priorities for the 2019 term.
- Temporary assignment to Boards and Commissions – Development Authority, Historic Landmarks Commission and Planning Commission – it was the consensus of the Commission to allow Mr. Lorenzetti to serve on the Development Authority, Historic Landmarks Commission, and the Planning Commission until 2019 when boards are reassigned for the New Year.
- Nomination for JCDA from the City of Charles Town – Ms. Grove stated she received a letter from the City of Charles Town asking the Commission to appoint Michael Tolbert as Charles Town's representative to the Jefferson County Development Authority Board; however, Ms. Grove stated Mr. Hennessey had yet to resign from the position and the Code states that municipalities must select three nominees with the final decision to be made by the Commission. The Commission requested Ms. Grove write a letter of Charles Town explaining the proper procedure for board appointments
- IT Support Position – this item was postponed until the December 6, 2018 regularly scheduled County Commission meeting.

The Commission adjourned at 3:12 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

JOSHUA COMPTON, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 420,936.60	\$ -	\$ 420,936.60
	\$ -		
6.2% Tax Payable OASDI	\$ 26,078.77	\$ -	\$ 26,078.77
1.45% Tax Payable HI	\$ 6,099.17	\$ -	\$ 6,099.17
Fed Withholding	\$ 43,809.25	\$ -	\$ 43,809.25
WV State Withholding	\$ 19,392.80	\$ -	\$ 19,392.80
PERS Retirement Deduct 4.5%	\$ 11,246.05	\$ -	\$ 11,246.05
PERS Retirement Deduct 6%	\$ 3,663.35		\$ 3,663.35
Hosp. Pre-Tax	\$ -		\$ -
Cancer/ICU Pre-Taxed	\$ 312.08		\$ 312.08
Cancer/ICU Not Pre-Taxed	\$ 1,449.03		\$ 1,449.03
Optional Life Not Pre-Taxed	\$ -		\$ -
Christmas Club	\$ 4,925.00		\$ 4,925.00
Wage Attach #1	\$ 713.25		\$ 713.25
Wage Attach #2	\$ 500.00		\$ 500.00
Wage Attach #3	\$ -		\$ -
DSRS Retirement Deduct 8.5%	\$ 7,529.54		\$ 7,529.54
457 - Nationwide	\$ 849.00		\$ 849.00
457I - Empower	\$ 2,280.00		\$ 2,280.00
457R - Roth	\$ 520.00		\$ 520.00
MD State Tax	\$ 678.75		\$ 678.75
D/VF	\$ -		\$ -
VA. State Tax	\$ 158.33		\$ 158.33
COLONIAL(PLUS)	\$ 81.60		\$ 81.60
Total Deductions	\$ 130,285.97	\$ -	\$ 130,285.97
Net Wages Total	\$ 290,650.63	\$ -	\$ 290,650.63
Payroll Date	29-Nov-2018		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Allen Keyser**

Department or Organization: **Director, JCESA**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 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*): **JCESA update for Commissioners - Discussion/Action**

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: **December 6, 2018**

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

Date Requested – 2nd Choice:

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

- Review of FY20 Budget Charge for Departments
- Discussion of Employee Performance Appraisal for a specific employee– Possible Executive Session – 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? \$ NA

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Josh Compton

VICE PRESIDENT

Jane Tabb

COMMISSIONER

Patricia A. Noland

COMMISSIONER

Ralph Lorenzetti

COMMISSIONER

Caleb Wayne Hudson

To: Jefferson County Commission
From: Michelle Gordon, Finance Director
Date: December 6, 2018
Subject: FY20 Budget Charge

Tax Levy Rate

The County realized an increase in tax revenue of approximately \$792,000 in FY18 over FY17 (\$13,551,915 and \$12,759,741 respectively) and is projected to remain flat for FY19 at \$13,580,840. The projected increase for FY20 preliminary budget is approximately \$496,000, or from \$14,114,752 for FY19's budget to \$14,610,639 for FY20's preliminary budget. Final assessment values are not available from the Assessor until late January or early February. Preliminary numbers indicate that real property assessed values have increased by 3.2% or \$160 million in FY20 over the total assessed values of \$3.56 billion in FY19 due to new construction and increases in market value. During fiscal years 2015-2019, the County realized an average annual growth in the total assessable base of 3.4% with 1.6% of that growth being attributable to new construction. For projection purposes, the percentage used for assessable base growth is 3.5% for FY20 tax revenue estimates.

The levy rate is driven by growth in the assessable value of existing properties. New construction does not impact that calculation; however, new construction impacts the final calculation of tax revenue generated. The County reached the maximum levy rate in FY19 and the class II levy rate was \$28.60 cents per \$100 of assessed value for FY19. Based on preliminary calculations of the FY20 Levy Rate, this lower assessable base growth for existing properties will mean that tax rate will remain at the max levy rate of \$28.60 cents per \$100 of assessed value for class II property.

FY20 and Future Year Budget Projections

Revenue & Expenditure projections reflect increases or decreases in FY20 and future years based on the historical trend for all accounts except:

- **Video Lottery Revenue-** A (2.5%) decrease from FY19's projected revenue (\$2,941,500) was used to estimate FY20's revenue (\$2,868,000). Future years after FY20 reflect continued declines of 2% yearly as the revenue stream has not shown that it has stabilized.
- **Table Game Revenue-** A (11.9%) decrease from FY19's projected revenue (\$544,200) was used to project FY20's revenue (\$479,400). Future years after FY20 reflect continued declines of (5%) yearly.

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

- **Tax Revenue-** The assessable base has been fairly flat and the County reached the max levy rate in FY19. As a result, a conservative increase of 3.5% was used for FY20's revenue projections. Future years after FY20 include similar conservative increases of 2.9%.
- **Medical Insurance Expense-** Based on discussions with our insurance representative last fiscal year, we should plan on continued increases for FY20 and future years. For projection purposes, an increase of 5% annually was included. For FY20, that 5% increase amounts to \$115,000. Plan changes can be made to reduce that increase and some of those potential changes outlined in the Budget Charge Items.
- **Employee Salaries-**
 - **Merit Increase** - Full-time employees received an across the board increase in FY17 and FY18 of 3% and 1.2% respectively. For FY19, the County realigned the grade scale and implemented a merit based system for employee annual increases that would become effective on employee hire dates. In FY20, the cost of a full year for employee merit increases was included at \$195,000. Future increases of 2% were included in FY21 through FY24.
 - **Cost of Living Adjustments** – Because employee salaries remained flat for many years as part of the County's cost cutting measures, the County's grade scale was not regularly realigned for cost of living adjustments (COLA's). To ensure that the County is maintaining competitive salaries with neighboring States and Counties, I recommend implementing regular COLA's for employees through adjustments to the County's grade scale. The projection includes 0.7% or \$68,250 in FY20 for a COLA. Future years also include 0.7% for COLA's.

Budget Charge Items

- Zero Based Budgeting
- Continue Hiring Freeze / Review of Vacant Positions to Create Vacancy Savings
- Thorough review of Ambulance Fee to ensure that the fee being charged covers the cost of providing services.
- New Fee Consideration - Implementation of a fire fee in accordance with WV Code, §7-17, County Fire Boards. Establish a fire fee to cover the cost of contributions made to support local volunteer fire companies. Authorize Staff to begin the lengthy process:
 1. Contact legislators regarding Dual Fees.
 2. Begin the process established in §7-17-12. County fire service fees; petition; election; dedication; and increase
- Employee COLA

1%	\$110,000
2%	\$221,000
3%	\$331,000
- Employee Merit Increase – Full year funding \$195,000
- Medical Insurance Plan Revisions.
- Other

If you have questions, please call me at extension 1008.

Jefferson County Commission FY20 Budget Process Calendar

- **November:** Finance Director to compile estimate of revenues
- **December 1, 2018:** More accurate property valuations are available. Finance Director to adjust projected revenues
- **December 6, 2018:** Budget Charge from Commissioners
- **Mid December 2018:** Preliminary health insurance renewal rates available
- **Mid December 2018:** Budget reports distributed to departments (per auditor's office should be done no later than the 1st week of February)
- **January 16, 2019:** Department Heads to return budgets to Finance Director (per regulation must be done by March 2nd)
- **January 22, 2019:** Elected Officials to return budgets to Finance Director (per regulation must be done by March 2nd)
- **February 1, 2019:** Budget Binders distributed to Commissioners
- **February 5, 2019:** Tuesday evening Budget 101 (7PM)
- **February 11 – 15:** Need to schedule two to three full days of individual department budget presentations to the Commissioners
- **March 1, 2019:** Assessor to certify value of real and personal property (per regulation must be done by March 3rd)
- **March 7 – 15:** Schedule community forum for public hearing of budget (per regulation must be done between March 7th and March 28th)
- **Mid March 2019:** Final health insurance renewal rates obtained
- **March 21, 2019:** Currently, this is an evening regular session. Commissioners adopt budget (per regulation must be done by March 29th) or Special Session on March 28, 2019.
- **March 28, 2019:** Budget must be published by March 28th each year in the local paper of record.
- **April 2019:** Health insurance renewal rates/options presented to Commissioners
- **April 16, 2019:** Commissioners reconvene and consider any objections, and proceeds with the laying of property tax levy rates (per regulation must be done on April 16th, the 3rd Tuesday of April) – Normally a 9:30 meeting.
- **April 19, 2019:** Finance Director to forward the levy order to the State Auditor's Office (per regulation must be done within 3 days of the 3rd Tuesday in April)

Jefferson County Commission
 General Fund
 Five Year Projection (FY2020 - FY2024)

Date Prepared: 11/29/2018

	2 Year Actuals		Projected			Projection				
	Actual	Actual	FY19		Budget	TREND	TREND	TREND	TREND	
	FY17	FY18	Projection	Budget	Chg %	FY20	FY21	FY22	FY23	FY24
Revenue										
Taxes	12,759,741	13,551,915	13,580,840	14,114,752		14,610,639	15,030,481	15,457,581	15,900,981	16,358,081
<i>Tax Revenue % Inc/(Dec)</i>	4.0%	6.2%	0.2%	4.2%		3.5%	2.9%	2.8%	2.9%	2.9%
Tax Penalties	294,779	287,868	310,000	297,950	1.0%	313,100	316,230	319,390	322,580	325,810
Property Transfer	733,432	970,973	857,616	795,380	6.0%	909,070	963,610	1,021,430	1,082,720	1,147,680
Gas/oil	58,840	62,174	85,562	64,040	3.0%	88,130	90,770	93,490	96,290	99,180
Horse Racing	11,735	10,098	10,233	12,440	2.0%	10,440	10,650	10,860	11,080	11,300
Wine Liquor	43,784	17,243	11,310	49,180	3.0%	11,650	12,000	12,360	12,730	13,110
Hotel Occupancy	775,514	738,360	769,000	726,600	5.0%	807,450	847,820	890,210	934,720	981,460
<i>Hotel Occ % Inc/(Dec)</i>	18.8%	-4.8%	4.1%	-1.6%		5.0%	5.0%	5.0%	5.0%	5.0%
Waste Coal	-	-	5,562	-		-	-	-	-	-
Decal fees	116	66	162	65		65	65	65	65	65
Bldg Permits	252,580	275,648	325,000	340,140		357,500	382,530	409,310	421,590	434,240
<i>Building Permit % Inc/(Dec)</i>	4.6%	9.1%	17.9%	23.4%		10.0%	7.0%	7.0%	3.0%	3.0%
Misc Permits	152	152	155	130		130	130	130	130	130
Grants	242,872	644,424	385,000	460,000		270,000	220,000	220,000	220,000	220,000
Payment in lieu of taxes	19,877	17,593	18,000	20,000		20,000	20,000	20,000	20,000	20,000
Sheriff Service Process	17,915	20,016	18,700	18,700		19,100	19,000	19,000	19,000	19,000
Sheriff Earnings	183,015	195,596	199,300	199,300	1.0%	192,600	194,530	196,480	198,440	200,420
Clerk Earnings	195,778	223,629	201,520	191,000	0.5%	207,000	208,040	209,080	210,130	211,180
Circuit Clerk Earnings	62,737	45,786	58,770	64,000	1.0%	58,770	59,360	59,950	60,550	61,160
Prosecuting Earnings	1,681	1,550	1,430	1,600	1.0%	1,554	1,570	1,590	1,610	1,630
Accident reports	4,860	4,950	3,750	4,700	1.0%	4,200	4,240	4,280	4,320	4,360
Map Sales	1,764	45	-	-		-	-	-	-	-
Rent	289,290	318,490	334,180	348,380	2.0%	313,987	320,270	326,680	333,210	339,870
911 Fees	1,859,007	1,760,952	1,905,700	2,089,100		1,962,900	1,982,500	2,002,300	2,022,300	2,042,500
<i>911 Fees % Inc/(Dec)</i>	0.3%	-5.3%	8.2%	18.6%		3.0%	1.0%	1.0%	1.0%	1.0%
Franchise Agreements	518,503	522,938	544,000	544,000		554,900	560,400	566,000	571,700	577,400
<i>Franchise Fees % Inc/(Dec)</i>	10.2%	0.9%	4.0%	4.0%		2.0%	1.0%	1.0%	1.0%	1.0%
IRP fees	12,069	15,680	15,000	15,000	1.0%	15,800	15,960	16,120	16,280	16,440
Jail fees	69,244	112,557	98,000	100,000	0.5%	98,000	98,490	98,980	99,470	99,970
Interest	33,063	31,436	36,070	32,170	0.2%	32,871	32,940	33,010	33,080	33,150
Misc revenue	1,982	40,711	23,558	23,558	1.0%	29,800	30,100	30,400	30,700	31,010
Sheriff Commission	11,536	11,581	11,520	11,600	1.0%	11,600	11,720	11,840	11,960	12,080
Table Games	736,573	634,044	544,200	544,200		479,400	455,400	432,600	423,900	415,400
<i>Table Games % Inc/(Dec)</i>	-13.7%	-13.9%	-14.2%	-14.2%		-11.9%	-5.0%	-5.0%	-2.0%	-2.0%
Recycling / Scrap Revenue	2,830	4,076	-	-		-	-	-	-	-
Filing Fees	10,752	-	-	-		-	-	-	-	-
Video Lottery	3,183,492	3,038,420	2,941,500	2,941,500		2,868,000	2,810,600	2,754,400	2,699,300	2,645,300
<i>Video Lottery % Inc/(Dec)</i>	-2.4%	-4.6%	-3.2%	-3.2%		-2.5%	-2.0%	-2.0%	-2.0%	-2.0%
Defeasance of Debt	19,827	40,226	-	-		-	-	-	-	-
Reimbursements	166,213	230,065	170,000	173,600	1.0%	178,500	180,290	182,090	183,910	185,750
Gain/Loss on Sale of Fixed Assets	-	10,726	-	-		-	-	-	-	-
Charges to other entities	8,427	70,098	100,000	-		-	-	-	-	-
Trans from other entities	-	36,430	-	-		-	-	-	-	-
General School Reimbursements	186,714	266,698	264,000	264,000	1.0%	264,000	266,640	269,310	272,000	274,720
Trns Assessor Val fund	446,341	485,329	515,250	515,250	2.0%	525,560	536,070	546,790	557,730	568,880
Total Revenue	23,217,035	24,698,543	24,344,888	24,962,335		25,216,716	25,682,406	26,215,726	26,772,476	27,351,276

	2 Year Actuals		Projected			Projection				
	Actual	Actual	FY19		Proj	Budget	TREND	TREND	TREND	TREND
	FY17	FY18	Projection	Budget	Chg %	FY20	FY21	FY22	FY23	FY24
Expenditures										
Commission	1,744,138	1,803,308	1,903,337	1,918,337	2.0%	1,941,400	1,980,230	2,019,830	2,060,230	2,101,430
Employee Increases (~2% Merit)	-	-	-	-		195,000	198,900	202,878	206,936	211,074
Employee Increases (0.7% COLA)	-	-	-	-		68,250	69,615	71,007	72,427	73,876
Health Increases (5%)	-	-	-	-		115,000	120,750	126,788	133,127	139,783
County Clerk	697,793	689,210	701,760	716,760	2.0%	715,800	730,120	744,720	759,610	774,800
Circuit Clerk	569,916	603,737	609,407	624,407	2.0%	621,600	634,030	646,710	659,640	672,830
Sheriff's Tax Office	542,542	534,898	519,467	534,467	2.0%	529,860	540,460	551,270	562,300	573,550
Prosecuting Attorney	1,761,541	1,802,123	1,810,538	1,825,538	2.0%	1,846,750	1,883,690	1,921,360	1,959,790	1,998,990
Assessor	520,887	503,027	534,183	539,183	2.0%	544,870	555,770	566,890	578,230	589,790
Assesor Valuation Fund	446,341	489,362	515,250	515,250	2.0%	525,560	536,070	546,790	557,730	568,880
State Wide Computer Network	52,849	54,879	54,871	54,871	2.0%	55,970	57,090	58,230	59,390	60,580
Agricultural Agent	122,585	104,774	129,464	134,464	2.0%	132,050	134,690	137,380	140,130	142,930
County Clerk Elections	293,706	314,493	297,666	302,666	2.0%	303,620	309,690	315,880	322,200	328,640
Magistrate Court	2,301	2,365	2,500	2,000	2.0%	3,000	3,060	3,120	3,180	3,240
Maintenance Dept	1,119,985	1,025,702	983,917	983,917	3.0%	1,013,430	1,043,830	1,075,140	1,107,390	1,140,610
Other Building	535,397	666,808	591,200	591,200	2.0%	603,020	615,080	627,380	639,930	652,730
Data Processing (IT)	389,961	363,558	485,955	500,955	2.0%	495,670	505,580	515,690	526,000	536,520
RDA	19,794	19,794	19,795	19,795	2.0%	20,190	20,590	21,000	21,420	21,850
EC Development	471,372	505,337	548,857	548,857	2.0%	559,830	571,030	582,450	594,100	605,980
Engineering, Planning, Zoning, GIS	1,391,517	1,342,956	1,453,956	1,468,956	2.0%	1,483,040	1,512,700	1,542,950	1,573,810	1,605,290
Contingency for Emergencies	-	-	-	184,360		200,000	200,000	200,000	200,000	200,000
Law Enforcement	3,722,266	4,191,733	4,331,516	4,371,516	2.0%	4,418,150	4,506,510	4,596,640	4,688,570	4,782,340
Service of Process	17,606	23,122	18,700	18,700		19,100	19,000	19,000	19,000	19,000
Regional Jail	1,507,475	1,582,600	1,650,000	1,850,000	2.0%	1,683,000	1,716,660	1,750,990	1,786,010	1,821,730
Regional Jail % Inc/(Dec)	26.0%	5.0%	4.3%	16.9%		2.0%	2.0%	2.0%	2.0%	2.0%
Homeland Security	233,099	222,794	237,579	267,579	2.0%	242,330	247,180	252,120	257,160	262,300
Communication Center (911)	1,840,282	1,791,156	2,008,697	2,068,697	2.0%	2,048,870	2,089,850	2,131,650	2,174,280	2,217,770
JCESA - Ambulance	1,537,894	2,024,472	2,084,291	2,084,291	2.0%	2,125,980	2,168,500	2,211,870	2,256,110	2,301,230
JCESA - Fire	595,000	665,000	665,000	665,000	0.0%	665,000	665,000	665,000	665,000	665,000
Animal Control	299,184	221,007	278,357	293,357	2.0%	283,920	289,600	295,390	301,300	307,330
Central Garage	256,812	317,514	280,857	280,857	6.0%	297,710	315,570	334,500	354,570	375,840
Health Department	77,400	79,550	79,980	79,980	2.0%	80,380	81,990	83,630	85,300	87,010
Landfill	-	-	-	-		-	-	-	-	-
Parks and Recreation	744,109	728,587	745,402	726,306	2.8%	763,420	789,833	810,925	833,972	857,023
Arts and Humanities	15,510	14,767	15,380	14,532	5.0%	16,149	16,956	17,804	18,694	19,629
Historical Commission	22,967	21,867	22,806	21,550	5.0%	23,913	25,108	26,364	27,682	29,066
Visitors Bureau	397,757	383,280	384,500	363,300	5.0%	403,725	423,910	445,105	467,360	490,730
Library	330,000	330,000	330,000	330,000	0.0%	330,000	330,000	330,000	330,000	330,000
Senior Citizens	-	-	-	-		-	-	-	-	-
Public Transit	20,000	20,000	20,000	20,000		20,000	20,000	20,000	20,000	20,000
Total Expenditures	22,299,986	23,443,780	24,315,188	24,921,648		25,395,557	25,928,643	26,468,451	27,022,578	27,589,372
Net Surplus / (Deficit)	917,049	1,254,763	29,700	40,687		(178,841)	(246,237)	(252,725)	(250,102)	(238,095)

	2 Year Actuals		FY19		Projected Budget FY20	Projection			
	Actual	Actual				TREND	TREND	TREND	TREND
	FY17	FY18	Projection	Budget					
Net Surplus / (Deficit)	917,049	1,254,763	29,700	40,687	(178,841)	(246,237)	(252,725)	(250,102)	(238,095)
Transfers from/ (to) Other Funds									
Transfers to Capital Outlay Fund									
<i>Trns to Capital Fund (5% Gambling)</i>	<i>(194,000)</i>	<i>(388,000)</i>	<i>(350,000)</i>	<i>(562,000)</i>	<i>(729,400)</i>	<i>(892,700)</i>	<i>(1,052,100)</i>	<i>(1,208,300)</i>	<i>(1,361,300)</i>
<i>Trns to Capital Fund</i>	<i>(1,196,981)</i>	<i>(583,200)</i>	<i>-</i>	<i>(38,755)</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
Subtotal Trns to Capital Outlay Fund	(1,390,981)	(971,200)	(350,000)	(600,755)	(729,400)	(892,700)	(1,052,100)	(1,208,300)	(1,361,300)
Trns to Financial Stabilization Fund	(610,013)	-	-	-	-	-	-	-	-
Trns from Coal Severance Fund	-	70,000	50,000	70,000	-	-	-	-	-
Trns from (to) Other Funds	132,925	163,213	-	-	-	-	-	-	-
Total Transfers Out of General Fund	(1,868,069)	(737,987)	(300,000)	(530,755)	(729,400)	(892,700)	(1,052,100)	(1,208,300)	(1,361,300)
Net Uses of Funds -Surplus/(Deficit)	(951,020)	516,776	(270,300)	(490,068)	(908,241)	(1,138,937)	(1,304,825)	(1,458,402)	(1,599,395)
Fund Balance									
Beginning Fund Balance	5,450,887	4,669,371	5,186,147	5,186,147	4,915,847	4,007,606	2,868,669	1,563,844	105,442
Prior Period Adjustments	169,504	-	-	-	-	-	-	-	-
Net Change in Fund Balance	(951,020)	516,776	(270,300)	(490,068)	(908,241)	(1,138,937)	(1,304,825)	(1,458,402)	(1,599,395)
Ending Fund Balance	4,669,371	5,186,147	4,915,847	4,696,079	4,007,606	2,868,669	1,563,844	105,442	(1,493,953)
Fund Balance as a % of Operating Exp	20.94%	22.12%	20.22%	18.84%	15.78%	11.06%	5.91%	0.39%	-5.4%

Jefferson County Commission
 Five Year Projection (FY2020 - FY2024)
 Expenditures by Funding Source

	FY17 Actual	FY18 Actual	FY2019		Proj Chg %	Projected Budget FY20	Projection			
			Projection	Budget			TREND FY21	TREND FY22	TREND FY23	TREND FY24
STATUTORY REVENUE & RELATED EXPENDITURES										
Statutory Revenues										
Tax Revenue	12,759,741	13,551,915	13,580,840	14,114,752		14,610,639	15,030,481	15,457,581	15,900,981	16,358,081
<i>Tax Revenue % Inc/(Dec)</i>	4.0%	6.2%	0.2%	4.2%		3.5%	2.9%	2.8%	2.9%	2.9%
911 Fee Revenue	1,859,007	1,760,952	1,905,700	2,089,100		1,962,900	1,982,500	2,002,300	2,022,300	2,042,500
<i>911 Fees % Inc/(Dec)</i>	0.3%	-5.3%	8.2%	18.6%		3.0%	1.0%	1.0%	1.0%	1.0%
Total Statutory Revenues	14,618,748	15,312,867	15,486,540	16,203,852		16,573,539	17,012,981	17,459,881	17,923,281	18,400,581
Statutory Expenditures										
County Commission	1,744,138	1,803,308	1,903,337	1,918,337	2.0%	1,941,400	1,980,230	2,019,830	2,060,230	2,101,430
County Clerk	697,793	689,210	701,760	716,760	2.0%	715,800	730,120	744,720	759,610	774,800
Circuit Clerk	569,916	603,737	609,407	624,407	2.0%	621,600	634,030	646,710	659,640	672,830
Sheriff and Treasurer	542,542	534,898	519,467	534,467	2.0%	529,860	540,460	551,270	562,300	573,550
Prosecuting Attorney	1,761,541	1,802,123	1,810,538	1,825,538	2.0%	1,846,750	1,883,690	1,921,360	1,959,790	1,998,990
Assessor	520,887	503,027	534,183	539,183	2.0%	544,870	555,770	566,890	578,230	589,790
Statewide Computer - Assessor	52,849	54,879	54,871	54,871	2.0%	55,970	57,090	58,230	59,390	60,580
Elections County Clerk	293,706	314,493	297,666	302,666	2.0%	303,620	309,690	315,880	322,200	328,640
Magistrate Court	2,301	2,365	2,500	2,000	2.0%	3,000	3,060	3,120	3,180	3,240
Courthouse (Maintenance)	1,119,985	1,025,702	983,917	983,917	3.0%	1,013,430	1,043,830	1,075,140	1,107,390	1,140,610
Regional Development Authority	19,794	19,794	19,795	19,795	2.0%	20,190	20,590	21,000	21,420	21,850
Sheriff Law Enforcement	3,722,266	4,191,733	4,331,516	4,371,516	2.0%	4,418,150	4,506,510	4,596,640	4,688,570	4,782,340
Regional Jail	1,507,475	1,582,600	1,650,000	1,850,000	2.0%	1,683,000	1,716,660	1,750,990	1,786,010	1,821,730
Homeland Security	233,099	222,794	237,579	267,579	2.0%	242,330	247,180	252,120	257,160	262,300
911 Center Expenditures										
Communications Center	1,840,282	1,791,156	2,008,697	2,068,697	2.0%	2,048,870	2,089,850	2,131,650	2,174,280	2,217,770
Comm Ctr (Est In Other Depts)	105,000	105,000	110,000	110,000	2.0%	112,200	114,440	116,730	119,060	121,440
Transfers to C/O Fund										
Courthouse & Building Maintenance	232,549	166,104	-	156,647		72,292	470,700	730,100	877,300	1,080,300
Prosecuting Attorney	979,944	-	-	-		-	-	-	-	-
JCESA Mortgage	-	61,000	81,000	81,000		81,000	81,000	81,000	81,000	81,000
County Clerk	-	59,373	-	-		-	100,000	-	50,000	-
Elections County Clerk	178,488	180,108	180,108	180,108		180,108	-	-	-	-
Sheriff's Law Enforcement	-	122,361	88,892	183,000		241,000	241,000	241,000	200,000	200,000
Other Statutorially Required	-	-	-	-		55,000	-	-	-	-
911 / Homeland Security	-	78,180	-	-		100,000	-	-	-	-
Total Statutory Expenditures	16,124,555	15,913,945	16,125,233	16,790,488		16,830,440	17,325,900	17,824,380	18,326,760	18,833,190
Subtotal Net Tax Surplus/(Deficit)	(1,505,807)	(601,078)	(638,693)	(586,636)		(256,901)	(312,919)	(364,499)	(403,479)	(432,609)
DEDICATED REVENUE & RELATED EXPENDITURES										
Hotel Tax Revenue										
Hotel Occupancy Tax	775,514	738,360	769,000	726,600	5.0%	807,450	847,820	890,210	934,720	981,460
Hotel Tax Expenditures										
Parks and Recreation	744,109	728,587	745,402	726,306	2.8%	763,420	789,833	810,925	833,972	857,023
Arts and Humanities	15,510	14,767	15,380	14,532	5.0%	16,149	16,956	17,804	18,694	19,629
Historical Commission	22,967	21,867	22,806	21,550	5.0%	23,913	25,108	26,364	27,682	29,066
Convention Visitor's Bureau	397,757	383,280	384,500	363,300	5.0%	403,725	423,910	445,105	467,360	490,730
Total Hotel Expenditures	1,180,343	1,148,501	1,168,088	1,125,688		1,207,207	1,255,808	1,300,198	1,347,708	1,396,448
Subtotal Net Hotel Surplus/(Deficit)	(404,829)	(410,141)	(399,088)	(399,088)		(399,757)	(407,988)	(409,988)	(412,988)	(414,988)
Permit Fee Revenue										
Building Permit Fees	252,580	275,648	325,000	340,140	0.0%	357,500	382,530	409,310	421,590	434,240
Permit Fee Expenditures										
Engineering	1,391,517	1,342,956	1,453,956	1,468,956	2.0%	1,483,040	1,512,700	1,542,950	1,573,810	1,605,290
Subtotal Net Permit Surplus/(Deficit)	(1,138,937)	(1,067,308)	(1,128,956)	(1,128,816)		(1,125,540)	(1,130,170)	(1,133,640)	(1,152,220)	(1,171,050)

Jefferson County Commission
 Five Year Projection (FY2020 - FY2024)
 Expenditures by Funding Source

	FY17 Actual	FY18 Actual	FY2019		Proj Chg %	Projected	Projection			
			Projection	Budget		Budget	TREND	TREND	TREND	TREND
						FY20	FY21	FY22	FY23	FY24
DEDICATED REVENUE & RELATED EXPENDITURES										
Service of Process Revenue										
Sheriff's Service of Process	17,915	20,016	18,700	18,700	0.0%	19,100	19,000	19,000	19,000	19,000
Service of Process Expenditures										
Sheriff's Service of Process	17,606	23,122	18,700	18,700	0.0%	19,100	19,000	19,000	19,000	19,000
Subtotal Net Process Surplus/(Deficit)	309	(3,106)	-	-		-	-	-	-	-
Assessor Valuation Fund Revenue										
Transfer from the Assessor's Valuation Fund	446,341	485,329	515,250	515,250	2.0%	525,560	536,070	546,790	557,730	568,880
Assessor Valuation Fund Expenditures										
Assessor's Valuation Fund	446,341	489,362	515,250	515,250	2.0%	525,560	536,070	546,790	557,730	568,880
Subtotal Net ASV Surplus/(Deficit)	-	(4,033)	-	-		-	-	-	-	-
Net Surplus/(Deficit) Before Other	(3,049,264)	(2,085,666)	(2,166,737)	(2,114,540)		(1,782,198)	(1,851,077)	(1,908,127)	(1,968,687)	(2,018,647)
NON-DEDICATED REVENUE & EXPENDITURES										
Other Revenue										
Table Games	736,573	634,044	544,200	544,200		479,400	455,400	432,600	423,900	415,400
<i>Table Games % Inc/(Dec)</i>	<i>-13.7%</i>	<i>-13.9%</i>	<i>-14.2%</i>	<i>-14.2%</i>		<i>-11.9%</i>	<i>-5.0%</i>	<i>-5.0%</i>	<i>-2.0%</i>	<i>-2.0%</i>
Video Lottery	3,183,492	3,038,420	2,941,500	2,941,500		2,868,000	2,810,600	2,754,400	2,699,300	2,645,300
<i>Video Lottery % Inc/(Dec)</i>	<i>-2.4%</i>	<i>-4.6%</i>	<i>-3.2%</i>	<i>-3.2%</i>		<i>-2.5%</i>	<i>-2.0%</i>	<i>-2.0%</i>	<i>-2.0%</i>	<i>-2.0%</i>
Tax Penalties	294,779	287,868	310,000	297,950	1.0%	313,100	316,230	319,390	322,580	325,810
Property Transfer Tax	733,432	970,973	857,616	795,380	6.0%	909,070	963,610	1,021,430	1,082,720	1,147,680
Gas & Oil Severance Tax	58,840	62,174	85,562	64,040	3.0%	88,130	90,770	93,490	96,290	99,180
Horse & Dog Racing tax	11,735	10,098	10,233	12,440	2.0%	10,440	10,650	10,860	11,080	11,300
Wine & Liquor Tax	43,784	17,243	11,310	49,180	3.0%	11,650	12,000	12,360	12,730	13,110
Waste Coal	-	-	5,562	-		-	-	-	-	-
Sheriff's Earnings	183,015	195,596	199,300	199,300	1.0%	192,600	194,530	196,480	198,440	200,420
Jail Fees	69,244	112,557	98,000	100,000	0.5%	98,000	98,490	98,980	99,470	99,970
County Clerk's Earnings	195,778	223,629	201,520	191,000	0.5%	207,000	208,040	209,080	210,130	211,180
Circuit Clerk's Earnings	62,737	45,786	58,770	64,000	1.0%	58,770	59,360	59,950	60,550	61,160
Prosecuting Attorney Earnings	1,681	1,550	1,430	1,600	1.0%	1,554	1,570	1,590	1,610	1,630
License/ Decals	116	66	162	65		65	65	65	65	65
Misc. Permits	152	152	155	130		130	130	130	130	130
Grants	242,872	644,424	385,000	460,000	0.0%	270,000	220,000	220,000	220,000	220,000
Payment in Lieu of Taxes-Federal	19,877	17,593	18,000	20,000	0.0%	20,000	20,000	20,000	20,000	20,000
Accident Reports	4,860	4,950	3,750	4,700	1.0%	4,200	4,240	4,280	4,320	4,360
Map Sales	1,764	45	-	-		-	-	-	-	-
Rent - Concessions	289,290	318,490	334,180	348,380	2.0%	313,987	320,270	326,680	333,210	339,870
Franchise Fees	518,503	522,938	544,000	544,000		554,900	560,400	566,000	571,700	577,400
<i>Franchise Fees % Inc/(Dec)</i>	<i>10.2%</i>	<i>0.9%</i>	<i>4.0%</i>	<i>4.0%</i>		<i>2.0%</i>	<i>1.0%</i>	<i>1.0%</i>	<i>1.0%</i>	<i>1.0%</i>
IRP Fees	12,069	15,680	15,000	15,000	1.0%	15,800	15,960	16,120	16,280	16,440
Interest Earned	33,063	31,436	36,070	32,170	0.2%	32,871	32,940	33,010	33,080	33,150
Defeasance of Debt	19,827	40,226	-	-		-	-	-	-	-
Charges to Other Entities	8,427	70,098	100,000	-		-	-	-	-	-
Miscellaneous Revenue	1,982	40,711	23,558	23,558	1.0%	29,800	30,100	30,400	30,700	31,010
Sheriff's Commission	11,536	11,581	11,520	11,600	1.0%	11,600	11,720	11,840	11,960	12,080
Recycling / Scrap Revenue	2,830	4,076	-	-	0.0%	-	-	-	-	-
Filing Fees	10,752	-	-	-		-	-	-	-	-
Gain/Loss on Sale of Assets	-	10,726	-	-		-	-	-	-	-
Reimbursement / Other Revenue	166,213	230,065	170,000	173,600	1.0%	178,500	180,290	182,090	183,910	185,750
General School Fund Reimb	186,714	266,698	264,000	264,000	1.0%	264,000	266,640	269,310	272,000	274,720
Donations from Other Entities	-	36,430	-	-		-	-	-	-	-
Transfers from Other Funds	132,925	163,213	-	-		-	-	-	-	-
Transfers from Coal Severance Fund	-	70,000	50,000	70,000		-	-	-	-	-
Total Non-Dedicated Revenues	7,238,862	8,099,536	7,280,398	7,227,793		6,933,566	6,884,005	6,890,535	6,916,155	6,947,115

Jefferson County Commission
 Five Year Projection (FY2020 - FY2024)
 Expenditures by Funding Source

	FY17 Actual	FY18 Actual	FY2019		Proj Chg %	Projected	Projection			
			Projection	Budget		Budget FY20	TREND FY21	TREND FY22	TREND FY23	TREND FY24
NON-DEDICATED REVENUE & EXPENDITURES										
Other Expenditures										
Commission - Discretionary Items										
Employee Increases (~2% Merit)	-	-	-	-		195,000	198,900	202,878	206,936	211,074
Employee Increases (0.7% COLA)	-	-	-	-		68,250	69,615	71,007	72,427	73,876
Health Increases (5%)	-	-	-	-		115,000	120,750	126,788	133,127	139,783
Emergency Services Expenditures										
Fire Departments	595,000	665,000	665,000	665,000	0.0%	665,000	665,000	665,000	665,000	665,000
Jeff Co Emergency Services Agency	1,537,894	2,024,472	2,084,291	2,084,291	2.0%	2,125,980	2,168,500	2,211,870	2,256,110	2,301,230
Agricultural Agent	122,585	104,774	129,464	134,464	2.0%	132,050	134,690	137,380	140,130	142,930
Other Buildings	535,397	666,808	591,200	591,200	2.0%	603,020	615,080	627,380	639,930	652,730
IT Data Processing	389,961	363,558	485,955	500,955	2.0%	495,670	505,580	515,690	526,000	536,520
Economic Development	471,372	505,337	548,857	548,857	2.0%	559,830	571,030	582,450	594,100	605,980
Contingencies	-	-	-	184,360	0.0%	200,000	200,000	200,000	200,000	200,000
Animal Control	299,184	221,007	278,357	293,357	2.0%	283,920	289,600	295,390	301,300	307,330
Central Garage	256,812	317,514	280,857	280,857	6.0%	297,710	315,570	334,500	354,570	375,840
Health Department	77,400	79,550	79,980	79,980	2.0%	80,380	81,990	83,630	85,300	87,010
Solid Waste Authority	-	-	-	-	0.0%	-	-	-	-	-
Libraries	330,000	330,000	330,000	330,000	0.0%	330,000	330,000	330,000	330,000	330,000
Public Transportation	20,000	20,000	20,000	20,000	0.0%	20,000	20,000	20,000	20,000	20,000
Transfer to Financial Stabilization Fund	610,013	-	-	-	0.0%	-	-	-	-	-
Transfer to Capital Outlay Fund	1,390,981	971,200	350,000	600,755	0.0%	729,400	892,700	1,052,100	1,208,300	1,361,300
Less: Trfrs for Elected Officials, Comm Center & Sheriff	(1,390,981)	(667,126)	(350,000)	(600,755)		(729,400)	(892,700)	(1,052,100)	(1,208,300)	(1,361,300)
Less: 911 Comm Center Est of Operating	(105,000)	(105,000)	(110,000)	(110,000)		(112,200)	(114,440)	(116,730)	(119,060)	(121,440)
Total Non-Dedicated Expenditures	5,140,618	5,497,094	5,383,961	5,603,321		6,059,610	6,171,865	6,287,233	6,405,870	6,527,863
Net Surplus/(Deficit) of Revenues over Expenditures	(951,020)	516,776	(270,300)	(490,068)		(908,242)	(1,138,937)	(1,304,825)	(1,458,402)	(1,599,395)
GRAND TOTAL REVENUES	23,349,960	24,931,756	24,394,888	25,032,335		25,216,715	25,682,406	26,215,726	26,772,476	27,351,276
GRAND TOTAL EXPENDITURES	24,300,980	24,414,980	24,665,188	25,522,403		26,124,957	26,821,343	27,520,551	28,230,878	28,950,671
Net Surplus/(Deficit) of Revenues over Expenditures	(951,020)	516,776	(270,300)	(490,068)		(908,242)	(1,138,937)	(1,304,825)	(1,458,402)	(1,599,395)
BEGINNING FUND BALANCE	5,450,887	4,669,371	5,186,147	5,186,147	-	4,915,847	4,007,606	2,868,669	1,563,844	105,442
PRIOR PERIOD ADJUSTMENTS	169,504	-	-	-	-	-	-	-	-	-
NET CHANGE INFUND BALANCE	(951,020)	516,776	(270,300)	(490,068)		(908,242)	(1,138,937)	(1,304,825)	(1,458,402)	(1,599,395)
ENDING FUND BALANCE	4,669,371	5,186,147	4,915,847	4,696,079	-	4,007,605	2,868,669	1,563,844	105,442	(1,493,953)
FUND BALANCE AS A % OF OPERATING EXP	19.21%	21.24%	19.93%	18.40%		15.34%	10.70%	5.68%	0.37%	-5.16%

Jefferson County Commission
FY20 ESTIMATE OF Levy Rate Calculation

FY20 ESTIMATE OF Levy Rate Calculation

FY21 ESTIMATE OF Levy Rate Calculation

1% Roll Up

Roll Back Value				
Class I			0.01	-
Class II	2,301,894,590	2.7%	0.02	46,037,892
Class III	875,731,997	2.7%	0.04	35,029,280
Class IV	397,648,253	1.0%	0.04	15,905,930
	<u>3,575,274,840</u>		1.7%	<u>96,973,102</u>

Assessor Valuation %			1.85 %	
1% Rollup			1 %	
Previous Year's Projected	\$ 14,140,405		102.85 %	\$ 14,543,407
Total Weighted Assessed Value				\$ 0.1500
Class I Levy Rate in cents per \$100 of assessed value				15.00

	FY20 Rates		FY19 Rates		FY18 Rates
Class I	14.30	0.00%	14.30	0.00%	14.30
Class II	28.60	0.00%	28.60	0.00%	28.60
Class III	57.20	0.00%	57.20	0.00%	57.20
Class IV	57.20	0.00%	57.20	0.00%	57.20

Roll Back Value				
			0.01	-
	2,364,045,744	2.7%	0.02	47,280,915
	899,376,761	2.7%	0.04	35,975,070
	401,624,736	1.0%	0.04	16,064,989
	<u>3,665,047,241</u>	4.3%		<u>99,320,975</u>

			1.85 %	
			1 %	
	\$ 14,621,953		102.85 %	\$ 15,038,679
				\$ 0.1514
				15.14

	FY20 Rates		FY19 Rates		FY18 Rates
	14.30	0.00%	14.30	0.00%	14.30
	28.60	0.00%	28.60	0.00%	28.60
	57.20	0.00%	57.20	0.00%	57.20
	57.20	0.00%	57.20	0.00%	57.20

0% Roll Up

Rollback Calculation

Roll Back Value				
Class I			0.01	-
Class II	2,301,894,590		0.02	46,037,892
Class III	875,731,997		0.04	35,029,280
Class IV	397,648,253		0.04	15,905,930
	<u>3,575,274,840</u>			<u>96,973,102</u>

Assessor Valuation %			1.85 %	
0% Rollup			0 %	
Previous Year's Projected	\$ 14,140,405		101.85 %	\$ 14,402,002
Total Weighted Assessed Value				\$ 0.1485
Class I Levy Rate in cents per \$100 of assessed value				14.85

	FY20 Rates		FY19 Rates		FY18 Rates
Class I	14.30	0.00%	14.30	0.36%	14.25
Class II	28.60	0.00%	28.60	0.36%	28.50
Class III	57.20	0.00%	57.20	0.36%	56.99
Class IV	57.20	0.00%	57.20	0.36%	56.99

Roll Back Value				
			0.01	-
	2,364,045,744		0.02	47,280,915
	899,376,761		0.04	35,975,070
	401,624,736		0.04	16,064,989
	<u>3,665,047,241</u>			<u>99,320,975</u>

			1.85 %	
			0 %	
	\$ 14,621,953		101.85 %	\$ 14,892,459
				\$ 0.1499
				14.99

	FY20 Rates		FY19 Rates		FY18 Rates
	14.30	0.00%	14.30	0.36%	14.25
	28.60	0.00%	28.60	0.36%	28.50
	57.20	0.00%	57.20	0.36%	56.99
	57.20	0.00%	57.20	0.36%	56.99

WV Levy Rates for Counties
 Class 2 Rates
 (Rates of Levy in Cents er \$100 of Valuation)

County	FY2017	FY2018						FY2019						Tot % Chg	Co % Chg		
	County	Co Rate	County Excess			State/ School	Total	Co Rate	Fire	Amb	Co	Other	State/ School			Total	
Barbour	28.60	28.60				39.30	67.90	28.60					39.30	67.90			
Berkeley	27.90	28.20				90.98	119.18	28.12					90.30	118.420	-0.64%	-0.28%	
Boone	28.60	28.60	5.20	6.50		85.20	126.70	28.60	5.20	6.50		1.20	85.20	126.700			
Braxton	27.10	27.10				52.54	79.64	27.36					51.56	78.920	-0.90%	0.96%	
Brooke	27.80	27.80	2.76		5.94	2.40	93.38	132.28	27.80	2.76		5.94	2.40	93.00	131.900	-0.29%	
Cabell	28.60	28.60	1.08	6.00		6.50	95.36	137.54	28.60	1.08	6.00		6.50	95.28	137.460	-0.06%	
Calhoun	28.60	28.60		6.94			48.15	83.69	28.60		6.94			48.39	83.928	0.29%	
Clay	28.60	28.60					53.80	82.40	28.60					53.80	82.400		
Doddridge	27.32	27.32				5.00	88.40	120.72	27.32				5.00	87.08	119.400	-1.09%	
Fayette	28.60	28.60	7.22		4.86	2.22	85.20	128.10	28.60	7.22		4.86	2.22	85.20	128.100	*	
Gilmer	28.60	28.60		4.72	4.14		57.66	95.12	28.60		4.72	4.14		54.98	92.440	-2.82%	
Grant	27.94	27.94				0.66	39.30	67.90	28.60					39.30	67.900		2.36%
Greenbrier	25.86	25.86					75.77	101.63	25.86					75.17	101.030	-0.59%	
Hampshire	28.60	28.60	3.00			1.20	39.30	72.10	28.60	3.00		1.20		39.30	72.100		
Hancock	28.60	28.60				3.53	101.46	133.59	28.60			3.53		100.07	132.204	-1.04%	
Hardy	28.60	28.60					49.42	78.02	28.60					49.44	78.040	0.03%	
Harrison	24.80	24.80			5.94	3.62	79.96	114.32	24.80			6.24	3.82	79.96	114.820	0.44%	
Jackson	28.60	28.60		9.38		1.16	85.20	124.34	28.60		9.38		1.16	85.20	124.340		
Jefferson	27.88	28.50					88.96	117.46	28.60					88.88	117.480	0.02%	0.35%
Kanawha	28.60	28.60		12.18			71.48	112.26	28.60		12.18			71.22	112.000	* -0.23%	
Lewis	28.60	27.18					59.94	87.12	28.60					59.94	88.540	1.63%	5.22%
Lincoln	28.60	28.60	5.80	5.12			85.20	124.72	28.60	5.80	5.12			85.20	124.720		
Logan	28.60	28.60		12.63			85.20	126.43	28.60		12.50			85.20	126.300	-0.10%	
Marion	21.50	21.50				11.00	90.34	122.84	22.80				11.00	90.34	124.140	1.06%	6.05%
Marshall	19.50	21.98					83.50	105.48	21.98					79.70	101.680	-3.60%	
Mason	28.60	26.70					85.20	111.90	28.60					85.20	113.800	1.70%	7.12%
McDowell	27.52	28.60					85.20	113.80	28.60					85.20	113.800		
Mercer	28.60	28.60					85.20	113.80	28.60					85.20	113.800		
Mineral	28.60	28.60		5.58			85.20	119.38	28.60		5.58			85.20	119.380	*	
Mingo	28.60	28.60					85.20	113.80	28.60					85.20	113.800		
Monongalia	24.00	24.00	0.78		3.90		76.38	105.06	23.76	0.76		3.90		76.10	104.520	-0.51%	-1.00%
Monroe	27.66	28.54	4.08				73.72	106.34	28.60	4.08				73.72	106.400	0.06%	0.21%
Morgan	28.60	28.60					71.46	100.06	28.60					71.46	100.060		
Nicholas	28.60	28.60					69.58	98.18	28.60					69.58	98.180		
Ohio	25.54	25.54					85.92	111.46	25.54					83.14	108.680	-2.49%	
Pendleton	28.60	28.60					39.30	67.90	28.18					39.30	67.480	-0.62%	-1.47%
Pleasants	28.60	28.60					93.10	121.70	28.60					98.70	127.300	4.60%	
Pocahontas	28.30	28.38					39.30	67.68	28.38					39.30	67.680		
Preston	28.60	28.60					56.40	85.00	28.60	2.36				56.42	87.380	2.80%	
Putnam	27.50	27.50					96.58	124.08	27.50					95.60	123.100	-0.79%	
Raleigh	28.60	28.60	7.06				85.20	120.86	28.60	7.06				85.20	120.860		
Randolph	28.14	28.14					39.30	67.44	28.14					39.30	67.440		
Ritchie	27.96	27.96		10.40	3.30		69.14	110.80	27.96		10.40	3.30		69.14	110.800		
Roane	28.60	28.60		8.00	4.04		39.30	79.94	28.60		8.00	4.04		39.30	79.940	*	
Summers	28.60	28.60					39.30	67.90	28.60					39.30	67.900		
Taylor	28.38	28.60	2.16	2.92		3.74	70.05	107.47	28.60	2.16	2.92		3.74	68.65	106.070	-1.30%	
Tucker	28.40	28.40					39.30	67.70	28.40					39.30	67.700		
Tyler	27.76	28.60					85.20	113.80	28.60	1.96	2.02			84.20	116.780	2.62%	
Upshur	28.60	28.60					58.96	87.56	28.60					58.96	87.560		
Wayne	28.60	28.60	1.70			0.76	93.30	124.36	28.60	1.70			0.76	93.40	124.460	0.08%	
Webster	26.34	28.60					39.30	67.90	28.60					39.30	67.900		
Wetzel	27.62	28.60		1.30			85.20	115.10	28.60		1.30			85.20	115.100	*	
Wirt	28.60	28.60				12.86	80.62	122.08	28.28			12.86		80.56	121.700	-0.31%	-1.12%
Wood	26.28	26.98				1.08	90.88	118.94	26.98			1.08		90.20	118.260	-0.57%	
Wyoming	28.60	28.60					85.20	113.80	28.60					85.20	113.800		
	55	55	11	13	5	17			55	13	14	5	16				
Total Count at Max Levy rate	31	34				Min	67.44		37			Min	67.440				
Total Countys with Excess Levy's	27	27				Max	137.54		28			Max	137.460				
Average Co Rate	28.23	27.87				Average	103.77		27.95			Average	103.718				
Average Rate with Excess Levy	31.80	31.90				Median	111.90		32.09			Median	112.000				

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

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

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

Date Requested – 1st Choice: **December 6, 2018**

Date Requested – 2nd Choice: **December 20, 2018**

Subject (*Wording to be placed on agenda*): **Approval to Advertise to Fill the Office Clerk Position.**

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

The Director of Engineering, Planning & Zoning is requesting approval to advertise to fill the position of Office Clerk in the Department of Engineering, Planning & Zoning. The position is vacant due to the recent retirement of an employee. The current budgeted salary amount is \$35,083.00/year.

The proposed action is an FY 19 budget neutral action. No additional funding is needed.

Is this a funding request? **No. No additional funding is needed.**

If so, how much?

Motion Requested: **Yes**

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

Move to approve advertising to fill the position of the Office Clerk in the Department of Engineering, Planning & Zoning at a not to exceed salary of \$35,000/year.

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

See attached Job Description – Office Clerk

Is equipment needed? Projector Y/N **No** Internet/Wi Fi Y/N **No**

Telephone for conference call Y/N **No**

Contact information:

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

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

**Jefferson County, West Virginia
Job Description**

Position Title:	Office Clerk	Grade Level:	II
Department	Engineering, Planning & Zoning Engineering Office	Date:	Dec. 6, 2018
Reports to:	Office Manager	FLSA Status	Non-Exempt

Statement of Duties: The employee performs administrative and clerical services in support of the operation of the Department of Engineering, Planning and Zoning. Employee is required to perform all similar or related duties.

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

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

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

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

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

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

Work Environment: The work environment involves everyday discomforts typical of indoor environments such as office settings, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Personal Contact: Relationships are primarily with co-workers and occasionally with the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and

Engineering, Planning & Zoning Department
Office Clerk
12/06/2018

**Jefferson County, West Virginia
Job Description**

employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Preparing Bank Deposits
2. Maintaining Employee Time Sheet Records
3. Maintaining Employee Leave Calendar
4. Prepare Purchase Orders
5. Copying & Filing Documents
6. Gathering Information for FOIA Requests
7. Scanning Documents into the Content Management System (CMS)
8. Research & Gather Information for Projects, Reports, Ordinances, etc.
9. Customer Service for the walk-in public by providing personal assistance and professional direction regarding general questions, researching fee amounts, pulling files for public review, providing copies of requested file information, and maintaining daily "walk-in" log.
10. Monitor and address incoming telephone inquiries, transcribe clear and concise messages, assist in resolving issues by communicating concerns to the appropriate recipients and follow-up communication with callers, when applicable. Maintain daily call log. Assist with telephone coverage in Engineering Department, as needed.
11. Stamp and distribute incoming mail/correspondence and process outgoing mail; dispatch and receive deliveries, and take inventory of content to assure compliance with purchase agreements upon receipt of packages. Notify staff when deliveries and fax messages arrive.
12. Evaluate office inventory and purchase supplies utilizing the County Commission Credit Card, as required. Coordinate maintenance/service of office equipment.
13. Reconcile monthly County Credit Card expenditures and maintain/submit associated Purchasing Card Procurement Log for payment approval by the County Commission. Prepare Bill Head Invoices and Per Diem submissions for employee reimbursement requests.
14. Cross-train as a temporary fill-in for other positions in the office; and perform other duties as assigned by the Office Manager and/or Director of Engineering, Planning & Zoning.

Engineering, Planning & Zoning Department
Office Clerk
12/06/2018

**Jefferson County, West Virginia
Job Description**

Recommended Minimum Qualifications:

Education and Experience: High School Diploma with one year related work experience. Basic knowledge of arithmetic, English and grammar. Excellent computer skills (keyboarding, email, internet research, etc.). Course work with Microsoft Office Suite (Word, Excel, Outlook) and related computer software. Experience with viewing and printing maps from a geographic information system (GIS) is preferred.

Special Requirements: Driver's license and Notary Public may be required.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of the Internet in support of department operations and researching and gathering information, and Microsoft Office Suite.

Abilities: Use good judgment and decision making abilities, to work independently with minimum supervision, and follow established office policies. Ability to communicate professionally with people of diverse backgrounds and levels of education is required. Ability to work well with and assist other employees.

Skills: Good typing, written and verbal communication, record keeping, and time management skills are required. Effective customer service skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper (up to 30 lbs).

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

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

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 6, 2018**

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

Date Requested – 2nd Choice:

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

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

1. Discussion of Jefferson County Civil Action #17-C-282. Discussion/Action.
2. Discussion of renewal of County cable franchise agreement and related issues. Discussion/Action.
3. Discussion of Jefferson County Circuit Court Civil Action #18-P-132. Discussion/Action.
4. Discussion of Jefferson County Circuit Court Civil Action #18-C-158. Discussion/Action.
5. Discussion of EEOC Charge #533-2018-01557. Discussion/Action.
6. Discussion of Jefferson County Circuit Court Civil Action #18-C-171. Discussion/Action.
7. Discussion of Jefferson County Circuit Court Civil Action #18-C-108. Discussion/Action.
8. Discussion of EEOC Charge #533-2017-00706. Discussion/Action.

9.

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **November 15, 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 of residential and commercial impact fees - Discussion/Action**

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: ~~November 15, 2018~~ December 6, 2018
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Discussion of JCDA Board Member Resignations – Discussion/Action
and Reduction of Board Membership – 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



Jefferson County Development Authority Board | 2018

Resigned Members

<u>Name</u>	<u>Position</u>
ERIC LEWIS	Citizen Representative
BEN MARTZ	Citizen Representative
MIKE CHAPMAN	Citizen Representative
JIM RULAND	Citizen Representative
DAN CASTO	Citizen Representative
ANNETTE GAVIN	Citizen Representative
MIKE SHEPP	Citizen Representative
STEVE STOLIPHER	Citizen Representative
HARRY WILKINS	Citizen Representative
LAURA WHITTINGTON	Bolivar
HOWARD MILLS	Shepherdstown
SANDRA BRUNING	Labor Representative

Members Currently Serving

<u>Name</u>	<u>Position</u>
JULIA YUHASZ	Citizen Representative
LYLE TABB	Citizen Representative
TONY ROBERTS	Citizen Representative
NEIL MCLAUGHLIN	Citizen Representative
ANDY BLAKE	Ranson
DARYL HENNESSEY	Charles Town
KARAN TOWNSEND	Harpers Ferry
GARY KABLE	BOE Representative
RALPH LORENZETTI	Commission Representative

✚ If board membership is reduced from 21 members to 13 members, four vacancies would need to be filled as follows:

- | | |
|---|-----------------------------------|
| 1. One (1) Shepherdstown Representative | 4. One (1) Citizen Representative |
| 2. One (1) Bolivar Representative | |
| 3. One (1) Labor Representative | |

✚ If board membership is reduced from 21 members to 15 members, six vacancies would need to be filled as follows:

- | | |
|---|-------------------------------------|
| 1. One (1) Shepherdstown Representative | 4. Three (3) Citizen Representative |
| 2. One (1) Bolivar Representative | |
| 3. One (1) Labor Representative | |

✚ If board membership is reduced from 21 members to 17 members, eight vacancies would need to be filled as follows:

- | | |
|---|------------------------------------|
| 1. One (1) Shepherdstown Representative | 4. Five (5) Citizen Representative |
| 2. One (1) Bolivar Representative | |
| 3. One (1) Labor Representative | |

Jessica Carroll

From: Amy Boyd <clerk@shepherdstown.us>
Sent: Friday, November 30, 2018 10:19 AM
To: Jessica Carroll
Subject: RE: Letter re: Appointment Selection for JCDA Vacancy

Hello Jessica:

Please consider this a request for an extension to present three candidates for appointment to the JCDA. Please let me know if you have any questions.

Sincerely,

Amy L. Boyd, Town Clerk
Corporation of Shepherdstown

-----Original Message-----

From: Jessica Carroll <jcarroll@jeffersoncountywv.org>
Sent: Friday, November 16, 2018 4:33 PM
To: Amy Boyd <clerk@shepherdstown.us>
Cc: Sandra McDonald <Sandy@jeffersoncountywv.org>
Subject: Letter re: Appointment Selection for JCDA Vacancy

Ms. Boyd -

Please see attached as requested. A hard copy should arrive by next week, but I wanted to alert you (and the Mayor) to this matter prior to the upcoming holiday. Please feel free to contact me should you have any questions.

Thanks,

Jessica D. Carroll
Executive Administrative Assistant
Jefferson County Commission
PO Box 250
Charles Town, WV 25414
304-728-3284 (p)
304-725-7916 (f)

-----Original Message-----

From: Helpdesk@jeffersoncountywv.org [mailto:Helpdesk@jeffersoncountywv.org]
Sent: Friday, November 16, 2018 4:39 PM
To: Jessica Carroll
Subject: Scanned Hunter Building Commission

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 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*): **Review of attendance of current JCDA members and possible removal of current JCDA members**

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.](#)

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[Click here to enter text.](#)



AGENDA REQUEST FORM
www.jeffersoncountyvva.org



Name: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 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*): **Discuss options for tearing down and relocating the courthouse confederate plaque - which memorializes former American Veterans of Jefferson County that served in the Confederacy**

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.](#)

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[Click here to enter text.](#)





AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: Sandy McDonald, Deputy County Administrator

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 6, 2018**

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

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

Subject (*Wording to be placed on agenda*): **Appointment of Fire Chief to the Jefferson County Property Safety Enforcement Agency**

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.](#)

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[Click here to enter text.](#)





AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 6, 2018**

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

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

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

- **IT Support Position – Discussion/Action**

- *Meet & Greet*

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.](#)



Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Thursday, November 29, 2018 10:23 AM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

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

Form Name: County Commission Contact
Date & Time: 11/29/2018 10:23 AM
Response #: 761
Submitter ID: 3651
IP address: 10.24.9.179
Time to complete: 9 min. , 6 sec.

Survey Details

Page 1

1. Name

Sarah Showe

2. Email

sarah.h.showe@gmail.com

3. Questions or Concerns

Hello,

My name is Sarah Showe and I live on Charles Town Road in Harpers Ferry, WV. My husband and I love the natural beauty of this county, but find that beauty regularly marred by excessive litter on the roads of Jefferson County. I went out one week ago and picked up five bags worth of litter. Today, as I drove to work, there were at least 15-20 pieces of litter in that cleaned section already. There is a pervasive problem with littering in this county, as well as a lack of effective ways for cleaning it up. I am more than willing to do my part as a citizen by not littering and by picking up as much as I can, but it's an overwhelming, frustrating problem. I am embarrassed when friends and family visit and have to drive on roads littered with other people's trash. Had we noticed the litter when we were looking to buy a house in Jefferson County four years ago, we wouldn't have bought where we did. Litter negatively impacts more than just the environment. It's proven to lower housing prices and increase crime.

Please, is there something you can do as a commission to help educate our citizenry about the ills of littering? Is there something you can do to get prisoners from the Eastern Regional Jail to start picking up our roads again?

I so appreciate all that you do as a commission, but I would love to see more done on a county leadership level to promote the cleaning up of litter in Jefferson County, and more importantly, preventing it altogether.

If I can be of any help, please contact me at 717-422-3807. I care very deeply about this issue.

Thank you,

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, November 27, 2018 8:49 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: 11/27/2018 8:48 PM
Response #: 757
Submitter ID: 3644
IP address: 24.126.45.99
Time to complete: 16 min. , 51 sec.

Survey Details

Page 1

1. Name

Spencer I. Neufeld

2. Email

spence62@gmail.com

3. Questions or Concerns

In the absence of any current effective enforcement of regulations by federal environmental protection organizations, what can we do to make certain our County gets maximum enforcement of State EPA regulations, and has anyone determined if the State EPA Regulations are sufficient to keep our air and water clean with Rockwool coming into our area? I'm concerned that Rockwool's claims that they meet all minimum EPA standards are sufficient. I've heard reports that their Mississippi plant discharges are sub-standard, even though they claim otherwise.

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

(o) Yes

Thank you,
Jefferson County Commission, WV

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

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Wednesday, November 28, 2018 11:34 PM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

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

Form Name: County Commission Contact
Date & Time: 11/28/2018 11:33 PM
Response #: 758
Submitter ID: 3648
IP address: 73.129.94.30
Time to complete: 12 min. , 11 sec.

Survey Details

Page 1

1. Name

Julie Vaughan-Meadors

2. Email

Julie.meadors@yahoo.com

3. Questions or Concerns

My concern is the Rockwool plant. I will try to be brief. I moved here from an area that had an EPA superfund site. In 2007 I was diagnosed with what was thought to be an environmental cancer. In 2014 my son was diagnosed with what was thought to be an environmental cancer. In 2016 I convinced my son to move here to be treated at Johns Hopkins, where he is currently being seen for a recurring cancer. If this plant becomes operational we cannot stay here. It took more than 10 years for people to start getting sick in Arizona. The studies by the EPA and CDC are only done AFTER the uptick in disease is noticed. I cannot imagine anyone would allow a heavy industrial factory this close to residential homes and schools. If you have any power to stop this you must, if not for us, for the children at the schools. Please forward my message to all commissioners.

Thank You.

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

No

Thank you,
Jefferson County Commission, WV

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THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

October 11, 2018

At their October 9, 2018 meeting, the Mayor and Council of Brunswick voted unanimously to strongly oppose the proposed construction of the Rockwool Plant in Jefferson County, West Virginia.

After hearing the concerns of residents of our town and those of neighboring towns, we feel heavy industry such as the proposed project will bring detriment to the environment and those that live in the surrounding areas.

Brunswick is known for the Potomac River and the C&O Canal Towpath. People frequent our small city to bike, hike, camp, and generally enjoy nature. We feel this project is a potential threat to the health, safety, and welfare of our citizens, visitors, natural resources, and wildlife.

Sincerely,

Jeffrey T. Snoots

Mayor, City of Brunswick

Council Members: Nathan Brown, John Dayton, Vaughn Ripley, Tom Smith, Andrew St. John, Angel White



CHEERS School Family

Where children know love, sense security, and embrace education.

November 13, 2018

Board of Directors

Barry Hockenberry, Chair
Lauren Marzetta
Tony Sanders
Tasha Demko, Executive Director

Advisory Board

Stephen Geyer
Allen Knotts
Bob Kutcher
Amy Panzarella
Jane Peters
Dr. Kathleen Reid
Judy Whipp Mills
Catherine Windsor

CHEERS Main Office
PO Box 873
Berryville, VA 22611
540-955-1338

Children First Child Development Center
PO Box 344
Kearneysville, WV 25430
304-728-1100

Heritage Child Development Center
PO Box 846
Berryville, VA 22611
540-955-4194

Heritage Clubhouse
1065 W. Main Street
Berryville, VA 22611
540-955-6305

www.CHEERSchoolFamily.org
CHEERSSchoolFamily@gmail.com

Stephanie Grove
PO Box 250
Charles Town, WV 25414

Dear Ms. Grove,

Happy autumn! On behalf our Board of Directors, please allow me to express our most sincere gratitude to those that we have served and those with whom we've had the pleasure of working at the Children First Child Development Center here in Kearneysville, WV. We are more than proud to call Jefferson County home and look forward to continuing operations at our current location for many years to come.

Accordingly, in light of the current controversy surrounding the proposed construction of the nearby Kearneysville Rockwool site, I felt it was appropriate to formally communicate with our various publics. Our board and staff wish to show our genuine understanding of the potential risks which our community faces. We can understand why our families feel passionately about these issues and remain true to our goal of maintaining the safety and well-being of our children as our number one priority.

As a daycare and child development organization, we are actively working with county stakeholders to look for family-centered workable solutions to the possible threats proposed at and around the Rockwool site. Included in these is increased and changed traffic patterns, ground water contamination, and diminished air quality. We have requested to be part of any governmental or company-based taskforce organized to bring community stakeholders together to address these concerns.

At this time, we do not intend to take a "for or against position" on the proposed site. CHEERS School Family and our facility, the Children First Child Development Center does not endorse or negate political stances or public issues such as these. Rather, we are an organization which welcomes the whole Jefferson County community in its entirety. We will remain neutral in the midst of this divide, because we have families on both sides of the issue. At our center, all are welcome and we will proudly serve all children and families regardless of their views.

Thank you for your attention to this important matter. Should you have any questions, please feel free to contact me at your earliest convenience.

With sincere appreciation,

Tasha Demko
Executive Director