

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2019
THURSDAY, JANUARY 31, 2019
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

- January 17, 2019 - Regular Meeting

APPROVAL OF PURCHASE ORDERS

- January 31, 2019

APPROVAL OF ACCOUNTS PAYABLE

- January 24, 2019
- January 31, 2019

APPROVAL OF MANUAL CHECKS

- January 25, 2019
- February 1, 2019

APPROVAL OF PAYROLL

- January 24, 2019

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT (9:40 a.m. - 10:00 a.m)

PRESENTATIONS

1. 10:00 a.m. Pete Dougherty, Sheriff
- JAG Grant Signatures - Discussion/Action
2. 10:15 a.m. Nic Diehl, Jefferson County Development Authority
- Review Jefferson County Development Authority Mission - Discussion/Action
3. 10:30 a.m. Danny Lutz, WV Eastern Panhandle Conservation District
- Budget Request - Discussion/Action
4. 10:45 a.m. **BREAK**
5. 11:00 a.m. Alexandra Beaulieu, Office of Planning and Zoning
- Requesting a total refund of the zoning variance fee for Christopher Gay
- applicant withdrew variance application after the fee was deposited - Discussion/Action
6. 11:15 a.m. Discuss reconstituting the Jefferson County Development Authority Board of Directors to remove all current board members, advertise for additional applicants, and invite current board members who wish to be considered to reapply - Discussion/Action (PN)
7. 11:30 a.m. Discuss Jefferson County Development Authority Board of Directors applicant interview and selection process - Discussion/Action (JT)
8. 11:45 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 EEOC Charge #533-2018-01557 - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #18-C-171 - Discussion/Action
- Discussion of EEOC Charge #533-2017-00706 - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action # 18-C-201 - Discussion/Action
- Discussion of City of Charles Town's request to allow parking in the County parking lots and possible MOU - Discussion/Action
- Discussion of Board of Health septic tank permitting process and procedures - Discussion/Action
- Discussion of Intergovernmental Agreement with Corporation of Bolivar for tax collection services - Discussion/Action

- Discussion MOU between Jefferson Medical Center and JCC relating to 340B Program - Discussion/Action

9. 12:15 p.m. Break for Lunch

NEW BUSINESS

10. Legislative Updates

11. Recommendation from JCHSEM Steering Committee for appointments/reappointments to the JCHSEM Steering Committee - Discussion/Action

12. Signature of Letter acknowledging the Harm Reduction Program operating from the Jefferson County Health Department - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Process to appoint County Commission liaison and representative to Charles Town Utility Board - Discussion/Action

COUNTY COMMISSION REPORTS

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

Location: Jefferson County Courthouse

100 East Washington Street, Charles Town, WV

13. 1:30 p.m. Board of Review and Equalization

14. ADJOURN

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Jefferson County Historic Landmarks Commission Quarterly Report
- Jefferson County Maintenance Quarterly Report

CORRESPONDENCE/INFORMATION

Notices of Intent to Appoint to the Jefferson County Board of Zoning Appeals, Jefferson County Water Advisory Committee, Eastern Panhandle Transit Authority Board, and the North Eastern Regional EMS, Inc. Board.

Notice and Schedule for the 2019 Board of Review and Equalization

Correspondence received from Gavin Perry, resident, regarding a review of the Rockwool facility design

Correspondence received from Aline Schelling regarding industry and karst geology.

Jefferson County Commission FY20 Budget Meeting Schedule.

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, January 17, 2019

A meeting of the Jefferson County Commission was held on Thursday, January 17, 2019 during the first quarterly session in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Josh Compton, Caleb Hudson, Ralph Lorenzetti, Patricia Noland, and Jane Tabb. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; Jacqueline Shadle, County Clerk; and Jim Eddy, Bailiff. (An audio tape of the Thursday, January 17, 2019 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Compton to approve the January 3, 2019 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Compton to approve the January 17, 2019 Purchase Orders in the amount of \$99,590.00 to include purchase order nos. 52834. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Compton to approve the January 10, 2019 Payroll in the amount of \$267,954.57. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
081170	712	AT&T/GA		\$ -	\$ 206.68	\$ 206.68
081171	406	ANGELA L BANKS		\$ -	\$ 86.00	\$ 86.00
081172	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
081173	406	MONICA BENNETT		\$ -	\$ 86.00	\$ 86.00
081174	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
081175	440	RACHAEL BURKE		\$ -	\$ 3.88	\$ 3.88
081176	428	CREATIVE FORMS & CONCEPT		\$ -	\$ 166.04	\$ 166.04
081177	P/R DED	CONSOLIDATED PUBLIC		\$ -	\$ 500.00	\$ 500.00
081178	P/R DED	MATTHEW COFFEY		\$ -	\$ 133.59	\$ 133.59
081179	700	STEVEN HOLZ		\$ -	\$ 11.55	\$ 11.55
081180	405	MARY K. HURLEY		\$ -	\$ 85.00	\$ 85.00
081180	405	MARY K. HURLEY		\$ -	\$ 119.35	\$ 119.35
081180	405	MARY K. HURLEY		\$ -	\$ 115.00	\$ 115.00
081181	402	IRON MOUNTAIN		\$ -	\$ 35.00	\$ 35.00
081181	403	IRON MOUNTAIN		\$ -	\$ 30.00	\$ 30.00
081182	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 736.30	\$ 736.30
081183	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 4,925.00	\$ 4,925.00
081184	405	GREG JONES		\$ -	\$ 660.33	\$ 660.33
081185	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
081186	406	MILLER'S SUPPLIES AT WOR		\$ -	\$ 85.46	\$ 85.46
081187	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
081188	P/R DED	KAREN OLDEN		\$ -	\$ 839.05	\$ 839.05
081189	440	PRINT-O-STAT		\$ -	\$ 307.10	\$ 307.10
081190	P/R DED	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,690.00	\$ 7,690.00
081191	401	WILLIAM F. ROHRBAUGH		\$ -	\$ 220.00	\$ 220.00
081191	401	WILLIAM F. ROHRBAUGH		\$ -	\$ 1,080.00	\$ 1,080.00
081191	401	WILLIAM F. ROHRBAUGH		\$ -	\$ 2,080.00	\$ 2,080.00
081191	401	WILLIAM F. ROHRBAUGH		\$ -	\$ 1,540.00	\$ 1,540.00
081191	401	WILLIAM F. ROHRBAUGH		\$ -	\$ 4,537.17	\$ 4,537.17
081191	401	WILLIAM F. ROHRBAUGH		\$ -	\$ 1,340.00	\$ 1,340.00
081191	401	WILLIAM F. ROHRBAUGH		\$ -	\$ 33,856.96	\$ 33,856.96
081192	404	SHERIFF OF JEFFERSON CO		\$ -	\$ 40.00	\$ 40.00
081193	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 198.00	\$ 198.00
081194	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 48,263.22	\$ 48,263.22
081194	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,287.52	\$ 11,287.52
081194	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 37,935.62	\$ 37,935.62
081195	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 7,662.45	\$ 7,662.45
081195	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,817.56	\$ 10,817.56

081196	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.00	\$ 114.00
081197	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,280.00	\$ 2,280.00
081197	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 520.00	\$ 520.00
081198	401	SPILMAN THOMAS & BATTLE		\$ -	\$ 5,000.00	\$ 5,000.00
081199	405	STAR MED		\$ -	\$ 25.00	\$ 25.00
081200	425	CAPITAL TRISTATE		\$ -	\$ 62.64	\$ 62.64
081200	425	CAPITAL TRISTATE		\$ -	\$ 33.37	\$ 33.37
081200	425	CAPITAL TRISTATE		\$ -	\$ 3.03	\$ 3.03
081200	425	CAPITAL TRISTATE		\$ -	\$ 6.53	\$ 6.53
081200	425	CAPITAL TRISTATE		\$ -	\$ 119.11	\$ 119.11
081200	425	CAPITAL TRISTATE		\$ -	\$ 125.78	\$ 125.78
081200	425	CAPITAL TRISTATE		\$ -	\$ 82.33	\$ 82.33
081201	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 338.30	\$ 338.30
081201	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 200.08	\$ 200.08
081201	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 207.23	\$ 207.23
081202	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 10,450.00	\$ 10,450.00
081202	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 23,222.10	\$ 23,222.10
081202	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 3,862.91	\$ 3,862.91
081202	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 6,438.22	\$ 6,438.22
081203	P/R DED	WV BUREAU OF EMPLOYMENT		\$ -	\$ 17,707.80	\$ 17,707.80
081204	404	WV TAX DEPUTIES ASSOC		\$ -	\$ 30.00	\$ 30.00
TOTAL					\$ 250,070.51	\$ 250,070.51

Motion by Mr. Compton to approve the Accounts Payable for January 10, 2019 in the amount of \$250,070.51. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
081206	425	BIEDLERS ELEC MOTOR REP		\$ -	\$ 74.45	\$ 74.45
081207	P/R DED	REBECCA F. BURNS		\$ -	\$ 554.21	\$ 554.21
081208	425	BERKELEY GLASS INC	52673	\$ 5,280.00	\$ -	\$ 5,280.00
081209	424	BOLAND TRANE SERVICES IN		\$ -	\$ 270.00	\$ 270.00
081209	425	BOLAND TRANE SERVICES IN		\$ -	\$ 166.00	\$ 166.00
081209	425	BOLAND TRANE SERVICES IN		\$ -	\$ 125.00	\$ 125.00
081209	425	BOLAND TRANE SERVICES IN		\$ -	\$ 136.00	\$ 136.00
081209	425	BOLAND TRANE SERVICES IN		\$ -	\$ 1,034.00	\$ 1,034.00

081210	P/R DED	JENNIFER M. BROCKMAN		\$ -	\$ 2,250.00	\$ 2,250.00
081211	P/R DED	SHANNON BURLETT		\$ -	\$ 1,448.62	\$ 1,448.62
081212	425	CITY OF CHARLES TOWN		\$ -	\$ 20.00	\$ 20.00
081213	700	RONALD DANTZIC		\$ -	\$ 37.57	\$ 37.57
081214	413	ESS ELECTION SYSTEMS &	52497	\$ 50,188.96	\$ -	\$ 50,188.96
081215	424	J.C.EHRLICH		\$ -	\$ 33.00	\$ 33.00
081215	425	J.C.EHRLICH		\$ -	\$ 660.00	\$ 660.00
081216	700	EXECUTIVE EMERGENCY	52777	\$ 165.00	\$ -	\$ 165.00
081216	700	EXECUTIVE EMERGENCY	52777	\$ 478.80	\$ -	\$ 478.80
081217	425	ESI ELECTRONIC SYSTM IN		\$ -	\$ 543.69	\$ 543.69
081218	700	FEDEX		\$ -	\$ 37.94	\$ 37.94
081219	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 16,243.60	\$ 16,243.60
081220	700	MOOREFIELD POLICE DEPT		\$ -	\$ 455.88	\$ 455.88
081220	700	MOOREFIELD POLICE DEPT		\$ -	\$ 164.19	\$ 164.19
081221	P/R DED	BRYAN PERKINS		\$ -	\$ 101.30	\$ 101.30
081222	P/R DED	MARK RENNER		\$ -	\$ 2,250.00	\$ 2,250.00
081223	424	R.E. MICHEL CO. LLC		\$ -	\$ 998.35	\$ 998.35
081223	425	R.E. MICHEL CO. LLC		\$ -	\$ 527.95	\$ 527.95
081224	425	RC AIR AND MOLD SOLUTION		\$ -	\$ 445.00	\$ 445.00
081225	ALLOC	SHEPHERDSTOWN FIRE CO		\$ -	\$ 95,000.00	\$ 95,000.00
081226	704	WV REGIONAL JAIL &		\$ -	\$ 99,684.50	\$ 99,684.50
081227	700	CORP OF SHEPHERDSTOWN		\$ -	\$ 111.08	\$ 111.08
081228	425	DEAN THOMAS		\$ -	\$ 11.84	\$ 11.84
081229	700	TOWN OF MOOREFIELD POLIC		\$ -	\$ 328.38	\$ 328.38
081233	401	AMAZON		\$ -	\$ 56.02	\$ 56.02
081233	401	SPRINT		\$ -	\$ 56.03	\$ 56.03
081233	402	LABOR LAW POSTERS		\$ -	\$ 79.50	\$ 79.50
081233	402	SHOPLET		\$ -	\$ 264.69	\$ 264.69
081233	402	SPIRIT OF JEFFERSON		\$ -	\$ 163.30	\$ 163.30
081233	402	USPS US POSTAL SERVICE		\$ -	\$ 120.00	\$ 120.00
081233	403	ACORN SALES CO		\$ -	\$ 34.65	\$ 34.65
081233	403	W.B. MASON		\$ -	\$ 181.89	\$ 181.89
081233	404	SPIRIT OF JEFFERSON		\$ -	\$ 869.90	\$ 869.90
081233	405	MILLERS OFFICE PRODUCTS		\$ -	\$ 230.33	\$ 230.33
081233	405	SPRINT		\$ -	\$ 112.06	\$ 112.06

081233	405	THE HOME DEPOT		\$ -	\$ 60.00	\$ 60.00
081233	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
081233	415	FRONTIER		\$ -	\$ 86.22	\$ 86.22
081233	415	SPRINT		\$ -	\$ 112.05	\$ 112.05
081233	424	CHARLES TOWN UTILITIES		\$ -	\$ 75.39	\$ 75.39
081233	424	FRONTIER		\$ -	\$ 9,937.75	\$ 9,937.75
081233	424	LOWES		\$ -	\$ 180.83	\$ 180.83
081233	424	POTOMAC EDISON		\$ -	\$ 2,072.53	\$ 2,072.53
081233	424	SPRINT		\$ -	\$ 56.03	\$ 56.03
081233	424	THE HOME DEPOT		\$ -	\$ 27.13	\$ 27.13
081233	425	AMAZON		\$ -	\$ 751.93	\$ 751.93
081233	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,268.20	\$ 1,268.20
081233	425	COMCAST		\$ -	\$ 1,093.19	\$ 1,093.19
081233	425	CRYSTAL SPRINGS		\$ -	\$ 727.28	\$ 727.28
081233	425	GRAINGER		\$ -	\$ 311.38	\$ 311.38
081233	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 356.65	\$ 356.65
081233	425	JEFFERSON UTILITIES, INC		\$ -	\$ 860.77	\$ 860.77
081233	425	MILLERS OFFICE PRODUCTS		\$ -	\$ 2,897.10	\$ 2,897.10
081233	425	POTOMAC EDISON		\$ -	\$ 24,003.49	\$ 24,003.49
081233	425	RCS/ALARM FUNDING ASSOC		\$ -	\$ 222.00	\$ 222.00
081233	425	SHERWIN WILLIAMS		\$ -	\$ 51.50	\$ 51.50
081233	425	SHERWIN WILLIAMS		\$ -	\$ 22.21	\$ 22.21
081233	425	THE HOME DEPOT		\$ -	\$ 67.86	\$ 67.86
081233	425	THE HOME DEPOT		\$ -	\$ 143.94	\$ 143.94
081233	425	THE HOME DEPOT		\$ -	\$ 492.67	\$ 492.67
081233	425	THE HOME DEPOT		\$ -	\$ 534.48	\$ 534.48
081233	425	THE HOME DEPOT		\$ -	\$ 313.88	\$ 313.88
081233	425	THOS SOMERVILLE		\$ -	\$ 371.54	\$ 371.54
081233	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 2,609.32	\$ 2,609.32
081233	428	ADOBE		\$ -	\$ 98.07	\$ 98.07
081233	428	AMAZON		\$ -	\$ 279.80	\$ 279.80
081233	428	AMAZON		\$ -	\$ 19.76	\$ 19.76
081233	428	AMAZON		\$ -	\$ 92.33	\$ 92.33

081233	428	AMAZON		\$ -	\$ 46.94	\$ 46.94
081233	428	AMAZON		\$ -	\$ 351.36	\$ 351.36
081233	428	AMAZON		\$ -	\$ 43.79	\$ 43.79
081233	428	AMAZON		\$ -	\$ 169.99	\$ 169.99
081233	428	AMAZON		\$ -	\$ 159.99	\$ 159.99
081233	428	AMAZON		\$ -	\$ 47.42	\$ 47.42
081233	428	AMAZON		\$ -	\$ 149.99	\$ 149.99
081233	428	BATTERY MART		\$ -	\$ 43.90	\$ 43.90
081233	428	BATTERY MART		\$ -	\$ 323.40	\$ 323.40
081233	428	CRUCIAL		\$ -	\$ 148.97	\$ 148.97
081233	428	OFFICE DEPOT		\$ -	\$ 47.48	\$ 47.48
081233	428	OFFICE DEPOT		\$ -	\$ 1,284.25	\$ 1,284.25
081233	428	OFFICE MAX		\$ -	\$ 214.25	\$ 214.25
081233	428	PCM TIGER DIRECT		\$ -	\$ 4,231.49	\$ 4,231.49
081233	428	PCM TIGER DIRECT		\$ -	\$ 4,211.99	\$ 4,211.99
081233	428	PCM TIGER DIRECT		\$ -	\$ 1,127.37	\$ 1,127.37
081233	428	SOLARWINDS		\$ -	\$ 2,112.00	\$ 2,112.00
081233	428	SPRINT		\$ -	\$ 157.86	\$ 157.86
081233	428	TEXTEDLY COM		\$ -	\$ 20.00	\$ 20.00
081233	428	WORKABLE SOFTWARE LTD		\$ -	\$ 41.66	\$ 41.66
081233	428	WORKABLE SOFTWARE LTD		\$ -	\$ 100.00	\$ 100.00
081233	428	WORLD CLASS INK SUPPLY		\$ -	\$ 250.00	\$ 250.00
081233	440	AMAZON		\$ -	\$ 25.99	\$ 25.99
081233	440	ASFPM		\$ -	\$ 160.00	\$ 160.00
081233	440	ASFPM		\$ -	\$ 80.00	\$ 80.00
081233	440	ASFPM		\$ -	\$ 80.00	\$ 80.00
081233	440	FLATWOODS HOTEL & CONFER		\$ -	\$ 178.00	\$ 178.00
081233	440	LYLE SIGNS		\$ -	\$ 317.41	\$ 317.41
081233	440	PRINT-O-STAT		\$ -	\$ 470.52	\$ 470.52
081233	440	SPIRIT OF JEFFERSON		\$ -	\$ 73.74	\$ 73.74
081233	440	SPIRIT OF JEFFERSON		\$ -	\$ 51.66	\$ 51.66
081233	440	SPRINT		\$ -	\$ 168.09	\$ 168.09
081233	440	TRACTOR SUPPLY CO		\$ -	\$ 24.99	\$ 24.99

081233	440	WAL-MART		\$ -	\$ 19.14	\$ 19.14
081233	700	AMAZON		\$ -	\$ 193.98	\$ 193.98
081233	700	AMAZON		\$ -	\$ 15.81	\$ 15.81
081233	700	AMAZON		\$ -	\$ 22.80	\$ 22.80
081233	700	AMAZON		\$ -	\$ 1,000.00	\$ 1,000.00
081233	700	AMAZON		\$ -	\$ 10.00	\$ 10.00
081233	700	ARBYS		\$ -	\$ 25.85	\$ 25.85
081233	700	BFS FOOD		\$ -	\$ 11.00	\$ 11.00
081233	700	CRACKER BARREL		\$ -	\$ 24.15	\$ 24.15
081233	700	CRASH DATA GROUP		\$ -	\$ 1,050.00	\$ 1,050.00
081233	700	FLATWOODS HOTEL & CONFER		\$ -	\$ 91.00	\$ 91.00
081233	700	FLATWOODS HOTEL & CONFER		\$ -	\$ 91.00	\$ 91.00
081233	700	GO MART		\$ -	\$ 11.64	\$ 11.64
081233	700	GOWERS FEED INC		\$ -	\$ 86.38	\$ 86.38
081233	700	HOLIDAY INN		\$ -	\$ 96.82	\$ 96.82
081233	700	HOLIDAY INN		\$ -	\$ 117.52	\$ 117.52
081233	700	MCDONALDS		\$ -	\$ 13.59	\$ 13.59
081233	700	MCDONALDS		\$ -	\$ 23.28	\$ 23.28
081233	700	MPH INDUSTRIES, INC		\$ -	\$ 1,913.43	\$ 1,913.43
081233	700	OUTBACK		\$ -	\$ 26.44	\$ 26.44
081233	700	PILOT		\$ -	\$ 10.62	\$ 10.62
081233	700	RIVER CITY FARM & PET SU		\$ -	\$ 69.30	\$ 69.30
081233	700	SHEETZ		\$ -	\$ 10.89	\$ 10.89
081233	700	SHEETZ		\$ -	\$ 12.72	\$ 12.72
081233	700	SPRINT		\$ -	\$ 1,570.89	\$ 1,570.89
081233	700	TELTRONIC		\$ -	\$ 720.07	\$ 720.07
081233	700	THE HOME DEPOT		\$ -	\$ 56.67	\$ 56.67
081233	700	TRAPUZZANOS UNIFORMS		\$ -	\$ 117.81	\$ 117.81
081233	700	USPS US POSTAL SERVICE		\$ -	\$ 34.45	\$ 34.45
081233	700	WENDY'S		\$ -	\$ 7.22	\$ 7.22

081233	700	4 IMPRINT		\$ -	\$ 563.58	\$ 563.58
081233	711	SPRINT		\$ -	\$ 190.99	\$ 190.99
081233	712	FRONTIER		\$ -	\$ 4,926.76	\$ 4,926.76
081233	712	NATIONAL ACADEMY OF EMD		\$ -	\$ 50.00	\$ 50.00
081233	712	SPRINT		\$ -	\$ 890.66	\$ 890.66
081233	716	BLUE RIDGE VETERINARY		\$ -	\$ 700.14	\$ 700.14
081233	716	HILLSIDE VETERINARY HOSPITAL		\$ -	\$ 498.50	\$ 498.50
081233	716	SPECIALTY PRINTING/BUSNS		\$ -	\$ 185.49	\$ 185.49
081233	716	SPRINT		\$ -	\$ 56.03	\$ 56.03
081233	717	EXECUTIVE EMERGENCY LGHT		\$ -	\$ 70.00	\$ 70.00
081233	717	EXXON		\$ -	\$ 33.85	\$ 33.85
081233	717	FISHER AUTO PARTS		\$ -	\$ 450.19	\$ 450.19
081233	717	HAGERSTOWN FORD		\$ -	\$ 38.66	\$ 38.66
081233	717	INTERSTATE BATTERIES		\$ -	\$ 1,083.00	\$ 1,083.00
081233	717	MARATHON PETRO		\$ -	\$ 36.77	\$ 36.77
081233	717	NAPA AUTO PARTS		\$ -	\$ 486.13	\$ 486.13
081233	717	SHEETZ		\$ -	\$ 17.50	\$ 17.50
081233	717	WVSP TRAFFICE RECORDS		\$ -	\$ 405.00	\$ 405.00
081234	412	EMILY MORROW		\$ -	\$ 120.45	\$ 120.45
081235	402	XEROX CORPORATION		\$ -	\$ 415.24	\$ 415.24
081235	402	XEROX CORPORATION		\$ -	\$ 410.24	\$ 410.24
081235	402	XEROX CORPORATION		\$ -	\$ 280.83	\$ 280.83
081235	440	XEROX CORPORATION		\$ -	\$ 458.16	\$ 458.16
TOTAL						\$ 369,033.85
TOTAL				\$ 56,112.76	\$ 312,921.09	\$ 369,033.85

Motion by Ms. Tabb to approve the Accounts Payable January 17, 2019 in the amount of \$369,033.85. Motion seconded and unanimously approved.

MANUAL CHECKS

HOME DETENTION						
008						
Date	Check #	VENDOR				Amount

01/11/19	627	UNITED BANK				\$ 56.03
01/11/19	628	ATTENTI				\$ 3,552.00
01/11/19	629	CDA				\$ 744.00
IMPACT FEES						
249						
Date	Check #	VENDOR				Amount
01/11/19	1168	SHERIFF JEFFERSON CO -SCHOOL				\$ 134,673.14
01/11/19	1169	SHERIFF JEFFERSON CO - LAW				\$ 1,345.27
01/11/19	1170	SHERIFF JEFFERSON CO - PARKS				\$ 8,478.44
01/11/19	1171	SHERIFF JEFFERSON CO - EMS				\$ 936.63
TOTAL						\$ 149,785.51

Motion by Mr. Compton to approve the Manual Checks for January 11, 2019 in the amount of \$160,543.40. Motion seconded and unanimously approved.

MANUAL CHECKS

18-Jan-19

CHCKNO	FUND	VENDOR				CHECK AMOUNT
715	56/ASR	MONROE SYSTEM FOR BUSINESS				\$ 695.00
309	57/FRM	JEFFERSON CO FARMLAND PROT.				\$ 56,563.40
1707	246/CO	EXECUTIVE EMERG LGHTN				\$ 7,685.00
1708	246/CO	JCESA				\$ 81,000.00
1709	246/CO	MINGHINI'S				\$ 14,600.00
TOTAL						\$ 160,543.40

Motion by Ms. Tabb to approve the Manual Checks for January 18, 2019 in the amount of \$160,543.40. Motion seconded and unanimously approved

PUBLIC COMMENT

Cindy Brackett, resident – spoke in opposition to reconstituting the JCDA Board of Directors.

Tim Ross, resident – spoke in opposition to reconstituting the JCDA Board of Directors.

Jay Mansfield, resident – spoke in opposition to Rockwool Ranson.

Nancy Gregory, resident – spoke in opposition to Rockwool Ranson.

Lonnie Gregg, resident – shared his concerns regarding interviews and appointments to the JCDA Board of Directors.

Ray Bruning, resident – spoke in support of reconstituting the JCDA Board of Directors.

Mike Brittingham, resident – spoke in opposition to Rockwool Ranson.

Barbara Fuller, resident – spoke in support of reconstituting the JCDA Board of Directors.

Sharon Wilt, resident – shared her concerns about Rockwool Ranson and the potential for more sinkholes in Jefferson County.

Kirsten Lee, resident – requested the Commission make appointments to the JCDA Board of Directors expediently so the board could become functional again.

Lori Maloney, resident – spoke in opposition to reconstituting the JCDA Board of Directors.

Leigh Smith, resident – spoke in opposition to reconstituting the JCDA Board of Directors.

Nicola Bastian, resident – spoke in opposition to Rockwool Ranson.

Mandy McCauley, resident – spoke in opposition to Rockwool Ranson.

Dan Casto, resident – spoke in support of Rockwool Ranson.

Colin Stine, resident – spoke in opposition to Rockwool Ranson.

Anastasya Tabb, resident – spoke in opposition to Rockwool Ranson.

David Levine, resident – spoke in opposition to Rockwool Ranson.

Diane Blust, resident – spoke in opposition to Rockwool Ranson and the reconstitution of the JCDA Board of Directors.

Sara Thomsen, resident – spoke in opposition to Rockwool Ranson.

Ruth Hatcher, resident – spoke in opposition to Rockwool Ranson.

Terry Feelemyer, resident – spoke in opposition to Rockwool Ranson.

Todd Milliron, resident – discussed recent Charles Town Utility Board meeting and thanked the Commission for their efforts to consolidate the Public Service District.

David Tabb, resident – spoke in opposition to Rockwool Ranson.

Paul Stork, resident – spoke in opposition to Rockwool Ranson.

PRESENTATIONS

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

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Eric Simpson	PP	HF	308871	\$51.70
Sonja Simpson				\$240.36

- **Motion by Ms. Tabb to approve the Split Ticket as presented for Ticket. No. 308871. Motion seconded and unanimously approved.**
2. Michelle Gordon, Finance Director – requested the review and approval of Financial Policy 305 – Purchase Order and Invoice Policy
 - **Motion by Mr. Compton to approve Financial Policy 305 – Purchase Order and Invoice Policy as presented. Motion seconded and unanimously approved.**
 3. Steve Allen, Director, Jefferson County Homeland Security and Emergency Management
 - a. Approval of Contract with J.H. Consulting
 - **Motion by Mr. Compton to approve the contract with J.H. Consulting, LLC in the amount of \$3,750 for certain annexes to be updates in the Jefferson County EOP. Motion seconded and unanimously approved.**
 - b. Approval of Resolution to accept update to the 2018 Jefferson County Multi-Jurisdiction Hazard Mitigation Plan
 - **Motion by Ms. Tabb to approve resolution to accept the update of the 2018 Jefferson County Multi-Jurisdictional Hazard Mitigation Plan, previously adopted in 2002, 2008, and 2013. Motion seconded and unanimously approved.**
 4. Michael Tolbert, Citizen – presented proposals for the Charles Town Post Office, Jefferson County Courthouse and a Modern County Office Complex.
 5. Interviews/Appointments to the Jefferson County Development Authority Board of Directors – the Commission interviewed multiple applicants interested in serving on the Jefferson County Development Authority Board of Directors; however, it was the consensus of the Commission to delay appointments to the board as the meeting was nearing midnight.
 6. The Commission recessed for break at 7:30pm.
The Commission reconvened at 7:45pm.
 7. Danny Lutz, WV Eastern Panhandle Conservation District – Budget Request – Mr. Lutz yielded his time so the Commission could begin interviews for the JCDA board positions but asked that he be rescheduled on the January 31, 2019 County Commission agenda.
 8. Nathan Cochran, Assistant Prosecuting Attorney

- 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-201
- Discussion of Jefferson County Circuit Court Civil Action#18-C-108
- Discussion of EEOC Charge #533-2017-00706
- Discussion of City of Charles Town's request to allow parking in the County parking lots & possible MOU
- Discussion of the Board of Health septic tank permitting process and procedures
- Discussion of potential conflicts of interest in appointment of board members to County agencies or component units
 - **Motion by Ms. Noland to enter into Executive Session to seek legal advice regarding the Jefferson County Development Authority, 18-C-171, 18-C-201, and the Board of Health septic take permitting process and procedures. Motion seconded and passes on a vote of 4-1 with Commissioner Lorenzetti opposing.**
 - **Motion by Mr. Hudson to come out of Executive Session. Motion seconded and unanimously approved.**

NEW BUSINESS

9. Legislative Updates

10. Discuss reconstituting the Board of Directors of the Jefferson County Development Authority

- Remove all Current Board Members
- Advertise for Additional Vacancies
- Invite Current Board Members who wish to be considered to reapply to the County Commission by January 31, 2019 with a decision to appoint at the next JCC meeting on January 31, 2019
 - It was the consensus of the Commission to delay discussion/action on this item as the meeting approached midnight.

COUNTY ADMINISTRATOR REPORTS

- Process to appoint County Commission representative to Charles Town Utility Board – Ms. Grove stated she would discuss this item during the regularly scheduled January 31, 2019 County Commission meeting due to time constraints.

11. The Commission adjourned at 11:57 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

PURCHASE ORDERS TO BE APPROVED

January 31, 2019

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
County Clerk/Elections	52837	\$ 44,241.00	ES&S	Election Equip. Maint. Agreement
IT/County Commission	52835	\$9,994.50	PCM-Tiger	Sophos Protection Maint. Agreement
Communications	52561	\$7,655.20	Priority Dispatch	Software License Renewal, Service, Support
Commission	52851	\$56,000.00	BHM CPA Group, Inc.	FY16,17,18 Audit RFP for JCC & JCHLC
GRAND TOTAL		\$ 117,890.70		



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town West Virginia 25414

REQUISITION

No. **52837**

VENDOR

DELIVER TO

ES&S

County Clerk
Elections

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
	Maintenance agreement election equipment			44,241.00

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

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

Josephine C. Shadle 1/15/19
Signature Date

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

Signature

Date



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town West Virginia 25414

REQUISITION

No. **52835**

VENDOR

DELIVER TO

PCM-Tiger
1940 E. MARIPOSA AVE.
EL Segundo, CA 90245

JEFFERSON COUNTY COMMISSION
116 E. WASHINGTON STREET
CHARLES TOWN, WV 25414

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
4 years 225 USERS	Sophos: ENDPOINT PROTECTION ADVANCED - Govt RATE - 225 units ANTI-VIRUS/ANTI-MALWARE PROTECTION 4 years			\$9,994.50
	Bill to: 001-428-03-356-000-66-000			

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

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

Russell Burgess 4/18/2019
 Signature Date

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

Signature

Date



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

REQUISITION

No. 52561

VENDOR:

DELIVER TO:

Priority Dispatch
110 South Regent St.
Suite 500
Salt Lake City, UT
84111

JCECC
28 Industrial Blvd
Kearneysville, WV
25430

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
10	ProQA ESP (B) M License Renewal, Service & Support 11/2/19 - 11/1/20			6691 20
1	AQUA ESP M License Renewal, Service & Support 11/2/19 - 11/1/20			425 00
11	MPDS Backup Cardset License License Renewal, service & support 11/2/19 - 11/1/20			539 00
Total				7655.20
001-712-216-000-PS-911				

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

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


 Signature

1-22-19
Date

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

Signature

Date



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town West Virginia 25414

REQUISITION

No. **52851**

VENDOR

DELIVER TO

BHM CPA Group, Inc
PO Box 325
Huntington, WV 25708-0325

Jefferson County Commission
Attn: Michelle Gordon
PO Box 250
Charles Town WV 25414

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
	FY2016-2017 and FY2017-2018 Audit RFP # 18-265 for Jefferson County Commission & Jefferson County Historic Landmarks Commission.			
	FY2016-2017 Audit JCC - \$24,750, JCHLC - \$250	25,000		25,000 00
	FY2017-2018 Audit - Single Audit JCC - \$29,700, JCHLC - \$1,240	31,000		31,000 00
	001.401.02.224.000.66.000			56,000 00
	Budget avail - \$70,000			

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

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

Michelle Gordon 1-28-2019

Signature

Date

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

Signature

Date

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 404,953.76	\$ 37.50	\$ 404,991.26
	\$ -		
6.2% Tax Payable OASDI	\$ 24,091.43	\$ 2.13	\$ 24,093.56
1.45% Tax Payable HI	\$ 5,634.31	\$ 0.50	\$ 5,634.81
Fed Withholding	\$ 37,191.89	\$ 2.23	\$ 37,194.12
WV State Withholding	\$ 17,350.47	\$ 1.54	\$ 17,352.01
PERS Retirement Deduct 4.5%	\$ 10,449.34	\$ 1.69	\$ 10,451.03
PERS Retirement Deduct 6%	\$ 4,106.93		\$ 4,106.93
Hosp. Pre-Tax	\$ 14,399.50		\$ 14,399.50
Cancer/ICU Pre-Taxed	\$ 312.08		\$ 312.08
Cancer/ICU Not Pre-Taxed	\$ 1,449.03		\$ 1,449.03
Optional Life Not Pre-Taxed	\$ 2,002.33		\$ 2,002.33
Christmas Club	\$ 4,925.00		\$ 4,925.00
Wage Attach #1	\$ 713.25		\$ 713.25
Wage Attach #3	\$ 500.00		\$ 500.00
DSRS Retirement Deduct 8.5%	\$ 6,710.34		\$ 6,710.34
457 - Nationwide	\$ 849.00		\$ 849.00
457I - Empower	\$ 2,280.00		\$ 2,280.00
457R - Roth	\$ 520.00		\$ 520.00
MD State Tax	\$ 640.31		\$ 640.31
DVF	\$ 1,674.42		\$ 1,674.42
VA. State Tax	\$ 100.20		\$ 100.20
COLONIAL(PLUS)	\$ 81.60		\$ 81.60
Total Deductions	\$ 135,981.43	\$ 8.09	\$ 135,989.52
Net Wages Total	\$ 268,972.33	\$ 29.41	\$ 269,001.74
Payroll Date	24-Jan-2019		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pete Dougherty

Department or Organization: Sheriff's Office

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **January 31, 2019**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): JAG Grant Signatures

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

We have received a final contract for the Justice Assistance Grant and it requires the Commission President's signature. The grant was previously approved by the Commission as the JJDP PRO grant; however, enough funding was not provided so it was picked up by the JAG program.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

I move to approve the Commission President to sign the final JAG grant contract for FY19.

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: pdougherty@jcsdww.com

Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Nic Diehl

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

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **January 31, 2019**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Review Jefferson County Development Authority mission.**

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

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: Nic Diehl

Email address: nic@jcda.net

Phone Number: 304-728-3255

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Danny Lutz
Department or Organization: WV Eastern Panhandle Conservation Dist

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: 17 January 2019
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Budget Request

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

Key out Budget request and proposed expenditures

Is this a funding request? YES NO

If so, how much? \$ 30,000

Provide exact financial impact/request: To be presented at meeting

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

No appropriate motion

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

If not attached, explain: will be presented at meeting

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

Contact information:
Email address: p.lutz2007@gmail.com Phone Number: 304 725-0966

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Alexandra Beaulieu

Department or Organization: Office of Planning and Zoning

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: January 31, 2019

If a specific date is needed, please provide reason for specific date: Citizen's money has been deposited into County's account.

Date Requested – 2nd Choice: Next available meeting.

Subject (*Wording to be placed on agenda*): Requesting a total refund of the zoning variance fee for Christopher Gay. Applicant withdrew variance application after the fee was deposited.

Please provide the County Commission with a description of your request or presentation, including any background information:
Mr. Gay submitted an application for a zoning variance along with the required \$100 fee. He later withdrew her application. The fee had already been deposited by the Office of Planning and Zoning. The only cost incurred by the County was the legal ad, which also included other agenda items.

Is this a funding request? Y / N
If so, how much? \$100.00

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
I move to recommend a full refund of the \$100.00 Zoning Variance fee to Christopher Gay.

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

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

Contact information: Email address: planningdepartment@jeffersoncountywv.org Phone Number: 304-728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



JEFFERSON COUNTY, WEST VIRGINIA

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

P.O. Box 338

Charles Town, WV 25414

www.jeffersoncountywv.org

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228

Fax: (304) 728-8126

MEMO

TO: County Commission of Jefferson County
FROM: Alexandra Beaulieu, Zoning Administrator
DATE: January 31, 2019
RE: Christopher Gay Variance Application Fee Refund Request

Christopher Gay applied for a Zoning Variance to reduce a rear property line setback. He initially had the support of the developer (see attached email correspondence), but later the developer rescinded his support and Mr. Gay had to withdraw his application.

A legal ad did run notifying the public of the request, which is the only cost incurred by the County. The legal notice included other agenda items.

Staff is requesting a refund for Mr. Gay since his application was withdrawn.

From: [Zoning](#)
To: ["Gay, Christopher R."](#)
Subject: RE: Zoning Variance Application
Date: Thursday, January 3, 2019 4:06:00 PM

Mr. Gay,

Our Office is in receipt of your email. Your request will be included on the January 24 BZA Agenda. The meeting will begin at 2:00 PM in the Commission Meeting Room in the lower level of the Charles Town Library.

If you have any questions, please feel free to contact our Office.

Thank you,

Alexandra Beaulieu
Zoning Administrator
Jefferson County Office of Planning and Zoning
www.jeffersoncountywv.org
304-728-3228

From: Gay, Christopher R. [mailto:Christopher.Gay@fairfaxcounty.gov]
Sent: Thursday, January 3, 2019 3:49 PM
To: Zoning <Zoning@jeffersoncountywv.org>
Subject: Re: Zoning Variance Application

Mrs. Hartman,

I spoke with Mr. Gladhill this afternoon, he has agreed to the red line revision and plat change for our lot and only lot 13 at this time. He is waiting for his attorney to get back with him on how to move forward. Please place the legal advertisement in the Spirit for the meeting on January 21st. Can you please email me back to confirm you received this and that my appeal has been filed. Thank you and I will be in touch.

Chris

Get [Outlook for iOS](#)

From: Gay, Christopher R. <christopher.gay@fairfaxcounty.gov>
Sent: Wednesday, January 2, 2019 22:05
To: Zoning
Subject: Re: Zoning Variance Application

Hello,

Thank you for the follow up email, I am still waiting hear back from the Developer, Mr. Gladhill.

I am hoping to hear back from him on Thursday or Friday by COB. I will be in touch thank you.

Chris

From: Zoning <Zoning@jeffersoncountywv.org>

Sent: Wednesday, January 2, 2019 3:12 PM

To: Gay, Christopher R.

Subject: Zoning Variance Application

Good afternoon Mr. Gay,

I am following up with you regarding the zoning variance application that you submitted to our office on December 21, 2018. Have you been in contact with Mr. Gladhill regarding the redline revision and minor plat change that will be required in order for you to move forward with the installation of the pool? I appreciate the holidays tend to make reaching out to people more challenging. This Friday is the deadline for our legal advertisements to be placed in the Spirit of Jefferson. As we discussed, our office had to deposit the check; however, I have held off on assigning the variance an official number to make processing a refund simpler should you wish to withdraw your application.

Please note, you may continue with your variance application without immediate confirmation from Mr. Gladhill. Should the Board choose to grant your request they may place a condition of approval stating that the redline and minor plat change must be approved prior to the issuance of a building permit.

Our office will be happy to help you either process the refund or continue with the application. Please let us know if there is anything else I can do to assist you.

Have a nice day,

Jennilee Hartman, Zoning Clerk
Office of Planning and Zoning
www.jeffersoncountywv.org

[Jefferson County Commission, WV | Home](#)

www.jeffersoncountywv.org

Contact Us; Emergency Info / Weather & Emergency Alert Sign Up; Flood Plain Information;
Parks & Recreation; Meeting Agendas, Minutes, Webcasts; Public Hearings/Notices

304-728-3228

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Commissioner Patsy Noland**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: ~~January 17, 2019~~ **January 31, 2019**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Discuss reconstituting the Board of Directors of the Jefferson County Development Authority.**

- 1. Remove all current board members; 2. Advertise for additional applicants; 3. Invite current board members who wish to be considered to reapply to the County Commission by January 31 with a decision to appoint at the next JC Commission meeting on January 31, 2019.**

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*):

Move to reconstitute the Jefferson County Development Authority, removing all current board members, advertise for additional applicants, and invite any current members that wish to be reappointed to reapply to the JC Commission for consideration by January 31, 2019.

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

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: Jan. 31

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

JCDA Board applicant interviews and selection process

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

- **Define complete selection process:**
 - **Set date to interview remaining applicants**
 - **Each Commissioner publicly state their candidate choices for Round 2 of the process.**
 - **Develop a questionnaire for Round 2 candidates, set a deadline for return of questionnaire & set meeting date for final vote on Board members.**
 - **Clearly define our options to obtain municipal candidates if Commission letters to municipalities do not generate candidates in a timely manner**

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

Are documents attachments? Yes NoX
If not, explain:

Is a projector needed? Yes No X

Contact information:

Email address: _____

Phone number: _____

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: **January 31, 2019**

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 EEOC Charge #533-2018-01557. Discussion/Action.
5. Discussion of Jefferson County Circuit Court Civil Action #18-C-171. Discussion/Action.
6. Discussion of EEOC Charge #533-2017-00706. Discussion/Action.
7. Discussion of Jefferson County Circuit Court Civil Action #18-C-201. Discussion/Action.
8. Discussion of City of Charles Town's request to allow parking in County parking lots and possible MOU. Discussion/Action.
9. Discussion of Board of Health septic tank permitting process and procedures. Discussion/Action.
10. Discussion of Intergovernmental Agreement with Corporation of Bolivar for tax collection services. Discussion/Action.
11. Discussion of MOU between Jefferson Medical Center and JCC relating to 340B Program. Discussion/Action.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address: Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 31, 2019**

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*): **Legislative Updates**

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: **Stephen S. Allen, Director**

Department or Organization: **Jefferson County Homeland Security and Emergency Management**

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

Date Requested – 1st Choice: **January 31, 2019**

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

Date Requested – 2nd Choice: **February 7, 2019**

Subject (*Wording to be placed on agenda*): **Recommendation from JCHSEM Steering Committee for appointments/reappointments to the JCHSEM Steering Committee**

Please provide the County Commission with a description of your request or presentation, including any background information: **Appointments to the JCHSEM Steering Committee are for a period of 2 years. These appointments are recommended by the current committee and final approval is from the County Commission. (Please see attached letter from the Committee)**

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

If so, how much? \$

Provide exact financial impact/request:

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

I move to approve the recommendation of the JC HSEM Steering Committee for the appointments of the following people to serve on the JCHSEM Steering Committee, per their letter (dated January 25, 2019), for a term of 2 years beginning January 31, 2019: Pete Dougherty, Sheriff, representing law enforcement; Kelly Parsons, Nichols, Dehaven, and Associates, representing the private sector; Evan Workman, American Red Cross, (replaces Clair Brendel) representative of community organizations; Holly Morgan-Frye, Shepherd University, representing education; Mason Carter, representing Jefferson County Engineering Department; and Jane Tabb, County Commission representative

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

If not attached, explain:

Attachment: Letter of recommendation of the Steering Committee from their meeting of January 25, 2019.

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

Contact information:

Email address: sallen@jeffersoncountywv.org

Phone Number: **(304) 728-3290**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



**Jefferson County Homeland Security and Emergency Management
28 Industrial Blvd., Suite 101
Kearneysville, WV 25430**

January 25, 2019

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

Dear Commissioners:

At a meeting of the Jefferson County Homeland Security and Emergency Management Steering Committee today, a motion by the body was unanimously passed to propose to you the following list of names as reappointments on the committee:

Pete Dougherty, Sheriff of Jefferson County, representing Law Enforcement
Kelly Parsons, Nichols, DeHaven and Associates, representing the private sector
Holly Morgan-Frye, Shepherd University, representing education
Mason Carter, representing the Jefferson County Engineering Department
Jane Tabb, County Commission Representative

The following is a new appointment to the committee:

Evan Workman, American Red Cross (replacing Clair Brendel) Representative of Community Organization

Others on the Steering Committee that are not up for reappointment this year who will be continuing their service are:

John Sherwood, Chair, representing the Chamber of Commerce
Ed Smith, Vice Chair, representing the fire service
Sanford "Sandy" Green, WV Homeland Security and Emergency Management Representative
Jeff Polczynski, Director, Emergency Communications Center
Nic Diehl, representing the Jefferson County Development Authority
Thomas Butcher, First Energy, representing Utility Company
Donald L. Grubb, Jr. representing Jefferson Medical Center
Paula Marrone-Reese Non-Profit Representative Good Shepherd Interfaith Volunteer Caregivers

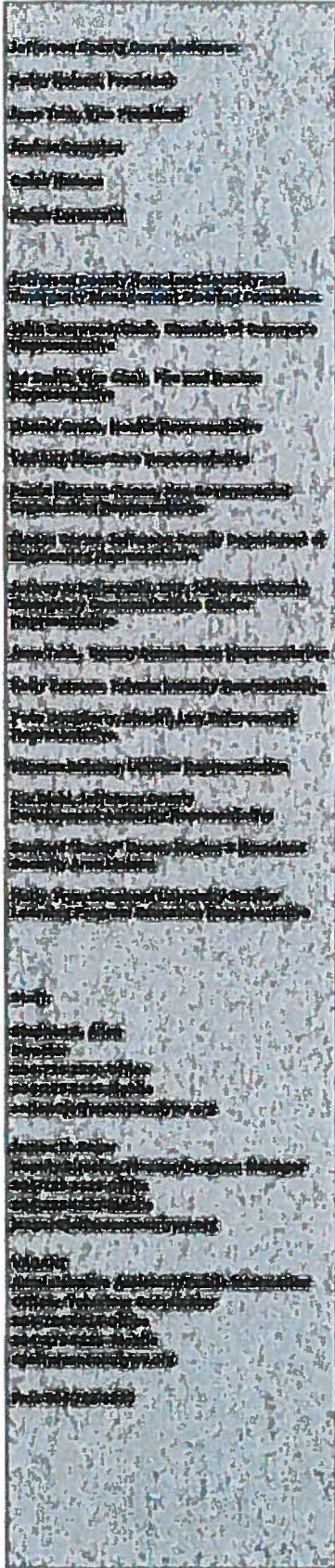
Per the bylaws, "The Steering Committee shall consist of fourteen members, appointed by the County Commission. Appointments shall be for a period of two years. New appointments or reappointments will be made at the first meeting of each calendar year."

Thank you for your continued support!

Sincerely,

John Sherwood, Chair

Stephen S. Allen,
Director



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Dr. Didden

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

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **January 31, 2019**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Harm Reduction Program Acknowledgement/Signature of Letter**

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

Letterhead Requested

David Didden, MD
Health Officer
Jefferson County Department of Health
1948 Wiltshire Road
Suite 1
Kearneysville, WV 25430

Dr. Didden:

This letter is to confirm that the Jefferson County Commission is aware of the Harm Reduction Program (HRP) operating from the Jefferson County Department of Health. HRPs confer significant health benefits to communities; including reduction of blood borne diseases, linkage of people who inject drugs to critical services and programs, and the integration of care provided by drug treatment programs, HIV/AIDS prevention, hepatitis C prevention, and social and behavioral services.

I appreciate your regular updates to the commission on activities at the health department addressing the opioid epidemic. With this letter I verify that the Jefferson County Commission has not prohibited by ordinance the operation of the HRP operated by the Jefferson County Health Department.

Sincerely,

Patsy Noland
President
Jefferson County Commission

**NOTICE
Board of Review and
Equalization**

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Thursday, January 31st, 2019, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2019.

If you disagree with your appraisal, you may appeal by filing a written petition for an informal review with your county Assessor within eight (8) business days of receiving your Notice of Increase in Assessment.

Please be advised that questions of property tax class changes, questions of taxability or late filing requesting of farm use valuation shall not be addressed.


The Jefferson County Commission will continue to sit as a Board of Review and Equalization in February, 2019 and hold hearings at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on the following dates and times:

Thursday	January	31, 2019	1:30 p.m.
Tuesday	February	5, 2019	1:30 p.m.
Thursday	February	7, 2019	1:30 p.m.
Tuesday	February	12, 2019	1:30 p.m.
Friday	February	15, 2019	1:30 p.m.
Tuesday	February	19, 2019	1:30 p.m.

Persons wishing to appear before the Commission should apply with the Assessor's office no later than Friday, February 8, 2019 in order to complete the proper forms and to schedule a hearing date prior to the planned final hearing date of Tuesday, February 19th, 2019.

In the alternative, you may also request an appeal by filing a written protest with the Clerk of the County Commission no later than February 20, 2019, indicating you wish your protest to be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2019. If the Board of Review and Equalization has adjourned sine die before February 20, 2019, and a request to have your protest heard by the Board of Assessment Appeals is filed no later than February 20, 2019 with the Clerk of the County Commission, your appeal will be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2019.

Given under my hand this 3rd day of January, 2019.


JACQUELINE C. SHADLE, COUNTY CLERK



Quarterly Report

October 1, 2018 – December 31, 2018

1. Projects Undertaken

- a. Civil War Battlefield Preservation in Jefferson County – Ongoing
 - i. Shepherdstown Battlefield properties acquisition and management - ongoing
- b. Peter Burr Farm improvements and programing - ongoing
- c. *Our History, Our Community* Endowment Campaign - ongoing
- d. Snow Hill/Poor House Marketing – ongoing
- e. WV GeoExplorer project – sponsor, fundraise, and coordinate - ongoing
- f. Duffields Depot – site clean-up and building stabilization - ongoing
- g. Concept Plan reviews in conjunction with JC Planning Department - ongoing
- h. Verification of JCHLC historic sites inventory data - ongoing
- i. Hosting an AmeriCorps Member Meaghan Papeika – ongoing
- j. Designation of JC Landmark – *Rose Lawn*
- k. Delay of Demolition Ordinance - ongoing
- l. Designation of NR Landmark – *McMurrin Farm*
- m. Morgan’s Grove Historic District – branding and installation of signage
- n. Designating the Jefferson County Courthouse, a National Historic Landmark

2. Projects Completed

- a. Received a reimbursable \$3,000 grant from the Two Rivers Giving Circle, EWVCF, for the Duffields Depot, September 20.
- b. Received a \$4,000 grant for an engineering study, at Duffields Depot from the National Trust for Historic Preservation October 15
- c. Designed, printed, and distributed the *Beeline March* brochure to area VC - November 26
- d. FY-16 Audit, November 28
- e. Removed asbestos leaden debris from Duffields Depot, December 10.

3. Projects Proposed

- a. Design guidelines for Villages in JC – Summit Point, Rippon, Middleway, Shenandoah Junction
- b. Development of historic preservation curriculum for fourth and eighth graders in conjunction with JC Schools

Submitted by
Martin Burke
Chair, JCHLC


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

Jefferson County Maintenance Department
Quarterly Report
October 2018 – December 2018

Completed Work Orders:

The Maintenance Department completed the following work orders for October 1, 2018 – December 31, 2018. Work orders are completed on every task performed by maintenance employees.

Work orders completed for calls for service.....	490
Work orders completed for preventive tasks.....	1015
Work orders completed for preventive auto maintenance... ..	91
Work orders completed for auto mechanic equipment.....	24
Work Orders completed for walk-ins for auto mechanic.....	45
Total work orders completed for October 1st – December 31st, 2018.....	1665

On-Call Personnel Call Outs and Overtime:

On-call maintenance staff was called out during off-hours a total of 14 times for this quarter resulting in 25.5 hours of overtime. Maintenance staff worked a total of 212 hours of overtime in this quarter. There was increased overtime this quarter due to a snow storm that resulted in a full-day closure and a 2 hour delay for County offices.

Phone Calls:

Office staff received 1704 incoming phone calls for this quarter.

Copy Paper & Office Supplies:

Maintenance staff delivered 73 cases of copy paper and various office supplies during this quarter.

Summary of Various Tasks and/or Special Projects:

- Visitor's Center: Work has begun on this project.
- Courthouse Windows: The work on the Courthouse windows is complete. We will be submitting our final report and request for reimbursement to the Courthouse Facilities Improvement Authority. The final project cost was \$146,000. The County will be reimbursed \$100,000 in grant funds.
- Hunter House Windows: This project is still ongoing.
- Courthouse Paint/Brick Project: The grant applied for through the Courthouse Facilities Improvement Authority has been approved. Minghini's General Contractors has been awarded the bid. The grant will provide \$100,000 in funding toward the project.
- Voter booths were constructed to provide more privacy during early voting. We received positive comments from the Clerk's office about the booths.
- 2 Ford Escapes were ordered and received through a bid process for the Assessor's office and for the Department of Planning, Zoning & Engineering. The lowest bid price was from Thomassen Ford in Charles Town for \$22,613.68 each.
- We have remodeled the two restrooms in the Assessor's office.
- The Courthouse plaque was removed as directed.
- The Tax Office was moved to the Smoot Building.
- We are currently looking into a Knox box to be installed on the Mason Building and Public Services Center.
- We are currently working on the issues with the HVAC system at the 911 Communications building.
- The HVAC system at the Parks and Recreation Community Center has been resolved for the most part.
- We have enacted a new departmental Snow Removal Policy and updated our Uniform/Dress Code Policy.
- We completed a project for the Prosecuting Attorney's office to renovate the basement of the Gray Building in order to move some of their employees to the basement offices.
- The bidding documents for the parking lot have been received.
- We are discussing the new software and will be working to incorporate it for our department.
- We will begin work on policies for our department for purchasing and budgeting.
- During this quarter there was a snow storm that resulted in the closure of County offices. Maintenance staff worked overtime to ensure all lots, sidewalks and entrances were clear.
- The Maintenance Department hosted the annual Christmas party.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, February 21, 2019, or as soon thereafter as the Commission may decide:

Board of Zoning Appeals -one three-year term ending January 1, 2022, one unexpired term ending January 1, 2020 and one unexpired term ending January 1, 2021 and three alternate positions expiring January 1, 2020, 2021, and 2022, respectively.

Alternates: Alternate members shall have all powers and duties of a regular Board member when sitting on a case and shall continue to participate in the case until a final decision is reached. Alternate members shall serve by rotation based upon seniority of appointment to the Board.

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

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

February 7 and February 14

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, February 21, 2019, or as soon thereafter as the Commission may decide:

Water Advisory Committee - three unexpired terms ending January 31, 2021 and four (4) three-year terms ending January 31, 2022

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

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

February 6 and February 13

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, February 21, 2019, or as soon thereafter as the Commission may decide:

Eastern Panhandle Transit Authority Board - one three-year term ending January 31, 2022.

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

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON

February 6 and February 13

Thanks - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, February 21, 2019 or as soon thereafter as the Commission may decide:

North Eastern Regional EMS, Inc. - one two-year term ending October 31, 2021.

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

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

SPIRIT OF JEFFERSON

PLEASE ADVERTISE ON:

February 6 and February 13

Thanks - JEFFERSON COUNTY COMMISSION

**NOTICE
Board of Review and
Equalization**

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Thursday, January 31st, 2019, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2019.

If you disagree with your appraisal, you may appeal by filing a written petition for an informal review with your county Assessor within eight (8) business days of receiving your Notice of Increase in Assessment.

Please be advised that questions of property tax class changes, questions of taxability or late filing requesting of farm use valuation shall not be addressed.


The Jefferson County Commission will continue to sit as a Board of Review and Equalization in February, 2019 and hold hearings at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on the following dates and times:

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Given under my hand this 3rd day of January, 2019.


JACQUELINE C. SHADLE, COUNTY CLERK

Jessica Carroll

From: Gavin Perry <gavarch@gmail.com>
Sent: Friday, January 4, 2019 4:39 PM
To: Josh Compton
Cc: Jessica Carroll
Subject: Fwd: Rockwool - Design Review

Commissioner Compton, please include the following email in the JCC's Correspondence/Information received list.

Thank you, Gavin.

----- Forwarded message -----

From: Gavin Perry <gavarch@gmail.com>
Date: Mon, Dec 31, 2018 at 8:51 AM
Subject: Rockwool - Design Review
To: Josh Compton <JJCompton05@gmail.com>, <nic@jcda.net>, Gavin Perry <gavarch@gmail.com>, <ablake@cityofransonwv.net>
Cc: <dhennessy@charlestownwv.us>, <lyletabb@hotmail.com>, Tony Roberts <tonyrobertsrealtor@gmail.com>, <garykable40@gmail.com>, Karan Townsend <karantownsend@gmail.com>, <LynGoodwin@jcda.net>, <matthew.m.coffey@wv.gov>, Caleb Hudson <calebhudsonforjeffersonwv@gmail.com>, Patricia Noland <commissionerpnoland@gmail.com>, Jane Tabb <vinemont.farm@gmail.com>, rosemarie cannarella lorenzetti <lorenzeti@earthlink.net>, <eerfurt@ransonwv.us>, <bsilveous@cityofransonwv.net>, <jyuhasz@hospiceotp.org>

When a large industrial facility such as the proposed Rockwool factory is designed, it is standard, normal engineering practice for the construction document to be reviewed by an independent, qualified architectural engineering firm which specializes in heavy industrial facilities.

The Jefferson County Commission, Jefferson County Development Authority or the City of Ranson should retain an independent architectural engineering firm to carry out the design review.

The design review will ensure that the factory meets all the applicable federal, state, local and industry design standards, codes and requirements.

The factory will be built based on the construction documents, which should include the following:

- Drawings
- Specifications
- Basis of Design
- Design Calculations
- Operational Procedures
- Safety Manual
- Material Safety Data Sheets. (The factory will use and store toxic chemicals and hazardous materials. The materials need to be identified and quantified. Material Safety Data Sheets are required so that employees, local residents, schools and first responders can properly plan, prepare and be equipped to respond in case of chemical accidents or spill.)

The design review process consists of the independent architectural engineering firm examining the construction documents developed by the factory designers. The design review process should include the following steps:

- The independent architectural engineering firm reviews the construction documents developed by the facility designers.
- The firm identifies the design deficiencies, errors and omissions contained in the construction documents.
- The firm details the design deficiencies in a written report.
- The firm meets with the facility designers and they agree on the items to add, change and correct in the construction documents.
- The firm reviews the construction documents again to verify that the facility designers have revised them and incorporated all the agreed to changes.

Permits and approvals to start construction of the factory should not be issued until the independent architectural engineering firm has reviewed the construction documents and confirmed that the factory is safe to construct and operate.

Thank you,
Gavin Perry; Architect, LEED AP

--
Gavin.

Jessica Carroll

From: Gavin Perry <gavarch@gmail.com>
Sent: Wednesday, January 23, 2019 1:50 PM
To: Jessica Carroll; Jane Jones
Cc: Gavin Perry
Subject: Fwd: thoughts on the design

Jessica and Jane; please include the email below as part of the Information/Correspondence Received record for the JJC and JCDA.

Thank you,

Gavin

----- Forwarded message -----

From: Gavin Perry <gavarch@gmail.com>
Date: Tue, Jan 22, 2019, 10:29 AM
Subject: Fwd: thoughts on the design
To:

Subject: Fwd: thoughts on the design

To: <bsilveous@cityofransonwv.net>, <eerfurt@ransonwv.us>, <ablake@cityofransonwv.net>, <dmcclure@ransonwv.us>, <kspangler@cityofransonwv.net>, <lori@cityofransonwv.net>, <dhennessy@charlestownwv.us>, <garykable40@gmail.com>, <jyuhasz@hospiceotp.org>, Karan Townsend <karantownsend@gmail.com>, <lyletabb@hotmail.com>, <LynGoodwin@jcda.net>, <matthew.m.coffey@wv.gov>, <nic@jcda.net>, Tony Roberts <tonyrobertsrealtor@gmail.com>, Caleb Hudson <calebhudsonforjeffersonwv@gmail.com>, Patricia Noland <commissionerpnoland@gmail.com>, <jcompton93@gmail.com>, Josh Compton <JJCompton05@gmail.com>, rosemarie cannarella lorenzetti <lorenzeti@earthlink.net>, Jane Tabb <vinemont.farm@gmail.com>
Cc: Gavin Perry <gavarch@gmail.com>, Colin Stine <ocspnd@gmail.com>

Colin, thank you for your email and thoughts on the design for the proposed Rockwool factory.

It is a very complex facility with the potential for dangerous and hazardous operational activities. A thorough technical review of the design is beyond the experience and capability of the local officials and building inspectors.

When the construction documents are 100% complete, the City of Ranson, Jefferson County Commission and Jefferson County Development Authority have the responsibility to ensure it is designed, constructed and operates safely. They need to hire an independent, competent, qualified and experienced engineering firm to conduct the design review **before approval or permits are issued**.

I received a copy of the 30% Plan Review for the Rockwool facility by the Office of the WV State Fire Marshal. Sections from that report are in *Italics* and my comments are bulleted below.

Cover Letter-dated 04-10-18:

*"This review procedure is NOT AN APPROVAL and does not relieve the **owner**, architect or engineer of responsibility. Project approval is only given after Final Inspection for Occupancy. The above referenced project has been reviewed and the plans, as submitted, **appear** to meet the West Virginia State Fire Code."*

- Who will be the **owner** of the factory, once construction is complete and the factory starts operating?
- Will it be Rockwool, JCDA or some other County entity?
- Who will be responsible and financially liable for design, construction and operational deficiencies and environmental spills, accidents and clean up?
- The 30% complete plans **appear** to meet the State Fire Code. It is the responsibility of Ranson, JCC and JCDA to ensure the 100% plans actually **do meet** the State Fire Code by providing an independent design review.

2.2 Delimitation of risk areas - Pages 10 and 11 of 39

"The risk areas have been identified as follows"

- **"Further evaluation"** of 31 risk areas is required.

2.3. Description of flammable substances involving danger of explosion - Pages 12 and 12 of 39

"Reference is made to ROCKWOOL safety data sheet/supplier instruction. Please note that the below list is not complete."

- The **complete** list of the all the Material Safety Data Sheets is required before approval and permits are issued.

3.1.5 Measures – Page 19 of 39

- *This section is typical of the measures and procedures detailed in the report that need to be followed by the employees in order for the factory to operate safely.*
- An **Operations and Safety Manual** is required which provides information and details to the employees on how the factory is to operate and what to do in case of accidents or emergencies.

ROCKWOOL – Design Narrative by Allen&Hoshall, 02 April 2018

The document details the design requirements the factory has to meet. Examples are:

- *The building **shall be** fully protected by a fully automatic dry sprinkler system in accordance with NFPA.*
- *Fire hose valves **shall be** provided to protect all areas in accordance with NFP and the State of WV Fire Code.*
- *Outdoor rated conduits **will protect** all power wiring....*
- *No high voltage distribution **shall be** used in the area.*

It is the responsibility of Ranson, JCC and JCDA to ensure that these requirements are **met and included** in the 100% construction documents, not just that they **shall be met**.

----- Forwarded message -----

From: **O. Colin Stine** <ocsphd@gmail.com>

Date: Sun, Jan 20, 2019 at 9:23 PM

Subject: thoughts on the design

To: Gavin Perry <gavarch@gmail.com>

Dear Gavin,

Do you know any environmental concerned architects who could do an independent review. I have some thoughts about what things could be added to the design. See below,

Things for the design

We are the landlord and can require items that are not required by law.

1. Catalytic converters should be on carbon burning sources. Daily inspections be sure they are functioning. All cars have them and inspections are required.
2. All phenol, formaldehyde and other chemicals with MSDSs must be captured in closed containers and then distilled to produce pure chemicals - phenol, formaldehyde, etc and water. The chemicals of course can be reused or sold.
3. Condensers should be installed to recover all vaporized chemicals phenol, formaldehyde and other chemicals with MSDSs. The condensed chemicals should be redistilled.
4. Particulate matter should be removed with multiple filters and including bubbling through water. The particulate matter can be reused in the manufacturing process and the water cooled and reused.
5. The goal should be zero emissions as is true for the Rockwell factories in Canada and the Netherlands.
6. Retrofitting the factory to meet tighter pollution standards over the next twenty years of the life of the factory will be much more expensive and will generate as much controversy as we have now. The best way forward is to spend a little more money now, generate additional construction jobs, have less pollution and avoid future fights.

--

Gavin.

Sandra McDonald


From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Thursday, January 17, 2019 5:32 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: 01/17/2019 5:32 AM
Response #: 800
Submitter ID: 3734
IP address: 69.250.50.120
Time to complete: 7 min. , 34 sec.

Survey Details

Page 1

- 1. Name**
Aline Schelling
- 2. Email**

- 3. Questions or Concerns**
Developing industry in an area with a karst system. This area has sink holes, thus making it unstable. Logic says that broken pipes and leaking sedimentation ponds are a likely result. And the consequence of this will be a polluted aquifer and thus well water.
- 4. Would you like to receive email notifications from Jefferson County?**
 Yes

Thank you,
Jefferson County Commission, WV

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Jefferson County Commission FY20 Budget Meeting Schedule

Monday, February 11, 2019 - NO MEETINGS

Tuesday, February 12, 2019 - NO MEETINGS

Wednesday, February 13, 2019 (Morning & Afternoon)

9:30-9:45	<i>Review of the budget process - Michelle Gordon</i>
9:45-10:00	<i>Review of Projected Revenues & Expenditure Requests - Michelle</i>
10:00-10:15	953-Public Transit-Doug Pixler
10:15-10:30	Misc Req-EWVRAA-Eastern WV Regional Airport-Neil Doran
10:30-10:45	Misc Req- Eastern Panhandle Conservation District - Dan Lutz
10:45-11:00	<i>BREAK</i>
11:00-11:15	900-Parks & Recs - Jennifer Myers
11:15-11:30	401-568 Day Report Center - Ronda Eddy
11:30-11:45	916-Libraries
11:45-12:00	002-Coal Severance Fund- Michelle Gordon
11:45-1:30	<i>LUNCH BREAK</i>
1:30-1:45	428-Technology Budget - Russ Burgess
1:45-2:00	401-Commission Budget - Stephanie Grove & Sandy McDonald
2:00-2:15	711-Homeland Security - Steve Allen
2:15-2:30	<i>BREAK</i>
2:30-2:45	440-Engineering (includes Planning, Zoning & GIS) - Roger Goodwin
2:45-3:00	903-Arts & Humanities
3:00-3:30	700, 701, 704-Sheriff, 404-Tax Office, 716-Dog Warden - Pete Dougherty

Thursday, February 14, 2019 - EVENING ONLY

6:00-6:30	712-911 Center - Jeff Polcynski
6:30-7:00	713, 715-Fire & JCESA- Allen Keyser
7:00-7:30	424-Maintenance, 717-Central Garage, 425-Other Buildings - Bill Polk 246-Capital Projects-Bill Polk, Michelle Gordon

Friday, February 15, 2019 (Morning)

9:30-9:45	Depts 415- Mag Court, 429-RDA-Michelle Gordon
9:45-10:00	800-Jefferson County Health Department
10:00-10:15	402 & 413-County Clerk & Elections Budgets - Jackie Shadle
10:15-10:30	412-Agricultural Agent- Emily Wells
10:30-10:45	909-Historical Commission - Martin Burke
10:45-11:00	<i>BREAK</i>
11:00-11:15	911-CVB Annette Gavin
11:15-11:30	405-Prosecuting Attorney-Matt Harvey
11:30-11:45	406, 407, 408-Assessor Budget - Angie Banks
11:45-12:00	431-Development Authority - Nic Diehl
12:00-12:15	403-Circuit Clerk - Laura Storm
12:15	<i>Establish Budget Balancing Schedule & CLOSING QUESTIONS FOR MICHELLE</i>