

AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION - APRIL-JUNE 2019
THURSDAY, APRIL 4, 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

- February 15, 2019 BORE
- February 19, 2019 BORE
- March 7, 2019 Regular Meeting
- March 13, 2019 Budget Public Hearing
- March 21, 2019 Budget Work Session
- March 21, 2019 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE

- March 28, 2019
- April 4, 2019

APPROVAL OF MANUAL CHECKS

- March 29, 2019
- April 5, 2019

APPROVAL OF PAYROLL

- March 21, 2019

DISCUSS MEETING DECORUM AND PUBLIC COMMENT

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT (20 minutes)

PRESENTATIONS

1. 10:00 a.m. Jackie Shadle, County Clerk
- Approval/signatures for Records Preservation Program grant application - Discussion/Action
2. 10:15 a.m. Pete Dougherty, Sheriff
- Approval of Part-time Bailiffs - Discussion/Action
- Determine available space within the Judicial Complex to place the Home Confinement Program - Discussion/Action
- Discuss plans for the relocation of the Tax Office - Discussion/Action
3. 10:30 a.m. Bill Polk, Maintenance Director
- Update and discuss cost for additional space 2nd floor Judicial Building - Discussion/Action
4. 10:45 a.m. **BREAK**
5. 11:00 a.m. Bill Clark, Region 9
- Fair Housing Month Proclamation - Discussion/Action
6. 11:05 a.m. Selection of Nominations for Citizen Representative to the Charles Town Utility Board - Discussion/Action
7. 11:20 a.m. Interviews and appointments to the Jefferson County Historic Landmarks Commission - Two (2) three-year terms ending March 6, 2022 - Discussion/Action
8. 11:30 a.m. Interviews and appointments to the Jefferson County Planning Commission - Three (3) three-year terms ending March 31, 2022 - Discussion/Action
9. 11:45 a.m. Robert T. Edwards, US Census Bureau
- Presentation 2020 Census - Discussion/Action
10. 12:05 p.m. David Lillard, West Virginia Rivers Coalition
- Brief Commissioners on a collaborative effort among land trusts, water utilities and watershed groups to protect drinking water through land conservation - Discussion/Action

NEW BUSINESS

11. Student Liaison to the JCC - Discussion/Action (JC)

12. Jefferson County CEOS Council seeks permission to post a display board in the Tax Office window during May 19-25, 2019, National Community Educational Outreach Service Week - Discussion/Action (JT)
13. Fire Department Funding Committee - Discussion/Action (JT)
14. Approval of Cooperative Law Enforcement Agreement - Discussion/Action
15. Discuss various appointments/interviews to the JCDA - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

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COUNTY COMMISSION REPORTS

16. **BREAK FOR LUNCH**

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

17. 1:30 p.m. Jeffrey Polczynski, Director of Communications
- Approval of full-time employment of Heather Ketchens as full-time Public Safety Dispatcher - Discussion/Action
18. 1:35 p.m. Stephen S. Allen, Director Jefferson County Office of Homeland Security and Emergency Management
- Approval of full-time employment of Brianna L. Gustafson for the position of Administrative Assistant/Public Information Officer/Volunteer Coordinator - Discussion/Action
19. 1:40 p.m. Roger Goodwin, Chief County Engineer
- Adoption of the 2019 Building Code Enforcement Ordinance - Discussion/Action
20. 1:50 p.m. David Lutman
- Discussion of issues at Health Department - Discussion/Action

21. 2:00 p.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 pump station property exchange at Burr Industrial Park - 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 Board of Health septic tank permitting process and procedures - Discussion/Action
 - Discussion of and communication with FEMA regarding potential resolution. U.S. District Court (Northern District) Civil Action #3:18-CV-122 - Discussion/Action
 - Discussion of TeMa Pilot Agreement - Discussion/Action

22. **ADJOURN**

CORRESPONDENCE/INFORMATION

Press Release - League of Women Voters to Study Local Implementation of Open Governmental Meetings Act.

Memorandum regarding PILOT Agreements.

Notice to appoint a County Liaison to the Charles Town Utility Board.

Interview and appointments to the Jefferson County Development Authority - April 18, 2019.

Notice of Special Session - Lay the Levy - April 16, 2019.

Notice of Public Hearing - Amendments to the Emergency Ambulance Service Fee Ordinance - April 17, 2019.

Notice of Public Hearing - Proposed revision to the County excise tax (i.e. property transfer tax) - May 16, 2019.

Correspondence received from Bruce D. Strathearn regarding "Warning Message, Jefferson County Health Department".

Invitation to attend charity basketball game.

Correspondence received from the WV Department of Transportation regarding FY19 Highway Safety grant.

Correspondence received from FEMA Region III regarding the Hazard Mitigation Plan has been approved.

Correspondence received regarding FY20 Budget.

Jefferson County Development Authority Profit & Loss report received.

Surviving West Virginia by Tracy Danzey received.

Elks Run Phase II 319 Incremental Grant information received.

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.

FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Friday, February 15, 2019, beginning at 1:30 p.m.

PRESENT:

Patsy Noland, President
Jane Tabb, Commission Vice President
Josh Compton, Commissioner
Caleb Hudson, Commissioner
Ralph Lorenzetti, Commissioner

STAFF:

Angie Banks, Assessor
June Bowers, Sr. Appraiser
Nathan Cochran, Assistant Prosecuting Attorney
Jessica Carroll, Recording Clerk

In re: 2019 Board of Review and Equalization

President Noland opened the meeting at 1:30 pm, and Commissioner Compton led the Pledge of Allegiance. Angie Banks, Assessor, notified the Commission that no hearings were scheduled for the remainder of the Board of Review and Equalization. Ms. Banks also stated the Commission would be able to adjourn sine die on Tuesday, February 19, 2019.

- **There being no further business, motion by Mr. Compton to recess as a Board of Review and Equalization and reconvene in the same capacity on Tuesday, February 19, 2019 at 1:30 pm. Motion seconded and unanimously approved.**

Patricia A. Noland, COMMISSION PRESIDENT

FIRST QUARTER TERM: (Board of Review and Equalization)

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PRESENT:

Patsy Noland, President
Jane Tabb, Commission Vice President
Josh Compton, Commissioner
Caleb Hudson, Commissioner
Ralph Lorenzetti, Commissioner

STAFF:

Angie Banks, Assessor
June Bowers, Sr. Appraiser
Nathan Cochran, Assistant Prosecuting Attorney
Jessica Carroll, Recording Clerk

In re: 2019 Board of Review and Equalization

President Noland opened the meeting at 1:30 pm, and Commissioner Hudson led the Pledge of Allegiance. Angie Banks, Assessor, confirmed there were no hearings for the 2019 Board of Review and Equalization; however, there may be some potential appointments scheduled for the October 2019 Board of Assessment Appeals.

- **There being no further business, motion by Ms. Tabb to adjourn sine die as a Board of Review and Equalization. Motion seconded and unanimously approved.**

Patricia A. Noland, COMMISSION PRESIDENT

Minutes

Jefferson County Commission

Thursday, March 7, 2019

A meeting of the Jefferson County Commission was held on Thursday, March 7, 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, March 7, 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 February 13, 2019 Budget Presentation Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Compton to approve the February 14, 2019 Budget Presentation Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Compton to approve the February 15, 2019 Budget Presentation Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the February 19, 2019 Budget Deliberation Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the February 21, 2019 Budget Deliberation Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the February 21, 2019 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the February 26, 2019 Special Session Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the February 26, 2019 Special Session Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Compton to approve the Requisition for March 7, 2019 in the amount of \$6,791.00 to include requisition no. 19001. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK REGISTER

| | | | | | | |
|--------------|---------|-----------------------------|--|--|--|--------------------|
| 081386 | P/R DED | EDITH COOPER | | | | \$ 936.71 |
| 081387 | P/R DED | AFLAC | | | | \$ 19.32 |
| 081388 | P/R DED | SHERIFF OF JEFFERSON COUNTY | | | | \$ 15.87 |
| 081389 | P/R DED | VINCENT TIONG | | | | \$ 1,007.69 |
| TOTAL | | | | | | \$ 1,979.59 |

Motion by Ms. Noland to approve the Accounts Payable for February 28, 2019 in the amount of \$1,979.59. Motion seconded and unanimously approved.

| CHECK NUMBER | DEPTS | VENDOR NAME | AMOUNT |
|--------------|---------|---------------------------|-------------|
| 81392 | 406 | ANGELA L BANKS | \$ 69.00 |
| 81393 | 401 | BEST BEST & KRIEGER LLP | \$ 75.00 |
| 81394 | 425 | BIEDLERS ELEC MOTOR REP | \$ 136.65 |
| 81395 | 425 | BOLAND TRANE SERVICES INC | \$ 1,731.00 |
| 81396 | P/R DED | BUREAU OF CHILD SUPPORT | \$ 169.39 |
| 81397 | 406 | CASTO & HARRIS INC | \$ 1,236.38 |
| 81398 | 700 | DARYLL WIMER | \$ 31.88 |

| | | | |
|-------|---------|---|---------------|
| 81399 | P/R DED | DELTA DENTAL OF WV | \$ 6,524.42 |
| 81400 | 712 | DR. ROBERT E JONES III | \$ 1,000.00 |
| 81401 | 413 | ESS ELECTION SYSTEMS & SOFTWARE | \$ 245.87 |
| 81402 | 425 | FIDELITY POWER SYSTEMS | \$ 968.00 |
| 81403 | 700 | FORREST RICHARD FEAGANS | \$ 31.40 |
| 81404 | 401 | FRANKLIN & PROKOPIK P.C. | \$ 7,920.00 |
| 81405 | 424 | G & TRIPLE T LLC | \$ 495.00 |
| 81406 | 717 | GUTTMAN OIL CO | \$ 12,070.42 |
| 81407 | 717 | GUY'S BUICK - GMC TRUCK INC | \$ 91.00 |
| 81408 | P/R DED | HELEN M MORRIS TRUSTEE | \$ 543.86 |
| 81409 | P/R DED | HIGHMARK WV | \$ 204,156.71 |
| 81410 | 402 | IRON MOUNTAIN | \$ 35.00 |
| 81411 | 424 | J.C. EHRlich | \$ 695.00 |
| 81412 | P/R DED | JEFFERSON SECURITY BANK | \$ 4,925.00 |
| 81413 | 403 | JEFFERSON CENTER | \$ 100.00 |
| 81414 | 712 | LANGUAGE LINE SERVICES | \$ 139.94 |
| 81415 | 405 | MARY K. HURLEY | \$ 73.15 |
| 81416 | P/R DED | MILLENium INSURANCE GROUP | \$ 750.00 |
| 81417 | P/R DED | NATIONAL VISION ADMIN. | \$ 1,821.68 |
| 81418 | P/R DED | NATIONWIDE RETIREMENT SOLUTIONS | \$ 849.00 |
| 81419 | 425 | PATRIOT FIRE AND SECURITY | \$ 475.00 |
| 81420 | 712 | PRIORITY DISPATCH | \$ 2,136.00 |
| 81421 | 425 | R.E. MICHEL CO. LLC | \$ 212.18 |
| 81422 | 405 | RELX INC. | \$ 2,200.00 |
| 81423 | 717 | RICE TIRES CO | \$ 877.20 |
| 81424 | P/R DED | SHERIFF OF JEFFERSON COUNTY | \$ 2,800.00 |
| 81425 | P/R DED | SHERIFF OF JEFFERSON COUNTY | \$ 97,447.70 |
| 81426 | P/R DED | THE HARTFORD | \$ 2,374.90 |
| 81427 | P/R DED | THE HARTFORD | \$ 3,922.96 |
| 81428 | 405 | TRACY P HERRON-RICE | \$ 485.10 |
| 81429 | P/R DED | VICTOR C LUPIS III | \$ 1,169.00 |
| 81430 | 716 | WV BOARD OF VETERINARY MEDICINE | \$ 750.00 |
| 81431 | P/R DED | WV DEPUTY SHERIFF RETIREMENT SYSTEM | \$ 17,945.27 |
| 81432 | P/R DED | WV PUBLIC EMPLOYEE RETIREMENT SYSTEM | \$ 43,822.63 |
| 81433 | P/R DED | WV PUBLIC EMPLOYEE RETIREMENT SYSTEM | \$ 500.00 |
| 81434 | 704 | WV REGIONAL JAIL & CORRECTION FACILITY AUTH | \$ 101,759.25 |
| 81435 | 401 | WV ASSOCIATION OF COUNTIES | \$ 225.00 |
| 81435 | 402 | WV ASSOCIATION OF COUNTIES | \$ 225.00 |
| 81435 | 402 | WV ASSOCIATION OF COUNTIES | \$ 225.00 |
| 81435 | 700 | WV ASSOCIATION OF COUNTIES | \$ 225.00 |
| 81436 | P/R DED | WVCORP WV COUNTIES SELF INSURANCE RISK POOL | \$ 1,837.50 |

| | | | |
|--------------|-----|-------------------|----------------------|
| 81437 | 401 | XEROX CORPORATION | \$ 186.32 |
| 81437 | 402 | XEROX CORPORATION | \$ 106.53 |
| 81437 | 403 | XEROX CORPORATION | \$ 227.22 |
| 81437 | 404 | XEROX CORPORATION | \$ 71.10 |
| 81437 | 405 | XEROX CORPORATION | \$ 410.00 |
| 81437 | 406 | XEROX CORPORATION | \$ 71.10 |
| 81437 | 425 | XEROX CORPORATION | \$ 106.53 |
| 81437 | 440 | XEROX CORPORATION | \$ 126.42 |
| 81437 | 440 | XEROX CORPORATION | \$ 203.87 |
| 81437 | 700 | XEROX CORPORATION | \$ 337.22 |
| 81437 | 712 | XEROX CORPORATION | \$ 367.62 |
| 81437 | 716 | XEROX CORPORATION | \$ 120.57 |
| TOTAL | | | \$ 530,833.94 |

Motion by Ms. Tabb to approve the Accounts Payable for March 7, 2019 in the amount of \$530,833.94. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

| | | | |
|--------------|--------|--------------------------|--------------------|
| 721 | AV/56 | WV ASSOC OF COUNTIES | \$ 450.00 |
| 635 | HD/8 | CDA INC | \$ 372.00 |
| 637 | HD/8 | PREMIER INTEGRITY SOLT. | \$ 496.00 |
| 636 | HD/8 | EXECUTIVE EMERGENCY | \$ 3,610.59 |
| 1713 | CO/246 | TYLER BUSINES FORMS | \$ 121.63 |
| 478 | CS/O2 | EASTRIDGE HEALTH SYSTEMS | \$ 1,000.00 |
| TOTAL | | | \$ 6,050.22 |

Motion by Ms. Noland to approve the Manual Checks for March 8, 2019 in the amount of \$6,050.22. Motion seconded and unanimously approved.

SPECIAL CHECK

| | | | |
|-------|-------|---------------------------|--------------|
| 81390 | ALLOC | JEFF CO DAY REPORT CENTER | \$ 10,913.49 |
|-------|-------|---------------------------|--------------|

Motion by Ms. Noland to approve the Special Check for March 8, 2019 in the amount of \$10,913.49. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Compton to approve the Payroll for February 21, 2019 in the amount of \$256,590.52. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was made by the following individuals: Nancy Gregory, Diane Blust, Ned Marshall, Mary Reed, Ruth Hatcher, and David Tabb. To listen to the public comments made during this meeting, please visit the archived meeting page of the jeffersoncountywv.org website and select the March 7, 2019 PT. 1 video file.

PRESENTATIONS

1. Angie Banks, Assessor – requested approval of the following split tickets and exonerations:

| NAME | TYPE | DISTRICT | TICKET NO | AMOUNT |
|---------------|------|---------------|-----------|----------|
| John Wilbert | RE | Shepherdstown | 317667 | \$286.65 |
| Sarah Wilbert | | | | \$246.71 |

- Motion by Mr. Compton to approve the Split Ticket for Ticket No. 317667 as presented by the Assessor. Motion seconded and unanimously approved.

| NAME | TYPE | DISTRICT | TICKET NO. | AMOUNT |
|---------------|------|---------------|------------|----------|
| Charles Riley | PP | Shepherdstown | 28908 | \$234.96 |

- Motion by Ms. Tabb to approve the Exoneration for Ticket No. 28908 as presented by the Assessor. Motion seconded and unanimously approved.

2. Gail Boober, Magistrate – discussed space needs and support for the additional Magistrate.
3. Ronda Eddy, Director, Jefferson Day Report Center
 - **Motion by Ms. Noland to approve the FY20 Community Corrections Grant and authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**
4. Lynn Fields, Probate Office – requested the Closure of the Estate of Gregory Corliss, deceased.
 - **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to approve the closure of the Estate of Gregory Corliss, deceased. Motion seconded and unanimously approved.**
 - **Motion by Mr. Hudson to adjourn as Fiduciary Review Board. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Nancy Strine, CDBG and HOME Administrator – FY19 HOME Investment Partnership Program Public Hearing and Approval of Resolution.

Ms. Strine provided the Commission and the audience with an overview of the HOME Investment Partnership Program, and Ms. Noland opened the public hearing at 11:07 am. No one provided public comment.

- **Motion by Ms. Noland to approve the County’s participation in the FY2019 HOME Investment Partnership Program and authorize the President of the Commission to sign the Resolution. Motion seconded and unanimously approved.**
7. Nic Diehl, Executive Director, Jefferson County Development Authority – provided the Commission and the audience with a report on JCDA activities and financials.
 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

- 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 EEOC Charge #533-2017-00706
 - Discussion and update of Jefferson County Circuit Court Civil Action #18-C-108
 - Discussion of the Board of Health septic tank permitting process and procedures
 - Discussion of US District Court (Northern District) Civil Action #3:18-CV-122
 - Discussion of Legal Memorandum re: JCDA
- **Motion by Ms. Noland to enter into Executive Session to receive legal advice regarding liability issues, litigation brought by Jefferson County Vision, and JCDA quorum. Motion seconded and passes on a vote of 4-1 with Mr. Compton opposing.**
 - **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**
9. The Commission recessed for lunch at 12:00 pm.
The Commission reconvened at 1:30 pm.

NEW BUSINESS

10. Legislative Updates
11. JCDA Board Quorum – this item was addressed in Executive Session.
12. Amend ESA Budget Request
- **Motion by Ms. Tabb to approve the .5% merit increase for the ESA budget and fund the increase through an adjustment to the proposed ambulance fee increase. Motion seconded and passes on a vote of 3-2 with Commissioners Compton and Hudson opposing.**

COUNTY ADMINISTRATOR REPORTS

- Discuss policy/procedures for Achievement/Recognition – Golden Rule Program – it was the consensus of the Commission to request Ms. Grove develop a recognition program for the County to highlight the good deeds of local community members of all ages.
- Discuss FMLA Procedures

- **Motion by Ms. Noland to enter into Executive Session to discuss FMLA procedures in relation to personnel matters. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**
13. Public Hearing – Amendment to the Impact Fees Procedures Ordinance – Affordable Housing Discount. Roger Goodwin, Chief County Engineer, provided an overview of the amendment to the Impact Fees Procedure Ordinance regarding the affordable housing discount for apartments. President Noland then opened the floor for public comment; however, no one spoke. President Noland stated the record would remain open for two weeks to allow time for written comment, with a decision to be made regarding the amendment during the March 21, 2019 regularly scheduled County Commission meeting.
14. Interviews for the Jefferson County Development Authority (Second Round). The Commission conducted a second round of interviews for the following applicants:
- Marty Bakken
 - Joy Bridy
 - Lucas Cade
 - Gary Davis
 - Sean Fiego
 - Brandon Fisher
 - Chris Gaidrich
 - Bob Gillette
 - Christy Huddle
 - Jennifer King
 - Greg Mason
 - Timothy Ross
 - Katherine Walsh Ryan
 - Michelle Sudduth
 - Sheila Vertino
- The Commission thanked the applicants and stated appointments would be made during the March 21, 2019 regularly scheduled County Commission meeting.
15. The Commission adjourned at 9:17 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Wednesday, March 13, 2019, beginning at 6:00 o'clock p.m.

PRESENT: Patricia Noland, President
Jane Tabb, Vice President
Josh Compton, Commissioner
Caleb Hudson, Commissioner
Ralph Lorenzetti, Commissioner
Michelle Gordon, Finance Director
Sandy McDonald, Deputy County
Administrator

In re: FY20 Budget Public Hearing

The meeting was called to order at 6:02 p.m. by Commissioner Noland, and Commissioner Tabb led the Pledge of Allegiance.

Michelle Gordon, Finance Director, provided the audience with an overview of the Commission's decisions concerning the FY20 budget to date. The Commission engaged in some debate about the budget, and unanimous consent was provided to schedule a special session on Thursday, March 21, 2019 at 9:30 am to further discuss potential changes to the FY20 budget. Commissioner Noland then opened the floor for public comment, which was provided by the following:

Chris Higdon, Friendship Fire Company – stated he was disappointed in the reduction of monies provided to the volunteer fire departments in FY20.

Michael Mood, Jefferson County Fire and Rescue – also stated he was disappointed in the reduction of monies provided to the volunteer fire departments in FY20.

Dan Zappe, resident – stated he believed fire and rescue efforts should have more importance in the County budget.

Amanda Stroud, resident – shared her concerns regarding funding for local libraries and Community Ministries.

There being no further business the Commissioners thanked the public for their attendance and the public hearing adjourned at 7:04 pm.

Patricia A. Noland, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

SPECIAL SESSION

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At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Thursday, March 21, 2019, beginning at 9:30 o'clock a.m.

PRESENT: Patricia Noland, President
Jane Tabb, Vice President
Josh Compton, Commissioner
Caleb Hudson, Commissioner
Ralph Lorenzetti, Commissioner
Michelle Gordon, Finance Director
Sandy McDonald, Deputy County
Administrator
Jessica Carroll, Executive Assistant

In re: FY20 Budget Work Session

The meeting was called to order at 9:31 a.m. by Commissioner Noland, and Commissioner Lorenzetti led the Pledge of Allegiance.

Michelle Gordon, Finance Director, stated the purpose of the morning's work session was to revisit the FY20 funding levels provided to the local volunteer fire departments after receiving comment regarding this matter during the public hearing on the budget. Ms. Gordon then provided the Commission with different options to increase contribution to the fire departments.

There being no further business, the meeting was adjourned at 10:37 am.

Patricia A. Noland, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

Minutes

Jefferson County Commission

Thursday, March 21, 2019

A meeting of the Jefferson County Commission was held on Thursday, March 21, 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, March 21, 2019 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

APPROVAL OF REQUISITIONS

Motion by Mr. Compton to approve the Requisition for March 21, 2019 in the amount of \$152,000.00 to include requisition no 19004. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

| CHECK NUMBER | DEPT | VENDOR NAME | AMOUNT |
|--------------|---------|--------------------------|---------------|
| 81438 | 428 | ADVANTAGE TECHNOLOGY LLC | \$ 8,400.00 |
| 81439 | P/R DED | ALBERT HOCKMAN | \$ 2,098.28 |
| 81440 | P/R DED | AMERIFLEX | \$ 114.00 |
| 81441 | 712 | AT&T | \$ 180.22 |
| 81442 | 425 | BIEDLERS ELEC MOTOR REP | \$ 86.57 |
| 81443 | 405 | CAYLIN ROBERT VALENTINE | \$ 138.00 |
| 81444 | 700 | DARYLL WIMER | \$ 5.84 |
| 81445 | | FIFTH THIRD BANK | \$ 110,290.15 |

| | | | | | |
|-------|---------|------------------------------|--|----|------------|
| 81446 | P/R DED | HOPE THOMPSON | | \$ | 2,116.94 |
| 81447 | 412 | JADA BENNETT | | \$ | 317.26 |
| 81448 | P/R DED | JESSICA GORMONT | | \$ | 921.83 |
| 81449 | P/R DED | LAURA STORM | | \$ | 183.25 |
| 81450 | P/R DED | MEGAN FARIAS | | \$ | 2,250.00 |
| 81451 | 425 | OLD CHARLES TOWN LIBRARY | | \$ | 1,500.00 |
| 81452 | 424 | PATRIOT FIRE AND SECURITY | | \$ | 550.00 |
| 81453 | P/R DED | RETIREE HEALTH BENEFIT TRUST | | \$ | 306.00 |
| 81454 | P/R DED | RETIREE HEALTH BENEFIT TRUST | | \$ | 8,306.00 |
| 81455 | P/R DED | SHAYNA MASON | | \$ | 1,688.94 |
| 81456 | 404 | SHERIFF OF JEFFERSON COUNTY | | \$ | 29.60 |
| 81457 | 404 | SHERIFF OF JEFFERSON COUNTY | | \$ | 103.30 |
| 81458 | 404 | SHERIFF OF JEFFERSON COUNTY | | \$ | 197.54 |
| 81459 | 402 | SOFTWARE SYSTEMS INC | | \$ | 118.50 |
| 81459 | 404 | SOFTWARE SYSTEMS INC | | \$ | 878.00 |
| 81459 | 406 | SOFTWARE SYSTEMS INC | | \$ | 79.00 |
| 81459 | 428 | SOFTWARE SYSTEMS INC | | \$ | 217.00 |
| 81460 | P/R DED | VINCENT TIONG | | \$ | 425.46 |
| | | | | \$ | 141,501.68 |

Motion by Ms. Tabb to approve the Accounts Payable for March 14, 2019 in the amount of \$141,501.68. Motion seconded and unanimously approved.

| CHECK NUMBER | DEPT | VENDOR NAME | AMOUNT |
|--------------|---------|--------------------------------|--------------|
| 81462 | ALLOC | AHA-ARTS & HUMANITIES ALLIANCE | \$ 718.56 |
| 81463 | 401 | BEST BEST & KRIEGER LLP | \$ 1,514.00 |
| 81464 | 425 | BOLAND TRANE SERVICES INC | \$ 1,731.00 |
| 81465 | P/R DED | BUREAU OF CHILD SUPPORT | \$ 49.85 |
| 81466 | P/R DED | BUREAU OF CHILD SUPPORT | \$ 119.54 |
| 81467 | 425 | CAPITAL ELECTRIC | \$ 1,343.08 |
| 81468 | 440 | CHRISTOPHER GAY | \$ 78.49 |
| 81469 | P/R DED | SHERIFF OF JEFFERSON CO | \$ 1,234.25 |
| 81470 | 700 | CORPORATION OF SHEPHERDSTOWN | \$ 249.93 |
| 81471 | P/R DED | EFTPS IRS TAXES | \$ 95,563.72 |
| 81472 | P/R DED | SHERIFF OF JEFFERSON CO | \$ 2,800.00 |
| 81473 | 425 | FIRE SAFETY EQUIP | \$ 495.00 |
| 81474 | 700 | FORREST RICHARD FEAGANS | \$ 9.75 |
| 81475 | 401 | FRANKLIN & PROKOPIK P.C. | \$ 10,642.50 |
| 81476 | 425 | GRUBER LATIMER RESTORATION LLC | \$ 6,791.00 |
| 81477 | 700 | HARDY COUNTY SHERIFFS OFFICE | \$ 98.82 |

| | | | |
|--------------|---------|--|----------------------|
| 81478 | P/R DED | HELEN M MORRIS TRUSTEE | \$ 543.86 |
| 81479 | 402 | IRON MOUNTAIN | \$ 35.00 |
| 81480 | 425 | J.C. EHRLICH | \$ 695.00 |
| 81481 | ALLOC | JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION | \$ 1,064.00 |
| 81482 | ALLOC | JEFFERSON CO CONVENTION AND VISITORS BUREAU | \$ 17,963.89 |
| 81483 | ALLOC | JEFFERSON CO CONVENTION AND VISITORS BUREAU | \$ 60,000.00 |
| 81484 | ALLOC | JEFF CO PARKS & RECREATION COMMISSION | \$ 16,181.33 |
| 81485 | P/R DED | JEFFERSON SECURITY BANK | \$ 4,925.00 |
| 81486 | P/R DED | JESSICA GORMONT | \$ 25.48 |
| 81487 | 712 | LANGUAGE LINE SERVICES | \$ 253.92 |
| 81488 | 440 | MICHAEL MONAGHAN | \$ 415.00 |
| 81489 | 717 | MILLER'S CHRYSLER JEEP | \$ 32.63 |
| 81490 | 700 | MONTE CONNER | \$ 29.32 |
| 81491 | 712 | MOTOROLA SOLUTIONS INC | \$ 420.00 |
| 81492 | 401 | NEOPOST USA INC. | \$ 331.30 |
| 81493 | 712 | NORFOLK SOUTHERN CORP | \$ 12.00 |
| 81494 | P/R DED | NATIONWIDE RETIREMENT SOLUTIONS | \$ 849.00 |
| 81495 | 425 | OX PAPERBOARD CO | \$ 35.00 |
| 81496 | P/R DED | RACHAEL BURKE | \$ 1,236.43 |
| 81497 | 440 | REBECCA F BURNS | \$ 16.02 |
| 81498 | 700 | ROBERT L PETERSON SR | \$ 6.57 |
| 81499 | 440 | RONALD GARZA | \$ 200.00 |
| 81500 | P/R DED | SHAYNA MASON | \$ 561.06 |
| 81501 | P/R DED | SHERIFF OF JEFFERSON CO | \$ 690.44 |
| 81502 | P/R DED | WV DEPUTY SHERIFF RETIREMENT SYSTEM | \$ 15,557.64 |
| 81503 | P/R DED | WV PUBLIC EMPLOYEE RETIREMENT SYSTEM | \$ 43,487.85 |
| 81504 | P/R DED | WV PUBLIC EMPLOYEE RETIREMENT SYSTEM | \$ 500.00 |
| 81505 | 704 | WV REGIONAL JAIL & CORRECTION FACILITY AUTH | \$ 103,592.75 |
| 81506 | P/R DED | SHERIFF OF JEFFERSON CO | \$ 34,415.54 |
| 81507 | P/R DED | WV UNITED HEALTH SYSTEM | \$ 264.64 |
| 81508 | 440 | XEROX CORPORATION | \$ 479.93 |
| 81509 | ALLOC | GENERAL SCHOOL - 004 | \$ 31,930.85 |
| 81510 | GRANT | JEFFERSON CO DAY REPORT CENTER | \$ 10,913.49 |
| | | | |
| TOTAL | | | \$ 471,104.43 |

Motion by Ms. Noland to approve the Accounts Payable for March 21, 2019 in the amount of \$471,104.43. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS

| CHECK NO | FUND | NAME | DEPT AMTS |
|--------------|--------|-----------------------------|----------------------|
| 479 | 2/CS | EASTRIDGE HEALTH | \$ 1,400.00 |
| 480 | 2/CS | SHERIFF OF JEFFERSON CO | \$ 70,000.00 |
| 642 | 8/HD | AXON | \$ 64.00 |
| 311 | 57/FP | JEFFERSON CO FARMLAND PROT. | \$ 78,848.21 |
| 1714 | 246/CO | NATIONWIDE CAPITAL LLC | \$ 180,107.60 |
| 1715 | 246/CO | TYLER TECH | \$ 7,650.00 |
| | | | |
| TOTAL | | | \$ 338,069.81 |

Motion by Mr. Compton to approve the Manual Checks for March 22, 2019 in the amount of \$338,069.81. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Compton to approve the Payroll for March 7, 2019 in the amount of \$268,172.85. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was provided by the following list of individuals. Please review the video archives of this meeting to review the comments received: Commissioner Jane Tabb, Diane Blust, Lynn Bocchiaro, Karen Glennon, Kira Young, Ned Marshall, Grant Prillaman, Lars Prillaman, Tracy Cannon, Ruth Hatcher, David Tabb, Danny Lutz, Jay Mansfield, Sharon Wilt, and Aline Schelling.

- **Motion by Mr. Compton to allow the continuation of public comment beyond the 20 minute public comment period once County business was complete. Motion seconded and passes on a vote of 4-1 with Ms. Noland opposing.**

FINANCE DIRECTOR REPORTS

- Review and Approval of FY2019 State Budget Revision 4 for the General Fund

- **Motion by Ms. Noland to approve FY19 State Budget Revision 4 for the General Fund as presented by Ms. Gordon. Motion seconded and unanimously approved.**
 - Review and Approval of FY2019 Internal Budget Revision 2 for the General Fund
- **Motion by Ms. Tabb to approve FY19 Internal Budget Revision 2 for the General Fund as presented by Ms. Gordon. Motion seconded and unanimously approved.**

PRESENTATIONS

1. Pete Dougherty, Sheriff – requested approval of a Court Security Grant
 - **Motion by Ms. Tabb to approve the submission of the court security grant and authorize the president to affix her signature to the grant documents. Motion seconded and unanimously approved.**
2. Debra Young, Jefferson County Victim Assistance Program – requested approval of VOCA Grant Application
 - **Motion by Ms. Tabb to approve the VOCA Grant application and authorize the president to affix her signature to the grant documents. Motion seconded and unanimously approved.**
3. Effie Kalas, League of Women Voters of Jefferson County – Presentation of the LWV sponsored Open Meetings Act study
 - **Motion by Ms. Noland to encourage County appointed boards, commissions, committees, etc. to attend the Ethics and Open Meetings training sponsored by the League of Women Voters of Jefferson County on Wednesday, April 10, 2019 at 7:00pm. Motion seconded and unanimously approved.**
4. Nicolas Diehl, Director, Jefferson County Development Authority – requested the ratification of the TeMa PILOT Agreement.
 - **Motion by Ms. Noland to enter into Executive Session to discuss contractual negotiations. Motion seconded and unanimously approved.**
 - **Motion by Mr. Hudson to come out of Executive Session. Motion seconded and unanimously approved.**

- **Motion by Mr. Compton to postpone action on the TeMA Pilot Agreement until the April 4, 2019 regularly scheduled County Commission meeting.**

5. Interviews and Appointments to the Jefferson County Board of Zoning Appeals

- **Motion by Mr. Compton to appoint Matthew McKinney to the Jefferson County Board of Zoning Appeals for one unexpired term ending January 1, 2021. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to appoint Leeds Corbin to the Jefferson County Board of Zoning Appeals for one unexpired term ending January 1, 2020. Motion seconded and passes on a vote of 4-1 with Commissioner Compton opposing.**

6. Appointments to the Jefferson County Development Authority

- The following individuals were nominated to be the industry representative to the Jefferson County Development Authority: Gary David (Compton), Greg Mason (Noland), and Jennifer King (Lorenzetti). Mr. Davis received two votes (Compton, Tabb), Mr. Mason received two votes (Noland, Hudson) and Ms. King received one vote (Lorenzetti). The Commission voted again to break the tie, and Mr. Mason won the majority vote with three votes (Noland, Hudson, Lorenzetti) to be appointed to the Jefferson County Development Authority for one three-year term ending April 5, 2022.
- The following individuals were nominated to be the business representative to the Jefferson County Development Authority: Michelle Sudduth (Compton), Sean Feigo (Tabb), and Jennifer King (Lorenzetti). Ms. King received one vote (Lorenzetti), Mr. Feigo received one vote (Tabb), and Ms. Sudduth received three votes (Compton, Noland, Hudson) to be appointed to the Jefferson County Development Authority for one three year term ending April 5, 2022.
- The following individuals were nominated to be the citizen representative to the Jefferson County Development Authority: Tim Ross (Lorenzetti) and Sean Feigo (Compton). Mr. Ross received one vote (Lorenzetti) and Mr. Feigo received four votes (Compton, Noland, Tabb, Hudson) to be appointed to the Jefferson County Development Authority for one unexpired term ending April 5, 2021.

6b. Appointments to the Jefferson County Development Authority- City of Charles Town Representative

- The following individuals were previously interviewed to serve as the Charles Town representative position for the Jefferson County Development Authority: Michael Brittingham, Michael Tolbert, and Scott Rogers. Mr. Tolbert received the majority vote (Compton, Tabb, Hudson) to be appointed to the Jefferson County Development Authority for one unexpired term ending April 5, 2020.

6c. Interviews and Appointments to the Jefferson County Development Authority – Corporation of Shepherdstown Representative

- The following individuals were interviewed for the Shepherdstown representative position for the Jefferson County Development Authority: James Gatz, Cheryl Pullen, and Dolores Gregory. Mr. Gatz received the majority vote (Compton, Tabb, Hudson) to be appointed to the Jefferson County Development Authority for one unexpired term ending April 5, 2020.

7. 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
- 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 EEOC Charge #533-2017-00706
- Discussion of the Board of Health septic tank permitting process and procedures
- Discussion of and communication with FEMA regarding potential resolution. U.S. District Court (Northern District) Civil Action #3:18-CV-122
- Discussion of US District Court (Southern District) Civil Action #2:18-CV-1126
- **Motion by Mr. Compton to authorize legal counsel to write a letter to FEMA to resolve a condemnation suit relating to land near the Bloomery Bridge and authorize the President of the Commission to affix her signature to the document. Motion seconded and unanimously approved.**

NEW BUSINESS

- 8. Request for WVDEP public hearing in Jefferson County, permit #WVR311281: Gas pipeline extension
 - **Motion by Ms. Tabb to authorize staff to send a letter to the WVDEP to reschedule the gas pipeline extension (permit no. WVR311281) and hold the public hearing in Jefferson County. Motion seconded and unanimously approved.**
- 9. Decision – Amendment to the Impact Fees Procedures Ordinance

- **Motion by Ms. Noland to amend the Affordable Housing Discount portion of the Impact Fees Procedures Ordinance as provided in Section 2F, as presented by Mr. Goodwin, effective June 1, 2019. Motion seconded and unanimously approved.**
10. Discuss Commission Liaison to the Charles Town Utility Board – the Commission provided unanimous consent for staff to advertise for applicants to serve as the Commission Liaison to the Charles Town Utility Board.
 11. Student Liaison to the Jefferson County Commission – Mr. Compton postponed discussion on this item until the April 4, 2019 regularly scheduled County Commission meeting.
 12. The Commission adjourned at 10:17 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

| DESCRIPTION | Fund 001 CO. | Fund 003 Dog | Total |
|-----------------------------|---------------|--------------|---------------|
| Gross Wages | \$ 397,757.27 | \$ 42.10 | \$ 397,799.37 |
| | \$ - | | |
| 6.2% Tax Payable OASDI | \$ 23,631.06 | \$ 2.39 | \$ 23,633.45 |
| 1.45% Tax Payable HI | \$ 5,526.66 | \$ 0.56 | \$ 5,527.22 |
| Fed Withholding | \$ 37,239.87 | \$ 2.51 | \$ 37,242.38 |
| WV State Withholding | \$ 17,027.87 | \$ 1.73 | \$ 17,029.60 |
| PERS Retirement Deduct 4.5% | \$ 10,279.17 | \$ 1.89 | \$ 10,281.06 |
| PERS Retirement Deduct 6% | \$ 3,885.02 | | \$ 3,885.02 |
| Hosp. Pre-Tax | \$ 14,623.00 | | \$ 14,623.00 |
| Cancer/ICU Pre-Taxed | \$ 299.85 | | \$ 299.85 |
| Cancer/ICU Not Pre-Taxed | \$ 1,458.69 | | \$ 1,458.69 |
| Optional Life Not Pre-Taxed | \$ 1,969.98 | | \$ 1,969.98 |
| Christmas Club | \$ 4,925.00 | | \$ 4,925.00 |
| Wage Attach #1 | \$ 977.89 | | \$ 977.89 |
| Wage Attach #3 | \$ 500.00 | | \$ 500.00 |
| DSRS Retirement Deduct 8.5% | \$ 6,450.73 | | \$ 6,450.73 |
| 457 - Nationwide | \$ 849.00 | | \$ 849.00 |
| 457I - Empower | \$ 2,280.00 | | \$ 2,280.00 |
| 457R - Roth | \$ 520.00 | | \$ 520.00 |
| MD State Tax | \$ 620.07 | | \$ 620.07 |
| D/VF | \$ 1,692.10 | | \$ 1,692.10 |
| VA. State Tax | \$ 96.02 | | \$ 96.02 |
| COLONIAL(PLUS) | \$ 81.60 | | \$ 81.60 |
| Total Deductions | \$ 134,933.58 | \$ 9.08 | \$ 134,942.66 |
| | | | |
| Net Wages Total | \$ 262,823.69 | \$ 33.02 | \$ 262,856.71 |
| Payroll Date | 21-Mar-2019 | | |

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Commissioner Noland**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: **20 minutes**

Date Requested – 1st Choice: **April 4, 2019**

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

Date Requested – 2nd Choice:

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

Please provide the County Commission with a description of your request or presentation, including any background information:
Discuss meeting decorum and public comment.

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*):
Possible motion to be determined.

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: Jacki Shadle

Department or Organization: **County Clerk**

Estimation of amount of time needed for appointment: 10 min

Date Requested – 1st Choice: **April 4, 2018**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Approval/signatures for Records Preservation Program grant application

Please provide the County Commission with a description of your request or presentation, including any background information: The application is with the Conservation Center for Art & Historical Artifacts (Philadelphia, PA). The program is funded by the National Endowment for the Humanities. The application is for a Preservation Needs Assessment which will be used when applying for other grants.

Is this a funding request? Y/N No

If so, how much? \$

Provide exact financial impact/request: Cost could be free or at the most \$1,000 over a two year period

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

I move to approve the application for the National Preservation Program and the application for the Regional Heritage Stewardship Program.

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: Jacki Shadle

Email address: jshadle@jeffersoncountywv.org

Phone Number: 304-728-3347

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

APPLICATION FORM
Preservation Program

Institution Name: Jefferson County Clerk

Director: Jacki Shadle

Address:

Phone: 304-728-3215

Fax: 304-728-1957

Contact Person: Elaina Maze

Title: Deputy County Clerk

Phone: 304-728-3248 Fax: 304-728-1957

Email: emaze@jeffersoncountywv.o

Type of Institution: museum historical society historic house
 library archives County Clerk's Office

Type of Governing Control: federal state municipal
 county private non-profit

Instructions

Please send your completed application form to the Conservation Center for Art & Historic Artifacts (CCAHA), including copies of the following: proof of tax-exempt status, most recent annual financial statement, list of board members, list of staff, written policy statements, and other relevant background information such as informational brochures. **If it is possible to send the application and all attachments electronically, please submit your documents at ccaaha.org/presassess19.**

The **application form** is divided into a program description, a narrative, and a general information section. Responses to the questions in the narrative section should be provided on a separate sheet. In the general information section, check off all applicable answers to each question. If a question is not relevant to your organization, circle the question number.

CCAHA is available to assist you in completing your application form. Please contact the Preservation Services Office for assistance or additional information at 215-545-0613.

This program is funded by the National Endowment for the Humanities.

Return completed form to: Conservation Center for Art & Historic Artifacts
Preservation Services Office
264 S 23rd Street
Philadelphia, PA 19103

Deadline: **All application materials must be submitted or postmarked by March 29, 2019.**

Section I – Program Description

CCAHA offers two different Preservation Needs Assessment Programs. Each program has unique eligibility requirements and levels of commitment, but the applications are the same. Please read the program descriptions below carefully and select which program(s) you would like to be considered for:

- Please consider my application for the National Preservation Program
- Please consider my application for the Regional Heritage Stewardship Program
- Please consider my application for *either* Preservation Program

National Preservation Program: Preservation Needs Assessment and Preservation Plan

This program is open to institutions with humanities collections that are available to the public on a regularly scheduled basis **located anywhere in the United States**. Through funding from the NEH, CCAHA is able to offer a limited number of subsidized assessments for a total of just **\$500 each**.

Participation in this program requires a **two-year commitment**. In the first year, the institution will be assigned an assessor, who will work with the institution over the course of the program. The assessor will require access to institutional policies, procedures, plans, and other information. During the first year, the assessor will schedule a time to visit the institution and conduct a preservation needs assessment. The preservation needs assessment process encompasses a general evaluation of the institution's preservation needs for their collections and includes: environment (temperature, relative humidity, pollution, and light), housekeeping, pest control, fire protection, security, and disaster preparedness; collection storage, handling, exhibition, and treatment; and preservation planning. The site visit consists of a review of the facility conducted by a CCAHA preservation expert, an examination of the collections, and interviews with relevant staff. The written report provides observations, recommendations, and resources to serve as a guide in the development of a comprehensive preservation plan for the collections.

In the second year, the assessor will then work with the institution to develop a three-five-year preservation plan for their collections. A preservation plan provides a strategic framework for advancing preservation and collections care initiatives. The preservation plan will address: institutional policies and procedures; collection development policies and priorities; emergency preparedness and response; environmental conditions and monitoring (temperature, relative humidity, light, pests, and mold); storage furniture and materials; security; housekeeping; staffing; financial resources; repair and conservation treatment needs; reformatting options (microfilming, photoduplication, photocopying, and digital imaging); and exhibition needs. The plan will include timetables with benchmarks and assign responsibilities.

Regional Heritage Stewardship Preservation Program: Preservation Needs Assessment

This program is open to institutions with humanities collections that are available to the public on a regularly scheduled basis **located in either of two identified regions**:

- Appalachia: The states of Kentucky and West Virginia; the Appalachian counties of Ohio and Pennsylvania
- Deep South: The states of Alabama, Florida, and Mississippi

Through funding from the NEH, CCAHA is able to offer a limited number of assessments **free of charge**.

Participation in this program requires a **commitment to serve in a regional cohort, attend at least one other preservation needs assessment site visit over the course of the program (2019-2020), and host at least one representative from another participating institution on the site visit**.

Each institution selected to participate in the regional cohort will receive a preservation needs assessment from a CCAHA specialist and host a site visit with other participants. The preservation needs assessment process encompasses a general evaluation of the institution's preservation needs for their collections and includes: environment (temperature, relative humidity, pollution, and light), housekeeping, pest control, fire protection, security, and disaster preparedness; collection storage, handling, exhibition, and treatment; and preservation planning. The site visit consists of a review of the facility conducted by a CCAHA preservation expert, an

examination of the collections, and interviews with relevant staff. The written report provides observations, recommendations, and resources to serve as a guide in the development of a comprehensive preservation plan for the collections.

In addition to agreeing to attend one other assessment in the region, institutions must commit to hosting collections staff or volunteers from at least one other institution during the CCAHA site visit. This peer-to-peer format will foster connections between institutions and bolster the overall collections care communities in the region.

Section II - Application Narrative

Please answer these questions on a separate sheet.

1. What is the historical significance or uniqueness of your collection and how are collection holdings related to the mission of the institution? Also, what is the significance of your collection to the study of the humanities?
2. What actions have been taken to prolong the life of your collection? For example, upgrading storage conditions, improving the environment, building repairs, conservation treatment, digitization, etc.
3. What are the major preservation challenges and concerns for your collections?
4. Why is having a preservation needs assessment appropriate for your institution at this time?
5. What are the institutional goals for a preservation needs assessment? Comment on specific concerns and goals for the survey and check-off the relevant goals below.

Collections:

- develop a long-range preservation plan
- improve collection care
- establish an in-house repair unit
- upgrade storage
- conservation treatment plan

Building:

- improve the building or building maintenance
- improve environmental conditions
- improve security and fire protection
- _____
- _____

Staff Development:

- increase staff, administration, or board awareness of preservation concerns
- assess need for preservation staff
- identify continuing education needs
- _____
- _____

Other:

- use as a fund raising tool
- for inclusion in grant application(s)
- increase patron awareness of preservation concerns
- _____
- _____

Section III - General Information

A. Staffing and Collection Use

1. Total Number of Staff: 13; full time: 13; part time: 0

Please attach a list of staff including titles.

2. Volunteer Hours Per Week: 0; Total Number of Volunteers: 0

3. Who is responsible for preservation of the collections? County Clerk & Deputy Clerks
Please attach staff member's job description.

4. Is your institution open to the public? Y N Hours: M-F 9am-5pm online 24/7

5. Number of researchers per year: due to online public access a physical count is difficult

6. Who are the primary users of the collection?
Historians, genealogist, real estate appraisers, land surveyors, credit bureaus, lending institutions, and legal professionals

B. Surveys and Policies

1. The institution has received a previous survey or assessment of:

| | Surveyor | Date |
|--|--|-------------------|
| <input type="checkbox"/> the collection | _____ | _____ |
| <input checked="" type="checkbox"/> the building | <u>WV Courthouse Facilities Improver</u> | <u>11/13/2012</u> |
| <input checked="" type="checkbox"/> heat/cool system | <u>WV Courthouse Facilities Improver</u> | <u>11/13/2012</u> |
| <input type="checkbox"/> policy/procedures | _____ | _____ |
| <input type="checkbox"/> _____ | _____ | _____ |
| <input type="checkbox"/> _____ | _____ | _____ |

2. The institution has received financial support for:

| | Amount | Funder | Date |
|---|-----------------|------------------------------|--------------------------------------|
| <input checked="" type="checkbox"/> collection care | <u>\$5000</u> | <u>WV Cultu</u> | <u>2/1/2018</u> |
| <input checked="" type="checkbox"/> building repair | <u>80,000</u> | <u>WV Courthouse Facilit</u> | <u>2012</u> |
| <input type="checkbox"/> operational costs | _____ | _____ | _____ |
| <input checked="" type="checkbox"/> digitization of | <u>\$10,000</u> | <u>WV Cultu</u> | <u>2/1/2018</u> |
| <input checked="" type="checkbox"/> building repair | <u>200,000</u> | <u>WV Courthouse Facilit</u> | <u>100,000 (2015) 100,000 (2018)</u> |

3. The institution has the following plans and policies (indicate year written):

- Mission Statement (January, 2017)
- Collection Development Policy _____
- Collection Management Policy _____
- Preservation Plan _____
- Emergency Preparedness and Response Plan 2016 & currently under revision
- Loan Policy _____
- Access Policy as per West Virginia State Code
- Exhibition Policy _____
- Handling and Use Policies _____
- Housekeeping Policy/Procedures _____
- Registration Procedures as per West Virginia State Code
- Environmental Monitoring Program (temperature, relative humidity, and light) _____
- Strategic Plan _____
- Digitization/Digital Preservation Plan or Policies _____
- investigating possibility of purchasing large format scanner to be used for in-house digitization
- _____

C. **Collections**

1. What year was the collection established? 1801

2. Collection materials date from 1801 to present

3. Please indicate which of the following materials are contained in the collection and the approximate size of the collection. (check as many as apply):

| <u>Type of Materials</u> | <u>Quantity</u> | <u>Unit of Measurement</u> (Circle one, or specify unit used) |
|---|---------------------------|--|
| <input checked="" type="checkbox"/> books (general): | <u>920 deed bks</u> | <u>Volumes</u> - Titles |
| <input checked="" type="checkbox"/> rare books: | <u>380</u> | <u>Volumes</u> - Titles |
| <input type="checkbox"/> periodicals: | _____ | Volumes - Titles - Subscriptions |
| <input checked="" type="checkbox"/> archives: | <u>671</u> | Linear/Cubic Feet - Items |
| <input type="checkbox"/> manuscripts: | _____ | Linear/Cubic Feet - Items |
| <input type="checkbox"/> newspapers: | _____ | Volumes - Titles - Subscriptions |
| <input type="checkbox"/> pamphlets: | _____ | Volumes - Titles |
| <input checked="" type="checkbox"/> microfilm: | <u>scan of deed books</u> | Reels - Titles |
| <input checked="" type="checkbox"/> microfiche: | _____ | Pieces - Titles |
| <input checked="" type="checkbox"/> maps: | <u>10 boxes (unk qt)</u> | Items |
| <input checked="" type="checkbox"/> architectural drawings: | <u>road maps 30arms</u> | Items |
| <input type="checkbox"/> posters: | _____ | Items |
| <input type="checkbox"/> photographs: | _____ | Items |
| <input type="checkbox"/> prints: | _____ | Items |
| <input type="checkbox"/> negatives: | _____ | Items |
| <input type="checkbox"/> slides: | _____ | Items |
| <input type="checkbox"/> other: | _____ | Items |
| <input type="checkbox"/> audio-visuals: | _____ | Items |

| | | |
|--|----------------------------|-------------------------------|
| <input type="checkbox"/> sound recordings: | _____ | Items |
| <input type="checkbox"/> videotape: | _____ | Items |
| <input type="checkbox"/> cassettes: | _____ | Items |
| <input type="checkbox"/> other: | _____ | Items |
| <input type="checkbox"/> art on paper: | _____ | Items |
| <input checked="" type="checkbox"/> framed art: | <u>framed plats 9-10</u> | Items |
| <input type="checkbox"/> furniture | _____ | Items |
| <input type="checkbox"/> textiles | _____ | Items |
| <input type="checkbox"/> glass and ceramics | _____ | Items |
| <input type="checkbox"/> silver | _____ | Items |
| <input type="checkbox"/> archaeological materials | _____ | Items |
| <input type="checkbox"/> natural history materials | _____ | Items |
| <input type="checkbox"/> other three-dimensional objects | _____ | Items |
| <input checked="" type="checkbox"/> digital materials | _____ | _____ |
| <input checked="" type="checkbox"/> born digital: | <u>e-recordings</u> | _____ |
| <input type="checkbox"/> other: | _____ | _____ |
| <input type="checkbox"/> other: | _____ | _____ |
| <input checked="" type="checkbox"/> other | <u>surveyors plats</u> | <u>4,602+ 18"x24"</u> |
| <input checked="" type="checkbox"/> other | <u>storage canisters</u> | <u>138 - 4.5" x 11" x 15"</u> |
| <input checked="" type="checkbox"/> other | <u>elections materials</u> | _____ |

4. What percentage of the collection is:

accessioned n/a %; inventoried 98 %; cataloged 98 %, processed (i.e. archival materials with finding aids) ___ % n/a

5. Have collection preservation priorities been established in writing? Y N

6. The most important part/s of the collections is/are: the original, handwritten, one of a kind, historic birth, death, marriage, probate and land records. Many of which do not yet have digital backups.

7. What percentage of your collection would you say is in:

65% excellent condition (completely usable)
10% good condition (usable with caution)
10% fair condition (vulnerable)
10% poor condition (should not be used)
5% very bad (completely unusable)

8. Where are your collections used?

on site user's home online access to public records _____
 on reserve _____

9. In how many buildings are the collections stored? 2 with digital backups in a 3rd location

10. Have any of the buildings received historic registration? Y N

Note type of registration: National Register of Historic Properties (1973)

11. Where are collections housed?
 basement ground floor first floor
 second floor attic _____

12. Are any of these locations filled to capacity or crowded? Y N
 If yes, which areas?

1st & 2nd floors of courthouse records rooms are crowded and the basement storage area is nearing capacity.

13. What types of materials are typically placed on exhibition?

Public records are accessible to the public during regular business hours and online 24/7 if they are part of digitization grant but specific items are not placed on exhibit due to the nature of o



14. Have there been any of the following? Y N

| | |
|---|--|
| <input checked="" type="checkbox"/> single item treatment | <input type="checkbox"/> in-house repairs |
| <input checked="" type="checkbox"/> microfilming | <input checked="" type="checkbox"/> commercial binding |
| <input type="checkbox"/> duplication of photographs | <input type="checkbox"/> matting/framing |
| <input type="checkbox"/> duplication of negatives | <input checked="" type="checkbox"/> rehousing |
| <input checked="" type="checkbox"/> digital imaging | <input type="checkbox"/> preservation photocopy |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

| | | |
|------------------------------------|---|--------------------------------|
| This application was completed by: | Elaina Maze _____ Name/Title | 4/4/19 _____ Date |
| Authorization Signatures: | Jacki Shadle _____ Executive Director | 4/4/19 _____ Date |
| | Patsy Noland _____ Chair of the Board* | 4/4/19 _____ Date |

*Note: If the Chair of the Board is not the appropriate title designation, please have the highest ranking official at your institution sign in this location.

CHECKLIST FOR ATTACHMENTS (ELECTRONIC SUBMISSION)

- Completed application form
- Responses to the narrative section
- Proof of tax-exempt status
- Most recent annual financial statement
- List of Board Members
- Staff list
- Written policy statements
- Other relevant information, such as brochures, survey summaries, etc.

CHECKLIST FOR ENCLOSURES (MAILED SUBMISSION)

Please include **two (2) copies** of the following:

- Completed application form with responses to the narrative section

Please include **one (1) copy** of the following:

- Proof of tax-exempt status
- Most recent annual financial statement
- List of Board Members
- Staff list
- Written policy statements
- Other relevant information, such as brochures, survey summaries, etc.

For Further Information Contact:

Preservation Services Office
Conservation Center for Art & Historic Artifacts
264 South 23rd Street
Philadelphia, PA 19103
(215) 545-0613
fax: (215) 735-9313
pso@ccaha.org
www.ccaha.org

CCAHA GRANT APPLICATION PAGE 4

Section II - Application Narrative

Please answer these questions on a separate sheet.

1. What is the historical significance or uniqueness of your collection and how are collection holdings related to the mission of the institution? Also, what is the significance of your collection to the study of the humanities?

The Jefferson County Clerk's Office keeps official records of births, marriages, deaths, probate and elections that occur in Jefferson County. Our original hand written records date back to 1801 for marriages, probate and land records, 1853 for births and deaths. Original vital statistics records such as birth, death and marriage licenses can provide significant historical information for genealogists and family historians, probate and land records are used daily by legal professionals to ensure clear chain of title to real estate purchasers, surveyor's plats and road maps are often used when boundary lines are in question, in the application for permits and during the sale of real estate.

The Clerk's Office also houses numerous Washington family papers as well as the last will & testament of abolitionist John Brown and other significant civil war area documents.

Jefferson County currently has over 40,000 registered voters with 32 voting precincts across the county that are divided among 3 delegate districts; the 65th, 66th and 67th. Elections and voter registration information date back to 1916 for primary elections and 1928 for general elections.

2. What actions have been taken to prolong the life of your collection? For example, upgrading storage conditions, improving the environment, building repairs, conservation treatment, digitization, etc.

Building repairs have been completed by the County Maintenance Department who is responsible for building maintenance and repair, the County Clerk's Office had begun digitizing land records, conservation of original land record books and is investigating the requirements for upgrading storage for all records.

3. What are the major preservation challenges and concerns for your collections?

Our major challenges are determining the most appropriate conservation treatments for our collection, storage, digitization and funding the cost of these preservations.

4. Why is having a preservation needs assessment appropriate for your institution at this time?

Until recently the Clerk's Office has taken minimal actions to preserve and prolong the life of our collections and the County has limited funds to assist with preservation efforts. Our newly elected County Clerk has identified preservation and conservation as one of her priorities and is actively pursuing numerous avenues to ensure the continued existence of our collections. Our goal is to develop immediate, short-term and long-term plans, increase staff and public awareness of preservation concerns, identify continuing education needs, and apply for all applicable grants and funding opportunities to achieve these goals.

5. What are the institutional goals for a preservation needs assessment? Comment on specific concerns and goals for the survey and check-off the relevant goals below.

Our primary concern is the deterioration of original handwritten records that once gone are lost to history. We have a large number of original records that have never been digitized. We plan to take steps towards improving environmental conditions and upgrade storage to prevent further document loss, invest in the staff training and equipment necessary to digitize, preserve and archive historical records and outsource necessary conservation treats to ensure the long-term care.

Collections:

- develop a long-range preservation plan
- improve collection care
- establish an in-house repair unit
- conservation treatment plan

Building:

- improve the building or building maintenance
- improve environmental conditions
- improve security and fire protection
- improve and upgrade storage

Staff Development:

- increase staff, administration, or board awareness of preservation concerns
- assess need for preservation staff
- identify continuing education needs

Other:

- use as a fund raising tool
- for inclusion in grant application(s)
- increase patron awareness of preservation concerns
- purchase of large format scanner

CCAHA GRANT APPLICATION PAGE 4
Section II - Application Narrative

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- use as a fund raising tool
- for inclusion in grant application(s)
- increase patron awareness of preservation concerns
- purchase of large format scanner

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 next meeting 4/4/19

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Part-time Bailiffs
Home Confinement
Tax Office

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

Approval to hire 3 part-time bailiffs to be added to the list of available individuals to be called upon to fulfill the courts expanding needs.

Discussion and possible action to determine available space within the Judicial Complex to place the Home Confinement Program.

Discuss the plans for the relocation of the Tax Office to a permanent location.

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

If so, how much? \$

Provide exact financial impact/request: none

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

I move to approve the hire of Summer Hartley, Matthew Liston, and Tyler Payton as part-time Bailiffs.

I move to approve the Home Confinement Program's move to the designated available space within the Judicial Complex.

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@jcsdvw.com

Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Bill Polk, Maintenance Director

Department or Organization: **Maintenance Department**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 4, 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*):

✚ Update and discuss cost for additional space 2nd Floor Judicial Building – 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: Bill Clark

Department or Organization: Region 9

Estimation of amount of time needed for appointment: 2 hours or 5 minutes

Date Requested - 1st Choice: April 5th
If a specific date is needed, please provide reason for specific date:

Date Requested - 2nd Choice: April

Subject (Wording to be placed on agenda): Fair Housing Month Proclamation

Please provide the County Commission with a description of your request or presentation, including any background information:
April is Fair Housing month and HUD promotes community involvement in activities that promote fair housing

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);
motion to authorize the President to execute the Fair Housing Proclamation

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

If not attached, explain:

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

Contact information:

Email address: belack@region9wv.com Phone Number: 304-263-1743

FOR COMMISSION STAFF USE ONLY - FINANCIAL IMPACT/RECOMMENDATION

not applicable

Proclamation

By the Jefferson County Commission, West Virginia

WHEREAS: equal opportunity in housing is a right guaranteed to all Americans under Title VIII of the Civil Rights Act of 1968; and

WHEREAS: the 51st anniversary of the National Fair Housing Law provides an opportunity for Americans to rededicate themselves to the principle of freedom of choice and acquaint themselves with the rights and responsibilities that are theirs under the law; and

WHEREAS: implementation of the Fair Housing Policy of West Virginia requires positive commitment, involvement and support of each and every one of our citizens; and

WHEREAS: the Jefferson County Commission provides leadership in an effort to make fair housing a right that can be realized by all of our citizens;

NOW THEREFORE,
BE IT RESOLVED: that, we, the Jefferson County Commission, West Virginia, do hereby proclaim April 2019 as:

Fair Housing Month

throughout the County and encourage all citizens to support the practice and policy of fair housing in their personal lives, as well as in their workday duties.

Commission President

Attest: _____



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: **April 4, 2019**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Selection of Nominations for Citizen Representative to the Charles Town Utility Board – 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

WV

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 4, 2019, or as soon thereafter as the Commission may decide:

CHARLES TOWN UTILITY BOARD

Upon approval of the Ordinance authorizing the acquisition of the Jefferson County Public Service District sewer system, including the real and personal property, the Utility Board will continue to be comprised of five (5) members, each of which shall be appointed by the City Council. With respect to one (1) member of the Utility Board, the City Council will consider the recommendation of the County Commission for the individual to serve on the Utility Board as follows:

- a) The County Commission shall have the right to nominate not more than three (3) individuals to serve as a member of the Utility Board, each of whom shall satisfy all of the following criteria:
- (1) Resident of Jefferson County, West Virginia
 - (2) Customer of the Charles Town Utility Board served by the Assets of the former "District Sewer System", or extensions thereof; and,
 - (3) Customer of the Charles Town Utility Board paying the same prevailing sewer rate charged to the customers of the former "District Sewer System"

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.

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Jacquelyn Milliron

Home Telephone Number: 304-725-1748

Work Address: 110 Mordington Ave.

Work Phone Number: _____

Mobile Phone Number: _____

E-mail Address: _____

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: Professional Substitute Teacher

Education: High School Folsom High School

College California State University, Sacramento

Trade/Business School _____

- | | | |
|--|---|-----------------------------|
| Are you a United States citizen? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you a West Virginia resident? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you a resident of Jefferson County? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you able to produce verification of residency? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

(Proof of paying personal property tax, voter registration, etc.)

Address: 26 Pelham Ln
Charles Town, WV 25414

Magisterial District: Charles Town

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

See attached letter and resumé.

Organization Memberships and Positions Held :

Jefferson County Education Association

Have you even been convicted of any felonies? If yes, please list.

| Date: | Offense: |
|-------|----------|
| | |
| | |
| | |

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature:  Date: 3-27-19

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

ATTENTION

Interviewee may have JURY DUTY on April 4, 2019; see special request

ADDRESS

26 Pelham Ln
Charles Town, WV 25414

CONTACT

PHONE:
304.725.1748

EMAIL:

jjmilliron77@gmail.com

SPECIAL REQUEST

On April 1, 2019 I have been selected for potential jury service in Jefferson County which makes interviewing on any particular day tenuous. Please accept this application as my interview in the event jury duty calls. However, I am requesting that the Commission please extend flexibility such that I be permitted to interview at a time on April 4, 2019 that would not conflict with my jury duty service but within the normal Commission meeting schedule.

JACQUELYN MILLIRON

Jefferson County Commission
Recommendation selection(s) to the
Charles Town Utility Board

LETTER OF INTEREST

Dear Commissioners,


Please accept this "letter of interest" to interview to be one of the individuals the Commission recommends to the City of Charles Town Council for the opportunity to be a member of the voting position on the Charles Town Utility Board (CTUB). I satisfy all of the advertised requirements listed below:

- 1) Resident of Jefferson County, West Virginia
- 2) Customer of the Charles Town Utility Board served by the Assets of the former "District Sewer System" or extensions thereof; and
- 3) Customer of the Charles Town Utility Board paying the same prevailing sewer rate charge to the customers of the former "District Sewer System."

I have attended several bimonthly meetings of both Charles Town City Council and CTUB and am aware of current events. As you may know, I have been a long-time advocate of consolidation of utilities and would continue to support CTUB's efforts to provide a seamless transition. As a current public employee, I recognize the tireless service and dedication required for any board position. My current employment offers a flexible schedule to make CTUB meetings and Council meetings as needed. As a citizen, my meeting attendance record at the JCPSD is unmatched. I am willing and able to complete any training that is required by either CTUB or the Council. It is also my belief that having a background in science, particularly chemistry, will provide the board with a different and welcomed perspective.

I have found that asking good questions to the right people is more progressive than pondering my own answers, but that wise decisions and credibility are achieved through transparency. Moreover, that public opinion regards a community's public health and sanitation as having no place or means to deny or permit territory expansion, but rather utility decisions should be made for the benefit of those who pay and the system as it relates to environmental well-being.

Please consider me as a selection to be one of the candidates to go before the Charles Town City Council for their final consideration. I will not disappoint you or the county ratepayers if selected. Thank you for your consideration.

Jacquelyn Milliron 



JACQUELYN MILLIRON

Jefferson County Commission
Recommendation selection(s) to the
Charles Town Utility Board

ADDRESS

26 Pelham Ln
Charles Town, WV 25414

CONTACT

PHONE:
1.304.725.1748

EMAIL:

jjmilliron77@gmail.com

HOBBIES

Crafting
Sewing
baking
Strength fitness

SKILLS

Research/ development/
documentation
Environmental Standards concepts
Standard Operating procedure
Computer/typing/data entry
Light accounting/budgeting
Spreadsheets/word
Mathematical and Scientific formula
calculations
Utility rate calculations
Knowledge of state and local utility
policy
Flow meter calculations
Public relations/transparency
advocate
Flexible
Quick to adapt
Broad minded thinker
Tenacious about good causes

EDUCATION

California State University, Sacramento CA

1987 - 1992

3.14 GPA; Bachelor of Science Degree in Chemistry; coursework included math, physics, and chemistry. Working student.

American River College, Citrus Heights CA

1985 - 1987

Associates in Science degree. Coursework included undergraduate studies to prepare for 4-year university studies to obtain a chemistry degree. Working student.

WORK EXPERIENCE

Hornet Foundation – Sacramento, CA- Student Assistant at the California Air Resources Board

1990–1992

Responsibilities included air monitoring sample preparation and data entry duties as needed for laboratory staff.

California Air Resources Board- Sacramento CA-Air Pollution Specialist

1992–1994

Responsibilities included air monitoring sample preparation duties, collection and preparation for qualitative and quantitative analysis of air monitoring samples from various field sites. Operated and maintained gas chromatography instrumentation for daily sample analysis, report writing, data compilation, data entry, standard operating procedure protocol writing, and off-season research for the advancement of sample analysis and procedure. Additionally, constructed and operated an automated cleaning system for air sample collection canisters.

WIL Research Labs – Ashland OH- Inhalation Toxicologist

1995–1996

Responsibilities included quantitative and qualitative analysis of the physical and chemical properties of industrial agents in the process of determining their relative effects on biological systems. Operated and maintained gas chromatography instrumentation. Additional vitae includes lab and findings Reporting writing and Quality Assurance and Control review of presentation of results to paying clients.

Jefferson County Schools- Certified Professional Substitute Teacher

2003–2019

Responsibilities include daily response to work for on demand short/long term teaching needs for multiple public schools. Those duties specifically include to promote the health, safety, and education of school age children, follow lesson plans, design lesson plans which correlate with state education curriculum and county policies as needed for long term status work, and foster an appropriate classroom environment.

March 25, 2019

To whom it may concern,

I have known Jacquelyn Milliron since 2003. Over the past 16 years she has been a substitute teacher in my classroom. She has been reliable, knowledgeable, and very professional. Through her dedicated services she has also demonstrated to be a trustworthy and valuable citizen of Jefferson County. I often seek her opinion and knowledge on a subject to help me make an informative decision.

I would confidently recommend Mrs. Milliron for any occupation that she is seeking.

Yours truly,

Marsha Young

*72 Mc Donald Dr.
Shepherdstown, WV
25443*

Customer Information

Account Number: [REDACTED]
Name: JACQUELYN MILLIRON
Service Location:
26 PELHAM LANE
Billing Date: Mar 5, 2019
Service Period:
Jan 15, 2019 to Feb 15, 2019
31 Service Days

Account Summary

Balance from Last Bill 104.12
Payments Received - -104.12
Late Payment Penalty 0.00
Remaining Balance 0.00
Your Current Activity
WATER 33.12
WTR SURCHG 12.00
SEWER 44.68

Meter Information

Meter Serial Number: [REDACTED]
Electric ID Number: [REDACTED]

Total Current Activity 89.80
Account Balance **\$89.80**
Total Payment Due **\$89.80**

Present - 51385
Previous - 51116
Consumption 2690
Avg Daily Water Cost - \$1.07
Avg Daily Sewer Cost - \$1.44
Average Daily Usage - 87
Last Period Usage - 2690
Same Period Last Year - 2690
Yearly Average - 2405

If payment is received after Mar 27, 2019
Add late payment penalty 8.98
Amount due after Mar 27, 2019 \$98.78
Current Charges will be Delinquent After
Mar 27, 2019

ANY PAST DUE BALANCE IS SUBJECT TO
TERMINATION ON OR AFTER MAR 18, 2019

PAY YOUR BILL ONLINE WITH VISA, MASTERCARD,
DISCOVER OR AMEX AT WWW.JUIWATER.NET

DETACH AND MAIL ABOVE PORTION WITH PAYMENT. KEEP BOTTOM PORTION FOR YOUR RECORDS
JEFFERSON COUNTY PSD SEWER UTILITY BILL

ACCOUNT NUMBER [REDACTED]

| Date | Billing Item | Consumption | Amount |
|------------------------------|-------------------|-------------|--------------|
| Previous Balance | | | 41.41 |
| Previous Payment | | | 41.41 |
| CURRENT CHARGES: | | | |
| 1/15/2019 | Residential Sewer | 2020 | 41.36 |
| TOTAL CURRENT CHARGES | | | 41.36 |
| Available Credits | | | 0.00 |
| NOW DUE | | | 41.36 |

| Prior | Current | Consumed |
|-------|---------|----------|
| 50578 | 50780 | 2020 |

| Current | 30 Days | 60 Days | 90 Days | Total |
|---------|---------|---------|---------|-------|
| 41.36 | 0.00 | 0.00 | 0.00 | 41.36 |

The City of Charles Town, Charles Town Utility Board (CTUB) and the Jefferson County Public Service District (JCPSD) are pleased to announce that as of January 1, 2019 the acquisition of the JCPSD and CTUB is official. JCPSD customers currently being served by Charles Town Utilities Water will start receiving a single bill for both water and sewer from the CTUB starting in February 2019. Those customers that receive water service from Jefferson Utilities will now receive a single bill for water and sewer service from Jefferson Utilities starting in February 2019. Please visit www.ctubwv.com and www.jcpsd.com for further updates and information. Effective immediately the JCPSD office hours will be 8 AM to 3 PM Monday thru Friday.

OFFICE HOURS: 8 AM TO 3 PM MONDAY THRU FRIDAY FOR INFORMATION CALL 304-725-4647
THIS UTILITY IS REGULATED BY THE PUBLIC SERVICE COMMISSION OF WEST VIRGINIA
SERVICE RATES AVAILABLE UPON REQUEST

Tara Ashley

Sr. Network Operations
Engineer

Personal Info

Address

252 Hughs Rd
Charles Town, WV 25414

Phone

304.820.9620

E-mail

tara.d.ashley@gmail.com

Skills

Network Administration

Network Security

Troubleshooting

Research & Analysis

Customer Service

Documentation

Over 15 years of experience in the Information Technology and Customer Support fields. Extensive knowledge and skill supporting appliance hardware, trouble-shooting, project coordination, as well as effective communication between technical and non-technical persons. Expertise in documentation, analysis, procedures and policies. Highly motivated team player as well as quick learner.

Experience

2018-01 -
present

Sr. Platform Engineer

PNC Financial Services, Data Center Network Infrastructure

Extensive experience interfacing with Partners and Vendors to continuously improve the Network performance, deploy innovative solutions, best practices and reduce operational cost. Experienced in configuring and troubleshooting EIGRP, VPN, OSPF, BGP, TCP/IP, IPSEC, MPLS, GRE, etc. Provide knowledge and expertise in best practices in support of business operational and strategic goals. Perform configuration management for deployment of new circuits and VPN connections in support of the Extranet environment. Manage different elements of Cisco switches and routers. Provide troubleshooting expertise for connectivity issues within the Extranet and Data Center environments. Assess the Business Requirements, design scalable and cost effective Network Solutions to support existing and future applications/technologies while maintaining a secure posture. Experience in Root cause analysis, problem management, remediate design issue and implement permanent solution. Assess and effectively manage all of the risks associated with their business objectives and activities to ensure activities are in alignment with the bank's and unit's risk appetite and risk management framework.

2016-07 -
2018-01

Sr. Network Security Engineer

PNC Financial Services, Network Security Engineering

Development of security reference architectures. Road mapping and strategic planning of IT security solutions. Research and development of new IT security solutions. Translating business requirements into technical design and functional security requirements. Security architecture reviews of existing or new proposed security solutions. Development of operational security policies that define architectural standards and compliance. Participate in threat analysis activities, and facilitate the development of security architecture-based risk mitigation strategies. Collaboration with architects from other functional IT disciplines to support high level architectural designs. Provide architectural oversight of projects to align security objectives with business objectives. Provide top tier support for escalated operational issues or security events/incidents. Act as mentor for all junior team members.

2014-04 -
2016-07

Sr. Network Security Operations Engineer

PNC Financial Services, Network Security Operations

Firewall rule management in complex environments requiring intimate knowledge of PNC architecture. Manage different elements of the following firewall platforms; CISCO ASAs, Checkpoint, Stonesoft, Fortinet. Troubleshooting different protocols and platform issues – HTTP(S), FTP(S), SFTP, SSH, SMTP, Telnet, Syslog. Proxy management and troubleshooting of Bluecoat platform involving different proxy OS versions. Tufin application management (SecureTrack, SecureChange), troubleshooting errors, and vendor interaction for support issues. ArcSight logging administration, assisting individuals with usage of tool, using ArchSight application to troubleshoot connectivity issues within the enterprise. VPN configuration, troubleshooting and management on CISCO ASA platform, Checkpoint,

strategize, plan, project support, troubleshooting, process creation, documentation, implementation tasks, meeting deadlines. Documentation of business processes and security policies. Training new members of the team, and actively participate in inter-team functionality to research, collaborate, and develop solutions for connectivity.

2013-07 -
2014-04

IT Security Specialist III

USCG, Information Assurance

Implement and administer McAfee HBSS and HIPS module for two sites, one of which is remote. This includes building task policy, exceptions, troubleshooting, building queries and reports, as well as briefing management of implementation schedules. Provide certification and accreditation support for the USCG Financial Center including but not limited to, documentation, POA&M tracking, and assess technical requirements mandated by DHS and DoD.

2011-10 -
2013-07

Security Systems Administrator

USCG, Wide Area Network

Perform as the main POC for DoD Security Technical Implementation Guides (STIGs) and DHS Policy for the purposes of maintaining and deploying security posture as well as auditing and C&A documentation. Performed duties for the DoD Whitelist process including submitting servers for NIPRNet inclusion, training on process, and attending DoD-wide information meetings. Implement, configure, upgrade, and support network monitoring architecture including VSS taps, Netscouts, and NetVCRs, and Symantec DLP. Provide user support, account management, and training for the aforementioned devices. Created policy for access enforcement using security zones and presented training for USCG personnel on the same. Provide centralized authentication support for the TACACS+/RADIUS SSO technologies.

Additional history available upon request.

Education

2017-04 -
present

American Public University, Criminal Justice

- GPA - 4.0
- Master's Degree in progress

2002-08 -
2006-05

West Virginia University, Sociology & Anthropology

- Emphasis in Crime and Social Control
- Bachelor's Degree

Certificates

2013-12 CISSP

References

- Steve Skalley, PNC Financial Services, Enterprise Engineer, 513.382.1502
- Nick Langevin, USCG, Enterprise Engineer, Lead, 304.268.6015

Heidi Parker
32 Buckskin Court, Charles Town, WV 25414
304-579-4717 hm., heidiparker.1@gmail.com

OBJECTIVE:

To fill the board position at the Charles Town Utility Board. I am a sewer customer and rate payer of the formerly known Jefferson County Public Service District. I have voluntarily served as an advocate for over-burdened rate payers in this County for over 10 years. My goal for applying for this position is to see that consolidation efforts lead to normalization and equalization of rates between former Ranson, Charles Town, and JCPSD ratepayers. I am for smart growth where businesses and developers pay for their sewer needs like the rate payer does, and follows the laws regarding any growth so that current ratepayers do not become the main source of funding for future growth, WV 24-2-2(b):

(b) Notwithstanding any other provision of this code to the contrary, rates are not discriminatory if, when considering the debt costs associated with a future water or sewer project which would not benefit existing customers, the commission establishes rates which ensure that the *future customers to be served by the new project are solely responsible for the debt costs associated with the project.* (Italics added)

I applaud the success of efforts of the County and Charles Town Utility Board to consolidate services in this area to capitalize on economies of scale and reduce costs by eliminating duplication of services. Due to the fact that I work with students with exceptionalities, I will not be able to attend the County Commission meeting for the selection process, but ask that my name be considered for this position.

SKILLS PROFILE:

Effective teacher, communicator, advocate, and coach - Works well with children, youth, and adults - Manage a home with 7 children the past 24 years, while attending school, working and volunteering in my community and church - Previously licensed as a Clinical Social Worker in the State of Utah, but let license go to raise my family.

EDUCATION HISTORY:

Master of Social Work, University of Utah, 1995— 1997, Salt Lake City, Utah

Bachelor of Family Science, Brigham Young University, 1988 — 1994, Provo, Utah

Graduate of Elk Grove High School, 1984— 1988, Elk Grove, California

EMPLOYMENT HISTORY:

Substitute Teacher, Jefferson County Schools 2/2016-Present

Domestic Violent Worker, Department of Child and Family Services, State of Utah, 1997-1999, Provo, Utah--Organized, planned curriculum, and moderated a domestic violence group -

Advocated for the legal rights of domestic violence victims - Coordinated with the women's shelter to offer services to victims - Provided individual therapy for victims of domestic violence

Utah State Hospital Children's Unit, 1996 — 1997, Provo, Utah - Interned as a therapist, Co-lead social skills group - Recreational and play therapy with children

Family Support and Treatment Center, 1995 — 1996, Orem, Utah – Interned as a therapist providing individual therapy for adults, play therapy with children

Missionary Training Center, Teacher, 1993 — 1994 Provo, Utah - Taught communication and problem solving skills to missionaries

VOLUNTEER ACTIVITIES:

Experienced teacher and leader of children, youth, and adults at church, 1993-present

Girls Youth Harpers Ferry Ward Camp Director, 2015

Basketball coach, 2011, 12, 14-15, *Upward*

Soccer coach for Jefferson County Youth Soccer League (AYSO), 2009-2013

Cub Master 2010-2013, Shenandoah Area Council, Awarded the Mannahoac Cub Scout District Volunteer of the Year 2013

Missionary: Served 18 months to Tulsa, Oklahoma, 1991-1992

*References available upon request

70 Appaloosa Way
Charles Town, WV 25414
April 1, 2019

Please accept this letter as my application for the Charles Town Utility Board position. As a ratepayer of the former JCPSD, I am concerned for the fairness of utility rates being charged to ratepayers in Jefferson County. We live in a growing and changing demographic, and we need to make sure that as our area changes, the interests of the Citizens are protected.

I have a background which would be an asset to my serving on the CTUB. I have a Bachelor's degree in Accounting from Brigham Young University, I have owned and operated Dairy Queen businesses in Maryland for over 20 years, and I have lived in Jefferson County for 15 years and raised 2 children here.

Please consider my application for Utility Board member.

Sincerely,

Marchel Pitcher
240-362-2500
marchel.pitcher@comcast.net

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: **April 4, 2019**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews and Appointments to the Jefferson County Historic Landmarks Commission: two (2) three-year terms ending March 6, 2022 – Discussion/Action**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 4, 2019, or as soon thereafter as the Commission may decide:

Historic Landmarks Committee - two (2) three year terms ending March 6, 2022.

The Historic Landmarks Committee is specifically seeking individuals with education and experience or demonstrated special interest in historic preservation or local history drawn from one of the following professions: history, architecture, archeology, landscape architect, real estate, or law.

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

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

March 25, 2019

The Honorable Patricia A. Noland, President
The Honorable Jane M. Tabb, Vice-President
The Honorable Ralph Lorenzetti, Commissioner
The Honorable Caleb Hudson, Commissioner
The Honorable Josh Compton, Commissioner
Jefferson County Commission
124 E. Washington Street
Charles Town, WV 25414

Re: JCHLC

Dear Commissioners,

Please accept this communication as my intention to be considered for reappointment, for one additional term, to the Jefferson County Historic Landmarks Commission. I have valued the three years I've spent on the JCHLC with an array of talented individuals. As the only member to be a native Jefferson Countian and of the millennial generation, I believe the perspective I bring is slightly different than the other four members (though no more or less valuable). I currently serve as secretary, and am hoping to continue in that role, and chair the Court House Committee.

Under the leadership of Martin Burke, the JCHLC has flourished and been able to tackle a number of important local preservation projects, including the establishment of an endowment, work on the Duffields Depot, and the addition of a number of properties to the National Register. I hope to continue to be a part of these efforts for another three years.

I am happy to answer any questions any of you may have and do not hesitate to contact me at your leisure.

Best regards,

/s/

H.S. Leigh Koonce

Jessica Carroll

From: Jack Hefestay <hefestay@yahoo.com>
Sent: Tuesday, March 5, 2019 6:43 PM
To: Jessica Carroll
Subject: Re: JCHLC Term Expiration Letter

Jessica,

I have already informed Marti Burke that I will **NOT be continuing with the JCHLC**. I believe he has recruited a suitable replacement for me.

I plan on continuing with the group in any capacity until a replacement is officially appointed.

I am continuing to support the JCHLC ongoing audit in my position as Treasurer (as long as needed).

Martin Burke is doing a fabulous job as President and I wish him full success in all his endeavors.

Highest regards,
Jack

On Tuesday, March 5, 2019 01:36:30 PM EST, Jessica Carroll <jcarroll@jeffersoncountywv.org> wrote:

Please see attached.

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: Tuesday, March 5, 2019 1:32 PM
To: Jessica Carroll
Subject: Scanned Hunter Building Commission

This is scanned and sent to you from Hunter Building Commission Offices

Attachment File Type: pdf, Multi-Page

multifunction device Location: Hunter House - 1st Floor - Front Offices Area
Device Name: XRX9C934E1DB4F9

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: **April 4, 2019**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews/Appointments to the Jefferson County Planning Commission: three (3) three-year terms ending March 31, 2022 – Discussion/Action**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 4, 2019 or as soon thereafter as the Commission may decide:

Planning Commission - three (3) three-year terms ending March 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, by 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:

March 20 and March 27

THANKS - JEFFERSON COUNTY COMMISSION

March 11, 2019

Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 25414

Re: Jefferson County Planning Commission Appointment

Dear Commissioners,

Please accept this as my formal request for re-appointment to the Jefferson County Planning Commission. I have been a longtime resident of Jefferson County and have been active in the agricultural/farming industry my entire life.

Although I have always been involved in the current events in Jefferson County and throughout West Virginia, my recent involvement as a member of the Jefferson County Planning Commission and the Comprehensive Plan Steering Committee has strengthened my desires to provide positive influence and direction for Jefferson County.

I have served on the Planning Commission since 2013.

I feel my experience and background in agriculture and Jefferson County history will provide a significant benefit to the Planning Commission.

I look forward to serving on the Planning Commission look forward to being an active participant in the positive influence of the future for Jefferson County.

Regards,

Wade Louthan

540-550-3523



RECEIVED

MAR 19 2019

County Commission
of Jefferson County, WV

March 30, 2019

Jefferson County Commission
124 East Washington Street
Charles Town, WV 25414

Re: Jefferson County Planning Commission Re-Appointment

Dear County Commissioners:

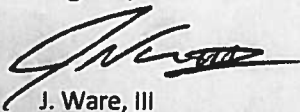
I am formally expressing my interest for re-appointment to the Jefferson County Planning Commission.

I am a Jefferson County native and West Virginia University graduate with a degree in Agri-Business Management and Rural Development. My family's roots in Jefferson County date back more than a century. I am the 7th generation to farm in this county, and I would consider myself a steward of the land.

I care about Jefferson County, and its resources and future. I feel my background and experience are beneficial to the careful planning process that goes into striking a balance between preservation and growth in our county.

I appreciate your consideration and look forward to the opportunity to continuing to contribute to our county's future.

Regards,



J. Ware, III
(304) 283-5331

FROM: Barbara Flaherty Fuller, 393 Rustling Leaf Place, Kearneysville, WV 25430
(304)-724-8744, (719) 314-8497 dbfuller@frontiernet.net
TO: Jefferson County Commission
SUBJECT" Appointment to the Jefferson County Planning Commission, one three-year term
ending March 31, 2022
DATE: March 31, 2019

Dear Jefferson County Commission President Patsy Nolan and Honorable Caleb Wayne Hudson,
Honorable Josh Compton, Honorable Ralph Lorenzetti, and Honorable Jane Tabb

I am formally submitting my name for consideration on the **Planning Commission**.

My abbreviated summary Professional and Resume is attached. A brief summary follows.

- **Professional** background includes extensive experience working with financial institutions in their lending divisions. From collections, documentation, funding and risk management. I worked with amounts from a couple of thousand to multiple millions. Currently I have focused my time on Genealogy and helping others search for their biological parents. Experience: 31 plus years.

My professional experience provided me with a strong attention to detail, customers service and the ability to read bids and plans. I have had many dealings with the planning commission in prior years with my community and the calling in of bonds. I am able to apply my experience toward the Planning Commission and its ambitions for the improvement of Jefferson County.

Furthermore, I believe in the decision making process the Planning Commission upholds for property rights, infrastructure, the environment, existing codes and applicable ordinances. I am pro business and I fully support reasonable intelligent growth planning and transparent management.

I am a resident of Jefferson County since 2007. My husband and I chose to live in Jefferson County when he retired from the Air Force because it was a great fit.

As a self-employed resident of Jefferson County **I am fully available to attend meetings and perform assigned duties**. Thank you for your consideration regarding appointment to this position.

Very respectfully,

BARBARA A. FULLER

BARBARA A. FULLER
dbfuller@frontiernet.net, (304)724-8744

PROFESSIONAL:

The Bank of NY, Harrison NY, (1987-1990) - Collections. I worked with all aspects of collecting at the Bank of NY. I was responsible for the collections on loans, boats, cars and second mortgages. I attained the position of Collections Supervisor prior to my resignation.

Mitsubishi Motor Acceptance Corporation, Purchase NY, (1990-1991) - Collections and floor planning of various dealerships throughout Maryland, Delaware, and Pennsylvania

Citibank NA, Pelham NY, (1991-1993) - My responsibilities included but not limited to the collection of lines of credit and overdraft checking the bank provided to its customers.

ICON Capital Corp, Harrison NY (1993-1998) - I was responsible for the documentation and funding of private label leases. Leases were funded but investor capitol and then sold for profit. I handled these transactions from start to finish.

Unicyn Funding, Closter NJ, (1998-1999) My title was funding supervisor, but my day to day duties were documentation and funding of equipment leases. I left of my own accord as it was not what it was promised to be.

NIA National Leasing/Lakeland Bank, Montvale NJ (1999-2001) - I was responsible for the brokering of transactions and preparing them for funding. I priced leases, prepared all the lease documents, paid brokers and vendors.

Celtic Leasing 2001-present. With traveling around with my husband I decided to handle one off lease transactions and sell them off. Business has more or less died off but on occasion I place a deal

Currently I spend my time volunteering my time making family trees and locating adoptee Biological Parents thru the use of DNA and Non Identifying information

EDUCATION: Sacred Heart Academy, Hempstead NY Dual diploma

College of Mount Saint Vincent, Bronx, NY 1986-1988 (Incomplete)

OTHER:

Chapel View Homeowners Association, Kearneysville, (President, Vice President and Board member, (2008-2010 then 2015-present)

Jefferson County Republican Executive Committee- Serving as the Middleway representative

American Adoption Congress- West Virginia State Representative (March 2018- present)

New York Adoptee Rights Coalition Co-Spokesperson (March 2018- present)

Jefferson County Prosperity, Inc. -Secretary (2019)

Jessica Carroll

From: Jack Hefestay <hefestay@yahoo.com>
Sent: Tuesday, March 5, 2019 6:36 PM
To: Jessica Carroll
Subject: Re: JC Planning Commission Term Expiration Letter

Jessica,

I would very much like to continue on the Planning Commission. It has a super good group of members and I enjoy working with them. The professional staff is superb and most helpful. I am happy to report that I have learned much since joining and I have a 100 percent attendance record.

Please let me know if there is anything else I should do. Feel free to call at anytime. 304-728-0269.

Highest regards,
Jack

On Tuesday, March 5, 2019 04:26:48 PM EST, Jessica Carroll <jcarroll@jeffersoncountywv.org> wrote:

Mr. Hefestay –

No need to provide the full application again. Please just respond to this e-mail indicating you'd like to continue to serve.

Also, no, Mr. Hudson did not resign – not sure what happened to his name on the letterhead, but I'll be sure it's corrected.

Thank you!

Jessica D. Carroll

Executive Administrative Assistant

Jefferson County Commission

PO Box 250

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Robert T Edwards

Department or Organization: **US Census Bureau**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **As soon as possible Thursday April 4th**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: As soon as possible

Subject : Common Census

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

A short presentation about how important it is for us to get our fair share of 675 Billion dollars of federal funding and how to achieve. To Create a Complete County Committee, request a Proclamation, Request This committees assistance in "getting the word and education out about the upcoming 2020 Census"

Is this a funding request? NO
If so, how much? \$0.00
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 (have own projector Internet/Wi Fi Y/N. Telephone for conference call Y/N

Contact information: Robert T Edwards MPA/BSN
Email address: Robert .T.Edwards@2020census.gov Phone Number: 423-767-8538


FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

2020 Census Overview Jefferson, Berkeley and Morgan Counties

*Robert T. Edwards MPA/BSN
Partnership Specialist*


Robert.t.edwards@2020census.gov
Cell Phone : 423-767-8538



1

Have some 2020 Common Census

- ✓ U.S. Constitutional Mandate, Article 1, Section 2
- ✓ Apportion seats in the U.S. House of Representatives
- ✓ Conduct redistricting at the federal, state, and local levels
- ✓ **Distribute over \$675 billion federal dollars to state and local governments**
- ✓ Provide statistical support for grant applications
- ✓ Help the community plan for future needs



2


2020 Census Goals

Goals

- ✓ To count everyone once, only once, and in the right place

What's New


- ✓ We're maximizing outreach by using both traditional and new media
- ✓ We're offering and encouraging people to use the secure online response option
- ✓ We're providing our fieldworkers with handheld devices for collecting Census data.
- ✓ We're utilizing automated systems for recruiting, training, and payroll.



3

Common Census


- The Census Influences...
 - *State redistricting & local voting precinct locations*
 - *How more than \$675 billion is allocated to states*
 - *Governmental & business decision making*
 - *The number of congressional seats in US House*



4

New Decade, New Census

- What's New?
- We're maximizing outreach by using both traditional media as well as social media
- We're offering & encouraging the use of the secure online response option
- We're providing our fieldworkers with handheld devices for data collection
- We're utilizing automated systems for recruiting, training, & payroll.



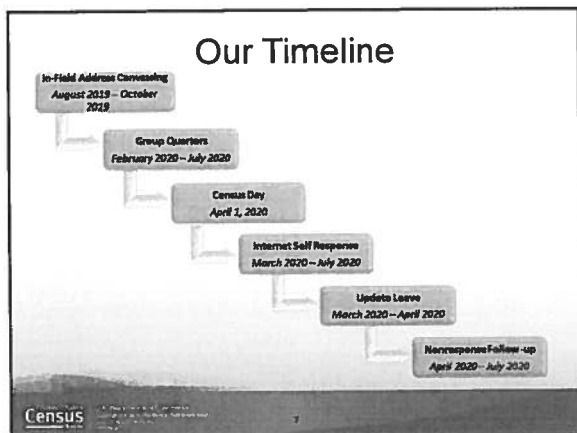
5



WE NEED YOUR HELP & SUPPORT!



6



7

Outreach and promotion

- The primary goal for outreach and promotion is to develop community support and increase participation in the 2020 Census and increase self-response. Implementation of outreach activities will vary from one community to another.
- Each community or organization needs to consider relevant factors in the design of its census outreach and promotion initiatives

Census Bureau of Economic Analysis

8

Census Jobs

- A temporary local workforce is essential in conducting the 2020 Census. Government and Community Based groups will play a pivotal role in recruiting employees. The knowledge about factors that may affect the recruitment process is important to ensure the recruiting and hiring of temporary census staff is in line with community interests. The focus in the recruitment process is to:

Distribute information in communities when census jobs become available in their area.

- Encourage community organizations and governments to use their networks to spread the word about census jobs.

Census Bureau of Economic Analysis

9

ACO Job Title & Descriptions

- ✓ **Area Census Office Manager** – Responsible for the general supervision and administration of the office
- ✓ **Census Field Manager** – Responsible for accomplishing production and quality goals in field operations under their span of control. Conducts individual and group training sessions for their personnel as necessary.
- ✓ **Administration Manager** – Responsible for administrative functions, such as personnel, payroll and supply. Manages and monitors all office requisitioning, equipment and shipping.
- ✓ **IT Manager** – Leads all office computing environment, mobile computing environment, and automation support efforts.
- ✓ **Recruiting Manager** – Oversees the recruiting and testing of job applicants for field position and clerks.
- ✓ **Recruiting Assistant** – Assists in recruiting and testing job applicants.
- ✓ **Census Field Supervisor** – Appoints, trains, and supervises Enumerators that are engaged in data collection.
- ✓ **Office Operations Supervisor** – Coordinates, supervises, and oversees the work of office clerks in specific functional areas.
- ✓ **Enumerator** - Locally hired workers who perform field enumeration activities in and around their respective neighborhoods.
- ✓ **Clerk** - Office clerks perform a wide variety of clerical functions in support of field data collection, recruiting, payroll/personnel, automation technology, and quality assurance operations.

Census Bureau of Economic Analysis

10

West Virginia 2020 Census Complete Count Task Force

A CCC speaks the language of & knows the pulse of its community & will help ensure an accurate 2020 Census count.

A CCC gains valuable knowledge about the census process & develops a plan to impart that knowledge to the community.

A CCC increases the participation ratio & response rate by continuing awareness of the 2020 Census.

Census Bureau of Economic Analysis

11

Municipal Complete Count Committee

- ✓ A **Municipal Complete Count Committee** is a mutually beneficial partnership – at the highest level—within each city. The mayor often appoints members of the Complete Count Committee (CCC). Committees consist of influential community leaders who are charged with developing a census awareness campaign that:
 - Communicates the importance of the census through local messaging.
 - Raises awareness of the census throughout the city.
 - Motivates every household in the city to participate in the census by completing the questionnaire thoroughly and in a timely manner.
 - Increases the city's self-response rate.
- ✓ The size of the Complete Count Committee is determined by each city. In addition, mayors and city councils may allocate funding to support the activities of the CCC. Cities view this funding as a sound investment in the future. Failure to count residents could result in a substantial loss of revenue for the next decade.

Census Bureau of Economic Analysis

12

Municipal Complete Committees

The diagram shows a central oval representing the committee, surrounded by various stakeholders. At the top center is the **Mayer or Designee (Chair)**. To the left are **Heads of Public School System**, **Heads of Regional Associations**, and **Council Members from Priority Target Areas**. To the right are **Heads of Relevant Government Agencies and Departments**, **Heads of Community Organizations**, and **Representatives from Faith-Based Organizations**. At the bottom are **State CDC Representative**, **Deputy Director**, **Executive Director**, and **Heads of Large Universities/Colleges** and **Heads of Business Associations**. A note at the bottom left states: *** Partnership Specialist is advisor and Census liaison to Municipal ECC's**.

Census

13

West Virginia Colleges & Universities

Educational institutions receiving Federal funding are required to hold an educational program pertaining to the U.S. Constitution every September 17

Past Constitution Day Events

- Host keynote speakers
- Essay contests
- Table displays in student centers
- Information distributed around campus

ACTION STEPS:

- Partner local Complete Count Committees with "Census Themed" Constitution Day Events
- Incorporate Census Solutions Workshops

Census

14

West Virginia K-12 Schools

Educational institutions receiving Federal funding are required to hold an educational program pertaining to the U.S. Constitution every September 17

Past Constitution Day Events

- Constitution Day Assembly w/ WV Senator
- Bulletin board display
- Classroom activities
- Art and poster contests

ACTION STEPS:
Introduce Statistics in Schools in elementary, middle, and high school classrooms across West Virginia.

Census

15

Why is this SO Important??

Census

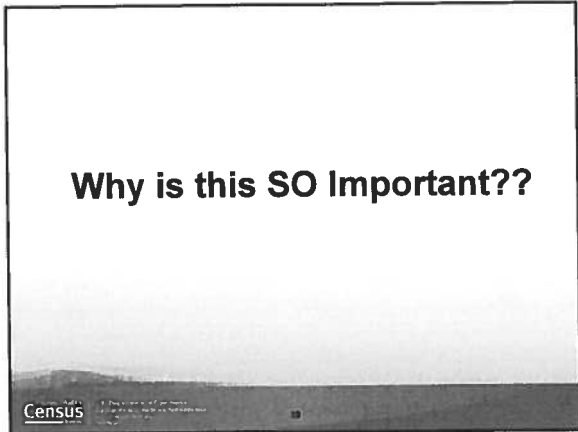
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Census

17

Census

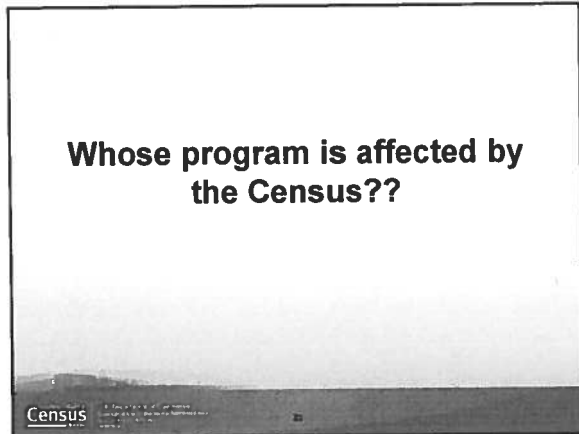
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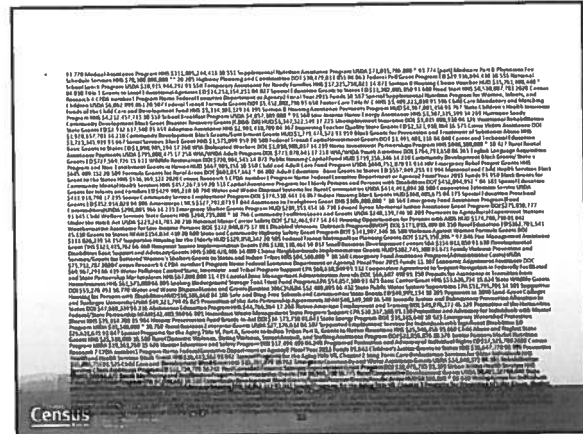
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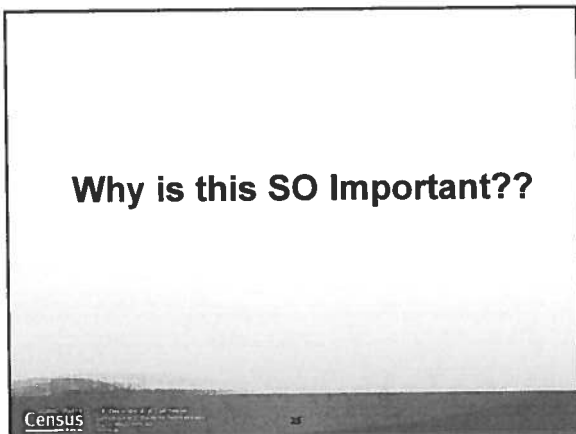
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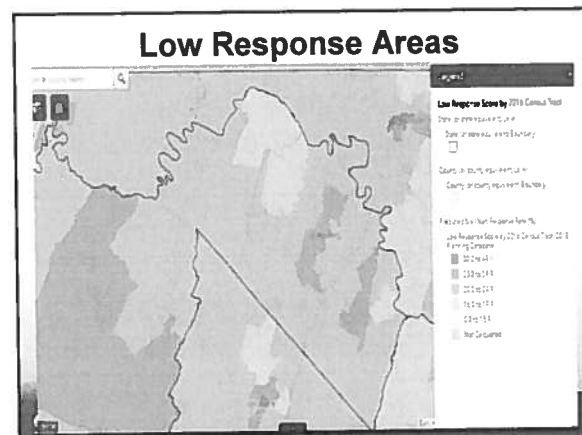
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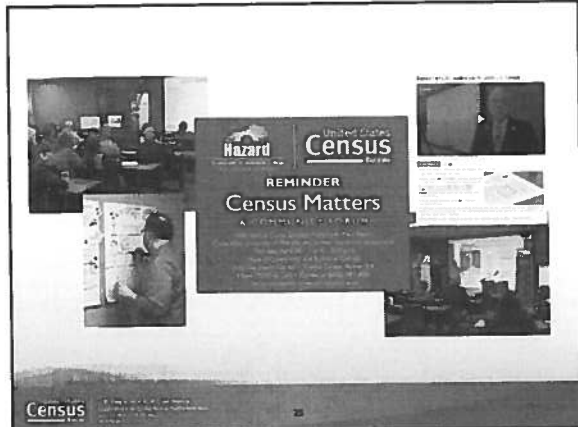
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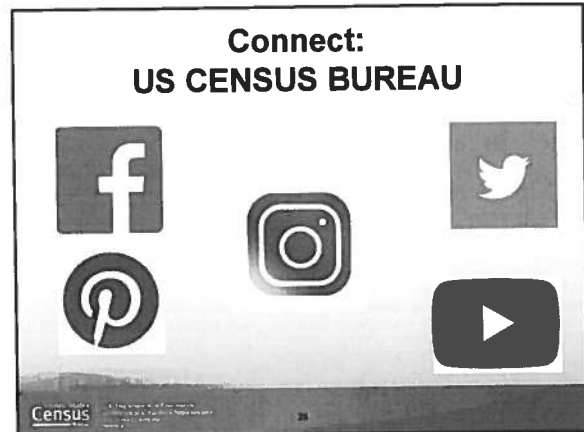
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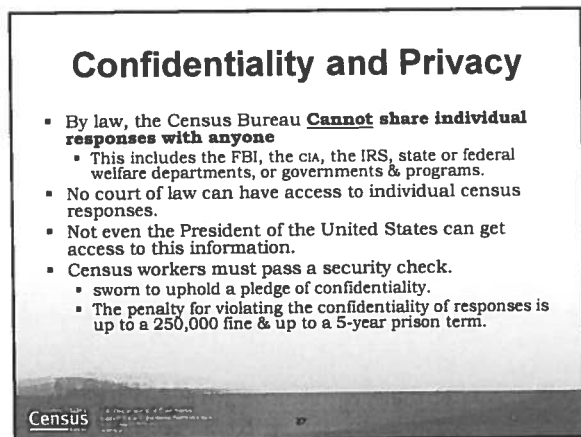
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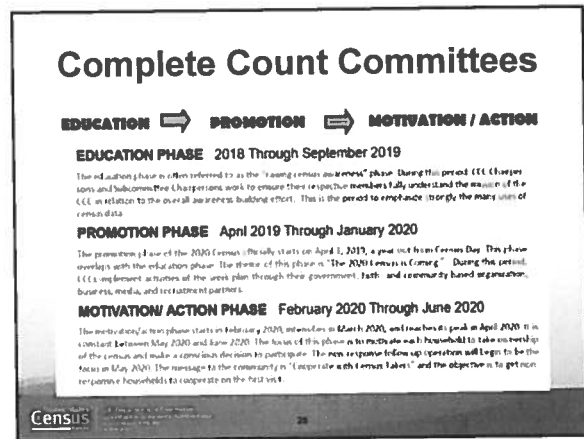
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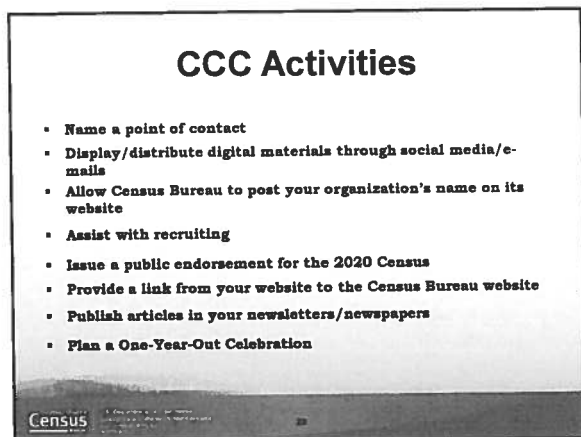
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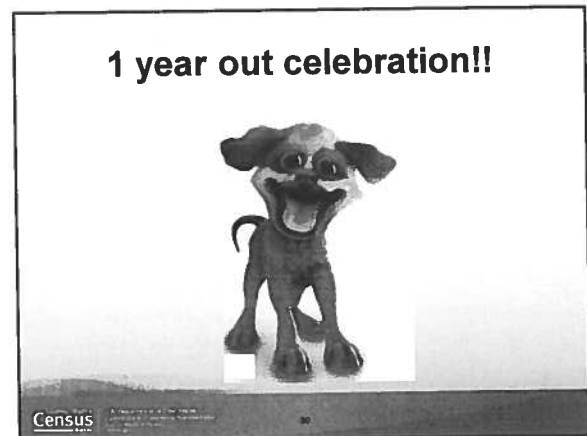
27



28



29



30

Suggested Composition of a Complete Count Committee

- County Commissioner, Mayor, or designee
- Heads of Public-School System
- Heads of Regional Associations-United Way
- Council from targeted areas
- State CCC Representatives
- Heads of Government Agencies
- Heads of Community Organizations, Faith Based, Universities/Colleges

Census

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Next Steps for a CCC

- Elected official appoints a chairperson and members
- Partnership Specialist meets with CCC members, explains the purpose
- Issue a proclamation and hold a press-conference to announce formation of CCC at the [State Level]
- CCC members attend training with Partnership Specialist
- Continue to hold regular meetings
- Plan a One-Year-Out Celebration

Census

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When Should a CCC Organize? Get Organized **RIGHT NOW**

- The immediate formulation of a Complete Count Committee will ensure that local residents are kept abreast of the various census operations.
- The more informed residents are about the 2020 Census operations, the better their understanding of the census process becomes, increasing their willingness to be a part of the successful enumeration in 2020.

Census

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Curious about the 2020 Census

- Contact us:
- **Robert Edwards**
- **Phone: 423-767-8538**
- **E-mail: Robert.t.edwards@2020census.gov**
- Philadelphia Regional Census Center
- Phone: 1-844-507-2020
- E-mail:
Philadelphia.rcc.partnership@census.gov

Census

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: David Lillard

Department or Organization: **West Virginia Rivers Coalition**

Estimation of amount of time needed for appointment: 5–10 minutes

Date Requested – 1st Choice: **Flexible, before end of April requested.**
If a specific date is needed, please provide reason for specific date:

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

Brief commissioners on a collaborative effort among land trusts, water utilities and watershed groups to protect drinking water through land conservation.

Please provide the County Commission with a description of your request or presentation, including any background information: **WV Rivers and local partners have been convening to explore ways to bring the success of the local land conservation efforts into the goals of municipal source water protection plans. There are considerable synergies among voluntary efforts to protect drinking water, Jefferson County's goals of the Chesapeake Bay Program, and the good work of the Historic Landmarks Commission, the Farmland Protection Board, and Office of Planning and Zoning — all of which have offered advice to the initiative. Members of 2 municipal utilities also have participated in meetings. I would appreciate a few minutes to share information about the initiative with the Commission.**

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*):

Although we are not appearing to seek a motion, if the Commission deems a resolution is appropriate: I move that the Commission endorse the collaborative efforts among local partners to support voluntary conservation efforts to assist in protecting surface drinking water supplies in Jefferson County.

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: David Lillard

Email address: dlillard@wvrivers.org

Phone Number: 304-876-2860

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable .

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Commissioner Compton**

Department or Organization: **JCC**

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

Date Requested – 1st Choice:

If a specific date is needed, please provide reason for specific date: ~~3/21/19~~ **4-4-19**

Date Requested – 2nd Choice: **4/4/19**

Subject (*Wording to be placed on agenda*): **Student Liaison to the JCC**

Please provide the County Commission with a description of your request or presentation, including any background information:
Discuss the idea/process to have a Jefferson County high school student serve as liaison to JCC

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*):

N/A

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: Jane Tabb

Department or Organization: _____

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: April 4, 2019

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

Fire Department Funding Committee

Please provide the County Commission with a description of your request or presentation, including any background information: **The Jefferson County CEOS Council seeks permission to post a display board in the Tax Office window during May 19-25, 2019, National Community Educational Outreach Service Week.**

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

Move to grant permission for the CEOS display to be posted in the Tax Office window during May 19-25, 2019

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: Jane Tabb

Department or Organization: _____

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: April 4, 2019

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

Fire Department Funding Committee

Please provide the County Commission with a description of your request or presentation, including any background information: **Recent budget deliberations has made it obvious that research into new methods of funding Volunteer Fire Departments is urgent.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):
Create a committee to research options for future Fire Dept. funding consisting of Fire Dept. representatives, County Commissioners and Commission legal and financial staff.

Are documents attachments? Yes No

If not, explain:

Is a projector needed? Yes No

Contact information:

Email address: _____

Phone number: _____



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 4, 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*):

Approval of Cooperative Law Enforcement Agreement - 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.](#)



FS Agreement No. 18-LE-11162300-062

Cooperator Agreement No. _____

COOPERATIVE LAW ENFORCEMENT AGREEMENT
Between The
JEFFERSON COUNTY SHERIFF’S DEPARTMENT
And The
USDA, FOREST SERVICE
REGION NINE LAW ENFORCEMENT AND INVESTIGATION
And
HARPERS FERRY JOB CORPS CIVILIAN CONSERVATION CENTER

This COOPERATIVE LAW ENFORCEMENT AGREEMENT (‘Agreement’) is entered into by and between the Jefferson County Sheriff’s Department, hereinafter referred to as “the County,” the USDA, Forest Service, Region Nine Law Enforcement and Investigation, hereinafter referred to as the “U.S. Forest Service LEI” and the USDA, Forest Service, Harpers Ferry Job Corps Civilian Conservation Center, hereinafter referred to as the “Harpers Ferry JCCCC” or “Center” under the provisions of the Cooperative Law Enforcement Act of August 10, 1971, Pub. L. 92-82, 16 U.S.C. 551a and Subtitle C of the Workforce Investment Act of 1998 (WIA), Job Training Partnership Act, Title IV, 29 CFR 638.540 29 USC 1698 and the Policy Requirements Handbook (PRH-3:2.12).

Background: The U.S. Forest Service recognizes that criminal activity that may occur at Harpers Ferry JCCCC falls under the jurisdiction of the County under State and local laws. The U.S. Forest Service Law Enforcement Officer (LEO) will assist the County in the enforcement of these laws as needed. Cooperation between the three parties will provide and enhance the safety of the students and Center staff at the Harpers Ferry JCCCC.

Title: Jefferson County Sheriff’s Department Cooperation

I. PURPOSE:

The purpose of this agreement is to document a cooperative effort between the parties to enhance State and local law enforcement in connection with activities on Harpers Ferry JCCCC lands.

II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

The Mission of the U.S. Forest Service Job Corps Civilian Conservation Centers is to train eligible youth in the educational, social and vocational skills; while assisting the conservation of the Nation’s natural resources and contributing value to our communities.

This partnership is in line with the Agency’s mission and Department of Labor – Office of Job Corps guidance. This partnership will also assist the County in its efforts to take a proactive approach to law enforcement by exposing and educating youth to positive law



enforcement activities. Now therefore, the parties hereby mutually agree that it is desirable to cooperate in better utilizing the resources of agencies, while providing for more adequate protection of persons and property.

In consideration of the above premises, the parties agree as follows:

III. THE COUNTY SHALL:

- A. Ensure that the officers/agents of the County performing law enforcement activities under this agreement meet the same standards of training required of the officers/agents in their jurisdiction, or the State Peace Officers Standards of Training where they exist.
- B. Advise the U.S. Forest Service Principal Contacts, listed in Provision VI-D, of any suspected criminal activities in connection with activities on Harpers Ferry JCCCC lands and facilities.
- C. Refer students under the age of 18 years old (juveniles) involved in criminal activity to the State Juvenile Justice System when deemed appropriate.
- D. Apprehend and transport persons charged to a detention facility when warranted.
- E. Release students to the Harpers Ferry JCCCC principal contact or other Harpers Ferry JCCCC staff as needed.
- F. Provide the U.S. Forest Service LEI contact, listed in Provision VI-D, with case reports and timely information relating to incidents/crimes in connection with activities on Harpers Ferry JCCCC lands and facilities.
- G. Give the U.S. Forest Service or Comptroller General, through any authorized representative, access to and the right to examine all records related to this agreement. As used in this provision, "records" include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form.
- H. Comply with all Federal statutes relating to nondiscrimination and all applicable requirements of all other Federal laws, Executive Orders, regulations, and policies. These include, but are not limited to Sections 119 and 504 of the Rehabilitation Act of 1973 as amended, which prohibits discrimination on the basis of race, color, religion, sex, age, national origin, marital status, familial status, sexual orientation, participation in any public assistance program, or disability.
- I. Provide assistance to U.S. Forest Service LEI personnel when requested.
- J. Provide K-9 units to periodically conduct searches at the Harpers Ferry JCCCC. If training opportunities are necessary, then the County will work with both the Harpers Ferry JCCCC and the U.S. Forest Service LEI contacts listed in Provision IV-B for



scheduling and required parameters for training sessions separate from requested contraband item searches.

- K. Routinely patrol the Harpers Ferry JCCCC or make other efforts for a visible presence at the Center.
- L. Coordinate with the U.S. Forest Service LEI, the Center Staff and other local groups to stage an active shooter drill to be practiced at the Center at least once yearly.

**IV. THE U.S. FOREST SERVICE LAW ENFORCEMENT INVESTIGATIONS SHALL:
(when on scene/center)**

- A. Advise the Principal Contacts, listed in Provision VI-D, of any suspected criminal activities in connection with activities on Harpers Ferry JCCCC lands and facilities.
- B. Report sexual assaults, and other significant criminal incidents to law enforcement authorities as required by state and local law.
- C. Secure and maintain chain of custody of any illegal drugs, drug paraphernalia, dangerous weapons, contraband, or any other evidence of a crime until the **Error! Reference source not found.**County responds and takes custody.
- D. Cooperate with the County as requested.
- E. Investigate any damage or theft to government property.
- F. Investigate any threats or assaults against Federal Employees (Center Staff).
- G. U.S. Forest Service LEI personnel may assist Harpers Ferry JCCCC Management in maintaining the Zero Tolerance Policy, and other prohibited activities for the safety and security of students and staff by conducting general inspections according to policy (PRH: 5.4-2, R6). This may include maintaining secure custody of any dangerous weapon owned by a student that is not part of a criminal activity but has been confiscated by the Harpers Ferry JCCCC Management.
- H. Coordinate with the Principal Contacts, listed in Provision VI-D, and other local groups to stage an active shooter drill to be practiced at the Center at least once yearly.

V. THE U.S. FOREST SERVICE JOB CORPS CIVILIAN CONSERVATION CENTER SHALL:

- A. Advise immediately the Principal Contacts, listed in Provision VI-D, of any suspected criminal activities in connection with activities on Harpers Ferry JCCCC lands and



facilities.

- B. Discipline any students for fighting according to the DOL Job Corps Policy and Requirements Handbook, and notify the County if a student wishes to file charges. Notify U.S. Forest Service LEI of incident.
- C. Discipline any minor student under the influence or in possession of alcohol or tobacco products according to the Job Corps Policy and Requirement Handbook.
- D. As the Harpers Ferry JCCCC has a zero tolerance policy for dangerous weapons, if such weapons have not been involved in a crime, the Harpers Ferry JCCCC will secure and maintain chain of custody of any dangerous weapons until the student's designated person can take custody and remove the weapon from the facility and grounds. If the Harpers Ferry JCCCC is unable to provide a secure location, they may ask that the U.S. Forest Service LEI maintain custody until able to release to the appropriate individual.
- E. Cooperate with the County and/or the U.S. Forest Service LEI as requested.
- F. Make available any known student or staff member for interviewing as policy and the laws allow.
- G. Provide students with transportation to any Court Hearings as requested.
- H. Provide transportation to any student released on an Own Recognizance Bond back to the Harpers Ferry JCCCC facility.
- I. Provide open access to the grounds and facilities at the JCCCC for training purposes (such as K-9 units) to either the U.S. Forest Service LEI office or the County.
- J. Coordinate with the U.S. Forest Service LEI, the County and other local groups to stage an active shooter drill to be practiced at the Center at least once yearly.

VI. IT IS MUTUALLY UNDERSTOOD AND AGREED UPON BY AND BETWEEN THE PARTIES THAT:

- A. Students can be charged under Federal law for threatening or providing false information to a U.S. Forest Service employee (Center Staff).
- B. U.S. Forest Service employees (Center Staff) are subject to internal investigations of alleged federal criminal violation by the Office of Inspector General (OIG).
- C. The parties will make themselves available, when necessary to provide for continuing consultation, exchange information, aid in training and mutual support, discuss the conditions covered by this agreement and agree to actions essential to fulfill its purposes.



D. The principal contacts for this agreement are:

Principal Cooperator Contacts:

| Cooperator Program Contact | Cooperator Administrative Contact |
|--|--|
| Name: Pete Dougherty, Sheriff Address: 102 Industrial Blvd City, State, Zip: Kearneysville, WV 25430 Telephone: 304-728-3205 FAX: Email: info@jcsdvw.com | Name: Pete Dougherty, Sheriff Address: 102 Industrial Blvd City, State, Zip: Kearneysville, WV 25430 Telephone: 304-728-3205 FAX: Email: info@jcsdvw.com |

Principal U.S. Forest Service Contacts:

| U.S. Forest Service JCCCC Contact | U.S. Forest Service Administrative Contact |
|---|---|
| Name: Gwen Gaither Address: 146 Buffalo Drive City, State, Zip: Harpers Ferry WV 25425 Telephone: 304-724-3409 FAX: 304-728-8200 Email: gdgaither@usda.gov | Name: Benjamin Sotomayor Address: 146 Buffalo Drive City, State, Zip: Harpers Ferry WV 25425 Telephone: 304-724-3474 FAX: 304-728-8200 Email: benjamin.g.sotomayor@usda.gov |
| U.S. Forest Service LEI Contact | U.S. Forest Service Administrative Contact |
| Name: Roni Fein Address: 2499 North Fork Hwy City, State, Zip: Petersburg, WV 26847 Telephone: 231-342-9878 FAX: 304-257-4066 Email: rfein@usda.gov | Name: John Hefner Address: 740 Simms St. City, State, Zip: Golden, CO 80401 Telephone: 530-543-2696 FAX: 303-275-5490 Email: jvhefner@fs.fed.us |

E. This agreement has no effect upon the County’s right to exercise civil and criminal jurisdiction on NFS or Harpers Ferry JCCCC lands nor does this agreement have any effect upon the responsibility of the U.S. Forest Service for the enforcement of federal laws and regulations relative to NFS & Harpers Ferry JCCCC lands or facilities.



- F. The officers/agents of the County performing law enforcement activities under this agreement are, and shall remain, under the supervision, authority, and responsibility of the County. Law enforcement provided by the County and its employees shall not be considered as coming within the scope of federal employment and none of the benefits of federal employment shall be conferred under this agreement.
- G. Federal Communication Commission procedures will be followed when operating radio(s) on either party's frequency.
- H. NOTICES. Any communications affecting the operations covered by this agreement given by the U.S. Forest Service, Harpers Ferry JCCCC, or the County is sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the U.S. Forest Service Contacts, at the addresses specified in the Agreement.

To County, at the County's address shown in the Agreement or such other address designated within the Agreement.

Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- I. PARTICIPATION IN SIMILAR ACTIVITIES. This Agreement in no way restricts the U.S. Forest Service, Harpers Ferry JCCCC or the County from participating in similar activities with other public or private agencies, organizations, and individuals.
- J. NONBINDING AGREEMENT. This Agreement creates no right, benefit, or trust responsibility, substantive or procedural, enforceable by law or equity. The parties shall manage their respective resources and activities in a separate, coordinated and mutually beneficial manner to meet the purpose(s) of this Agreement. Nothing in this Agreement authorizes any of the parties to obligate or transfer anything of value beyond services.

Specific, prospective projects or activities that involve the transfer of funds, property, and/or anything of value beyond services to a party requires the execution of separate agreements and are contingent upon numerous factors, including, as applicable, but not limited to: agency availability of appropriated funds and other resources; cooperator availability of funds and other resources; agency and cooperator administrative and legal requirements (including agency authorization by statute); etc. This Agreement neither provides, nor meets these criteria. If the parties elect to enter into an obligation agreement that involves the transfer of funds, property, and/or anything of value beyond services to a party, then the



applicable criteria must be met. Additionally, under a prospective agreement, each party operates under its own laws, regulations, and/or policies, and any Forest Service obligation is subject to the availability of appropriated funds and other resources. The negotiation, execution, and administration of these prospective agreements must comply with all applicable law.

Nothing in this Agreement is intended to alter, limit, or expand the agencies' statutory and regulatory authority.

- K. FREEDOM OF INFORMATION ACT (FOIA). Public access to agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552).
- L. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All cooperators, their employees, volunteers, and contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.
- M. PUBLIC NOTICES. It is the U.S. Forest Service's policy to inform the public as fully as possible of its programs and activities. The County is/are encouraged to give public notice of the receipt of this agreement and, from time to time, to announce progress and accomplishments.
- The County may call on the U.S. Forest Service's Office of Communication for advice regarding public notices. The County is/are requested to provide copies of notices or announcements to the U.S. Forest Service Program Manager and to The U.S. Forest Service's Office of Communications as far in advance of release as possible.
- N. TERMINATION. Any of the parties, in writing, may terminate this Agreement in whole, or in part, at any time before the date of expiration.
- O. DEBARMENT AND SUSPENSION. The County shall immediately inform the U.S. Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according to the terms of 2 CFR Part 180. Additionally, should County or any of their principals receive a transmittal letter or other official Federal notice



of debarment or suspension, then they shall notify the U.S. Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.

P. MODIFICATIONS. Modifications within the scope of this Agreement must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change.

Q. COMMENCEMENT/EXPIRATION DATE. This Agreement is executed as of the date of the last signature and is effective through June 30, 2020 at which time it will expire, unless extended by an executed modification, signed and dated by all properly authorized, signatory officials.

R. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this MOU. In witness whereof, the parties hereto have executed this MOU as of the last date written below.

PETER H. DOUGHERTY, Sheriff
Jefferson County Sheriff's Department

3/18/19
Date

GWEN GAITHER, Center Director
U.S. Forest Service, Harpers Ferry JCCC

Date

JEFFERSON COUNTY WV
County Commissioner

Date

MARY KING
Special Agent in Charge, Region 9

Date



The authority and format of this agreement have been reviewed and approved for signature.

_____ Date

U.S. Forest Service Grants & Agreements Specialist

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 4, 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*):

Discuss various appointments/interviews to the JCDA - 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.](#)

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Jeffrey A. Polczynski, ENP – Director of Communications

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: 2 minutes

Date Requested – 1st Choice: April 4, 2019

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: *Timing in regards to filling vacancies in the schedule*

Subject: **Heather Ketchens – Full-Time Public Safety Dispatcher II**

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

The purpose is to fill one of the now four vacancies of authorized positions. The ECC currently has vacancies in its authorized staff strength due to resignations of full-time emplo.

Ms. Ketchens has passed the initial phases of the hiring process and is recommended for hire as a Public Safety Dispatcher.

- **Ms. Ketchens has background in a customer service role in a call center as well as experience in a healthcare environment**
-

This candidate will begin at (FY19) Grade IV Step A with an increase to Step B after completion of full training and release from the training academy.

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

Motion to approve the full-time employment of Heather Ketchens as a Full-Time Public Safety Dispatcher with subsequent step increase after completion of training.

Attachments:

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Stephen S. Allen, Director

Department or Organization: Jefferson County Office of Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: April 4, 2019

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

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

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

Approval to hire Administrative Assistant/Public Information Officer/Volunteer Coordinator at \$37,488 (Grade 4). After 6 months of satisfactory performance and completion of training in emergency management required by EMPG, salary will increase to \$38, 488 annually.

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

Is this a funding request? Yes, the \$37,488.00, is within our current budget but the salary budget will need to be increased to meet the \$1,000 incentive for training and education after 6 months of employment and associated costs of benefits accordingly.

If so, how much? See above

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

I move to approve hiring Brianna L. Gustafson for the position of Administrative Assistant/Public Information Officer/Volunteer Coordinator for Homeland Security and Emergency Management at the rate of \$37,488 annually. With the understanding that after 6 months of satisfactory performance and completion of training in emergency management required by EMPG, her salary will increase to \$38, 488.

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

If not attached, explain:

Attachment:

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

Contact information:

Email address: sallen@jeffersoncountywv.org. Phone Number: 304-728-3290

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization: **Engineering Department**

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

Date Requested – 1st Choice: **April 4, 2019**

Date Requested – 2nd Choice: **April 18, 2019**

Subject (*Wording to be placed on agenda*): **Adoption of the 2019 Building Code Enforcement Ordinance**

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

The West Virginia state legislature updated the state building code requirements effective April 30, 2019. Therefore, Jefferson County needs to amend the existing Building Code Enforcement Ordinance to adopt the versions of the building codes required by the State Fire Marshal's office under Title 87, Legislative Rule, Series 4, State Building Code. Updates usually occur on a 3-year cycle.

Attached is the new Building Code Enforcement Ordinance adopting the required building codes and rules, which are effective April 30, 2019. The codes essentially stay the same, with a few minor amendments shown in red text in the document.

Under state code, the building code cannot be amended from what is established by the state fire commission and the state fire marshal's office. Therefore, a public hearing has never been held on the building code, as it cannot be amended from what is presented. Therefore, we are requesting adoption of the ordinance at this meeting.

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

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

Motion Requested: Move to adopt the Resolution and the Building Code Enforcement Ordinance as presented.

Attach supporting documents for request, or request may be denied. **Resolution & Building Code Enforcement Ordinance.**

If not attached, explain:

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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RESOLUTION

WHEREAS, It is the desire of the County Commission of Jefferson County, West Virginia to protect the life and property of the citizens of Jefferson County; and

WHEREAS, The County Commission of Jefferson County, West Virginia duly passed an Ordinance adopting the State of West Virginia building code on March 29, 2001; and

WHEREAS, the County Commission of Jefferson County, West Virginia desires that all building permits issued before **April 30 1, 2019**, shall remain valid and regulated under the state building codes adopted and in effect prior to **April 30, 2019**; and

WHEREAS, The State of West Virginia has decreed that as of **April 30, 2019**, the State of West Virginia building code shall be revised to the following codes with local amendment as permitted by law:

2015 International Building Code (with exceptions/amendments).

2015 International Plumbing Code

2015 International Mechanical Code

2015 International Fuel Gas Code (with exception/amendment).

2015 International Property Maintenance Code (at the option of Jefferson County, this ordinance is not adopted)

2009 International Energy Conservation Code for Residential Buildings

2007 ANSI/ASHRAE/IESNA Standard 90.1 – for Commercial Buildings

2015 International Residential Code for One & Two Family Dwellings (with exceptions/amendments)

2009 ICC/ANSI A117.1 American National Standards for Accessibility & Usable Buildings and Facilities

2015 International Existing Building Code
(with amendment adopting the NFPA 101, Life Safety Code **2009 2015** Edition)

2014 Edition of the National Electric Code, NFPA 70

2015 International Swimming Pool and Spa Code; and

WHEREAS, the County Commission of Jefferson County, West Virginia desires that all building permits issued on or after **April 30, 2019**, be regulated under the revised State building code, as adopted by the County Commission of Jefferson County, West Virginia.

THEREFORE, BE IT RESOLVED that the County Commission of Jefferson County, West Virginia desires to adopt the revised State of West Virginia building code that shall become effective **April 30, 2019**, and HEREBY adopts the new Building Code Enforcement Ordinance, as attached.

BY: _____ DATE: **April 4, 2019**
Patsy Noland, President
County Commission of Jefferson County

ATTEST:

Jacqueline C. Shadle
CLERK OF JEFFERSON COUNTY

ORDINANCE AND ORDER

An ordinance and order to ADOPT the State of West Virginia building code relating to building construction and building inspection activities in Jefferson County, West Virginia, and enforcement of said codes.

WHEREAS, it is the desire of the County Commission of Jefferson County, West Virginia to adopt the state building code relating to minimum building and housing construction standards for the public safety, health, and well-being; and

WHEREAS, the adoption of this code is to facilitate proper permitting, inspection, and enforcement activities relating to the construction of buildings, structures, and additions within the jurisdiction of Jefferson County, West Virginia.

NOW, THEREFORE, BE IT ORDAINED AND ORDERED BY The County Commission of Jefferson County, by authority of the Code of West Virginia under Section 3n, Article 1, Chapter 7, of the Code of West Virginia, One-thousand Nine-hundred Thirty-one, that the State Building Code as provided for in Section 5b, Article 3, Chapter 29, of the Code of West Virginia, One-thousand Nine-hundred Thirty-one, are hereby adopted and made a part hereof, as if fully set out in this ordinance, with the amendments/additions/insertions/changes/exceptions, if any, prescribed in the Jefferson County Building Code Enforcement Ordinance.

BE IT FURTHER ORDAINED AND ORDERED that **this Ordinance and Order shall take effect and be in force from the 30th Day of April, 2019**, the public welfare requiring it.

PASSED AND APPROVED BY The County Commission of Jefferson County, West Virginia on the **4th day of April, 2019**.

BY: _____
Patsy Noland, President
County Commission of Jefferson County

ATTEST:

Jacqueline C. Shadle
CLERK OF JEFFERSON COUNTY

JEFFERSON COUNTY BUILDING CODE ENFORCEMENT ORDINANCE

GENERAL AUTHORITY

By authority of the Code of West Virginia, Chapter 7, Article 1, Section 3n & Chapter 29, Article 3, Section 5b, to enforce minimum regulations governing the design, construction, alteration, enlargement, repair, demolition, removal, and use of all buildings and structures: providing for the issuance of permits, collection of fees, making of inspections, providing penalties for the violation thereof, to be known as the "Jefferson County Building Code Enforcement Ordinance".

STANDARDS & CODES

In accordance with the provisions of the Code of West Virginia, Chapter 29, Article 3, Section 5b, the County Commission of Jefferson County, West Virginia does hereby adopt the State Building Code as set forth in Title 87, Legislative Rules, State Fire Commission, Series 4, State Building Code, which becomes effective on August 1, 2016. The standards and requirements as set out and published by the International Code Council (ICC) and the American National Standards Institute (ANSI), as listed below, shall have the same force and effect as if set out verbatim in this Section, except as modified and/or amended herein; any reference to the ICC Electrical Code shall mean NFPA 70, National Electrical Code 2014.

The Property Maintenance Code is not adopted and shall not be enforced.

ADMINISTRATIVE PROCESS

The administration of the building code shall be in accordance with the Administration Chapter of the applicable building code.

AMENDMENTS, INSERTIONS, CHANGES & APPENDIX ADOPTION

Fee Schedules for all codes: "Attachment A – Schedule of Permit Fees," shall apply. The Schedule of Permit Fees contained in this ordinance may be periodically amended by the County Commission of Jefferson County, as they deem necessary.

1) International Residential Code 2015:

Section R101.1 Title, insert "*Jefferson County, West Virginia*" where "[NAME OF JURISDICTION]" appears.

Section R113.4 Violation Penalties, shall be amended to read as follows:

“Any person, firm or corporation violating any of the provisions of any of the adopted codes shall be guilty of a misdemeanor and each such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this code is committed, continued, or permitted. Upon conviction of any such violation such person, firm or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia.”

Section R114.2 Unlawful Continuance, shall be amended to read as follows:

“Any person, firm, or corporation who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be guilty of a misdemeanor and each such person, firm, or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this code is committed, continued, or permitted. Upon conviction of any such violation such person, firm, or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia.”

Section R202 Definitions, [RB] Dwelling – add the following:

“Structures that can be registered as Travel Trailers (Class R) with the West Virginia Department of Motor Vehicles shall not be considered as “dwellings”. Occupation that exceeds 180 days per year will be will be considered “living” and the structure shall meet building code requirements in order to remain on site as a habitable structure. This amendment does not include storage of unoccupied Travel Trailers.

Table R301.2 (1) insert the following design criteria:

| Ground Snow Load (lbs per sq. ft.) | Wind Speed (mph) | Seismic Design Category | Subject to Damage From | | | | Winter Design Temp (Deg. F) | Ice Shield Underlayment Req. | Flood Hazard | Air Freezing Index | Mean Annual Temp. (Deg. F) |
|---------------------------------------|---------------------|-------------------------|------------------------|-------------------------------------|-------------------|--------------------|-----------------------------|------------------------------|---------------------------|--------------------|----------------------------|
| | | | Weathering | Frost Line Depth (24") | Termite | Decay | | | | | |
| 30 | 90 | B | Severe | Min. 30 inches to bottom of footing | Heavy to Moderate | Slight to Moderate | 10 | No | F.I.R.M. 1980, as amended | 1000 | 52.6 |

IRC Section P2603.5.1 Sewer Depth, insert “28 (twenty eight) (710 mm)” where “[Number]” appears.

IRC Section G2415.12 Minimum Burial Depth, delete and replace with: “Underground piping systems shall be installed a minimum depth of 12 inches (305mm) below grade. If the minimum depth cannot be maintained, the piping system shall be installed in conduit or shielded in an approved manner”.

IRC Section R311.7.5 Stair Treads and Risers:

Section R311.7.5.1 Riser – The maximum riser height shall be eight and one-quarter (8-1/4) inches.

Section R311.7.4.2 Treads – The minimum tread depth shall be nine (9) inches.

IRC Section R403.1.7.1 Building Clearances From Ascending Slopes, delete in its entirety, no replacement.

IRC Section R403.1.7.2 Footing Setbacks From Descending Slope Surfaces, delete in its entirety, no replacement.

IRC Section N1101-N1104 (Chapter 11) Energy Efficiency, delete in its entirety, replace with 2009 International Energy Code, Chapter 4 - Residential Energy Efficiency.

Fire Protection of Floors in Residential Buildings –

5.1 New One and Two Family Dwellings over one level in height. New One and Two Family Dwellings containing a basement, and One and Two Family Dwellings containing a crawl space containing a fuel burning appliance below the first floor, shall provide a method of fire protection of floors (1) A ½ inch (12.7mm) gypsum wall board membrane, 5/8 inch (16 mm) wood structural panel or equivalent on the underside of the floor framing member; (2) Wood floor assemblies using dimensional lumber or structural composite lumber equal or greater than 2 inch by 10 inch (50.8 mm by 254mm) nominal dimension, or other approved floor assemblies demonstrating equivalent fire performance; or (3) An Automatic Fire Sprinkler System as set forth in section R313.1 or R313.2 of the 2015 edition of the International Residential Code for One and Two Family Dwellings: *Provided*, That floor assemblies located directly over a space protected by an automatic sprinkler system as set forth in section R313.2 of the 2015 edition of the International Residential Code for One and Two Family Dwellings are exempt from this requirement.

5.2 Townhouses meeting the Fire Resistant Construction Standard R302.2 will be treated as New One and Two Dwellings and shall comply with section 5.1 above

IRC Section R507 Exterior Decks, in addition to complying with this section, decks shall also comply with the **most recent edition of the American Wood Council's Design for Code Acceptance 6 – Prescriptive Residential Deck Construction Guide.**

Note: DCA 6 will be available for review in the engineering office or obtain a copy at the following web address:

www.awc.org/codes-standards/publications/dca6

International Residential Code 2015 – Appendix Adoption:

The following appendices are specifically adopted:

- Appendix A – Sizing and Capacities of Gas Piping.
- Appendix B – Sizing of Venting Systems Serving Appliances Equipped With Draft Hoods, Category I Appliances, And Appliances Listed For Use With Type B Vents.
- Appendix C - Exit Terminals of Mechanical Draft and Direct-Vent Venting Systems.
- Appendix E - Manufactured Housing Used As Dwellings.
- Appendix F - Radon Control Methods.
- Appendix G - Piping Standards for Various Applications
- Appendix H - Patio Covers
- Appendix J - Existing Buildings and Structures.
- Appendix M - Home Day Care – R3 Occupancy.
- Appendix R - Light Straw-Clay Construction
- Appendix S - Strawbale Construction

2) **International Building Code 2015:**

Section 101.1 Title insert “*Jefferson County, West Virginia*” where “[NAME OF JURISDICTION]” appears.

Section 101.4.5 Fire Prevention is deleted.

Section 113.3 Board of Appeals is deleted and replaced with the following:

113.3 Qualifications. *The board of appeals shall consist of five members, with up to three alternates, who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction. They may include, but are not limited to, a WV Registered Professional Architect, or Engineer, or a WV Licensed General Building, Residential, Electrical, Piping, Plumbing, Mechanical or Fire Protection Contractor, with at least 10 years experience, five of which shall be in responsible charge of work.*

Section 114.4 Violation Penalties shall be amended to read as follows:

“Any person, firm or corporation violating any of the provisions of any of the adopted codes shall be guilty of a misdemeanor and each such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this code is committed, continued, or permitted. Upon conviction of any such violation such person, firm or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia.”

Section 115.3 Unlawful Continuance shall be amended to read as follows:

“Any person, firm, or corporation who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be guilty of a misdemeanor and each such person, firm, or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this code is committed, continued, or permitted. Upon conviction of any such violation such person, firm, or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia”

Section 1608.2 Ground Snow Loads add the following sentence at the end of the paragraph:

“The ground snow load for Jefferson County, West Virginia shall be a minimum of 30 pounds per square foot.”

Section 1612.3 Establishment of Flood Hazard Areas insert “Jefferson County, West Virginia” where “[NAME OF JURISDICTION]” appears. Insert “~~1980~~ 2009” where “[INSERT DATE OF ISSUANCE]” appears in the first paragraph.

Section 1809.5 Frost Protection, method no. 1, extending below the frost line of the locality shall mean the depth to the bottom of the footing is a minimum of thirty (30) inches.

Section 3412.2 Applicability, insert "~~March 29, 2001~~" where "[DATE TO BE TO BE INSERTED BY THE JURISDICTION]" appears in the first paragraph.

(Note: Chapter 34 is deleted and replaced by the International Existing Building Code (IEBC))

International Building Code 2015 – Appendix Adoption:

The following appendices are specifically adopted:

Appendix E - Supplementary Accessibility Requirements

Appendix H - Signs

Appendix I - Patio Covers

3) **International Plumbing Code 2015:**

Section 101.1 Title insert "*Jefferson County, West Virginia*" where "[NAME OF JURISDICTION]" appears.

Section 106.6.3 Fee Refunds insert "*zero percent (0%)*" in paragraph no. 2 where "[SPECIFY PERCENTAGE]" appears.

Section 106.6.3 Fee Refunds insert "*zero percent (0%)*" in paragraph no. 3 where "[SPECIFY PERCENTAGE]" appears.

Section 108.4 Violation Penalties shall be amended as follows:

"Any person, firm or corporation violating any of the provisions of any of the adopted codes or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor; and each such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof, during which any violation of any of the provisions of this code is committed, continued, or permitted, after notice has been served. Upon conviction of any such violation such person, firm or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia".

Section 108.5 Stop Work Orders insert “fifty (50)” for the not less than “[AMOUNT]” and “five-hundred (500)” for the not more than “[AMOUNT]”.

Section 305.4.1 Sewer Depth insert “28 (twenty eight) (710mm)” where “[NUMBER]” appears twice in the first paragraph.

International Plumbing Code 2015 – Appendix Adoption:

The following appendices are specifically adopted:

~~Appendix B - Tables for Pressure Distribution~~

~~Appendix D — Degree Day and Design Temperatures~~

~~Appendix E — Sizing of Water Piping System~~

4) **International Mechanical Code 2015:**

Section 101.1 Title insert “Jefferson County, West Virginia” where “[NAME OF JURISDICTION]” appears.

Section 106.5.3 Fee Refunds insert “zero percent (0%)” in paragraph no. 2 where “[SPECIFY PERCENTAGE]” appears.

Section 106.5.3 Fee Refunds insert “zero percent (0%)” in paragraph no. 3 where “[SPECIFY PERCENTAGE]” appears.

Section 108.4 Violation Penalties shall be amended as follows:

“Any person, firm or corporation violating any of the provisions of any of the adopted codes or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor; and each such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof, during which any violation of any of the provisions of this code is committed, continued, or permitted, after notice has been served. Upon conviction of any such violation such person, firm or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia”.

Section 108.5 Stop Work Orders insert “fifty (50)” for the not less than “[AMOUNT]” and “five-hundred (500)” for the not more than “[AMOUNT]”.

International Mechanical Code 2015 – Appendix Adoption:

The following appendices are specifically adopted:

Appendix A – Chimney Connector Pass -Throughs

5) **International Fuel Gas Code 2015:**

Section 101.1 Title insert “Jefferson County, West Virginia” where “[NAME OF JURISDICTION]” appears.

Section 106.6.3 Fee Refunds insert “zero percent (0%)” in paragraph no. 2 where “[SPECIFY PERCENTAGE]” appears.

Section 106.6.3 Fee Refunds insert “zero percent (0%)” in paragraph no. 3 where “[SPECIFY PERCENTAGE]” appears.

Section 108.4 Violation Penalties shall be amended as follows:

“Any person, firm or corporation violating any of the provisions of any of the adopted codes or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor; and each such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof, during which any violation of any of the provisions of this code is committed, continued, or permitted, after notice has been served. Upon conviction of any such violation such person, firm or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia.”

Section 108.5 Stop Work Orders insert “fifty (50)” for the not less than “[AMOUNT]” and “five-hundred (500)” for the not more than “[AMOUNT]”.

International Fuel Gas Code 2015 – Appendix Adoption:

The following appendices are specifically adopted:

Appendix A – Sizing and Capacities of Gas Piping (IFGS)

Appendix B - Sizing of Venting Systems Serving Appliances Equipped With Draft Hoods, Category I Appliances, And Appliances Listed For Use With Type B Vents (IFGS)

Appendix C - Exit Terminals of Mechanical Draft and Direct-Vent Venting

Systems (IFGS)

6) **International Energy Conservation Code 2015 2009:**

Section 101.1 Title insert "Jefferson County, West Virginia" where "[NAME OF JURISDICTION]" appears.

7) **Existing Buildings Code 2015:**

Section 101.1 Title insert "Jefferson County, West Virginia" where "[NAME OF JURISDICTION]" appears.

Section 101.4.2 Buildings previously occupied, omit reference to "International Fire Code" and substitute "NFPA Life Safety Code 2009 Edition."

Section 113.4 Violation Penalties shall be amended as follows:

"Any person, firm or corporation violating any of the provisions of any of the adopted codes or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor; and each such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof, during which any violation of any of the provisions of this code is committed, continued, or permitted, after notice has been served. Upon conviction of any such violation such person, firm or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia."

8) **NFPA 70, National Electric Code, 2014 Edition:** (no amendments).

Electrical inspections shall be conducted by an approved private (third-party) electrical inspector, using the National Electric Code approved by the West Virginia State Fire Commission. Fees for said electrical inspections shall be paid by the applicant directly to the private inspector or inspection service provider and shall not be included in the permit fees paid to the County.

9) **2009 ICC/ANSI A117.1 Standards for Accessibility and Useable Buildings and Facilities:** (no amendments).

EXCEPTIONS:

- A) The following structures are not subject to inspection by local jurisdictions:

Group U utility structures and storage sheds comprising an area not more than 200 sq.-ft. which have no plumbing or electrical connections and are used only for residential storage purposes. (Examples include sheds that are for the residential storage of lawnmowers, tools, bicycles or furniture). Not included are those utility structures and storage sheds which have plumbing or electrical connections, are a non-residential use, or for the storage of explosives or other hazardous or explosive materials.

- B) The intent and requirements for an appeals board in each of the separate codes may be met with the creation of a single appeals board for the entire State Building Code, in accordance with and as amended in this ordinance under the International Building Code 2015

Attachment A

**Jefferson County, West Virginia
Office of Building Permits & Inspections**

116 East Washington Street
Charles Town, WV 25414
304-725-2998

Schedule of Residential Building Permit Fees (IRC)

Effective July 1, 2018

| Residential Permit Type | Fee Amount | | |
|---|---|--|---|
| | Base Fee | plus Fee per Sq.-Ft. of Finished Area | plus Fee per Sq.-Ft. of Un-finished Area* |
| Single-Family Dwelling | \$95.00 | \$0.20 | \$0.20 |
| Mobile/Manufactured Home | \$95.00 | \$0.20 | \$0.20 |
| Townhouse & Duplex (less than 4 story) | \$95 per unit | \$0.20 | \$0.20 |
| Residential Dwelling Addition | \$100.00 | \$0.20 | \$0.20 |
| * Attached Garages, Porches & Unfinished Basements are considered Unfinished Area | | | |
| Residential Interior Room/Basement Renovation | \$100 + \$65 per required inspection | | |
| Chimney/Fireplace (added to existing dwelling) | \$150 per chimney | | |
| Sheds/Garage/Structure ancillary to Residence | \$75.00 | \$0.20 | \$0.20 |
| Decks & Above Ground Pool/Hot Tub Platforms | \$75.00 | plus \$0.20/sq.-ft. of deck area | |
| Swimming Pool | \$75.00 | plus \$0.20/sq.-ft. of pool area and patio area. | |
| Replacement Windows | \$150.00 | | |
| Electrical Wiring Only (Electric panel, new outlets, new lights, HVAC, generator, solar panels, hot tub, etc.) | \$150.00 | | |
| Demolition - Residential Dwelling | \$125.00 | \$0.00 | \$0.00 |
| Retaining Wall (4' or more from footer to top wall) | \$75 plus \$0.10/lineal foot of wall | | |
| Fence (6' or more in height above ground surface) | \$75 plus \$0.10/lineal foot of fence | | |
| Agricultural Building | \$55.00 | \$0.00 | \$0.00 |
| Re-inspection Fee | \$65/each re-inspection, paid prior to re-inspection | | |
| Plan change after permit issued | \$65 plus \$65 for each additional inspection due to plan change. | | |
| Permit Application Denied & Resubmitted within 90 days for review; | \$75 re-application fee | | |
| Beginning Construction Without a Permit | 1st time = \$75 | 2nd time = \$150 | 3rd time = \$300 |

| Round Pool Fee Calculator | | | | |
|----------------------------|----------|----------------------|---------------|-----------|
| Round Pool Diameter (Feet) | Base Fee | Area of Pool (Sq-Ft) | per Sq-Ft Fee | Total Fee |
| 15 | \$75 | 176.71 | \$0.10 | \$92.67 |
| 16 | \$75 | 201.06 | \$0.10 | \$95.11 |
| 17 | \$75 | 226.98 | \$0.10 | \$97.70 |
| 18 | \$75 | 254.47 | \$0.10 | \$100.45 |
| 19 | \$75 | 283.53 | \$0.10 | \$103.35 |
| 20 | \$75 | 314.16 | \$0.10 | \$106.42 |
| 24 | \$75 | 452.39 | \$0.10 | \$120.24 |
| 27 | \$75 | 572.55 | \$0.10 | \$132.26 |
| 28 | \$75 | 615.75 | \$0.10 | \$136.58 |
| 29 | \$75 | 660.52 | \$0.10 | \$141.05 |
| 30 | \$75 | 706.86 | \$0.10 | \$145.69 |
| 33 | \$75 | 855.30 | \$0.10 | \$160.53 |

Round Pool Fee includes the Base Fee + per Sq-Ft. Fee Amounts only. The applicant will also need to add the fee for any deck/platform

All fees are due upon submission of permit applications, plan changes, reinspection requests, etc; and are payable to:

Attachment A

Jefferson County, West Virginia
Office of Building Permits & Inspections
 116 East Washington Street
 Charles Town, WV 25414
 304-725-2998

Schedule of Commercial/Industrial Building Permit Fees (IBC)
 Effective July 1, 2018

| Commercial Permit Type | Fee Amount | | |
|--|--|--|---|
| | Base Fee | Fee per Sq.-Ft. of Finished Floor Area | Fee per Sq.-Ft. of Un-finished Floor Area |
| Commercial/Industrial/Multi-Family Buildings (Less than 1,000 sq.-ft. floor area) | \$350.00 | \$0.25 | \$0.25 |
| Commercial/Industrial/Multi-Family Buildings (Greater than or equal to 1,000 sq.-ft. floor area) | \$675.00 | \$0.25 | \$0.25 |
| Commercial Interior Room Renovation | \$1,000 plus \$50 per required inspection | | |
| Church Building | \$675.00 | \$0.25 | \$0.25 |
| Church Addition, Pavillions & Ancillary Structures (Less than 1,000 sq.-ft. floor area/foot print) | \$100 + \$65 per required inspection | | |
| Church Addition, Pavillions & Ancillary Structures (Greater than or equal to 1,000 sq.-ft. floor area/foot print) | \$350 | \$0.25 | \$0.25 |
| Institutional (hospital, school, fire hall, etc.) | \$275 | \$0.18 | \$0.18 |
| Commercial/Institutional Swimming Pool | \$350 per pool + \$0.25/sq-ft of pool & patio; \$350 per Whirlpool/Hot Tub | | |
| Demolition Permit | \$275.00 | \$0.00 | \$0.00 |
| Existing Cell Tower or Electric Substation & Equipment | \$350.00 | \$0.00 | \$0.00 |
| New Cell Tower or Electric Substation & Equipment | \$1,400.00 | \$0.00 | \$0.00 |
| Temporary Construction/Office Trailers | \$75.00 | \$0.00 | \$0.00 |
| Sign Permit: Value < or = to \$2,500 | \$75.00 | N/A | N/A |
| Sign Permit: Value > \$2,500 | \$350.00 | N/A | N/A |
| Retaining Wall (4' or more from footer to top wall) | \$75 plus \$0.10/lineal foot of wall | | |
| Fence (6' or more in height above ground surface) | \$75 plus \$0.10/lineal foot of fence | | |
| Replacement Windows | \$150.00 | | |
| Electrial Wiring Only | \$150.00 | | |
| (New electric panel & electric panel upgrades, new outlets, new lights, HVAC, generators, solar panels, hot tub electrial, etc.) | | | |
| Site Plan with no Structures (parking lot, walkway, etc.) | \$350.00 | plus \$1.25 for every \$1,000 value > \$50,000 | |
| Re-inspection Fee | \$65/each re-inspection, paid prior to re-inspection | | |
| Plan change after permit application reviewed | \$65 plus \$65 for each additional inspection due to plan change. | | |
| Permit Application Denied & Resubmitted within 90 days for review; \$100 re-application fee. | | | |
| Beginning Construction Without a Permit | (1st time = \$75, 2nd time \$150, 3rd time \$300) + permit fee | | |

All fees are due upon submission of permit applications, plan changes, reinspections requests, etc; and are payable to:

ATTACHMENT – B

Legislative Rule, Title 87, Series 4, State Building Code

Effective **April 30, 2019**



WEST VIRGINIA SECRETARY OF STATE
MAC WARNER
ADMINISTRATIVE LAW DIVISION

eFILED
2/22/2019 2:52:51 PM
Office of West Virginia
Secretary Of State

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: Fire Commission TITLE-SERIES: 87-04
RULE TYPE: Legislative Amendment to Existing Rule: Yes Repeal of existing rule: No
RULE NAME: State Building Code
CITE STATUTORY AUTHORITY: W.Va. Code 29-3-5b

The above rule has been authorized by the West Virginia Legislature.

Authorization is cited in (house or senate bill number) SB 177

Section 64-6-1 Passed On 1/31/2019 12:00:00 AM

This rule is filed with the Secretary of State. This rule becomes effective on the following date:

April 30, 2019

This rule shall terminate and have no further force or effect from the following date:

April 30, 2024

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.

Yes

Stacy L Nowicki-Eldridge -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.

87CSR4
LEGISLATIVE RULE
STATE FIRE COMMISSION

SERIES 4
STATE BUILDING CODE

§87-4-1. General.

1.1. Scope. -- This rule establishes the standards considered necessary by the State Fire Commission for the safeguarding of life and property and to ensure compliance with the minimum standards of safe construction of all structures erected or renovated throughout this state.

1.2. Authority. -- W. Va. Code §29-3-5b.

1.3. Filing Date. -- February 22, 2019.

1.4. Effective Date. -- April 30, 2019.

1.5. Sunset Provision. -- This rule shall terminate and have no further force or effect on April 30, 2024.

1.6. Incorporation of Other Documents. -- This rule does not include a reprinting of all the requirements imposed by statute or by the incorporation of various nationally recognized standards and codes cited in Subsection 4.1 of this rule. For ascertaining these additional standards and requirements, it is necessary to make reference to the other documents.

§87-4-2. Definitions.

2.1. "ANSI" means American National Standards Institute, 25 West 43rd St., Fourth Floor, New York, NY 10036.

2.2. "ASTM" means American Society of Testing and Materials.

2.3. "Fire Commission" means the thirteen (13) appointed members of the West Virginia State Fire Commission.

2.4. "Fire Marshal" means the West Virginia State Fire Marshal and/or his or her designated representatives.

2.5. "ICC" or "International" means International Code Council.

2.6. "Local jurisdiction" means municipal, county, or other local government.

2.7. "NFPA" means National Fire Protection Association.

2.8. "State Building Code" means the entire contents of this rule and the referenced national standards and codes.

2.9. "State Fire Code" means the entire contents of the State Fire Code, 87CSR1, and the referenced standards and codes.

§87-4-3. Conflicts.

3.1. Whenever there is a conflict between the State Fire Code and the State Building Code, the State Fire Code takes precedence.

3.2. Whenever there is a conflict between the International Plumbing Code requirements of the State Building Code and the rules of the West Virginia State Department of Health and Human Resources, the rules of the Department of Health and Human Resources take precedence.

3.3. Whenever there is a conflict between the State Building Code and statutory laws of the State of West Virginia, the laws of the State of West Virginia take precedence.

§87-4-4. National Standards and Codes.

4.1. The standards and requirements as set out and as published by the International Code Council, and American National Standards Institute, and the National Fire Protection Association as listed in this subsection, have the same force and effect as if set out verbatim in this rule.

4.1.a. The 2015 edition, International Building Code, with the following exceptions:

4.1.a.1. Provided; that the section entitled "Fire Prevention" and identified as Section 101.4.5 is deleted and not considered to be a part of this rule.

4.1.a.2. Further provided that the entire subsection entitled "Qualifications" and identified as Section 113.3 is deleted and replaced with the following:

"Section 113.3. Board of Appeals

113.3 Qualifications. The board of appeals shall consist of five members, with up to three alternates, who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction. They may include, but are not limited to, a WV Registered Professional Architect or Engineer, or a WV Licensed General Building, Residential, Electrical, Piping, Plumbing, Mechanical or Fire Protection Contractor, with at least 10 years experience, five of which shall be in responsible charge of work. No less than one of the members of such Board of Appeals shall be a WV Registered Professional Architect or Engineer, or a WV Licensed General Building, Residential, Electrical, Piping, Plumbing, Mechanical or Fire Protection Contractor."

4.1.b. The 2015 edition of the International Plumbing Code.

4.1.c. The 2015 edition of the International Mechanical Code.

4.1.d. The 2015 edition of the International Fuel Gas Code, with the following exception:

4.1.d.1. Section 404.10 Underground piping systems shall be installed a minimum depth of 12 inches (305 mm) below grade. If the minimum depth cannot be maintained, the piping system shall be installed in conduit or shielded in an approved manner.

4.1.e. The 2015 edition of the International Property Maintenance Code. This code may be rejected at the option of the local jurisdiction.

4.1.e.1. *Provided*, that Section 110.3 Failure to Comply, shall be modified as follows:

"Unless authorized by W.Va. Code §8-12-16, or absent the express consent of the owner, if the owner of a premises fails to comply with a demolition order within the time prescribed, the legal counsel of the jurisdiction shall institute appropriate action in the Circuit Court of the County in which the property is located against the owner of the premises where the structure is or was located seeking an Order causing the structure to be demolished and removed. Thereafter, the local jurisdiction, through an available public agency or by contract or arrangement with private persons, shall demolish and remove the structure and the costs thereof, as well as all fees and costs incurred in the legal action, shall be a lien upon such real estate."

4.1.e.2. This code may be adopted by the local jurisdiction without requiring adoption of the other national codes and standards listed in this rule.

4.1.f. The 2009 edition of the International Energy Conservation Code for residential buildings.

4.1.g. The ANSI/ASHRAE/IESNA Standard 90.1 2010 edition for commercial buildings.

4.1.h. The 2015 edition of the International Residential Code for One- and Two Family Dwellings, with the following exceptions:

4.1.h.1. Chapter 11 of the 2015 edition of the International Residential Code for One and Two Family Dwellings, Seventh Printing, entitled "Energy Efficiency", is exempt from this rule.

4.1.h.2. Section G2415.12 (404.10) Minimum Burial Depth. Underground piping systems shall be installed a minimum depth of 12 inches (305 mm) below grade. If the minimum depth cannot be maintained, the piping system shall be installed in conduit or shielded in an approved manner.

4.1.h.2. Section R311.7.5 Stair Treads and Risers

4.1.h.2.A. 311.7.5.1 Riser Heights -- The maximum riser height shall be eight and one-quarter (8 1/4) inches.

4.1.h.2.B. 311.7.5.2 Tread Depth -- The minimum tread depth shall be nine (9) inches.

4.1.h.3. Section R403.1.7.1: Building Clearances From Ascending Slopes is not applicable to this rule.

4.1.h.4. Section R403.1.7.2: Footings Setbacks From Descending Slope Surfaces is not applicable to this rule.

4.1.i. The 2009 ICC/ANSI A117.1 American National Standards for Accessibility & Usable Buildings & Facilities.

4.1.j. The 2015 International Existing Building Code, with the following exception:

4.1.j.1. Omit reference to International Fire Code and substitute NFPA Life Safety Code 2015 edition.

4.1.k. The 2014 edition of the National Electric Code, NFPA 70.

4.1.l. The 2015 edition of the International Swimming Pool and Spa Code.

4.2. Wherever referenced in the several ICC codes adopted above, any reference to the International Fire Code should be substituted with the NFPA Life Safety Code 2015 edition.

4.3. Whenever a certificate of occupancy is required of a commercial structure greater in size than 7,600 feet, the project documents shall be designed by an Architect licensed by the WV Board of Architects, or a Professional Engineer licensed by the WV State Board of Registration for Professional Engineers.

§87-4-5. Fire Protection of Floors in Residential Buildings

5.1 New One and Two Family Dwellings over one level in height, New One and Two Family Dwellings containing a basement, and New One and Two Family Dwellings containing a crawl space containing a fuel burning appliance below the first floor, shall provide one of the following methods for fire protection of floors: (1) A 1/2 inch (12.7 mm) gypsum wallboard membrane, 5/8 inch (16 mm) wood structural panel membrane, or equivalent on the underside of the floor framing member; (2) Wood floor assemblies using dimension lumber or structural composite lumber equal or greater than 2 inch by 10 inch (50.8 mm by 254 mm) nominal dimension, or other approved floor assemblies demonstrating equivalent fire performance; or (3) An Automatic Fire Sprinkler System as set forth in section R313.1 or R313.2 of the 2015 edition of the International Residential Code for One and Two Family Dwellings: *Provided*, That floor assemblies located directly over a space protected by an automatic sprinkler system as set forth in section R313.1 or R313.2 of the 2015 edition of the International Residential Code for One and

Two Family Dwellings are exempt from this requirement.

5.2. Townhouses meeting the Fire-Resistant Construction Standard R302.2 will be treated as New One and Two Family Dwellings and shall comply with Section 5.1 above.

§87-4-6. Exceptions.

6.1. The following structures are not subject to inspection by local jurisdictions:

6.1.a. Group U utility structures and storage sheds comprising an area not more than 200 sq. ft. which have no plumbing or electrical connections and are used only for residential storage purposes. (Examples include sheds that are for the residential storage of lawnmowers, tools, bicycles or furniture.) Not included are those utility structures and storage sheds which have plumbing or electrical connections are a non-residential use or for the storage of explosives or other hazardous or explosive materials.

§87-4-7. Adoption by Local Jurisdiction.

7.1. Each local jurisdiction adopting the State Building Code shall notify the State Fire Commission in writing. The local jurisdiction shall send a copy of the ordinance or order to the State Fire Marshal, West Virginia State Fire Commission, 1207 Quarrier Street, 2nd floor, Charleston, West Virginia 25301, within thirty (30) days of adoption.

7.2. Each local jurisdiction which adopts the State Building Code is responsible for the enforcement of the building code as provided in West Virginia Code 7-1-3n and 8-12-13.

7.3. Throughout the national codes, adopted in subsection 4.1 of this rule, there are discretionary provisions or amendments which require further action by the adopting local jurisdiction in order to adapt these codes to various local conditions. The appendices are not a part of the code and must also be adopted by the local jurisdiction to be enforceable. It is therefore the intent of this rule to further authorize each local jurisdiction to further complete, by order or ordinance, those respective areas which are indicated to be completed by the adopting "jurisdiction" and any of the appendices the local jurisdiction wishes to adopt.

7.4. Within the penalty sections of each of the national codes, adopted in Section 4.1 of this rule, there is a penalty for imprisonment. The provision of imprisonment for any violation of this rule is optional with each adopting local jurisdiction.

7.5. Each of the national codes adopted in subsection 4.1 of this rule provides for a separate appeals board. However, the intent and requirements for an appeal board may be met with the creation by the local jurisdiction of a single appeals board for the entire "State Building Code."

7.6. Each local jurisdiction adopting the State Building Code shall comply with the requirements set forth in Title 87, Series 7 "Standards for the Certification and Continuing Education of Municipal, County, and Public-Sector Building Code Officials, Building Code Inspectors and Plans Examiners."

7.7. The local jurisdiction shall submit an annual report to the State Fire Commission indicating the number of employees in their respective code enforcement department, their job title, whether the employee is or is not certified by the State Fire Commission in their respective discipline, as well as a verification that the entity has adopted the current version of the State Building Code. The municipality, county or local governmental entity, shall also report what ICC codes are being enforced respectively.

7.8. This annual report shall be filed with the State Fire Commission no later than the thirtieth day of June of each year.

7.9. All questions of interpretation and enforcement of the State Building Code are delegated to the local jurisdiction unless expressly provided by State Code, by this Rule, or by the incorporated codes and standards referenced in this Rule.

§87-4-8. Existing Building Codes.

8.1. All building codes previously adopted by local jurisdictions are null and void.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **David Lutman- JC2017**

Estimation of amount of time needed for appointment: 15 Minutes

Date Requested – 1st Choice:

3-21-19- 6:00pm Meeting- Recommended By Mr. Compton

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Discussion of issues at Health Dept.- Along with background on approvals and why current denials and new standard's being imposed affect land rights. Will also explain that the prevalent amount of class 2 systems being required create a risky situation for county and its' residents. Will attempt to have expert septic installer present to answer any questions commissioners have.

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? \$0

Provide exact financial impact/request:

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

Recommend that a septic installer, builder, and small minor developer be placed on Board of Health to create more oversight.

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: David Lutman

Email address: Rent01@frontiernet.net

Phone Number: 304-702-2500

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 4, 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 pump station property exchange at Burr Industrial Park – Discussion/Action
4. Discussion of Jefferson County Circuit Court Civil Action #18-P-132. 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 EEOC Charge #533-2017-00706. Discussion/Action.
8. Discussion of Jefferson County Circuit Court Civil Action #18-C-201. Discussion/Action.
9. Discussion of Board of Health septic tank permitting process and procedures. Discussion/Action.
10. Discussion of and communication with FEMA regarding potential resolution. U.S. District Court (Northern District) Civil Action #3:18-CV-122. Discussion/Action.
11. Discussion of TeMa Pilot Agreement. 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

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Fax No. (304) 405-2640

MEMORANDUM

TO: Jefferson County Commission
FROM: William F. Rohrbaugh, Counsel for the Jefferson County Development Authority
CC: Nicolas Diehl, Executive Director of the JCDA; Stephanie Grove, County Administrator; and Nathan Cochran, Assistant Prosecuting Attorney
DATE: March 26, 2019
RE: Summary of Tema PILOT Agreement

Commissioners:

The purpose of this memorandum is to provide you with a summary of the terms of the proposed "Payment in Lieu of Taxes Agreement" (hereinafter, the "PILOT Agreement") between Tema North America, LLC, and its parent company and guarantor, Tema Technology and Materials, S.R.I. (hereinafter collectively referred to as "Tema"), parties of the first part, and the County Commission of Jefferson County (hereinafter, the "Commission"), the Sheriff of Jefferson County (hereinafter the "Sheriff") and the Assessor of Jefferson County (hereinafter the "Assessor"), parties of the second part. The underlying economic development project and proposed terms of the PILOT Agreement are delineated below.

The Tema Project

The Jefferson County Development Authority (hereinafter the "JCDA") owns a 3.83 acre parcel of land in the Burr Business Park on which a manufacturing facility (hereinafter collectively referred to as the "Facility Property") has been constructed containing approximately 40,000 square feet of space. The Facility was constructed with permanent

financing provided by the West Virginia Economic Development Authority (“WVEDA”) in the amount of \$3,180,000.00, plus approximately \$1.22 million in additional funds which Tema paid out of pocket.

Tema has agreed to lease the Facility Property from JCDA under the terms of a Facility Lease Agreement (herein “Lease”), dated November 16, 2017, and install up to \$6,000,000.00 worth of various equipment, machinery, attachments and trade fixtures (“Equipment, Machinery and Trade Fixtures”) for the manufacturing of construction industry products and solutions for insulation, drainage and erosion control. (The Facility Property, the cost of equipping the Facility and the acquisition and installation of Equipment, Machinery and Trade Fixtures, are collectively referred to herein as the “Project”). The Project is now complete and Tema is expected to begin production in the near future. The construction of the Facility and the lease of the Facility Property will create approximately thirty (30) jobs in Jefferson County, West Virginia, and surrounding areas of the State.

During the term of the Lease, the JCDA will own the real and personal property which comprise the Project, subject to the Lease and other rights and interests delineated above. Moreover, pursuant to the terms of the Lease, title to any property constituting improvements, repairs, alterations, renewals, substitutions and replacements of, and additions and appurtenances to, the Project or any part thereof, when made or installed in or about the Project shall, subject to the Lease and the other rights and interests, immediately become vested in JCDA without further action on its part.

By operation of law, JCDA’s freehold interest in the real and personal property which comprise the Project, will be exempt from ad valorem property taxes. Nonetheless, Tema seeks

to enter into the proposed PILOT Agreement to make payments of certain amounts in lieu of the ad valorem property taxes.

Proposed PILOT Agreement Terms – Real Estate Taxes

1. In the first year of the PILOT Agreement, Tema will not make any payments in lieu of real estate taxes.
2. In the second year of the PILOT Agreement, Tema will pay a minimum of \$22,500.00 in lieu of real estate taxes.
3. In the third year of the PILOT Agreement, Tema will pay a minimum of \$33,600.00 in lieu of real estate taxes.
4. In the fourth year of the PILOT Agreement and going forward, Tema will pay, in lieu of real estate taxes, the full equivalent amount of the real estate taxes on the Facility Property as if Tema owned the property.

Proposed PILOT Agreement Terms – Personal Property Taxes

1. In the first year of the PILOT Agreement, Tema will not make any payments in lieu of personal property taxes.
2. In the second year of the PILOT Agreement, Tema will not make any payments in lieu of personal property taxes.
3. In the third year of the PILOT Agreement, Tema will pay a minimum of \$28,200.00 in lieu of personal property taxes.
4. In the fourth year of the PILOT Agreement and going forward, Tema will pay, in lieu of personal property taxes, the full equivalent amount of the personal property taxes on the Facility Property as if Tema owned the property.

Under the terms of the proposed PILOT Agreement, as delineated above, Jefferson County will recoup the vast majority of the taxes which would have been paid if the Facility Property was owned directly by Tema during the 20-year term of the Lease.

Should you have questions, please do not hesitate to contact me.

Thank you,

William F. Rohrbaugh

PRESS RELEASE

League of Women Voters to Study Local Implementation of Open Governmental Meetings Act

The League of Women Voters of Jefferson County will study how local governmental boards and commissions are implementing the West Virginia Open Governmental Meetings Act. The first step in the process is training by the West Virginia Ethics Commission staff on the provisions of the Act. Derek Knopp, staff attorney with the Ethics Commission, will explain the law. He will also talk about how the Ethics Act applies to governmental officials.

The training session, *open to the public*, will be **on Wednesday, April 10, at 7:00 p.m. at Charles Washington Hall, 106 N. George Street**, across from the Jefferson County Courthouse.

This meeting will kick off the LWVJC's survey of local implementation of the Open Meetings guidelines. During LWV candidate forums, candidates expressed the need to update the Act to include more outreach to the public. According to Effie Kallas, President of the LWV of Jefferson County, the LWV encourages informed and active participation in government. "We want to assure local decision makers are providing the public with the information they need regarding important decisions in a timely manner. At the same time, community members need to be aware of state law governing public participation. This study will help explain the process and suggest where state law might be updated."

The LWV study consists of two parts. The first part will be a written survey of local governmental boards and commissions regarding compliance with the provisions of the Open Meetings Act. The second part of the study will be a follow up interview to explore how governmental bodies are going beyond the Open Meetings Act to educate and engage the public. The interview will include discussing how the Open Meetings Act might be changed to address modern advances in social media.

The LWV of Jefferson County encourages the public to check the LWV website for updates as the study proceeds (lww-jcww.org)

#####END###

For further information please call

Effie Kallas, LWV of JC President, 304-279-2784

Lyn Widmyer, Coordinator, Open Meeting Study 304 279 3201

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Tel. No. (304) 596-6640
Fax No. (304) 405-2640

MEMORANDUM

TO: Jefferson County Commission
FROM: William F. Rohrbaugh, Counsel for the Jefferson County Development Authority
CC: Nicolas Diehl, Executive Director of the JCDA; Stephanie Grove, County Administrator; and Nathan Cochran, Assistant Prosecuting Attorney
DATE: March 27, 2019
RE: PILOT AGREEMENTS

Commissioners:

The purpose of this memorandum is to provide you with a summary of the general nature and purpose of PILOT Agreements which are sometimes drafted in conjunction with economic development projects in Jefferson County. To begin, the phrase "PILOT" is a simple acronym which stands for "Payment in Lieu of Taxes. As the acronym suggests, these agreements provide for a payment or payments to compensate local government bodies for some or all of the property tax revenues which are lost due to tax exempt ownership or use of real and personal property.

Situations involving PILOT Agreements in West Virginia typically arise as a result of incentives offered by the West Virginia Development Office ("WVDO") to prospective businesses seeking to construct and operate economic development projects in the State. In order to provide a low interest loan for an economic development project, the WVDO (or the West Virginia Economic Development Authority) will typically ask a local government entity to take ownership of the project and then lease it back to the private business which will operate the

facility as a tenant before acquiring ownership of the property at the end of the lease term (i.e. capital lease).

Since a local government entity (a county development authority in most cases) will own the project during the term of the lease, the personal and real property are not taxable by operation of law. So, the county and local government bodies are not entitled to any tax revenues during the term of the lease.

In order to compensate the county and local governments for the loss of the property tax revenues associated with the government ownership of the project, the WVDO typically requires the business to enter into a PILOT Agreement pursuant to which the business will make payments to the county and other local governments equivalent to some or all of the corresponding tax revenues which would have been generated if the project was not government owned.

It is important to note that the WVDO negotiates these economic development deals directly with the businesses in question, with varying degrees of participation by local governing bodies. Due to the government ownership of the business assets, a PILOT Agreement is the only mechanism by which counties and other local governments can recoup some or all of the lost property tax revenues which would otherwise be generated by economic development projects funded by the WVDO (through the WVEDA).

Currently pending before the Commission is a proposed PILOT Agreement with TEMA NORTH AMERICA, LLC and its parent company, TEMA TECHNOLOGY and MATERIALS, S.R.I., the terms of which are summarized in a separate memorandum.

Thank you,

William F. Rohrbaugh

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 18, 2019, or as soon thereafter as the Commission may decide:

COUNTY LIAISON TO THE CHARLES TOWN UTILITY BOARD

(c) The County Commission shall then have the right to appoint an individual to serve as the "County Liaison" to the Utility Board, the identity of which individual shall be at the sole and exclusive discretion of the County Commission, and such individual as County Liaison:

(1) Shall have the right to engage in all discussion and debate at meetings of the Utility Board, with the exception of any executive session under W.V. Code Section 6-9A-1, et seq., as would a member of the Utility Board, and such right to engage in discussion and debate of the Utility Board shall not be limited as would a member of the public;

(2) Shall not be voting member of the Utility Board, nor have the right to make or second any motion at a meeting of the Utility Board; and

(3) Shall receive all notices of meetings and documents and other materials provided to any member of the Utility Board either in anticipation of, or prior to, any meeting of the Utility Board, except to the extent any such documents or other materials relate to, or are in connection with, any issue which could be considered in executive session by the Utility Board pursuant to W.V. Code Section 6-9A-1, et seq.

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.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 18, 2019, or as soon thereafter as the Commission may decide:

Jefferson County Development Authority Board -three (3) three-year terms ending April 5, 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.

**COUNTY COMMISSION OF JEFFERSON COUNTY
NOTICE OF SPECIAL SESSION
LAY THE LEVY**

The County Commission of Jefferson County, will hold a Special Session on Tuesday, April 16, 2019, at 9:30 a.m. in the County Commission Meeting Room located at the Old Charles Town Library Meeting Room, 200 E. Washington Street, Charles Town, West Virginia 25414.

The purpose of the Special Session is to officially Lay the Levy.

A copy of the Jefferson County Commission Levy Estimate (Budget) Fiscal Year 2020 may be obtained at the offices of the County Commission of Jefferson County, 124 E. Washington Street, Charles Town, WV, or on the County website at: www.jeffersoncountywv.org

The public is invited to attend.

**By Order of the County Commission of Jefferson County
Patricia A. Noland, President**

**NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY
AMENDMENTS TO THE EMERGENCY AMBULANCE SERVICE FEE ORDINANCE**

The County Commission of Jefferson County will hold a public hearing concerning Amendments to the Emergency Ambulance Service Fee Ordinance on Wednesday, April 17, 2019 at 6:00 p.m. in the County Commission meeting room located at the Old Charles Town Library meeting room 200 East Washington Street, Charles Town, West Virginia.

At this hearing, the Commission will receive public comment concerning the amendments to the Emergency Ambulance Service Fee Ordinance.

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

A copy of the proposed ordinance may be obtained at the offices of the County Commission of Jefferson County, 124 E. Washington Street, Charles Town, WV, or on the County website at: www.jeffersoncountywv.org

The public is invited to attend.

A decision will be made after the public hearing.

By Order of The County
Commission of Jefferson County
Patricia A. Noland, President

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

The County Commission of Jefferson County will hold a public hearing on Thursday, May 16, 2019 at 7:00 p.m. in the County Commission meeting room located at the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

The County Commission of Jefferson County is revising the excise tax imposed for the privilege of transferring title to real estate from the rate of \$1.10 for each \$500 value or fraction thereof to the rate of \$1.35 for each \$500 value or fraction thereof as represented by such document defined in Article 22. Excise Tax on Privilege of Transferring Real Property, §11-22-1 Definitions, (4) Document. The excise tax revision is proposed to become effective on July 1, 2019.

At this meeting, there will be public input on the proposed revision to the County excise tax (i.e. property transfer tax) imposed for the privilege of transferring title to real estate. This public hearing is being held to satisfy the requirements defined in **Article 22. Excise Tax on Privilege of Transferring Real Property, §11-22-2. Rate of tax; when and by whom payable; additional county tax** as revised on July 1, 2017.

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

By Order of the County Commission of Jefferson County
Patricia Noland
President

March 28, 2019

Bruce D. Strathearn
4838 Bakerton Road
Harpers Ferry WV 25425

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

Re: "Warning Message, Jefferson County Health Department"

Dear Members of the Commission:

I would like to voice my displeasure regarding the referenced message apparently distributed by a cowardly group unwilling to even provide an anodyne organization name.

Rather than vilify the "Loudoun County Resident," who appears to be an honest employee who actually seeks to enforce the law rather than use it to extract favors from the building trades, the person should be promoted and placed in charge of the Jefferson County Health Department.

For too long the department has been lax in its enforcement of the laws designed to ensure Jefferson County remains a healthy place to live. Let's not backslide to please the anonymous group urging the recipients of it mailer to stand up for their "rights" to pollute.

Sincerely,



Bruce D. Strathearn

Received

MAR 28 2019

Jefferson County Commission



VS



It's the Battle of the Badges!

Jefferson County Sheriff's Office

VS

West Virginia State Police

In a charity basketball game!

When: Thursday, April 11, 2019

Where: Jefferson High School Gym

Doors open at 6 pm Tip off is at 7 pm

Admission: Donation of \$2 or Non-perishable food item

Kids 12 and under get in FREE

All proceeds will benefit Safe Haven Child Advocacy Center

and Kidz Power Pacs



Thank you to our Sponsors:



Your Most Valuable Bank





WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Motor Vehicles

5707 MacCorkle Avenue, Southeast
Post Office Box 17600
Charleston, West Virginia 25317-0010 • (304) 558-3900
TDD: (800) 742-6991 • (800) 642-9066

March 14, 2019

Jefferson County Commission
Josh Compton
Commission President
Post Office Box 250
Charles Town, West Virginia 25414

Received

MAR 27 2019

Jefferson County Commission

Dear President Compton:

Your FY19 Highway Safety grant has been approved to receive supplemental funding in the amount of \$13,000. These funds may be used to continue enforcement efforts as outlined in your original FY19 grant awarded on October 1, 2018.

I am pleased to see a continued commitment to improving the safety of West Virginians as they travel our State's roadways. Projects such as this are a significant step toward achieving our common goal of reducing traffic crashes, injuries, and fatalities statewide.

Please let me know if my Highway Safety staff or I can be of further assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Pat Reed".

Pat Reed
Governor's Representative
for Highway Safety

PR/ta

Received

MAR 27 2019

Jefferson County Commission

U.S. Department of Homeland Security
Region III
One Independence Mall, Sixth Floor
615 Chestnut Street
Philadelphia, PA 19106-4404



FEMA

March 19, 2019

The Honorable Patricia A. Norland
President, County Commission
Jefferson County
P.O. Box 250
Charles Town, West Virginia 25414

Community: Jefferson County,
West Virginia
Plan Adoption Date: 01/17/2019
Plan Approval Date: 01/15/2019
Plan Expiration Date: 01/14/2024

Dear Ms. Norland:

I am pleased to announce that your Hazard Mitigation Plan has been approved. The plan meets the requirements set forth in Title 44, Chapter 1, Section 201.6, of Code of Federal Regulations ([44 CFR 201.6](#)), as authorized by the Disaster Mitigation Act of 2000, by adequately addressing the following required elements: planning process, risk assessment and hazard identification, mitigation strategy, maintenance and implementation, and adoption.

Participating communities are hereby eligible for [Hazard Mitigation Assistance](#) grant programs. Funding from these grant programs can be used for qualified mitigation planning and projects that work to reduce disaster losses and protect life and property from future disaster damages. Approved mitigation plans may also be eligible for points under the [National Flood Insurance Program Community Rating System](#).

Your community must revise its plan and obtain approval within 5 years to continue to be eligible for mitigation grant funding. This plan should be reviewed at least annually to keep it relevant to mitigation goals in your community. Please consider the enclosed recommendations to further strengthen your plan during the next plan update.

I commend you and other members of the planning team for your hard work and continued commitment to building a safer, more resilient community. For questions about your plan or mitigation grant funding, please contact Brian Penix, State Hazard Mitigation Officer, at (304) 957-2572.

Sincerely,

A handwritten signature in blue ink that reads "April Cummings". The signature is written in a cursive style and includes a long horizontal stroke at the end.

April Cummings, Director
Mitigation Division
FEMA Region III

Enclosure

cc: Brian M. Penix, State Hazard Mitigation Officer, West Virginia DHSEM
Lonnie Bryson, Office Manager/Disaster Grants Coordinator, West Virginia DHSEM
Stephen S. Allen, Director, Department of Homeland Security and Emergency Management,
Jefferson County




Local Mitigation Plan Review Tool Annex Recommendations for Improvement

| Jurisdiction: Jefferson County, West Virginia | Title of Plan: Jefferson County, West Virginia | Date of Plan: January 2019 |
|--|---|-------------------------------|
| Element A: Planning Process | | |
| <input type="checkbox"/> | Promote open and inclusive public awareness of the Hazard Mitigation Plan and seek public comment by utilizing social media and online outreach opportunities. | |
| <input checked="" type="checkbox"/> | Create an Executive Summary that can be used for outreach to citizens, elected officials and the media. | |
| <input type="checkbox"/> | Expand the planning team to include a broad range of stakeholders such as watershed organizations, business owners, regional planning councils, conservation districts, academia, utility providers, and other partners that can assist with mitigation implementation and community outreach. | |
| <input type="checkbox"/> | Add detail to how the Plan was prepared and who was involved in the planning process. Include contact information, position held by participant, methodologies, and detail of how and from whom data was collected. This information will streamline next update and help you focus on improvements and implementation. | |
| <input type="checkbox"/> | Consider engaging the local media to help increase public awareness and participation. | |
| <input type="checkbox"/> | Standardize long-term monitoring of hazard-related activities, integrate mitigation principles into community officials' daily job responsibilities and department roles, and maintain momentum through continued engagement and accountability in the Plan's progress during the five-year planning cycle. Share reviews with state and FEMA for training, funding, and mitigation actions. | |
| <input type="checkbox"/> | Include documentation of the annual Plan review meetings that should occur over the next five-year planning cycle. Sign-in sheets, agendas, meeting minutes, and progress reports can be added to an appendix. | |
| <input checked="" type="checkbox"/> | Integrate and incorporate the mitigation strategy into existing local planning mechanisms and provide documentation about how this was done. Utilize the document 'Plan Integration: Linking Local Planning Efforts' to step through the process of connecting local planning mechanisms. The mitigation strategy should be incorporated into the local comprehensive Plan in a way that informs land use and future development. | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |



Local Mitigation Plan Review Tool Annex Recommendations for Improvement

Element B: Hazard Identification and Risk Assessment



| | |
|-------------------------------------|--|
| <input type="checkbox"/> | Compare National Flood Insurance Program (NFIP) Insurance Policies in Force with insurable structures in the Special Flood Hazard Area (SFHA) for analysis of flood insurance coverage. |
| <input type="checkbox"/> | Identify historic properties and/or cultural resources being incorporated into the Plan. Include a list of team members and stakeholders who participated in the planning process; the results of the risk assessment and loss estimation; mitigation goals and objectives aimed at reducing or avoiding the effects of natural and manmade hazards; mitigation actions that will help the Tribe, State, region, or community accomplish the established goals and objectives; and implementation strategies that detail how the mitigation actions will be executed. |
| <input type="checkbox"/> | Incorporate and document new data obtained and/or developed into the next Plan update. Vulnerable structure data (i.e., lowest floor elevation, value, building materials) and other similar information can be used for mitigation grant applications. Be sure to document differing data sets (i.e. TEIF vs. HAZUS). |
| <input checked="" type="checkbox"/> | Consider using Non-Regulatory Flood Risk products (NRFPR) to establish opportunities for discussion with local officials to attain a greater understanding of specific structure's vulnerabilities within the planning area and potential mitigation opportunities. |
| <input type="checkbox"/> | Identify gaps or inaccuracies in existing data (i.e., such as natural hazards data, GIS mapping, and research on successful risk reduction methods) and develop mitigation actions to fill those gaps. Public agencies, such as regional planning agencies, geological surveys, forestry divisions, emergency management offices, dam safety agencies, and weather service offices, at the regional, State, and Federal government levels are key resources for data and technical information. Online resources, such as the National Climatic Data Center (part of NOAA), are also useful sources for hazard-related data. |
| <input type="checkbox"/> | Provide more detailed citations for data sources used for tables, figures, and assessments which inform the risk and vulnerability analyses. In addition to validating the assessment, this will also make the next Hazard Mitigation Plan update easier. |
| <input type="checkbox"/> | Assess the potential impacts of future conditions, such as changes in population, land use, weather, and natural disaster frequency and severity. Include a discussion about how changing conditions could impact long-term community resilience. |
| <input type="checkbox"/> | Consider profiling additional hazards based on the State Hazard Mitigation Plan or other identified risks. |
| <input type="checkbox"/> | |

Local Mitigation Plan Review Tool Annex Recommendations for Improvement



Element C: Mitigation Strategy

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <p>Include detailed information on how each community manages the NFIP to ensure compliance with the local floodplain ordinance. Each floodplain manager should complete the NFIP Survey to identify how their communities are continuing to comply with floodplain requirements and regulations.</p> |
| <input checked="" type="checkbox"/> | <p>Increase community-level interactions and risk-based discussions, by improving descriptions and connections between the outcome of the risk assessment/vulnerability analysis with non-regulatory Flood Risk Products and the mitigation strategy. Content should flow from problem identification (risk/vulnerability) to mitigation strategy (goals/objectives/actions).</p> |
| <input type="checkbox"/> | <p>Incorporate the four overarching hazard mitigation techniques (Local Plans and Regulations; Structure and Infrastructure; Natural Systems Protection; and Education and Awareness). Ensure the mitigation action plan includes actions that fall under all four categories to achieve a more robust mitigation strategy.</p> |
| <input type="checkbox"/> | <p>Provide specific information about why mitigation actions could not be completed (funding, staffing, political, etc.) to help document barriers or obstacles to successful implementation.</p> |
| <input checked="" type="checkbox"/> | <p>Section 4.2 "Implementation through Existing Programs" shows great strides in truly understanding each jurisdiction's capabilities. Showing actual connections between hazard mitigation and municipal/county comprehensive plans is fantastic and shows the County is serious and committed to disaster risk reduction. It would be great to see a similar connection made for each of your identified "capability" areas.</p> <p>"Fiscal Capability:" Consider financial opportunities and grants outside of the federal family and state programs. Numerous foundations and non-profits frequently offer grants that communities can use to pursue physical projects, design, outreach, research, and monitoring and evaluation across a variety of resilience activities.</p> |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |

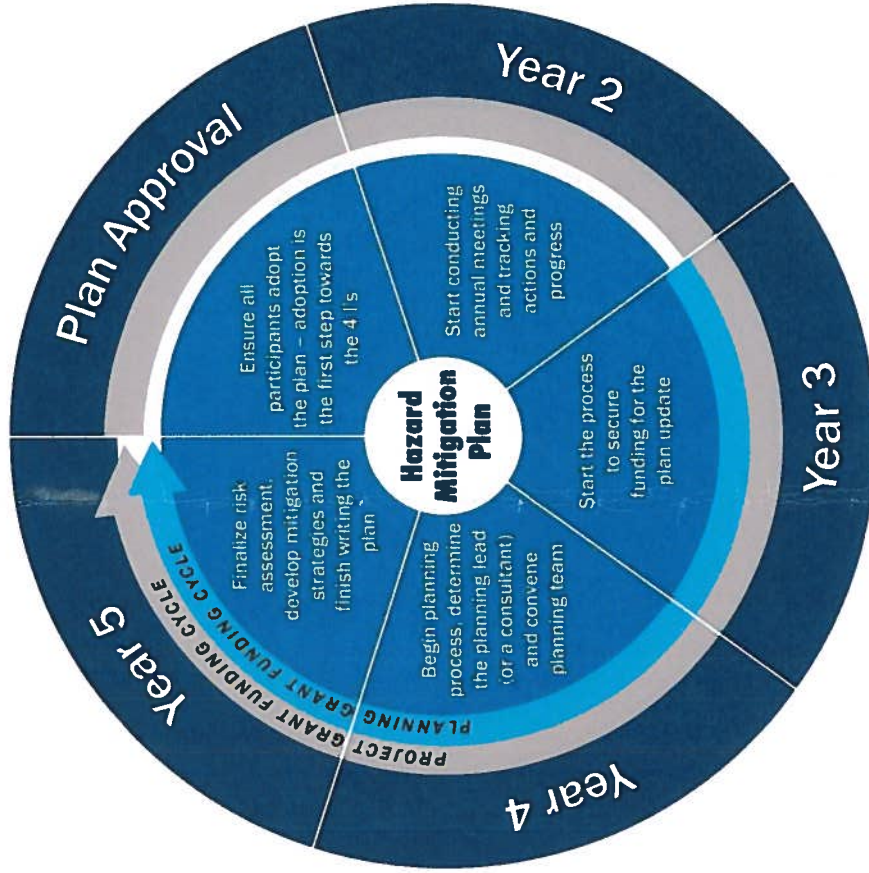




Local Mitigation Plan Review Tool Annex Recommendations for Improvement

Element D: Plan Review, Evaluation, and Implementation

| | |
|-------------------------------------|---|
| <input type="checkbox"/> | Utilize the 5-Year Planning Wheel, which reflects the continuous development, implementation and enhancement of your Hazard Mitigation Plan. |
| <input type="checkbox"/> | Submit annual progress reviews and plan discussion to state and FEMA |
| <input checked="" type="checkbox"/> | <p>The future land use guide map on page 50, from the Jefferson County 2035 Comp Plan shows a substantial increase in residential development, especially along the Shenandoah River. The land is showing to be potentially converted from agricultural land and open space to low-density residential. There should be an analysis of how this future development lines up with current FIRM and impact to the SFHA, as these areas are more intensely developed. Highly Recommend doing a build-out analysis and how current floodplain management plans and regulations will reduce the risk that future development will likely increase.</p> <p>Each municipality has a brief description of development activity which is great. Recommend including a table of information of number of building permits to track development county-wide and also within the SFHA. This will help establish baselines and measure how future development is weighed against known and future risks.</p> |



RECEIVED

MAR 19 2019

Dear Commissioners,

County Commission
of Jefferson County, WV

I have lived in Jefferson County for several years moving here from Montgomery County, Maryland. I ride the train to and from work, which prevents me from attending the County Commission meetings even when they are held at night. As you prepare for the FY20 budget there is a serious concern that you need to address. Several years ago Montgomery County Government was forced to pay out an enormous amount of money to the paid firefighters who also volunteered in the same county as a result of an FSLA ruling. The FSLA ruling contends that if you provide the same service volunteering as you do in your paid position the county is required to compensate you for every call you run as a volunteer. So, if you are a paid medic or firefighter in Jefferson County and run a call as a volunteer the county commission may be required to pay you time and a half for every call according to FSLA ruling. Having spoken to a firefighter here in Jefferson County I'm told the same practice of being paid and volunteering in the same county happens here. This firefighter said the county attorney looked into this about a year ago but never came back with any recommendations. This firefighter said their funding was being cut drastically this year and not addressing something like this FSLA ruling could be financially devastating to the entire county budget. In Montgomery County and every other jurisdiction surrounding Jefferson County, persons are not allowed to volunteer in the same county where they work. Addressing the practice of being paid and volunteering in Jefferson County would be a quick and cost effective start towards correcting this issue. I hope and pray this FSLA ruling does not affect the Jefferson County budget, but by not addressing this is unconscionable on your part. Please do the research on this issue for yourself. I think you will find any labor attorney would advise against continuing to conduct business as you currently are.

We pay our Ambulance fee every year and are grateful for all the dedicated volunteers we have in this county. Having witnessed what has happened to those who raise controversial issues in this county this letter is coming to you anonymously. I will continue to watch the broadcast of the County Commission meetings to see how you address this concern.

Sincerely,
Jefferson County Constituent

Rec'd
3-21-19

Jefferson County Development Authority

Profit & Loss

March 1 - 21, 2019

4:24 PM
03/21/19
Accrual Basis

| | <u>Mar 1 - 21, 19</u> |
|--|-----------------------|
| Ordinary Income/Expense | |
| Income | |
| 4805 · Management Fee Income | 400.00 |
| 4850 · Interest Income | 9,000.36 |
| 6560 · Rural Innovation Forum Income | 1,987.95 |
| | <hr/> |
| Total Income | 11,388.31 |
| | <hr/> |
| Gross Profit | 11,388.31 |
| Expense | |
| 6110 · Marketing/Advertising | 1,544.64 |
| 6135 · Computer Services | 132.87 |
| 6170 · Dues & Subscriptions | 64.98 |
| 6202 · Interest Exp - WVEDA | 9,000.36 |
| 6236 · Meetings | 60.00 |
| 6258 · Postage | 80.65 |
| 6260 · Printing Costs | 89.49 |
| 6360 · Telephone | 151.45 |
| 6370 · Training | 490.00 |
| 6380 · Travel Expenses | 340.14 |
| 6561 · Rural Innovation Forum Expenses | 3,634.46 |
| | <hr/> |
| Total Expense | 15,589.04 |
| | <hr/> |
| Net Ordinary Income | -4,200.73 |
| | <hr/> |
| Net Income | <u>-4,200.73</u> |

Jefferson County Development Authority
Balance Sheet
As of March 21, 2019

| | Mar 21, 19 |
|--|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1020 - JCDA Operating - BCT | 44,804.97 |
| 1021 - Ag Dev & Revolving High Tunnels | 20,549.77 |
| 1040 - Coalbed Severance | 11,522.48 |
| PayPal | 17.18 |
| Insured Cash Sweeps Account | 786,855.70 |
| Total Checking/Savings | 863,750.10 |
| Accounts Receivable | |
| 1204 - Due from WVIJDC | 5,500.00 |
| Total Accounts Receivable | 5,500.00 |
| Other Current Assets | |
| 1090 - Prepaid Expenses | 420.00 |
| Total Other Current Assets | 420.00 |
| Total Current Assets | 869,670.10 |
| Fixed Assets | |
| 2105 - Total Furniture & Fixtures | |
| 2010 - Furniture & Equipment | 41,011.13 |
| 2105 - Total Furniture & Fixtures - Other | -8,060.38 |
| Total 2105 - Total Furniture & Fixtures | 32,950.75 |
| 2125 - Accumulated Depreciation | |
| 2120 - Accum Deprec - Furn & Equip | -24,050.29 |
| Total 2125 - Accumulated Depreciation | -24,050.29 |
| Total Fixed Assets | 8,900.46 |
| Other Assets | |
| 2500 - Lease Receivable - Tema | 3,152,637.18 |
| 2201 - Intellectual Property | 41,933.50 |
| 2205 - Accumulated Amortization | -41,933.50 |
| 1105 - Land & Development | |
| 1108 - Burr Phase II | 5,965,675.62 |
| Total 1105 - Land & Development | 5,965,675.62 |
| Total Other Assets | 9,118,312.80 |
| TOTAL ASSETS | 9,996,883.36 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| 3015 - Due to Blossman Gas | 10,000.00 |
| Total Other Current Liabilities | 10,000.00 |
| Total Current Liabilities | 10,000.00 |
| Long Term Liabilities | |
| 3059 - N/P - WVEDA - Tema | 3,152,637.18 |
| 3057 - N/P - WVIJDC | 1,667,387.01 |
| 3055 - N/P - WVEDA | 2,891,730.43 |
| 3060 - Accrued Interest | 354,872.33 |
| Total Long Term Liabilities | 8,066,628.95 |
| Total Liabilities | 8,076,628.95 |
| Equity | |
| 3990 - Investment in Capital Assets | 8,858.00 |
| 3992 - Restricted for Ag Development | 34,402.00 |
| 3995 - Fund Balance | 1,895,346.21 |
| Net Income | -18,349.80 |
| Total Equity | 1,920,256.41 |
| TOTAL LIABILITIES & EQUITY | 9,996,883.36 |

Rec'd
3.2.19

← Surviving West Vir...

Surviving West Virginia

West Virginia - I love you. But I barely survived you. It's time that we ask ourselves if the act of simply "surviving" this state is enough. Is "surviving" West Virginia the best that we can do? Is this what we call a success story?

Heavy Industry and natural resource extraction has poisoned our waters, polluted our air and stripped our land. Let's be honest about that for a minute. We are ALL impacted as citizens of this state. I, myself, am a victim of Dupont. I was raised in Parkersburg, WV, where Dupont dumped C8 (a Teflon byproduct) directly into our waterways while holding solid evidence that C8 was making humans and animals sick. I was a competitive swimmer. I spent all of my developmental years in those waters.

In 2001, at age 21, I lost the function of my thyroid (a known effect of C8 exposure). In 2005, at age 25, I was diagnosed with an atypical form of Osteosarcoma (bone cancer) of my right hip, the same rare disease that had taken the life of my childhood dog five years earlier. I had an amputation of my right hip and leg and underwent high dose chemotherapy treatments for 18 months. My gluteus maximus is now sewn to my abdominal muscles so that my internal organs can't escape my body. I walk on forearm crutches. I fall frequently. My life is not easy. But I never forget that I'm one of the lucky ones. I "survived".

I deserved more from you, West Virginia. I deserved better.

In the Eastern Panhandle, my more recent home, a war is raging. Jefferson County, the wealthiest county in West Virginia, has no existing heavy industry. The area boasts a strong economy of tourism, agriculture, education, government and light manufacturing. We have fresh air and clean water. It serves as a haven and retreat within the greater Washington, DC metro area.

Rockwool (previously, Roxul), a Danish mineral wool insulation corporation, is fighting to establish itself there. It wasn't until four months after the agreements were signed by county and municipal officials that Rockwool applied for an air pollution permit. It was then, for the first time, Rockwool disclosed their intent to emit 156,000 tons of air pollutants annually, in a county whose heaviest emitter produces only 18 pounds of air pollutants annually. The West Virginia DEP approved the air permit despite discovery that Rockwool's models were highly flawed and their risks improperly represented.

Additionally, Jefferson County's unique geology puts the areas water at risk without the possibility of remediation. Jim Cummins, a retired biologist with the Interstate Commission on the Potomac River Basin, states "Rockwool could not have picked a more vulnerable site."

Although the majority of local municipalities, public officials, and citizens now openly oppose the project, an apathetic "West Virginia" mentality persists in some integral positions of power. In a March 9th, 2019 Martinsburg Journal article, Jefferson County Commission President, Patsy Noland, talked about growing up near Powhatan Brass Foundry and Victor Products, both long-gone industries of the area. She continued, "I survived growing up in that area, along with a lot of my friends who also survived. We obviously know more today than we did back then, but I lived through that era and survived." To address President Noland directly, I say: It's lovely that you

survived. But many of your fellow West Virginians did not. Not all of us have come out whole and

Not all of us have come out whole and
which is

~~survived. But many of your fellow West Virginians did not. Not all of us have come out whole on~~
the other side. Insensitivity to this fact in a public servant is appalling.

West Virginia can do better. This state can offer our children more than just the possibility of "survival." If we now know better, we must do better.

West Virginia's apathy towards its people who have suffered and died as a result of polluting industries is inexcusable. Health and prosperity in West Virginia need not be mutually exclusive. Turn your investments towards the future, rather than the past. "Surviving" West Virginia shouldn't be your prize. Truly living within her should be.

Tracy Danzey
Shepherdstown, WV
40 Year WV Resident

Rec'd
3-21-19

Elks Run Phase II 319 Incremental Grant

Performance period: June 2015 – June 2019

Purpose: To reduce fecal coliform bacteria and sediment loads entering Elks Run and its tributaries.

Elks Run and its major tributary, Elk Branch, are listed as impaired for fecal coliform bacteria and sediment and have a TMDL. A watershed based plan was published in 2013 creating a framework for achieving nonpoint source aspects of the TMDL. Elks Run Phase II 319 Incremental Grant, awarded to implement the TMDL and watershed based plan, is funded through the Clean Water Act Section 319 Nonpoint Source Management Program and is matched with WV state funds. Elks Run Phase II 319 Incremental Grant provides funding for monitoring, outreach, and BMP implementation.

Projects:

- Pet waste campaign – Sam Michaels Park (September 2017)
- Failing septic repair/replacement (2 – fall 2018)
- Tree planting – Sam Michaels Park (April 2019)
- Pet waste campaign – Sam Michaels Park (April 2019)
- Demonstration rain garden – Sam Michaels Park (spring 2019)
- Additional septic repair/replacement (spring 2019)
- Additional tree plantings (spring 2019)

| Spent | | |
|---|--------------------------|-----------------------|
| <i>Activity</i> | <i>Federal 319 funds</i> | <i>WV state funds</i> |
| Water testing and source tracking | \$14,230 | \$5,350 |
| Pet waste campaign, outreach | \$3,500 | |
| Septic repairs | \$10,200 | |
| Remaining | | |
| BMPs (septic repair, tree planting, bioretention, etc.) | \$37,000 | |
| Pet waste campaign, outreach | \$3,000 | \$1,500 |