

AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION - APRIL-JUNE 2019
THURSDAY, APRIL 18, 2019
6:00 P.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

- April 4, 2019

APPROVAL OF REQUISITIONS

- April 18, 2019

APPROVAL OF ACCOUNTS PAYABLE

- April 11, 2019
- April 18, 2019

APPROVAL OF MANUAL CHECKS

- April 12, 2019
- April 19, 2019

APPROVAL OF PAYROLL

- April 4, 2019

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT (6:10 p.m. - 6:30 p.m)

PRESENTATIONS

1. 6:30 p.m. Angie Banks, Assessor
Exonerations - Discussion/Action
2. 6:40 p.m. Pete Dougherty, Sheriff
 - Approval of Part-time Home Confinement Officer - Discussion/Action
 - Approval of the Intergovernmental Agreement Contract with Bolivar - Discussion/Action
3. 6:50 p.m. Lynn Fields, Probate
 - Quarterly Review to Approve/Close Estates - Discussion/Action
4. 7:00 p.m. Interviews and Appointments to the Jefferson County Board of Health - one unexpired term ending June 30, 2019 - Discussion/Action
5. 7:05 p.m. Interviews and Appointments to the Jefferson County Development Authority- three 3-year terms ending April 5, 2022 - Discussion/Action
6. 7:20 p.m. Selection of Nominees for Citizen Representative to the Charles Town Utility Board - Discussion/Action
7. 7:35 p.m. **BREAK**
8. 7:50 p.m. Nathan Cochran, Assistant Prosecuting Attorney
 - Discussion of renewal of County cable franchise agreement and related issues - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #18-P-132 - Discussion/Action
 - Discussion of EEOC Charge #533-2018-01557 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #18-C-171 - Discussion/Action
 - Discussion of EEOC Charge #533-2017-00706 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action # 18-C-201 - Discussion/Action
 - Discussion of 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

9. 8:00 p.m. Greg Kennedy, Esq., Franklin & Prokopik
- Discussion of Jefferson County Circuit Court Civil Action No. 2019-C-63 and
United States District Court, Northern District of West Virginia, Civil Action No.
3:19-CV-54 - Discussion/Action

NEW BUSINESS

10. Discuss County Commission meetings in June and July 2019 due to holidays -
Discussion/Action
11. Discuss meeting decorum and public comment - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Amend 10/5/17 Minutes - Discussion/Action
- 2020 Census Committee - Discussion/Action

COUNTY COMMISSION REPORTS

12. ADJOURN

CORRESPONDENCE/INFORMATION

Correspondence received from Robert D. Aitcheson & Wanda C. Aitcheson regarding the excise tax on the transfer of real estate increase.

Impact Fee Status Report for March 2019.

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

At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.

Minutes

Jefferson County Commission

Thursday, April 4, 2019

A meeting of the Jefferson County Commission was held on Thursday, April 4, 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, April 4, 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 Ms. Noland to approve the February 15, 2019 BORE Minutes as presented.
Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the February 19, 2019 BORE Minutes as presented.
Motion seconded and unanimously approved.**

**Motion by Ms. Tabb to approve the March 7, 2019 Regular Meeting Minutes as presented.
Motion seconded and unanimously approved.**

Motion by Ms. Tabb to approve the March 13, 2019 Budget Public Hearing Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the March 21, 2019 Budget Work Session Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Compton to approve the March 21, 2019 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK #	DEPT	VENDOR NAME	CHECK AMT
81511	717	AUTOZONE	\$ 56.16
81512	700	AXON	\$ 2,608.15
81513	P/R DED	DEBRA A YOUNG	\$ 1,083.19
81514	700	DR. ROBERT E JONES III	\$ 1,000.00
81515	403	ENVELOPE SUPERSTORE	\$ 921.72
81516	717	GUTTMAN OIL CO	\$ 14,408.98
81517	403	JEFFERSON CENTER	\$ 100.00
81518	700	LEBANON CO DETECTIVE BUREAU	\$ 450.00
81519	P/R DED	MAZZITTI & SULLIVAN EAP	\$ 936.00
81520	P/R DED	MILLENIUUM INSURANCE GROUP	\$ 750.00
81521	405	NATHAN COCHRAN	\$ 485.68
81522	425	POTOMAC EDISON	\$ 91.58
81523	428	PRINTOSTAT	\$ 2,917.00
81524	440	RACHAEL BURKE	\$ 3.88
81525	425	RC AIR AND MOLD SOLUTIONS	\$ 445.00
81526	428	RUSSELL BURGESS	\$ 2,250.00
81527	401	SPIRIT OF JEFFERSON	\$ 86.22
81528	405	TRACY P HERRON-RICE	\$ 231.00
81529	405	WVCNCS	\$ 200.00
81530	P/R DED	WVCORP WV COUNTIES SELF INSURANCE RISK POOL	\$ 33,147.50
81531	402	XEROX CORPORATION	\$ 1,127.27
81532	GRANT	JEFFERSON CO DAY REPORT CENTER	\$ 12,802.88
			\$ 76,102.21

Motion by Mr. Compton to approve the Accounts Payable for March 28, 2019 in the amount of \$76,102.21. Motion seconded and unanimously approved.

CHECK #	DEPT	VENDOR NAME	CHECK AMOUNT
81534	ALLOC	AHA-ARTS & HUMANITIES ALLIANCE	\$ 1,027.12
81535	P/R DED	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 3,497.76
81536	P/R DED	AMERIFLEX	\$ 114.00
81537	406	BERKELEY PRINTING & DESIGN	\$ 1,515.00

81538	401	BEST BEST & KRIEGER LLP		\$	899.42
81539	ALLOC	BOLIVAR / HARPERS FERRY PUBLIC LIBRARY		\$	20,625.00
81540	P/R DED	BUREAU OF CHILD SUPPORT		\$	169.39
81541	425	CAPITAL ELECTRIC		\$	115.46
81542	P/R DED	COLONIAL LIFE		\$	163.20
81543	P/R DED	DELTA DENTAL OF WV		\$	6,384.13
81544	P/R DED	DIANNE BATT		\$	208.50
81545	428	DIGITAL ALLY		\$	1,405.00
81546	P/R DED	EDITH COOPER		\$	253.11
81547	P/R DED	EFTPS IRS TAXES		\$	92,552.24
81548	413	ELECTION SOURCE		\$	3,012.77
81549	412	EMILY MORROW		\$	288.84
81550	P/R DED	SHERIFF OF JEFFERSON CO		\$	2,300.00
81551	ALLOC	EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY		\$	5,000.00
81552	717	FLEETPRIDE		\$	67.68
81553	P/R DED	HELEN M MORRIS TRUSTEE		\$	543.86
81554	P/R DED	HIGHMARK WV		\$	200,360.41
81555	413	INTAB		\$	330.57
81556	717	INTERSTATE ALL BATTERY		\$	499.70
81557	402	IRON MOUNTAIN		\$	35.00
81558	406	JASON MICKEY		\$	160.00
81559	ALLOC	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		\$	1,520.90
81560	ALLOC	JEFFERSON CO EMERGENCY SERVICES AGENCY		\$	509,250.00
81561	ALLOC	JEFFERSON CO CONVENTION AND VISITORS BUREAU		\$	25,677.93
81562	ALLOC	JEFFERSON COUNTY DEVELOPMENT AUTHORITY		\$	26,500.00
81563	ALLOC	JEFF CO PARKS & RECREATION COMMISSION		\$	84,074.91
81564	ALLOC	JEFFERSON DAY REPORT CENTER		\$	26,589.01
81564	GRANT	JEFFERSON DAY REPORT CENTER		\$	1,233.80
81565	P/R DED	JEFFERSON SECURITY BANK		\$	4,775.00
81566	P/R DED	JOSEPH FORMAN		\$	107.67
81567	P/R DED	LAURA D BARNHART		\$	104.25
81568	P/R DED	LYNDSEY W MATSCHAT		\$	395.22
81569	405	MARY K. HURLEY		\$	135.80
81570	406	MONICA BENNETT		\$	160.00
81571	P/R DED	NATIONAL VISION ADMIN.		\$	1,783.88
81572	405	NEW YORK CO SUPREME COURT		\$	10.00
81573	P/R DED	NATIONWIDE RETIREMENT SOLUTIONS		\$	849.00
81574	ALLOC	OLD CHARLES TOWN LIBRARY		\$	22,125.00
81575	424	R.E. MICHEL CO. LLC		\$	477.89
81576	P/R DED	RACHAEL BURKE		\$	41.31
81577	406	RACHEL SILVIOUS		\$	104.25

81578	406	REBECCA HALL		\$	584.34
81579	717	RICE TIRES CO		\$	1,144.62
81580	P/R DED	SCOTT DEMORY		\$	2,250.00
81581	ALLOC	SHEPHERDSTOWN PUB LIBRARY		\$	20,625.00
81582	ALLOC	SOUTH JEFFERSON PUBLIC LIBRARY		\$	20,625.00
81583	P/R DED	THE HARTFORD		\$	2,336.80
81584	P/R DED	THE HARTFORD		\$	3,976.72
81585	403	WV ASSOCIATION OF CIRCUIT CLERK		\$	100.00
81586	P/R DED	WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$	15,056.73
81587	P/R DED	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$	43,002.30
81588	P/R DED	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$	500.00
81589	408	WV STATE TAX DEPARTMENT		\$	12,869.44
81590	P/R DED	WV UNITED HEALTH SYSTEM		\$	264.64
81591	ALLOC	WVU WEST VIRGINIA UNIVERSITY		\$	3,700.00
81592	401	XEROX CORPORATION		\$	186.32
81592	402	XEROX CORPORATION		\$	106.53
81592	403	XEROX CORPORATION		\$	227.22
81592	404	XEROX CORPORATION		\$	71.10
81592	405	XEROX CORPORATION		\$	410.00
81592	406	XEROX CORPORATION		\$	71.10
81592	425	XEROX CORPORATION		\$	106.53
81592	440	XEROX CORPORATION		\$	126.42
81592	440	XEROX CORPORATION		\$	203.87
81592	700	XEROX CORPORATION		\$	337.22
81592	712	XEROX CORPORATION		\$	367.62
81592	716	XEROX CORPORATION		\$	120.57
TOTAL				\$	1,176,814.07

Motion by Ms. Noland to approve the Accounts Payable for April 4, 2019, in the amount of \$1,176,814.07. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

O56			
CHECK		VENDOR	Amount
723		AWVA ASSOC OF ASSESSORS	\$ 530.00

Motion by Mr. Compton to approve the Manual Checks for March 29, 2019 in the amount of \$530.00. Motion seconded and unanimously approved.

CHECK#	FUND	VENDOR	CHECK AMOUNT
481	2/CS	EPTA EAST PAN TRANS	\$ 7,500.00
1716	246/CO	TYLER TECH	\$ 2,550.00
643	8/HD	ATTENTI US INC	\$ 4,105.60
644	8/HD	PREMIER INTEGRITY SOLT.	\$ 712.00
424	73/SF	VALENTINE ELEC INC	\$ 12,193.00
724	56/AV	BERKELEY PRINTING & DESIGN	\$ 2,718.25
725	56/AV	MONROE SYSTEMS FOR BUSINESS	\$ 175.00
TOTAL			\$ 29,953.85

Motion by Ms. Tabb to approve the Manual Checks for April 5, 2019 in the amount of \$29,953.85. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Payroll for March 21, 2019 in the amount of \$262,856.71. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was made by the following individuals: Peter Onoszko, Eleanor Finn, Nicola Bastian, Ruth Hatcher, David Tabb, Tracy Cannon, and Paul Rosa. Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

PRESENTATIONS

1. Jacki Shadle, County Clerk – requested approval and signatures for the Records Preservation Program grant application.
 - **Motion by Mr. Compton to approve the application for the National Preservation Program and the application for the Regional Heritage Stewardship Program. Motion seconded and unanimously approved.**
2. Pete Dougherty, Sheriff
 - a. Approval of Part-time Bailiffs

- **Motion by Mr. Compton to approve the hire of Summer Hartley, Matthew Liston, and Tyler Payton as part-time Bailiffs for the Sheriff's Office. Motion seconded and unanimously approved.**
- b. Determination of available space within the Judicial Complex to place the Home Confinement Program
- **Motion by Ms. Tabb to approve the Home Confinement Program's move to the designated available space within the Judicial Complex. Motion seconded and unanimously approved.**
- c. Discuss plans for the relocation of the Tax Office
 - The Commission provided unanimous consent to allow Ms. Grove to research the cost and potential funding options for a Courthouse Complex.
- 3. Bill Polk, Director of Maintenance – update and discussion of cost for additional space in the 2nd floor Judicial Building.
- 4. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
- 5. Bill Clark, Region 9 – requested the approval of the Fair Housing Month Proclamation
 - **Motion by Ms. Noland to authorize the President of the Commission to execute the Fair Housing Proclamation for April 2019. Motion seconded and unanimously approved.**
- 6. Selection of Nominations for Citizen Representative to the Charles Town Utility Board
 - Heidi Parker
 - Jacki Milliron
 - Marchel Pitcher
 - Tara Ashley
 - Eric Vance
 - Ms. Noland noted the Mr. Vance could not be considered as a nominee because he did not live within the old PSD boundary.
 - Ms. Milliron received three votes – Commissioners Compton, Hudson, and Lorenzetti
 - Ms. Ashley received three votes – Commissioners Noland, Tabb, and Lorenzetti
 - Ms. Parker received three votes – Commissioners Compton, Hudson, and Lorenzetti

The Commission provided unanimous consent to allow staff to send a letter to the Charles Town Utility Board to provide the names of Jacquelyn Milliron, Tara Ashely, and Heidi Parker as potential representatives on the Charles Town Utility Board.

7. Interviews and Appointments to the Jefferson County Historic Landmarks Commission – two (2) three-year terms ending March 6, 2022
 - **Motion by Ms. Tabb to reappoint Leigh Koonce to the Jefferson County Historic Landmarks Commission for one three year term ending March 6, 2022. Motion seconded and unanimously approved.**
8. Interviews and Appointments to the Jefferson County Planning Commission – three (3) three year terms ending March 31, 2022
 - **Motion by Mr. Lorenzetti to reappoint Wade Louthan, Jay Ware, and Jack Hefestay the Jefferson County Planning Commission each for a three year term ending March 31, 2022. Motion seconded and unanimously approved.**
9. Robert T. Edwards, US Census Bureau – provided the Commission and the audience with a presentation regarding the 2020 Census
 - **Motion by Ms. Noland to create a complete County Census committee and create a proclamation in getting the word out to provide education about the upcoming 2020 Census. Motion seconded and unanimously approved.**

NEW BUSINESS

10. Student Liaison to the Jefferson County Commission
 - **Motion by Mr. Compton to send a letter to the Jefferson County Board of Education to discuss collaborating on appointing a Student Liaison to the Jefferson County Commission.**
11. Jefferson County CEOS Council – requested permission to post a display board in the Tax Office window from May 19-25th for National Community Educational Outreach Service Week.

- **Motion by Ms. Tabb to grant permission for the CEOS display to be posted in the Tax Office window during May 19-25, 2019. Motion seconded and unanimously approved.**

12. Fire Department Funding Committee

- **Motion by Ms. Tabb to create a committee to research options for future Fire Department funding consisting of Fire Department representatives, County Commissioners, and Commission legal and financial staff. Motion seconded and unanimously approved.**

13. Cooperative Law Enforcement Agreement

- **Motion by Ms. Tabb to approve the Cooperative Law Enforcement Agreement between the Jefferson County Sheriff's Department with the USDA Forest Service, Harpers Ferry Job Corps Civilian Conservation Centers, and the Region 9 Law Enforcement and Investigation. Motion seconded and unanimously approved.**

14. Discuss various appointments/interviews to the Jefferson County Development Authority Board of Directors

COUNTY ADMINISTRATOR REPORTS

- Leadership Jefferson County Government Module – Ms. Grove reminded the Commissioners of the upcoming Leadership Jefferson Local Government Module happening on Wednesday, April 10, 2019 with a walking tour of the downtown campus beginning at 10:00 am and a question and answer session with the Commission beginning at 11:00 am.

15. The Commission recessed for lunch at 12:32 pm.
The Commission reconvened at 1:30 pm.

16. Jeffrey Polczynski, Director, Communications – requested approval of employment.

- **Motion by Ms. Tabb to approve the full time employment of Heather Ketchens as a full-time public safety dispatcher at a grade IV, step A with subsequent step increase after completion of training. Motion seconded and unanimously approved.**

17. Stephen Allen, Director, Jefferson County Homeland Security and Emergency Management – requested approval of employment.

- **Motion by Ms. Noland to approve the hire of 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 six months of satisfactory performance and completion of training in emergency management required by EMPG, her salary will increase to \$38,488. Motion seconded and unanimously approved.**

18. Roger Goodwin, Chief County Engineer – requested the adoption of the 2019 Building Code Enforcement Ordinance

- **Motion by Ms. Tabb to adopt the Resolution and the Building Code Enforcement Ordinance as presented. Motion seconded and unanimously approved.**

19. David Lutman, Citizen – requested a discussion of issues at the Health Department

20. 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
 - Discussion of pump station property exchange at Burr Industrial Park
 - 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 TeMa Pilot Agreement
- **Motion by Ms. Noland to enter into Executive Session to discuss contractual matters and receive legal advice regarding the pump station property exchange at Burr Industrial Park and the TeMa Pilot Agreement. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to approve the TeMa Pilot Agreement. Motion seconded and passes on a vote of 3-2 with Commissioners Compton and Lorenzetti opposing.**

21. The Commission adjourned at 3:47 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

REQUISITIONS TO BE APPROVED

April 18, 2019

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
COMMUNICATIONS	19015	\$ 9,911.00	MobileWireless	NetMotion Mobility Annual Maintenance
GRAND TOTAL		\$ 9,911.00		



1/30/2019

Presented by: Mobile Wireless LLC

Req. # 19015

Jeffrey Polczynski
Jefferson County Emergency Communications
28 Industrial Boulevard, Suite 100
Kearneysville, WV 25430
(304) 728-2100
jpolczynski@jeffersoncountywv.org

Re: NetMotion Mobility maintenance renewal – 1 Year

Mr. Polczynski,

Thank you for being a valued customer. Please find below the pricing from Mobile Wireless LLC. We appreciate the opportunity!

Product Description	SKU	Qty	Per Unit	Extended Price
NetMotion Mobility Maintenance: Premium – 1 Year 7/2/2019 – 7/1/2020 Covers: Mobility with 180 device licenses, Policy & NAC <ul style="list-style-type: none"> • 24x7 technical support • Major version upgrades • Tech notes and web-based support • Cumulative quantity discounts on additional device licenses • Patch and point releases at no additional charge • Guaranteed response times 	11NMX25	1		\$9,911.00
Total				\$9,911.00

I'll follow up to answer any questions. In the meantime, please feel free to contact me at any time.

Respectfully,

Alan McClintock
Mobile Wireless LLC
Phone: 972-516-1365
Fax: 469-574-5000
alan@mobwireless.com

Mobile Wireless LLC • 1525 Brazos Trl. • Plano, Texas 75075 • Mobile: 214-850-9886

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 389,580.31	\$ -	\$ 389,580.31
	\$ -		
6.2% Tax Payable OASDI	\$ 23,145.13	\$ -	\$ 23,145.13
1.45% Tax Payable HI	\$ 5,413.00	\$ -	\$ 5,413.00
Fed Withholding	\$ 35,435.98	\$ -	\$ 35,435.98
WV State Withholding	\$ 16,501.06	\$ -	\$ 16,501.06
PERS Retirement Deduct 4.5%	\$ 10,136.03	\$ -	\$ 10,136.03
PERS Retirement Deduct 6%	\$ 3,878.19		\$ 3,878.19
Hosp. Pre-Tax	\$ 14,359.50		\$ 14,359.50
Cancer/ICU Pre-Taxed	\$ 299.85		\$ 299.85
Cancer/ICU Not Pre-Taxed	\$ 1,360.34		\$ 1,360.34
Optional Life Not Pre-Taxed	\$ 1,988.36		\$ 1,988.36
Christmas Club	\$ 4,775.00		\$ 4,775.00
Wage Attach #1	\$ 977.89		\$ 977.89
Wage Attach #3	\$ 500.00		\$ 500.00
DSRS Retirement Deduct 8.5%	\$ 6,243.03		\$ 6,243.03
457 - Nationwide	\$ 849.00		\$ 849.00
457I - Empower	\$ 1,780.00		\$ 1,780.00
457R - Roth	\$ 520.00		\$ 520.00
MD State Tax	\$ 594.88		\$ 594.88
D/VF	\$ 1,613.90		\$ 1,613.90
VA. State Tax	\$ 170.65		\$ 170.65
COLONIAL(PLUS)	\$ 81.60		\$ 81.60
Total Deductions	\$ 130,623.39	\$ -	\$ 130,623.39
Net Wages Total	\$ 258,956.92	\$ -	\$ 258,956.92
Payroll Date	4-Apr-2019		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

Department or Organization: **Assessor's Office**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 18, 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*):

Exonerations – 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: Pete Dougherty

Department or Organization: **Sheriff's Office**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice next meeting 4/18/19

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 Home Confinement Officer
Bolivar Contract

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

Approval to hire Jenna Hollar as a part-time Home Confinement Officer.

Approve and sign Intergovernmental agreement with Bolivar.

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 Jenna Hollar as a part-time Home Confinement Officer.

I move to approve the Intergovernmental Agreement Contract with Bolivar and approve the president to affix her signature.

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

If not attached, explain:

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

Contact information:

Email address: pdougherty@jcsdww.com

Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 10 minutes

DATE REQUESTED: 1ST CHOICE April 18, 2019

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

SUBJECT: **QUARTERLY REVIEW TO APPROVE/CLOSE ESTATES**

PLEASE PROVIDE THE CO. COMM. WITH A DESCRIPTION OF YOUR REQUEST OR PRESENTATION, INCLUDING ANY BACKGROUND INFORMATION:

Quarterly review to approve estates opened since last quarterly review, and to close estates that have met all requirements of probate.

ARE DOCUMENTS ATTACHED: To follow

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210

Regular Term

APRIL 2019

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

At a Regular Term of the County Commission of said County and State, begun and held at the Old Charles Town Library thereof, on Thursday, April 18TH, 2019, beginning at 11:05 a.m.

**PRESENT: Patsy Noland, President
Jane Tabb, Joshua Compton, Ralph Lorenzetti and
Caleb Wayne Hudson, Commissioners**

A list of Wills Probated, Executors qualified, Guardians, Administrators, &c appointed since the last Regular Term of this Commission, to-wit: January 2018 Term, thereof was this day presented to the Commission by the Clerk thereof, examined by it, and ordered filed:

Estate of Charles J. Ballou, deceased, First and Final Accounting, Matthew Ballou, Administrator

Estate of Richard Dabney Chapman, deceased, Third Accounting, William Chapman, Administrator

Estate of June Fay Collins, deceased, Final Accounting, Randy Wayne Collins, Executor

Estate of Stella Juanita Eggleton, deceased, First and Final Accounting, Clyde Eggleton, Administrator

Estate of Catherine M. Fidler, deceased, First and Final Accounting, Edna M. King, Executrix

Estate of Elizabeth Virginia Mitchell, deceased, First and Final Accounting, Brian Mitchell, Executor

Estate of Betty Reed, deceased, First and Final Accounting, Betty Jones, Administratrix

Estate of Sara Mae Southard, deceased, First and Final Accounting, Timothy Southard, Executor

Estate of Thelma Marie Staubs, deceased, First and Final Accounting, Delores M. Hypes, Executrix

Estate of Craig Andrew Stern, deceased, First and Final Accounting, Patricia Stern, Administratrix

Estate of Joseph Talago, Jr., deceased, First and Final Accounting, Anna Talago, Executrix

Estate of William E. Walker, deceased, First and Final Supplement Accounting, Dennis L. Barron, Executor

Estate of Vivian May Whalen, deceased, First and Final Accounting, Karen Whalen, Administratrix

Estate of Kraymer Marshall Witt, deceased, First and Final Accounting, Gloria Jo Lum, Executrix

The following Waivers of Final Settlement were this day examined by the Commission and there being no exceptions thereto, and none appearing on the face thereof, same are ordered approved and recorded as follows:

Estate of Margie Boyd Adams, deceased, Waiver of Final Settlement, Ann W. Phillips, Administratrix

Estate of Bonnie L. Austin, deceased, Waiver of Final Settlement, Michael G. Austin, Executor

Estate of William Francis Berry, deceased, Waiver of Final Settlement, Catherine A. Berry, Executrix

Estate of Stan Steven Carroll, deceased, Waiver of Final Settlement, Elissa I. Carroll, Executrix

Estate of Norman Harold Cate, Sr., deceased, Waiver of Final Settlement, Ruby Cate, Executrix

Estate of Lauren K. Charbonneau, deceased, Waiver of Final Settlement, Susan Charbonneau, Administratrix

Estate of Patricia L. Cox, deceased, Waiver of Final Settlement, Patricia L. Labrie, Executrix

Estate of Roland T. Cox, deceased, Waiver of Final Settlement, Patricia L. Labrie, Executrix

Estate of Donald H. Cramer, deceased, Waiver of Final Settlement, Kimberly D. Hamilton, Executrix

Estate of Stanley K. Dickinson, Jr., deceased, Waiver of Final Settlement, Kristina Kremer, Administratrix

Estate of Wanda H. Harris, deceased, Waiver of Final Settlement, Nataki Venable, Executrix

Estate of Charlotte G. Heafer, deceased, Waiver of Final Settlement, John Paul Heafer, Executor

Estate of Jerry Higgins, deceased, Waiver of Final Settlement, Eileen Louise Higgins, Executrix

Estate of Rhetha Helen Kidwiler, deceased, Waiver of Final Settlement, George Issac Kidwiler, Executor

Estate of Roger Joseph Kolkena, deceased, Waiver of Final Settlement, Rachel L. Kolkena, Administratrix

Estate of Robert Bruce Lowe, deceased, Waiver of Final Settlement, Doloros Lowe, Executrix

Estate of Deanne R. McClintock, deceased, Waiver of Final Settlement, John Wroten, Executor

Estate of Connie Jean McDowell, deceased, Waiver of Final Settlement, Gary McDowell, Administrator

Estate of Abby Willard Northrop, deceased, Waiver of Final Settlement, Johnston W. Northrop, Administrator

Estate of Richard Lee Shirley, deceased, Waiver of Final Settlement, Amy Shirley Rose, Executrix

Estate of Robert Frank Shoup, Sr., deceased, Waiver of Final Settlement, Robert F. Shoup, Jr., Executor

Estate of Kenneth Donald Suits, deceased, Waiver of Final Settlement, Kenneth Edward Suits, Administrator

Estate of Jackie Jerome Thompson, Sr., deceased, Waiver of Final Settlement, Jackie J. Wetzel, Administrator cta

Estate of Marcus E. Wilcoxon, deceased, Waiver of Final Settlement, Winifred C. Wilcoxon, Administratrix

Accountings and Waivers of Final Settlement submitted from the Fiduciary

Commissioners: June K. Jovanelly, S. Andrew Arnold, Frank D. Hill, III and

David A. Dejarnett:

NONE

President

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **April 18, 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 Board of Health – one unexpired term ending June 30, 2019 - Discussion/Action**

↓ **Discuss allowing new appointee to serve a full five year term (ending June 30, 2024) as the unexpired term ends in two months. Vacancy has been advertised to the public since October 2018 with no interest until this month.**

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

Jefferson County, West Virginia
County Commission
P.O. Box 250
Charles Town, WV 25430
(304)728-3284

To Whom It May Concern;

It has been brought to my attention that our county is in need of a Board member for the Department of Health. I am writing to apply for a Board position for the new term beginning on July 1, 2019.

I live in the Middleway District. I have a Bachelor of Science Degree in Laboratory Management. I am currently a senior Cytogenetics Technologist at BioReference Laboratory, Inc. My daily duties involve the analysis of Human cell genetics, and writing reports for cancer diagnosis. Occasionally, I train new technologists in all aspects of the laboratory.

My experience may assist the county with fresh ideas and give a helping hand.

I look forward to hearing from you. Please feel free to contact me at any time.

Sincerely;

Anh Nguyen
211 Stratus Drive
Kearneysville, WV 25430
(703)297-5068
nguyenthaianh2007@yahoo.com

ANH T. NGUYEN, CYTOGENETICS TECHNOLOGIST

211 Stratus Drive, Kearneysville, WV 25430
(703)297-5068. nguyenthaianh2007@yahoo.com

JOB OBJECTIVE:

To obtain a challenging position where my ability and experience can be effectively utilized to improve operations and contribute to the prosperity of Jefferson County.

QUALIFICATIONS SUMMARY:

Exceptional capacity to multitask: Work in strictly timed procedures, and manage others tasks in between waiting time.

Strongly recommended by Senior Director: Excellent work ethics, consistence, and accuracy.

Demonstrates ability to work as a team or individually. Always picks up work from team members when asked. Gives less experienced co-worker opinions. Involved in training new employees, follows protocols and completes work without supervision.

Types approximately 50wpm. Familiar with most office computer MS applications.

CAREER EXPERIENCE:

BioReference Laboratory Inc. Clarksburg, MD

Cytogenetics Technologist II. 03/2008 – Present.

- Analyze G-banding chromosomes for oncology diagnosis.
- Working on bone marrow, blood, and tissue samples.
- Report results using the International System for Human Cytogenetic Nomenclature (ISCN).
- Review, and correct colleague's works.
- Use Ikaros, a chromosome graphic program that is capture chromosome images, cut, save, and export to another computer program to generate result report.
- Train less senior technologists with new tasks.
- Handle heavy work load, and multitask.

Quest Diagnostics. Chantilly, VA

Cytogenetics Technologist. 12/2003 – 03/2008.

- Work in analysis area, analyze chromosomes abnormality.
- Excellent in G-banding chromosomes, Breakage Syndromes Fanconi Anemia, and Bloom Syndrome for all specimen types. Quest Diagnostics has become a national referral center of excellence for Breakage Syndrome Fanconi Anemia, and Bloom syndromes. I have been a leader in these testing over the years that I work at Quest.
- My duties also included culturing blood, bone marrow, amniotic fluid, and all type of tissue samples. Excellent with sterile technique, familiar with biological and chemical hoods, and cells count.
- Harvest, collecting cells. Working under timing procedures.
- Make media for cultures. Excellent with sterile techniques.
- Handle chemicals, diluted, and applications.

Covance Laboratory, Inc. Vienna, VA

Cytogenetics Technologist II. 5/2002 – 10/2003

- Cytogenetics testing on chemicals, mostly pharmaceutical products.
- Weekly performed chromosome breakage study assays, including cells cultured, diluted chemicals (all final concentrations will be strictly tested by analytical chemistry).
- Performed test on cells by added test articles to cell cultures. Removed chemicals from cultures by washing techniques. Harvest, collecting cells.
- Prepared cells slides for chromosome staining, as well as slide preparations for In-vitro Micro nuclear assay on rats and mice bone marrow.
- Microscopically analyzed cells aberrations.
- Made cultures media.
- Maintaining Chinese Hamster Ovary (CHO) cells line. Thoroughly with sterile technique. Prepared cultures for Mycoplasma test.
- Organized test results, and data entry, QC, scheduled, mail, drawn blood from donor (under company's license).
- Experienced with multitasked, worked long hours to meet client's deadlines.

EDUCATION BACKGROUND:

Prince George's Community College (Associate Degree)

Majoring in General Study. Graduated in June 1998.

University of Maryland at College Park

Majoring in Biological Science. Microbiology. 1996 – 2001

University of Maryland University College (Bachelor Degree)

Majoring in Laboratory Management. Graduated in August 2017.

COVER LETTER-

RESPECTFULLY REQUESTING APPOINTMENT TO BOARD OF HEALTH:

Dear County Commissioners,

As a lifelong resident of Jefferson County I would like an opportunity to give back. I have a great deal of experience with environmental health, septic systems, and land management. I believe these experiences would make me a valuable resource for the Board of Health. If you appoint me to the board of health I would conduct my actions with the highest level of integrity and focus on preserving the following key resources:

- Ground Water Preservation
- Replenishment of our ground water aquifers
- Protection of surface water discharges into our streams and rivers
- Protection of our potable water sources

In addition to preserving these key resources I would like to help with the preservation and stewardship of vital health records at health department and be happy to provide training, education and assistance with any well and septic questions your boards or staff members may have or need.

Finally, I appreciate your consideration for the vacant position on Board of Health, and hope that I can begin serving the community in near future. If you have multiple applications and I am not your first selection, I hope you consider increasing the number of board members so I can serve community.

Respectfully,

Vincent Secatello

Vincent Todd Secatello

4-6-19

**RESUME- REQUEST APPOINTMENT TO
BOARD OF HEALTH**

304-671-7399

**187 Old Leetown Pike,
Kearneysville WV 25430**

vsecatello07@comcast.net

**Professional
Profile**

- Licensed Septic Installer in States of WV, VA
- WV Class 1 and 2 Certification for Septic Installation
- Certified Installer of Delta Class 2 Systems
- Certified Installer of Pure flow Systems
- Certified Installer of Norweco Systems
- Certified Installer of Conventional and unconventional systems to include:
 - Chamber Systems
 - Gravel and Pipe Systems
 - EZ-flow systems
 - Sound Mound Systems
 - Drip Irrigation Systems
 - LPP Systems
 - Wetland Design Systems
 - Aerobic tank and pre-treatment Systems
 - Certified in Perc Tests and suitability of land for onsite sewage systems.
- Licensed General Contractor-
 - With Certifications in General Engineering, Excavation, Plumbing and Onsite Sewage Waste Treatment
 - Designed and installed more than 100 Septic Systems

**Education &
Experiences**

- Attended Jefferson High School
- MD State Septic Installer Courses
- VA State Septic Installer Courses
- WV State Septic Classes and Training
- WV Contractors Examine and Preparation

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Vincent J Secatello

Home Telephone Number: 304-671-7399

Work Address: 187 Old Lextown Pike Kearneyville WV

Work Phone Number: 304-671-7399

Mobile Phone Number: 304-671-7399

E-mail Address: VSecatello01@comcast.net

Party Affiliation: (Building Commission and Health Department applicants)

Libertarian

Occupation: Excavation & Building Contractor

Education: High School GED

College _____

Trade/Business School _____

- Are you a United States citizen? Yes No
- Are you a West Virginia resident? Yes No
- Are you a resident of Jefferson County? Yes No
- Are you able to produce verification of residency? Yes No

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

Address:
187 Old Lextown Pike
Kearneyville WV 25430

Magisterial District: Middleway

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

Organization Memberships and Positions Held : _____

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: 4/5/19

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.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **April 18, 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 Development Authority – three three-year terms ending April 5, 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

Members Currently Serving

<u>Name</u>	<u>Expiration</u>	<u>Intention</u>
LYLE TABB	4/5/2019	Unknown
TONY ROBERTS	4/5/2019	Seeking reappointment
NEIL MCLAUGHLIN	4/5/2019	Seeking reappointment
KARAN TOWNSEND (HARPERS FERRY)	4/5/2019	Seeking reappointment

Interested Applicants

<u>Name</u>	<u>Position</u>	<u>Interviewed?</u>	<u>Contacted?</u>
Mark Dyck	Citizen	No	Yes
Chris Gaidrich	Citizen	Yes	Yes
Tim Ross	Citizen	Yes	Yes
Morgan Sell	Citizen	Yes	Yes
Christopher Garcia	Citizen	Yes	Yes
Bob Gillette	Citizen	Yes	Yes
Spencer Neufeld	Citizen	Yes	Yes
Brandon Fisher	Citizen	Yes	Yes
Marty Bakken	Citizen	Yes	Yes
Nick Bajada	Citizen	Yes	Yes
Bob McEachern	Bolivar Rep.	No	Yes
Laura Anderson	Bolivar Rep.	Yes	Yes
Christy Huddle	Harpers Ferry Rep.	Yes	Yes

Harpers Ferry Selections

- Karan Townsend
- Christy Huddle

Bolivar Selections

- Bob McEachern
- Laura Anderson

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 11, 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.

April 8, 2019

VIA HAND DELIVERY

Attn: Jessica Carroll, Executive Assistant
Jefferson County Commission
Charles Town, WV 25414

RE: RE-APPLY for JEFFERSON COUNTY DEVELOPMENT AUTHORITY

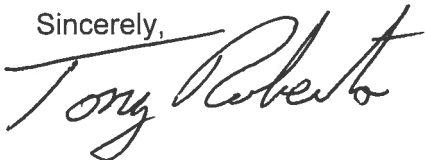
Dear Ms. Carroll,

I am an Incumbent Director of the Jefferson County Development Authority ("JCDA").

By this letter, I am re-applying for the one of the Vacant Positions. My Linked-In Resume is attached.

Please call me if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Tony Roberts". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Anthony Roberts
68 Maplewood Court
Harpers Ferry, WV 25425
(304) 620-5220

Contact

Long & Foster Real Estate
91 Saratoga Dr., Suite E
Charles Town, WV 25414
304-620-5220 (Mobile)
tonyrobertsrealtor@gmail.com

[www.linkedin.com/in/
tonyrobertsrealtor](http://www.linkedin.com/in/tonyrobertsrealtor) (LinkedIn)
www.wtsp.nationbuilder.com
(Company)
www.tonyrobertsrealtor.com
(Personal)

Top Skills

3G
4G
Backhaul

Languages

English

Certifications

Six Sigma Green Belt Statistical
Tools & Practice
Karrass Effective Negotiating (R)
SCUBA
SCUBA
Classical Piano Education, Music
Theory & Composition

Tony Roberts

Realtor / Telecommunications Site Development / Right-of-Way
Professional / Real Estate Investment / Property Manager
Washington D.C. Metro Area

Experience

Jefferson County Development Authority (JCDA) - (West Virginia)
Member Board of Directors

June 2015 - Present

1948 Wiltshire Rd, Kearneysville, WV 25430 304-728-3255

JCDA Mission:

The ultimate goal of the Jefferson County Development Authority (JCDA) is to improve the quality of life for all Jefferson County residents by developing and promoting exclusive commercial opportunities for new and expanding businesses. The JCDA positions Jefferson County for these opportunities, works to improve the business climate in Jefferson County, and manages the Bardane and Burr business parks.

Long & Foster Real Estate

Realtor / Agent (Licensed in WV) www.tonyrobertsrealtor.com
304-620-5220

May 2007 - Present

91 Saratoga Drive, Suite E, Charles Town, WV 25414

Call me to SELL or BUY your home or property.

Located in the beautiful Shenandoah Valley, only an hour from Washington, DC and Baltimore, the Eastern Panhandle of West Virginia has something to offer everyone. Jefferson, Berkeley and Morgan Counties make up the eastern tip of beautiful West Virginia. Give yourself a break from everyday hassles by taking a leisurely stroll through the historic streets of Charles Town, Shepherdstown or Harpers Ferry in Jefferson County. You can visit Martinsburg, a hub of commerce conveniently located just off I-81 in Berkeley County or "take the waters" by visiting the warm healing waters of near-by Berkeley Springs in Morgan County. The Eastern Panhandle is where you'll find the tranquil country living that our Colonial ancestors enjoyed. Side by side with the lovely country surroundings, you'll find contemporary lodging, shopping, arts and crafts, great recreational areas, first class country inns and restaurants and a dash of American History. A world away, the three counties

Bechtel Program and NE Regional Manager

2001 - 2003 (3 years)

United States and U.S. Northeast Region

Responsible for staffing, developing and managing standard work execution processes and procedures for the AT&T Wireless 2G Project ("Project Liberty") for the entire project including double responsibility for the Northeast Region of the United States. Responsibilities included regular project status reporting with Senior Bechtel and AT&T Wireless Management personnel.

TeleworX (Mike Berry - Project Manager for Black & Veatch)

Project Manager - Sirius Satellite Radio Project

January 2000 - April 2001 (1 year 4 months)

Vienna, VA

I was the TeleworX Project Manager responsible for Sirius Satellite's Radio Frequency Engineering and Design for its National Terrestrial Antenna Repeater system. Black & Veatch was the Prime Contractor. I would report and meet in-person and/or conference calls to report and communicate with Sirius Executives in NYC and with Black & Veatch on my management execution project status. The RF design phase of the Project, which I lead, contributed to the ultimate deployment of the Sirius Satellite Network, which Black & Veatch ultimately built.

Key Project Management issues included: (1) the coordination and protection of our Radio Frequency Test Engineers, with respect to Maximum Permissible Exposure (MPE); and (2) the logistics of coordinating RF testing with municipalities and property owners....Nationwide.

Sprint

Sprint Property Specialist (contracted through NB&C)

1999 - 2000 (2 years)

Bethesda, MD

Property Specialist - Managed site development for over 200 Wireless site in the Washington/Baltimore Market area. (Contracted through Network, Building and Consulting, LLC (NB&C)). (Bill Tongue Sprint Manager of the Market). Based in Bethesda Maryland.

LCC - A Tech Mahindra Company

Project Manager

June 1997 - 1999 (2 years 7 months)

McLean, VA

The Series 24 —the General Securities Principal Qualification Examination (GP)—assesses the competency of an entry-level general securities principal candidate to perform his or her job as a general securities principal. The exam measures the degree to which each candidate possesses the knowledge needed to perform the critical functions of a general securities principal, including the rules and statutory provisions applicable to the supervisory management of a general securities broker-dealer.

The Series 27 Financial and Operations Principal Qualification Examination (FN)—assesses the competency of an entry-level financial and operations principal (FINOP) candidate to perform his or her job as a FINOP. The exam measures the degree to which each candidate possesses the knowledge and understanding of the financial responsibilities, rules and recordkeeping requirements of broker-dealers.

Education

Bechtel University

Bechtel University Operations, Project Management · (2001 - 2012)

Karrass Effective Negotiating

15.5 Hours, Negotiating · (2007 - 2007)

Bechtel University

Certification - Six Sigma Green Belt Tools and Practices, Statistics & Project Management Process Improvement · (2006 - 2006)

Washington Adventist University

Business · (1981 - 1983)

Montgomery Blair

Jessica Carroll

From: Mclaughlin, Neil <neil.mclaughlin@wvumedicine.org>
Sent: Wednesday, April 10, 2019 4:03 PM
To: 'Nic Diehl'
Cc: Jessica Carroll
Subject: RE: Reappointment

Jessica

Please accept this email to have the JCC consider me for reappointment to the JCDA board. Let me know if anything else is required. Thank you.

Neil

From: Nic Diehl [mailto:nic@jcda.net]
Sent: Wednesday, April 10, 2019 3:56 PM
To: Mclaughlin, Neil <neil.mclaughlin@wvumedicine.org>
Cc: Jessica Carroll <jcarroll@jeffersoncountywv.org>
Subject: Reappointment

ATTENTION: This email was generated outside of the WVU Medicine email network. Do not click links or attachments unless you recognize the sender and know the content is safe.

Neil,

Please send an email to Jessica Carroll letting her know you'd like to be considered for reappointment to the board. I've copied her on this correspondence in case you don't have her email address. I think that's all you need to do.

Thanks,
Nic

Nicolas H. Diehl
Executive Director
304-728-3255 (O)
304-702-3700 (M)
nic@jcda.net

The logo for Jefferson County Development Authority features a stylized map of the county in the background. The text "Jefferson County" is written in a large, bold, serif font, and "Development Authority" is written in a smaller, sans-serif font to its right.

Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

The Town's Inn
An inn for all seasons
At the confluence of the Rivers, on the Trail,
A few steps from the train station, shopping, dining
PO Box 1412, 175 / 179 High Street; Harpers Ferry,, West Virginia 25425
Lodging: 304.932.0677 ~ Dining: 304.535.1860 ~ Mobile: 702.1872
www.TheTownsInn.com

TO: The County Commission of Jefferson County

FROM: Karan Townsend

DATE: 12 March 2019

RE: Re-Appointment to the Board of the Jefferson County Development Authority

Your re-appointing me to serve as a member of the Board of the Jefferson County Development Authority (JCDA) representing the Town of Harpers Ferry would be very much appreciated.

As a 12-year resident and business owner in Harpers Ferry who has been an active volunteer in numerous civic projects and organizations, I am extensively and directly involved in many aspects of community life and aware of economic development matters. My goal since moving to Harpers Ferry in February 2007 has been to preserve, protect, and promote Harpers Ferry, which is a geographically and historically unique town. My experience as the owner of the Town's Inn has kept me in constant contact with both visitors and other residents and business owners in Harpers Ferry and has equipped me to achieve this goal in many ways, including service on the JCDA Board. The Board is an amazing tool that coordinates economic development in Jefferson County in ways that promote prosperity among residents and business owners and in ways that improve our quality of life and appeal to tourists.

As a small business owner, I am aware of the concerns and challenges faced by small businesses and realize the importance of the JCDA in supporting all businesses within the County. I am qualified to represent the Town of Harpers Ferry in general and small business owners in particular in regard to economic development matters. Establishing, maintaining, and expanding the Inn has been an economic challenge, and I understand the value and significance of the JCDA and appreciate the support of the JCDA and other organizations. In addition, my experience as a Realtor and commercial appraiser and as manger of my husband's law office have provided knowledge and skills that allow me to represent Harpers Ferry well in matters of economic development.

As an active civic volunteer in Harpers Ferry for over twelve years, i have gotten to know my neighbors well. My position on major matters that have come before the JCDA Board has been congruent with the position of the majority of Harpers Ferry residents and business owners.

As an educator (teaching since 1969) and researcher (Doctorate of Education Degree in 1979), i have been diligent and rational in casting votes on the JCDA Board in ways that represent the the position of the majority of my constituents based on the information available to me.

Serving as a member of the Board of the Jefferson County Development has been a privilege and a pleasure. I respectfully request re-appointment to the Board.

Resume: Karan Townsend, Ed.D.

Address: 175 High St.; PO Box 1412; Harpers Ferry, WV 25425 or 114 3rd St. NE, Washington, DC 20002
Tel: 304.702.1872; Email: karantownsend@gmail.com

Education:	Doctorate of Education	University of Houston	1979
	Master of Education	University of Houston	1974
	Bachelor of Science	University of Houston	1971

Teaching/Business Experience:

2007-2018	Innkeeper/Director/Consultant	Town's Inn / English House / The Academy*
2002-2006	English Faculty/Consultant	Oakwood English Language Institute, Northern Virginia Community College Prince Georges Community College
2001	English Faculty/Consultant	Unit Arab Emirates University, (Aug.-Dec.)
2000-2001	Director of EFL Research/Development	New Horizons, Kuwait (August 00-July01)
1997-2000	ESL Director/English Professor	Washington Bible College, Washington ,DC
1996/2003	ESL Instructor/Consultant	EuroCentres/Diplomatic Lang. Services, VA
1993-1995	Director of ESOL/Teacher	Salzburg International Prep. School, Austria
1989-1993	Director of ESOL/Consultant	Baylor School of Medicine, TX Med. Center
1986-1993	Real Estate Consultant/Researcher	Landauer; Cushman & Wakefield, TX
1981-1993	Law Office Manager	David Townsend, Attorney-at-Law; TX
1974-1981	Program Development Specialist	University of Houston, TX
1970-1974	Public School Teacher	N. Forest I.S.D.; Pasadena I.S.D., TX

Experience Highlights:

- Extensive English language and teacher training program development and instructional experience, serving as a professor and program development specialist in culturally diverse American, European, and Middle Eastern colleges, language schools, business, and governments
- Extensive research and development experience, serving as consultant in the USA, Europe, and the Middle East in matters regarding general education, language education, business/professional education, and interpersonal/cross-cultural relations, particularly in the area of English for Speakers of Other Languages (ESOL)
- Law, business, real estate managing and consulting (business owner)
- Innkeeper / Restaurateur (owner) of the Town's Inn in Harpers Ferry, West Virginia
- Board member of Jefferson County Development Authority & Harpers Ferry / Bolivar Merchant Association. Active in Fellowship Bible Church and numerous other community-centered non-profit organizations. Served on Planning Commission (7 years) & boards of Jefferson County Convention and Visitor Bureau (10 years), Harpers Ferry Historic Town Foundation (7 years).
*Founder & Director of the American Health & Heritage Adventure Academy (AHHAA).

References available upon request

Dear County Commission,

I am submitting the following letter to express my interest for the three-year appointment to the Jefferson County Development Authority. As requested the following provides an overview of my qualifications for the position.

Bio

- US Citizen
- Resident of the City of Charles Town since 2004
- Two sons who attended Jefferson County schools, the oldest is a Junior at University, the youngest is a Senior at Washington High School.

Professional Experience

- Principal at GORDON, a civil engineering firm that work locally and nationally
- Licensed Landscape Architect in the State of West Virginia
- LEED certified
- The office was located in Charles Town from 2003-2017, it is now located in Martinsburg.
- Extensive experience with regulations, design and the entitlement process as it relates to development in Jefferson County.
- Extensive knowledge as it relates to the infrastructure systems in Jefferson County
- Previous experience includes work in California, British Columbia, Alberta, Philippines and Suriname.

Public Service

- Eastern Panhandle Home Builders Association, currently serving on this board as Vice President
- Jefferson County Development Authority from 2005-2014, including the positions of President and Vice President
- Jefferson County Comprehensive Plan Committee
- Charles Town Comprehensive Plan Committee
- Berkeley County Comprehensive Plan Committee
- City of Charles Town Parks and Recreation Board
- Charles Town Utility Board

I would appreciate the opportunity to attend the County Commission meeting and answer any questions you may have.

Regards,



Mark Dyck

Phone - 304-725-8456 Email - mdyck@gordon.us.com

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Chris Gaidrich

Home Telephone Number: 304.263.7367

Work Address: Ranson, WV

Work Phone Number: 800.488.8474

Mobile Phone Number: 301.346.2968

E-mail Address: C.Gaidrich@ufpi.com

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: SENIOR ACCOUNT MANAGER

Education: High School BETHEL PARK SENIOR HIGH SCHOOL

College ALDERSON-BROADBENT UNIVERSITY BA

~~GRADUATE SCHOOL~~ WEST VIRGINIA UNIVERSITY MA

Trade/Business School

- Are you a United States citizen? Yes No
- Are you a West Virginia resident? Yes No
- Are you a resident of Jefferson County? Yes No
- Are you able to produce verification of residency? Yes No

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

Address: 829 HONEYSUCKLE DR
MARTINSBURG WV 25401

Magisterial District: _____

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

35 YEARS EXPERIENCE IN BUILDING MATERIALS
BUSINESS.

15 OF THOSE YEARS SELLING B2B.

MANUFACTURING & LEAN MFG EXP.
Organization Memberships and Positions Held : _____

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

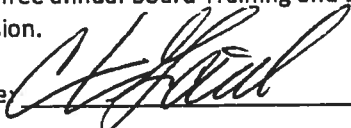
Date:	Offense:

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: 1/15/2019

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.

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

NAME: CHRIS GAIDRICH
HOME ADDRESS: 829 HONEYSUCKLE DR.
HOME TELEPHONE NUMBER: 304.263.7367
WORK ADDRESS: WEP RAMSON, WV
WORK PHONE NUMBER: 800.455.8474
MOBILE PHONE NUMBER: 301.340.2968
E-MAIL ADDRESS: C.GAIDRICH@WEP1.COM
MAGISTERIAL DISTRICT: _____
PARTY AFFILIATION (Building Commission applicants only) _____
OCCUPATION: SENIOR ACCOUNT MANAGER
LENGTH OF RESIDENCY IN JEFFERSON COUNTY: 0
EDUCATION: HIGH SCHOOL BPMS
COLLEGE ALDERSON BROADDUS
GRAD TRADE OR BUSINESS SCHOOL WVU

LIST QUALIFICATIONS FOR THIS POSITION:

35 YEARS IN BUILDING INDUSTRY
15 YEARS SELLING TO MANUFACTURERS.
MANAGEMENT OF 2 MANUFACTURING PLANTS.

NAME OF BOARD, COMMITTEE OR COMMISSION APPLYING FOR:

ORGANIZATION MEMBERSHIPS & POSITIONS HELD: _____

Signature:  Date: _____

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.

November 17, 2018

Jefferson County Commission

P.O. Box 250

Charles Town, WV 25414

Dear Commissioners,

Enclosed is my application for appointment to one of the unexpired Citizen Representative positions to the Jefferson County Development Authority ending April 5, 2019 or April 5, 2020 and my resume. In addition to meeting all requirements for citizenship you will see that I have a broad range of experience in management, leadership, communications and contracting. In order to effectively perform in all of these endeavors I have had extensive training in all of them as well as in-depth ethics training. There should be no doubt that I have the experience to work well with groups of any size towards common goals and can communicate effectively orally and in writing.

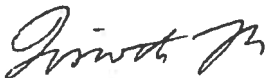
Being qualified, and being willing and able are completely different things. I have been happily retired for over six years now, but recent events have shown me that I still have skills and abilities that can not only help my community but are needed. I have been content allowing others to do the work to keep our county functioning, but I have seen that the work has not always been done well and I have spoken out. I am a firm believer in the axiom, "Put up or shut up." I will not be silent so I have no choice but to offer my skills on behalf of my fellow citizens. I have attended enough meetings and served on enough committees for two lifetimes; they are not my favorite things to do, but often times we have to do what we might not like to do, because of what we love. I love Jefferson County and its citizens and want to help them.

I would serve by doing what is best based upon the vision for the county that has been well described in numerous documents. I would approach each issue by considering the risks, costs and potential benefits based upon facts. I recognize that our citizens have knowledge that is broad as well as deep and I would access that knowledge. I would not only focus on what economic development we can create or attract to our county, but explore what could be done for businesses that already exist here.

I have no axes to grind, no personal agendas to promote and I don't owe anyone anything. Some might call me "Anti-Rockwool" but they would be wrong. I am not anti-anything. I am pro-Jefferson County.

You have the opportunity to create something new and dynamic, not only for Jefferson County but for West Virginia as well. I wish you great success and if you think I can assist you I will do my best.

Sincerely,



Timothy Ross

1853 Flowing Springs Road

Charles Town, WV 25414

304 724-7612

Tim Ross
1853 Flowing Springs Rd
Charles Town, WV 25414

Redross44@yahoo.com

304-724-7612

A Retired National Weather Service employee (GS-14) with over 35 years of meteorological, communication and leadership experience at all levels of the NWS as well as at NOAA headquarters and the DOC. Award winning skills recognized as an individual and team member. A unique combination of technical and communication skills allow me to flourish and contribute no matter the task or setting.

Skills

- Weather Forecasting and Observing
- Writing and Editing
- Developing requirements and policy
- Writing and monitoring contracts
- Leadership and Management
- Program and Project Management
- WORD, Excel and other management and budgeting software

Experience and Accomplishments

- Deputy Director of National Weather Service (NWS) Office of Communications (June 2007 to November 2012)
 - Led the establishment of the NWS Social Media presence
 - Key participant in NWS WeatherReady Program
 - Participant in planning and rollout of NWS internal web magazine
 - Recreated NWS Executive Affairs Unit
 - Prepared speeches for Director and Deputy Director
- Acting NWS Chief of Staff (June to Nov 2007)
 - Managed day-to-day operations of Office of the Director
 - Led transition of new leadership team
- Special Assignment to Office of the Federal Coordinator for Meteorological Services (Oct 2006 to May 2007)
 - Carried out research on warning effectiveness
- Deputy Director of NWS Cooperative Observing Modernization Program (Aug 2004 to Aug 2006)
 - Developed and wrote policy, procedures and MOAs
 - Negotiated siting of equipment
 - Briefed NWS and NOAA leadership on program
 - Prepared and tracked \$4.38M budget and expenditures
 - Used Earned Value Management System
 - Prepared and maintained OMB Exhibit 300
 - Led team on preparation of Cost and Operational Effective Analysis
 - Directed contractors supporting the program

Tim Ross
1853 Flowing Springs Rd
Charles Town, WV 25414

Redross44@yahoo.com

304-724-7612

- Program Coordination Office NOAA HQ (June 2003 to Jul 2004)
 - Supported NOAA Leadership on policy, speeches and activities
 - Prepared and edited correspondence for leadership
 - Supported other line offices as NWS expert
- Surface Weather Observing Program manager (Oct 1998 to June 2003)
 - Created Policy and Procedures
 - Expert on Automated Service Observing System (ASOS) Configuration and change management
 - Negotiated transfer of ASOS augmentation from NWS to FAA
 - Established policy for non-standard observing data usage by NWS
 - Contract Officers Technical Representative (COTR) for multi-agency Lightning Data Acquisition contract
- Automated Surface Observing Systems (ASOS) program manager, NWS, Western Region, (Aug 1994 to Oct 1998)
 - Commissioned the majority of ASOS in the Western Region
 - Negotiated policies and procedures with FAA
 - Wrote statement of work and served as COTR for dozens of observing contracts
- Meteorologist in Charge, NWS Helena MT, (Aug 1990 to Aug 1994)
 - Trained, managed and led staff of five
- Meteorological Technician Havre and Kalispell MT (June 1982 to Aug 1990)
- Enlisted weather observer and forecaster, USAF (Oct 1973 to Jan 1982)

Further details on above information and references are available on request.

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Timothy L. Ross

Home Telephone Number: 304 724-7612

Work Address: Retired

Work Phone Number: N/A

Mobile Phone Number: 304 582 - 4430

E-mail Address: Redross44@yahoo.com

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: Retired meteorologist / communication specialist

Education: High School Yes

College Yes

Trade/Business School _____

Are you a United States citizen? Yes No

Are you a West Virginia resident? Yes No

Are you a resident of Jefferson County? Yes No

Are you able to produce verification of residency? Yes No

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

Address:
1853 Flowing Springs Road
Charles Town WV 25414

Magisterial District: Middleway

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

see attached

Organization Memberships and Positions Held : _____

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.

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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: Timothy L. Ross Date: November 18, 2018

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.

MORGAN SELL

**P.O. BOX 752 SHEPHERDSTOWN WV, 25443
(304) 671-8870**

JANUARY 11, 2019

Dear Jefferson County Commissioners,

I would like to take this opportunity to submit my application for a position on the Jefferson County Development Authority Board. I have lived in Jefferson County for 29 years and I am committed to the future development of this area. I am committed to see that the opinions of all the hard working citizens of Jefferson County are respected and considered in regards to future development of this county. I strongly believe that all development, large or small, should be done in a responsible and sound manner.

Please find my resume attached. Please feel free to contact me if you require any additional information and I look forward to your evaluation of my credentials.

**Sincerely,
Morgan Sell**

MORGAN SELL

P.O. BOX 752 SHEPHERDSTOWN, WV 25443 - (304) 671 8870 - MORGANSELL311@GMAIL.COM

YOUTH LEADER - ART EDUCATOR - FREELANCE ARTIST - COMMUNITY ORGANIZER - MOTHER

OBJECTIVE

Seeking a position on the Jefferson County Development Authority Board

EDUCATION

SHEPHERD UNIVERSITY **SHEPHERDSTOWN, WV**
BACHELOR OF ARTS: Art Education (K-12) May 2013
BACHELOR OF FINE ARTS: Art Painting & Drawing May 2013

UNIVERSITY OF GEORGIA **CORTONA, ITALY**
COURSES IN ART & ART HISTORY SUMMER 2011

HONORS:

West Virginia Promise Scholar
Dean's List 2008-2013
Student Vice President: The Honor Society of Phi Kappa Phi, Shepherd University Chapter
Outstanding Art Major: C. Brown & Hazel Hendricks Scholarship, Shepherd University Foundation

PERMANENT PUBLIC COLLECTION

Scarborough Library, Shepherd University, Shepherdstown, WV

WORK EXPERIENCE

YOUTH LEADER: 2015-PRESENT

- Shepherdstown Presbyterian Church
- Demonstrates to Youth (grades 6-12th) how to be stewards for the Congregation, Local Community, and our Planet Earth
 - Leads Annual Mission Trips to The Center in Baltimore, The Pilgrimage in D.C. and Coalfield Development Program in Southern WV
 - Organizes Community Clean Ups, Community Meals, & Community Service

SUBSTITUTE TEACHER: August 2016-August 2018
Berkeley County Public Schools, Berkeley County, WV

ARTS BUSINESS MANAGEMENT: Summer 2012
Contemporary American Theater Festival, Shepherd University, Shepherdstown WV.

STUDENT-TEACHER: January 2013- April 2013
Visual Arts Instructor, Martinsburg South Middle School, Martinsburg, WV
Visual Arts Instructor, Potomack Intermediate School, Spring Mills, WV

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: MORGAN SELL

Home Telephone Number: 304 671 8870

Work Address: 100 W. WASHINGTON ST. SHEPHERDSTOWN WV 25443

Work Phone Number: 304 876 6466

Mobile Phone Number: 304 671 8870

E-mail Address: MORGANSELL311@GMAIL.COM

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: YOUTH LEADER : SHEPHERDSTOWN PRESBYTERIAN CHURCH

Education: High School JEFFERSON HIGH SCHOOL

College SHEPHERD UNIVERSITY

Trade/Business School _____

Are you a United States citizen? Yes X No __

Are you a West Virginia resident? Yes X No __

Are you a resident of Jefferson County? Yes X No __

Are you able to produce verification of residency? Yes X No __

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

Address:
PO BOX 752
SHEPHERDSTOWN WV
25443

Magisterial District: 34

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

ATTACHED

Organization Memberships and Positions Held : _____

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

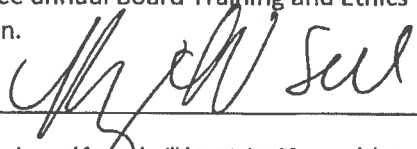
Date:	Offense:

Statement: _____

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Signature:  Date: 1/11/19

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.

CHRISTOPHER J. GARCIA

AICP, ASSOC. AIA

December 13, 2018

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

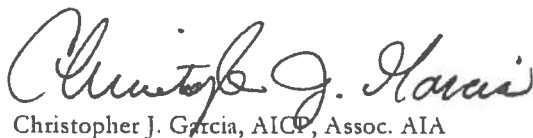
Dear Sir or Ma'am:

I am very pleased to present my letter of interest and professional resume to serve as a board member for the Jefferson County Development Authority. I am a certified professional planner with more than 18 years of experience in the field of planning and architectural design that includes experience in the following areas:

- ❖ long range community planning and community development,
- ❖ urban planning and design
- ❖ architectural conservation planning and historic preservation,
- ❖ zoning code development, review and administration
- ❖ technical construction plan review,
- ❖ military installation and facility planning,
- ❖ urban design and architecture,
- ❖ construction cost estimating and construction site management
- ❖ fiscal & economic impact analysis
- ❖ project management, among many other areas

I frequently work with economic development professionals to integrate land use planning, rural, suburban and urban design/development and public participation to achieve the best outcomes for complete and sustainable communities. I welcome the opportunity to further discuss my skills and experience with the Jefferson County Commission in the very near future. If you have questions, require any additional information, or would like to schedule an interview, please contact me by phone at (830)-237-1484 or by email at chrisgarcia_iniraq@hotmail.com. Thank you.

Very Respectfully,



Christopher J. Garcia, AICP, Assoc. AIA

CHRISTOPHER J. GARCIA
AICP, ASSOC. AIA

SUMMARY OF EXPERIENCE: Experienced management-level planner and architectural designer with a wide range of skills, knowledge and abilities in urban and community planning, urban & architectural design, facility planning and programming, historic preservation, zoning administration, project management, cost estimating, construction management, international development, leadership, and organizational management resulting in positive impacts and influence on intelligent, sustainable development of communities in challenging environments.

PROFESSIONAL EXPERIENCE

March 2018 – Present Town of Herndon Community Development Department, Herndon VA

Position Description: Community Design Planner; non-management-level zoning and design program position utilizing multi-disciplinary skills covering a wide range of activities including: local government zoning administration, historic preservation, urban design / urban planning, environmental planning, architectural design, legislative application review, zoning consultation, board/commission management and front-line customer service for small-sized, growing suburban and urbanizing community.

December 2015 – March 2018 Loudoun County Department of Planning and Zoning, Leesburg, VA

Position Description: Community Planning Program Manager; management-level project/program position utilizing multi-disciplinary skills covering a wide range of activities including: local government land planning, community outreach and engagement, coordination of transportation planning, environmental planning, architectural design, legislative application review, zoning consultation, technical consultant / sub-consultant and contract management, division-level budget management, and customer service for growing suburban and rural community.

Project Specific Experience:

Envision Loudoun – New Comprehensive Plan for Loudoun County

- Project manager for complex, multi-faceted countywide comprehensive plan update, including a new general plan and countywide transportation plan. Managed multiple teams of county employees, citizen stakeholders committees, and consultant / technical working groups.

Silver Line Metrorail Comprehensive Plan Amendment

- Project manager for technical planning project focusing on future land use planning, transportation planning, urban design guidelines, and related planning policy development to support the extension of two transit stations for the Washington Metrorail Service being constructed in the County.

May 2010 – January 2016 Government Services IPT, Largo, MD

Position Description: Planning Project Manager; mid-level project/program management position utilizing multi-disciplinary skills covering a wide range of activities including: federal installation planning, architectural design, facility programming and cost estimating, client account management, sub-contractor management, budget management and customer service for mid-sized architecture and planning firm.

Project Specific Experience:

Department of Defense – Military Construction (MILCON) Facilities Planning & Programming Studies

- Project manager for multiple planning charrettes and conceptual designs for the development of various military facilities; providing architectural-engineering services such as evaluation of DOD facility planning criteria and requirements, charrette facilitation, site investigations, preparation of concept plans and alternatives, facility cost estimates, and economic analyses completed on accelerated schedules. Recent project experience:
 - US Army, Carlisle Barracks, PA: US Army War College Academic Facility
 - US Army, Letterkenny Army Depot, Chambersburg, PA: Missile Maintenance Facility and Fire Station
 - US Army, Picatinny Arsenal, NJ: Installation Access Control Points
 - US Marine Corps, Marine Corps Base Quantico: Installation Access Control Point, Communications Officers Course Academic Building, Marine Corps Air Facility Communications Facility
 - US Marine Corps, Marine Corps Air Station Cherry Point, NC: Air Control Squadron Administration /Operations Building, UAV Squadron Administration / Operations Building, Communications Squadron Administration /Operations Building

US Army Corps of Engineers / State of Vermont – Dams Safety: Periodic Safety Inspection

- Project manager for technical engineering team tasked with periodic safety inspections for three dams owned and managed by the State of Vermont Environmental Protection Department via USACE administer civil works programs.

Picatunny Arsenal – Installation Design Guide

- Project manager for development of a comprehensive planning and architectural design guide book for standardizing design and development (functional and aesthetic) with the purpose of improving the quality of the total environment of the installation.

Ft. McNair / National Defense University, Washington, DC – Planning Charrette and Campus Development Plan Needs Assessment

- Project Manager for a planning charrette and conceptual design project for the development of a 1200 seat Auditorium and Conference Center and Campus Development Plan Needs Assessment to identify gaps in existing master planning documents for the National Defense University.

NASA Jet Propulsion Lab (JPL), Pasadena, CA – Parking Plan and Study

- Project manager leading development of a Parking Plan and Study to ensure current and future parking requirements are met, to reduce dependency on leased land and create traffic reduction on the JPL Campus.
- Project requirements included evaluating campus circulation, parking inventory and analysis, development of traffic projection data for anticipated increased site utilization, and development of feasibility analysis, and cost-benefit analysis of alternatives including carpooling, telecommuting, public and private off-site land leasing, high-density parking techniques, roadway realignments, and on-site parking structures.

January 2008 – May 2010 URS Corporation, Federal Planning Team, Gaithersburg, MD

Position Description: Senior Planner; junior-level project management position utilizing multi-disciplinary skills covering a wide range of activities in: federal installation planning, federal facility construction management, critical infrastructure protection, facility programming, client management and customer service.

Project Specific Experience:

DOD Pentagon Force Protection Agency, Washington, DC

- Served as technical support for facility planning and construction activities, to include capital improvements, contingency and temporary construction projects with a focus on physical security at the Pentagon Reservation.

Minot AFB Facility Planning Customer Concept Documents, Minot, ND

- Served as technical writer for development of facility programming and cost estimating documentation in support of increased strategic mission assigned to Minot AFB, ND.

Integrated Protective Measures Analysis, Confidential Client, NC

- Served as technical writer and researcher for Integrated Protective Measures Analysis for critical regional infrastructure in North Carolina, providing technical review of existing security conditions and provided recommendations for correction, modification and improvement of physical security and emergency response plans for protection of regional critical infrastructure.

MCB Quantico, VA – US Marine Corps OCS Temporary Facilities, Training & Education Command HQ Temporary Relocation, and USMC Information Operations Center Temporary Facilities

- Served as on-site supervisor for design-build construction of one modular building to support standup of new operational command); five new temporary barracks, one headquarters facility, one temporary training facility and one temporary messing facility at USMC Officer Candidate School; and re-location of Training & Education Command HQ Element into new temporary modular facilities with construction budgets of \$17 million.

Naval Support Activity New Orleans, LA - East Bank Redevelopment Plan

- Physical planner / designer of redevelopment options for future re-use of DOD property conveyed to the City of New Orleans for redevelopment resulting from BRAC re-alignments.

May 1999 - January 2008 Neighborhood & Urban Design Division, City of San Antonio Planning Department, San Antonio, TX

Position Description: Senior Planner; junior-level to mid-level project/program management position utilizing multi-disciplinary skills covering a wide range of activities including: neighborhood and community planning, local code development, plan review, code enforcement, customer service and public participation for a major metropolitan city serving over 1.2 million citizens.

- Managed Neighborhood Conservation Districts program, including: designation process, community involvement, code writing, plan review and coordinating enforcement activities with other city departments.

- Managed division planning teams to complete community/neighborhood planning efforts.
- Produced and integrated GIS/CAD products to validate and support planning efforts / projects.
- Produced quality urban and architectural design solutions for multiple development projects and proposals in order facilitate physical development, adhere to local development regulations and implement sound planning and design principles.
- Managed assigned master plan and zoning change cases to include plan review, code interpretation and case presentation before city boards and commissions.
- Planned, coordinated and conducted numerous public meetings in order to build neighborhood capacity, gather required community input, generate community/neighborhood plans, generate urban design ordinances, and integrate other local and state agencies into urban planning processes.

April 1996-May 1999 City Architect's Office, City of San Antonio Public Works Department, San Antonio, TX

Position Description: Intern Architect; part-time, entry-level architectural position utilizing architecture and planning skills covering a wide range of design and construction administration activities for a major metropolitan city serving over 1.2 million citizens.

- Provided assistance to staff architects with architectural project management and site inspections for capital improvement projects such as convention centers, fire stations, libraries and sports venues.
- Developed space planning and architectural design solutions for rehabilitation and space reorganizations in city-owned facilities.
- Performed plan reviews for city-funded design and capital improvement projects managed by other city departments and agencies.
- Assisted City Architect with production of conceptual urban design and architectural design solutions to design /planning problems.

PROFESSIONAL MILITARY EXPERIENCE

- United States Marine Corps, Retired Reserve, October 2015
- United States Marine Corps, Individual Ready Reserve, January 2013 – August 2015
- United States Marine Corps, 4th Civil Affairs Group, USMC, Washington, DC; Civil Affairs Detachment Chief / Group Operations Chief, October 2009 – January 2013
- United States Marine Corps, 'B' Company, 4th Light Armored Reconnaissance Battalion, 4th Marine Division, USMC, Frederick, MD; Radio Chief, Company Gunnery Sergeant. March 2008 – July 2009
- United States Marine Corps, 4th Reconnaissance Battalion, 4th Marine Division, USMCR, San Antonio, TX; Radio Chief, Company Gunnery Sergeant. August 1993 – March 2008
- United States Marine Corps, 4th Civil Affairs Group, USMC, Washington, DC; Civil Affairs Staff Noncommissioned Officer, April 2006 – May 2007 (Deployed to Al Anbar Province, Iraq in support of OIF 5)
- United States Marine Corps, D Company, 4th Reconnaissance Battalion, 4th Marine Division, USMC, Albuquerque, NM; Radio Chief. February 2003 – August 2003 (Deployed to Iraq in support of OIF I)
- United States Marine Corps, Reconnaissance Detachment, Marine Forces UNITAS, II Marine Expeditionary Force, USMC, Camp Lejeune, NC; Radio Chief. April 2002– December 2002 (Deployed to Central / South America with Special Purpose Marine Air-Ground Task Force)

EDUCATION

- | | |
|--|---|
| December 1998 | University of Texas at San Antonio, San Antonio, TX |
| ■ BS/Architecture | |
| August 2013 - Present | Hood College, Frederick, MD |
| ■ MS/Environmental Biology (Course work complete, awaiting thesis; anticipated graduation late 2019) | |

PROFESSIONAL MEMBERSHIPS / CERTIFICATIONS

- American Planning Association, Virginia Chapter Member; National Member Feb. 2006-Present
- American Institute of Certified Planners, Cert. # 020838, July 2006 – Present
- American Institute of Architects, National/Virginia Assoc. Member #38012985, Sept. 2009 – Present
- URS Corporation – Associate Project Manager Certification, Sept. 2009
- LEED Green Associate, March 2010 to Present

VOLUNTEER ACTIVITIES

- Frederick, MD Hood College Center for Coastal and Watershed Studies; June 2015
- Harpers Ferry, WV Knights of Columbus Council #12036; June 2017 - Present
- Jefferson County Youth Soccer League Coach / Referee; August 2016 – Present

AWARDS RECEIVED

- 2008: Roxie Anderson Planning Excellence Award – American Planning Association, San Antonio, TX Chapter
- 2008: Letter of Appreciation – US Marine Corps Base Quantico, Public Works Department
- 1993 – 2015: US Marine Corps multiple individual, service, and unit awards
- 2015 – Present: Loudoun County EMPACT Awards for exceptional performance, multiple awards

12/19/2018

To Whom It May Concern -

I am interested in serving on the JCDA. Please find my application and resume attached. I have resided in Jefferson County for more than 30 years. My two children have attended schools here.

I have been active in following the ongoing Rock Wool developments since last Spring. I have educated myself on the JCC and JCDA policies and procedures. I have studied the JC land use planning documents as well as the JCDA operating procedures. I believe I can be a value added resource on the JCDA and have the time to dedicate myself to it. I retired this past December.

Sincerely -
Bob Quatt

Robert C. Gillette, MBA, PMP

PROFESSIONAL PROFILE

Mr. Gillette has more than thirty years experience in government contract program operations management as well as current experience in working with both large and small firms in the opportunity identification, marketing and capture management areas. He has served as Capture Manager as well as primary proposal writer on more than 200 proposals. His assignments have covered the Departments of Homeland Security (DHS), State (DOS), Agriculture (USDA), Veterans Affairs (VA), Environmental Protection Agency (EPA), US Agency for International Development (USAID), Naval Air Systems Command (NAVAIR), National Aeronautics and Space Administration (NASA) and the National Institutes of Health (NIH). He is versed with many business development information systems including Deltek GovWin; InsideGov.Com; Federal Procurement Data System (FPDS); GovSpending; System for Award Management (SAM); and FedConnect. He has successfully established two joint ventures and is well versed in socio-economic policy and procedures.

SECURITY CLEARANCE –Top Secret 2009 (now inactive)

EDUCATION

print

Degree	Year	Major Field of Study	Institution
Project Management Professional (PMP)- Certificate	2007	Management	Project Management Institute
Certificate	2008	Advanced Proposal Pricing	Advantage Consulting, Inc.
Certificate	2002	Proposal Writing	Shipley Associates
MBA	1997	Finance	University of North Carolina
Certificate	1972	Appropriations Accounting	US Naval Supply Corps School
BA	1970	English/Naval Science	University of North Carolina

EXPERIENCE

6/05-2018 | Director of Corporate Business Development/Contracts | Communications Resource, Inc. (Woman Owned Small Business; graduated 8(a) firm), McLean, VA
Managed the CRI Business Development Corporate Program. Responsibilities included capture planning, proposal management, outreach and marketing materials development and dissemination. Created two 8(a) approved Joint Ventures following 8(a) graduation. Provided Subject Matter Expertise to a variety of projects in the areas of: OMB 300 development; CPIC; and Business Continuity. Responsible for the ongoing review and revision to CRI's strategic marketing plan. Developed and conducted multiple business development training webinars for in-house presentation. Conducted cost analysis for competitive purposes.

10/03-6/05 | Director of Business Solutions Group | Communications Resource, Inc. (8(a) firm), McLean, VA

He served as Project Manager (PM) for the design, drafting and review of the USDA Integrated Security and Standards Handbook encompassing USDA nationwide. Managed nationwide

simulation for First Responders as well as COOP Test, Training and Exercise efforts under contract to the Animal and Plant Health Inspection Services (APHIS). Led the CRI Rapid Response Enterprise Contingency Planning Project (R²ECP) to pilot the concept of facility level standardized contingency plan templates.

8/91-10/03 | Vice President | JORGE Scientific Corporation (JSC) (8(a) firm), Arlington, VA

Responsible for overall management of all JSC proposals. For six years, served as PM for JSC's technical support to NAVAIR, NASA, Resolution Trust Corporation (RTC) and USAID. From 8/91 to 9/93, served as PM on several international contracts providing pricing and technical proposal support on a variety of NAVAIR international sales programs. Developed action item tracking systems, asset tracking systems and financial analysis procedures for production programs. From 1/92-7/92, managed JSC's Environmental Clearinghouse support to the RTC and assisted in the design and implementation of several WEB Pages. For NASA, managed JSC's support in the design and implementation of NASA's web-based Peer Review evaluation system.

8/86-8/91 | Director | DUAL & Associates (8(a) firm)

Responsible for overall management of all DUAL proposals. From 1986-1988, provided analytical support on the E-6A/TACAMO Project Office (PMA-271) French ASTARTE program; the H2/H3 Helicopter Project Office (PMA-274); and, the H-46/H-53 Project Office (PMA-261). Directed both JSC and subcontractor personnel in a variety of project management tasks encompassing: MIS design, programming and implementation; reviews of financial and technical proposals. Developed program controls and management procedures. Supported a Safety Improvement Program which included oversight of all Engineering Change Proposals (ECPs).

From 1987-1988, served as PM to USAID's Honduras Mission. Responsible for the design and ongoing implementation of a major automated systems project developed to assist the Honduran government in the automation of their voter registry. Supervised a 25 person US staff in Tegucigalpa and over 500 nationals.

2/84-8/86 | Vice President | TRITON Corporation (8(a) firm)

Responsible for overall management of all TRITON DOD proposals. From 1984-1986, managed TRITON's support to NAVAIR on the E-2C aircraft FMS acquisition program encompassing research, development and production issues including engineering and logistic analyses. Completed the design, development, and implementation of an automated resource financial management/action item system which encompassed the ten year \$950 million Egyptian E-2C international project. Developed a Critical Path Method (CPM) plan covering five years of facility buildup managed by the US Army Corps of Engineers. Supported the Saudi Naval Expansion Project (PM-5) under contract to the Naval Supply Systems Command.

2/83-2/84 | Owner | Alexander, Stanton & Pace, Ltd.

Wrote all AS&P Proposals. From 1983-1984, AS&P Program Manager for support to the US Navy's F/A-18 Project Office (PMA-265); the F-14/A Class Desk; and, the Naval Sea Systems Command Iranian Project Office (PMS-377). Designed and delivered commercial training

covering all aspects of international defense acquisition programs focused on financial management. Worked under commercial contract to the General Electric Company in support of computer modeling requirements for GE's Computer Assisted Logistics System (CALs).

7/80-2/83 | Director, International Operations | RAIL Company (8(a) firm)

Provided proposal writing support for NAVAIR/NAVSUP proposals. From 1980-1983, assisted in the preparation of F/A-18 procurement plans for NAVAIR assisted in the drafting and processing of MOUs, MOAs, and waiver justifications related to the F/A-18 program. Developed a User's Manual for the MIS for International Logistics.

9/77-7/80 | Senior Analyst | Booz, Allen and Hamilton

Provided proposal writing support for NAVAIR/NAVSUP proposals. From 1977-1980, responsible for the financial, logistic, and delivery status reporting of the F-14A/Phoenix Missile Iranian Program and the Saudi Naval Expansion Program. Assisted the Defense Security Assistance Agency (DSAA) in a study of all delivery reporting systems used to monitor international deliveries by the Navy, Air Force, and Army.

6/70-6/75 | Line Officer; Supply Officer | U.S. NAVY

Various assignments including Procurement Officer and Disbursing Officer.

TECHNICAL TRAINING, CERTIFICATIONS AND CREDENTIALS

Cost, Schedule, Control Reporting Requirements Certification (now Earned Value Management)

PROFESSIONAL MEMBERSHIPS

Project Management Institute

Association of Proposal Management Professionals (APMP)

COMPUTER SKILLS

Experienced in Microsoft Office Professional; MS Project; Filemaker; ACCESS; Deltek GovWin; Federal Procurement Data System (FPDS); GovSpending; FedConnect

Jefferson County Commission
Application for Boards, Committees or Commissions
(JCDA Application)

Please type or print information

Name: Bob Gillette

Home Telephone Number: 240-305-4945

Work Address: P.O. Box 277 Shepherdstown, WV 25443

Work Phone Number: 240-305-4945

Mobile Phone Number: Same

E-mail Address: bgillette@frontiernet.net

Party Affiliation: (Building Commission and Health Department applicants)
N/A

Occupation: RETIRED

Education: High School LANDON (Bethesda, MD)

College UNIV. of North Carolina

Trade/Business School UNIV. of North Carolina (MBA)

Are you a United States citizen? Yes No

Are you a West Virginia resident? Yes No

Are you a resident of Jefferson County? Yes No

Are you able to produce verification of residency? Yes No

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

Address: 1019 Turner Rd.
Shepherdstown WV 25443

Magisterial District: Shepherdstown (outside city limits)

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

See Attached

Organization Memberships and Positions Held : _____

Have you even been convicted of any felonies? If yes, please list. No

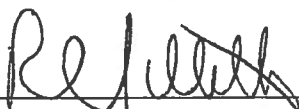
Date:	Offense:

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: 12/16/2018

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.

SPENCER NEUFELD PE
32 Flag Court
Charles Town, West Virginia 25414
304-270-7529
Spence62@gmail.com

November 30 2018

Jefferson County Commission
PO Box 250
Charles Town, WV 25414

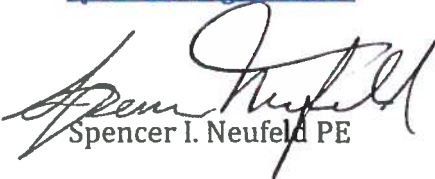
Gentlemen & Ladies,

Enclosed is my statement of experience and qualifications as requested for your review and consideration, for nomination as a Citizen Representative, to the Jefferson County Development Authority Board. I believe I would bring a considerable amount of professional experience and expertise in several areas not known to exist to this board previously.

I have spent most of my professional life involved in development and the construction industry, and I have continuously learned and observed developments and how they impact communities. From my involvements, I've accumulated firsthand knowledge that is invaluable in planning procedure and policy for communities. I believe I bring a fresh perspective in my approach to issues, and a higher sensitivity to the impacts of new developments within a community, and their surrounding areas.

I look forward to serving the Charles Town Community with a nomination to serve on this Board.

If there you have any additional questions, please call me at 304-270-7529, or email at spence62@gmail.com.


Spencer I. Neufeld PE

SPENCER NEUFELD PE

**32 Flag Court
Charles Town, WV 25414
Cell: 304-270-7529
Email: spence62@gmail.com**

Summary of Qualifications & References

I'm a 15 year resident of Jefferson County West Virginia, who is a licensed West Virginia Professional Engineer, that has some experience in municipal planning and development. I also hold Certifications as a Building Plan Review, Commercial Electrical Plan Review, and Commercial Electrical Inspector, by the International Building Council (IBC). I've been a Certified Peer Reviewer and Plan Reviewer by Fairfax County Virginia for over 16 years, where I helped develop their expedited permit review program. I am sensitive to the needs of the handicapped, with specific training in ADA requirements. I have a wealth of experience in working and developing project master plans. My experience is in designing, building and installing building systems and utilities. I have held Professional Engineer's Licenses in 26 States and the District of Columbia, over the course of my career.

COMMUNITY CIVIC PARTICIPATION

As a civic-minded professional, I have served and participated on multiple county boards, volunteer groups, and state associations in the areas I have lived. Those were primarily in: Cleveland Ohio, Orlando Florida, Chicago Illinois, Ashburn Virginia and Charles Town West Virginia. I've taught and instructed electrical systems installation, lighting design, electrical engineering, power systems engineering, low voltage design, building code analysis and electrical inspection. I have also served on local and regional sections of professional boards and executive committees for: The Illuminating Engineering Society (IES), IEEE, and the IAEI Eastern Seaboard region. I've acted as an educational instructor for statewide training of local electrical inspectors, and conducted seminars on code cycle changes in the Building Codes since the merger of the Codes back in the 1980's.

While in Florida I was a member of the Executive Board and a Committee Chairman of our Homeowners Association for 8 years; in Virginia, I served multiple terms in similar positions in both Cascades and Broadlands Subdivisions. I've served as President, Vice President, and Committee Chairman of several subcommittee posts. I've also served multiple terms as a member of Planning and Steering Committees for organizations. In Virginia I served as a member of Building Code Appeals for Loudoun County Virginia, and led an effort to write supplementary design standards and requirements for Fairfax Virginia, governmental building construction. I also established Fairfax County energy conservation requirements before the promulgation of the IBC Energy Code or ASHRAE 90.3. My work with generator systems has also made me knowledgeable in EPA requirements for emissions and pollution control.

While living in Florida, I was a member of the Regional Special Olympics Board of Directors and a County Volunteer Swim Coach. I also served as a Regional and a State Coach training members of the State team and its representation for the USA to the 1988 International Special Olympics Games held at Notre Dame University. I coached two athletes that won 3 gold medals for the USA, and who both participated in a relay team that won a bronze medal. In Virginia, I also volunteered as a Special Olympics Swim Coach, and I served on the Loudoun County Community Services Board for 4 years, writing policy for assisting the handicapped.

CURRENT COMMUNITY ACTIVITIES

This past summer I participated with the Jefferson High School Band Boosters, where I designed, and participated in the construction of renovating the High School Band Concession Stand. We provided a complete replacement of the building electrical infrastructure, along with repair of an exhaust fan, refrigeration units and a freezer. We replaced the serving counters and rollup doors, adding new counters and storage space and added a security system. This concession stand is an important source of revenue, as it assisted in providing funding for the group. The revenue from the concession stand assists in paying for the uniforms, transportation and equipment, enabling it to have 215 members and all the related supervision necessary. The funds raised are instrumental in enabling a superior musical education component to the High School Curriculum.

SPENCER NEUFELD PE

EDUCATION

- BACHELOR OF SCIENCE IN ENGINEERING – ELECTRICAL OPTION, *Cleveland State University (1974)- Cleveland, Ohio*
- ASSOCIATE OF APPLIED SCIENCE IN ELECTRONICS TECHNOLOGY, *Ohio College of Applied Science (1966)- Cincinnati, Ohio*

PROFESSIONAL ACTIVITIES and EXPERIENCE (a sampling)

Supervisor—Electrical Project Management. My projects ranged from construction of Onsite Facilities at Epcot Center, Disney World to design and replacement of 2 large penthouse located electrical power generators at the Fairfax County Government Center, and a complete replacement of an outdated building infrastructure, including automatic transfer switches and circuit breaker distribution panels. I supervised infrastructure upgrades for over a dozen fire stations and recreational facilities.

Senior Electrical Design Engineer – As the Lead Electrical Engineer for a multi-disciplined engineering design organization, my projects ranged from school and hospital renovations, to mission critical data centers and Military Bases. I also managed designs and complete redesigns of Data Centers ranging from 50,000 SF to 200,000 SF. In addition to new hospital campus designs ranging up to 500,000SF. I also designed the initial central utilities plant, and several pavilions at Universal Studios, Orlando Florida.

Health Care Design Specialist – I designed a Brain Laboratory in Brooklyn New York for the VA, a replacement hospital for Orlando Regional Medical Center, a new wings for the Florida Hospital Chain, a new satellite hospital at Port Salerno Florida, completely new central plant and electrical infrastructure at Martin Memorial Hospital, and designed a completely new Hospital Campus for the VA in Orlando Florida

Higher Education Design – Master campus planning and design of the a new library at animal sciences building at Rollins College, Design of the Nematology/Entomology Building at University of Florida, Class Room Building and Theater Arts Building at University of Central Florida, Expansion of the Crummer Law College at Rollins College, Natatorium at Florida State University, Football Stadium expansion at the University of Florida.

Peer Review and Expedited Plan Review – When I was in Orlando Florida, I worked in a firm that was providing Plan Review and Inspection Services for the State of Florida. When I moved to Northern Virginia, I initiated a peer review and expedited permit program providing specialized services of expedited plan review services for Fairfax County, several other Northern Virginia Counties, the District of Columbia, and Prince Georges County, MD. In Shepherdstown WV I was asked to do a pre-permit application review of a Church to help expedite their permit process.

Electrical Inspector – I initiated a program and served as head of the 3rd Party Inspections group that performed that services throughout Northern Virginia, some parts of Maryland and West Virginia, as well as the District of Columbia.

Hazardous Material Abatement - Provided electrical design services for an environmental design and abatement firm. I applied engineering principles to interrelationships as they applied to Indoor Air Quality, energy consumption, asbestos abatement, hazardous material removal and other environmental issues.

SPENCER NEUFELD PE

Medical Construction Survey and Inspection Services - Under a State Agency contract for Health Care Administration (AHCA).

Theme Park Construction Management - Epcot Center at Walt Disney World Florida and at Universal Studios, Florida.

Military Construction – I worked on the design team that created a Master Plan and then designed a major portion of the entire Naval Submarine Base at Kings Bay Georgia, a new alert shelter at Homestead Airforce Base, a command center at Tyndal Airforce Base, a Hospital Wing at Jacksonville Naval Air Station with a decompression unit, and a new multi-services Hospital in Vicenza, Italy.

PROFESSIONAL RECOGNITION

- Consulting Engineering Firm's President's 2005 Award as "Engineer of the Year"
- Past President of a Section of the Illuminating Engineering Society (IES).
- Past Regional Chairman of IIDA Selection Committee (International Illumination and Design Lighting Awards).
- Former Board Member of an IAEI (International Association of Electrical Inspectors) Education Committee
- Winner of 2 National "Guth Awards" in Lighting Design Competition.
- Nominee and finalist for State of Florida NSPE Organization's "Engineer of the Year" in Engineer's Week Activities

Brandon Fisher

81 Belview Winds Lane Charles Town WV 25414 · 425-293-4813 · bfisher2005@hotmail.com

November 28, 2018

Jefferson County Commission
124 E. Washington Street
Charles Town, WV 25414

Dear County Commissioners,

My name is Brandon Fisher and I am an 8-year resident of the Eastern Panhandle of WV and have lived in Jefferson County a little over a year now. I currently live in the Kabletown area with my wife and son. I am a High Voltage Electrical Lineman by trade (represented by the IBEW union) and my wife is a Registered Nurse.

I am seeking the advertised appointment of "Labor Representative" on the Jefferson County Development Authority. I believe I am at a point in my life where I have the available time and experience to begin volunteering my time to give back to my community. After seeing the announcement for this position, I realized I was a great example of a typical labor worker in Jefferson County. I am a 12-year Electrical Lineman, with a growing family, and an investment in Jefferson County and its development and success. As my first choice for appointment to the JCDA would be for the Labor Representative position I would also like to be considered for a Citizen Representative position.

I have worked on many infrastructure reliability upgrades and a vast number of new construction projects, including residential, commercial, and industrial. These projects have allowed me to learn various jurisdictional procedures all over the country, including the States of Washington, New York, Montana and specifically West Virginia, Virginia, Maryland, and the District of Columbia.

I am an active member of the International Brotherhood of Electrical Workers (IBEW). The IBEW represents approximately 750,000 active and retired members from a wide variety of fields including utilities, construction, telecommunications, manufacturing, railroads, broadcasting and government.

I believe I would be a great representative of Jefferson County labor workers on the JCDA and can lend my expertise in many aspects of County Development. I hope you will consider appointing me to this position and wish you the best in your decision-making.

Sincerely,

Brandon Fisher

Brandon Fisher

81 Belview Winds Lane
Charles Town, WV 25414
(425)-293-4813
bfisher2005@hotmail.com

Various IBEW Contractors DC, Maryland, Penn., NY, WV 10/2017- Present

Line refurbish and infrastructure upgrade projects in several areas, mostly DC/MD and WV. Have taken part in hurricane restoration events that left millions without power across the south east US. Sub-station refurbishments for non-profit electrical cooperatives throughout Virginia.

Seattle City Light Seattle, WA 11/2016-10/2017

Performed maintainence on overhead powerlines in the Seattle metro area and worked inside hydroelectric dams and substations to improve infrastructure reliability. Assisted with the installation of new cell phone sites on company transmission towers.

Various IBEW Contractors Montana, WV, Maryland, and D.C. 11/2015-11/2016

Installing High Voltage underground lines to new residential customers. Performing maintainence on 230,000+ volt electrical lines. Several circuit replacement and upgrades in the DC/Maryland metro area.

Bonneville Power Admin. (Department of Energy) Kent, WA 07/2015-11/2015

Primarily worked on major refurbish and reliability electrical grid projects. Projects were performed to strict NERC and FERC safety and specification standards.

Dominion Energy Leesburg, VA 07/2006-06/2015

Completed four year apprenticeship in 2010.

Worked as a Journeyman Lineman/Troubleman 2011-2015.

Key roles where active participation in new construction projects ranging in size from new residential subdivisions to Amazon Data centers and the Metro Silver Line expansion.

Brandon Fisher

81 Belview Winds Lane
Charles Town, WV 25414
(425)-293-4813
bfisher2005@hotmail.com

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Completed four year apprenticeship in 2010.

Worked as a Journeyman Lineman/Troubleman 2011-2015.

Key roles where active participation in new construction projects ranging in size from new residential subdivisions to Amazon Data centers and the Metro Silver Line expansion.

Education

Northwest Lineman College

7600 S Meridian Rd

Meridian, ID 83642

Completed April 2006

Training/Certifications

Lineman Apprentiship with Dominion Energy completed 12/2010

OSHA 10hr General construction 12/2015

OSHA 10hr T&D 11/2018

First Aid, CPR, AED 10/2018

Class A CDL 03/2006

Confined space, Pole top and bucket rescue 03/2006

Climbing wood poles and steel towers 02/2006

Marty E. Bakken

151 Volney Hill Road, Shenandoah Junction, WV 25442
703-463-7517
martybakken@gmail.com

November 29, 2018

Jefferson County Commissioners
124 E Washington St
Charles Town, WV 25414

Please accept the attached resume for consideration for a position on the Jefferson Country Development Authority (JCDA). As my resume will indicate, I bring an established history of performance working on large Federal programs (FAA) and & managing in a unionized workforce while ensuring mission success.

My family & I have been Jefferson County residents for the past nine years. We expect to remain Jefferson County residents indefinitely. I would like to be a voice on the mission of where the county moves in regards to development.

Thank you for your consideration

Sincerely,
Marty E. Bakken

Marty E. Bakken

◆ Shenandoah Junction, WV ◆ T: 703-463-7517 ◆ marty.e.bakken@leidos.com

Johann von Goethe - Knowing is not enough, we must apply. Willing is not enough, we must do.

Professional Experience

Leidos Flight Service 2014 – present

Director - Air Operations

Washington HUB

- Responsible and accountable for operational and service outcomes of the Federal Aviation Administrations Automated Flight Service Station (AFSS) facilities as well as the oversight of the AFSS Service Areas.
- Professional interface and engagement with customers and system users.
- Direct all aspects of individual AFSS operations to include the integrations of support functions with operations, setting staff priorities and accomplishing facility reporting.
- Accountable for all employee actions such as recruitment, promotion, suspension, termination and performance improvement planning.
- Responsible for facility financials performance such as operating expenditures, overtime and leave usage.
- Responsible for identifying procedures, operations, and equipment necessary for the success of the AFSS Program.

Lockheed-Martin Flight Services 2011 – 2014

Deputy Air Operations Manager

Washington HUB

- Recruited to improve facility performance in all operational aspects ensuring mission success.
- Responsible for performance and development of a workforce of 175 Air Traffic Controllers in a unionized environment, 11 Associate Air Operations Manager,
- Developed professional working relationship with unionized labor delegates.
- Successfully mentored subordinates, multiple candidates selected for the Lockheed Martin Emerging Leaders Program.
- Responsible for facility financials performance such as operating expenditures, overtime and leave usage.

Lockheed-Martin Flight Services 2010 – 2011

Air Operations Associate Manger

Washington HUB

- Recruited to realign and lead the operational group in managing product delivery, quality and accountability. Results included an increase in customer satisfaction and contract performance.
- Supervised and developed a workforce of 175 Air Traffic professionals. Tasked to conduct oversight and coordination with Lockheed-Martin engineering to ensure added specialist needs and system improvements are accomplished.

Selected Achievements

- Selected to lead the Internal Full Facility Evaluation (IFFE) process. This process is designed to identify and nullify future OE/OD events as well as system performance.
- Designed and implemented performance improvement processes and procedures which hold Operations Supervisors accountable for Acceptable Performance Level (APL) failures.
- Developed a magnitude of operational procedures. (Defense VFR / System Non Operational / Military Flight Planning / NOTAM Validation)
- Developed and implemented current version of PTFR Survival Guides (Graphical Depiction)
- 100% success rate for ATCS specialists required obtaining ICAO briefing certification.
- Selected to Lead Operations Supervisor Position
- Selected to serve as Acting Deputy Operations Manager
- Developed and implemented training tracking to ensure facility goals are met.
- Implemented supervisory performance tracking.
- Improved cooperative working relationship with workforce representation (IAM).
- Instilled a team atmosphere across LMFS work groups.
- Demonstrated ability to improve / maintain facility Performance Measure results.
- In progress development of Strategic Planning tool for future performance enhancement.

Lockheed-Martin Flight Services 2008-2010

Plans & Procedures Specialist

Washington HUB / St Petersburg, Fl., AFSS Selected Achievements

- Served as subject matter expert (SME) for all Air Traffic procedures developed by Lockheed- Martin Flight Service (LMFS).
- Ensured compliance with system wide procedure for NOTAM (Notices to Airman) validation and coordination and publication.
- Served as Flight Service software evaluator for software development. Selected to serves as OS for EAA Lakeland Sun-N-Fun temporary Flight Service Station OS on multiple occasions.
- Served on Joint Requirement & Oversight Committee (JROC).
- Served on FAAO 7110.10 rewrite committee.
- Served on multiple Safety Risk Management (SFM) panels.

Lockheed-Martin Flight Services

Quality Assurance Specialist

St. Petersburg Automated Flight Service Station (AFSS)

- Served as Quality Assurance Specialist
- Served as Plans & Procedures Specialist
- Served as Operations Supervisor

Selected Achievements

2005 – 2008

- SME for ICAO briefing certification
- SME for Operational Error/ Operational Deviation processing.
- SME for the completion of FAA Accident/Incident packages for incidents/accidents
- Developed and launched ICAO briefing training for Lockheed-Martin Flight Services (LMFS) specialists at PIE AFSS.

Federal Aviation Administration 1987- 2005

Air Traffic Control Specialist

St. Petersburg Automated Flight Service Station (AFSS)/Fort Dodge AFSS

- Served as Quality Assurance Specialist
- Served as Plans & Procedures Specialist \
- Served as Operations Supervisor
- Served as Training Specialist
- Served as Assistant Manager for Training
- FAA Mascot "AIR BEAR" for 8 years
- Operation Raincheck coordinator
- NBAA convention selectee for 5 terms
- Quality Assurance Specialist – 1 year
- Training Specialist – 1 year
- ICAO rated Pilot Weather Briefer
- Adopt-An-Airport Coordinator
- Facility Instructor Training (FIT) rated
- On The Job Trainer (OJTI) rate

Education / Certifications

- A. A. - Accounting - Anoka Ramsey**
- A. A. - Aviation Administration - Anoka Ramsey**
- Certificate: Pilot Weather Briefer (NWS)**
- Enroute Flight Advisory Certificate (EFAS)**

Affiliations

- Foundation for Youth Development Tampa Bay - Board of Directors (2002-2009)**
- Pop Warner Youth Football & Cheerleading - Organization Founder (2002-2009)**
- West Pasco Prowlers Youth Football/Cheerleading - (2002-2009) Tampa Bay**
- Jefferson County Youth Football League (JCYFL) -(2009 - 2015) Head Coach Junior Varsity Football**
- National Youth Advocate Program (NYAP)- (2011 - Present) - Licensed Foster Parents for the State of West Virginia**

Nicholas Bradford Bajada
321 Peace Ridge Road, Harpers Ferry, WV 25425 USA
1-609-312-8283 | nickbajada@gmail.com

Resume

Education

2019	Shepherd University	Master of Business Administration: Healthcare Administration	2019
2010	University of Alaska Fairbanks	Bachelor of Science: Interdisciplinary Studies: Biomedical Studies	3.27

Training and Experience

2008-2010

Laboratory Techniques: Fluoroscopy, immunohistochemistry, microscopic neuro-dissection for live preparation.
Medical Laboratory Sample Preparation and Analysis: Centrifugal fecal float, fecal smear, urine sample preparation and microscopic analysis, ear cytology, blood smear, manual complete blood count, leukocyte identification, reticulocyte analysis, tissue sample preparation.

2008-2011, 2016-2018

Veterinary Medicine: Veterinary reception and technician. Client care and communication, animal restraint, husbandry, phlebotomy, laboratory protocols, radiology, surgical assistant, surgical technician, multi-specie experience with small animal, large animal, reptiles, avian, and rodents/'pocket pets'.

*2011-2015
2012-2016*

Human Nursing: Trained and worked at the capacity of a registered nurse in the US Navy. Worked on medical ward, surgical/transplant/neurology ward, internal medicine outpatient clinic. Patient hygiene, medication administration, monitoring IV machines and equipment, placement and monitoring of indwelling urethral catheters, nasogastric tubes, and rectal tubes. Recognized subject matter expert in intravenous catheter placement, phlebotomy, and

laboratory specimen collection. Wound care specialist. Supply ordering and par level audits. Medical equipment maintenance, medical equipment purchases and contracting.

2013-2016

Ultrasound Guided Peripheral Intravenous Catheter Placement Expert: utilized to place peripheral catheters in special patient cohort consisting of pediatrics, chronically ill, severely wounded, elderly, obese patients where commonly used practices for peripheral intravenous catheter placement was either unsuccessful, or not feasible for inpatient and outpatient settings. As an expert, conducted bi-weekly trainings and authorized competencies for professional staff in hospital setting.

2014-2016

Wound Care Specialist: Conducted wound management for all patients receiving chronic wound care treatment. Assessed wound stages, referred patients for surgical consult, established wound care treatment and protocols.

2016

Performance Improvement Project Manager: Developed by-laws and guidelines for performance improvement council for outpatient clinics and conducted hospital wide training on the new project. Initiated performance improvement councils in 33 outpatient clinics, facilitated 33 outpatient clinic's performance improvement councils monthly meetings, trained and instructed high level hospital management personnel on performance improvement councils, and future performance improvement council facilitators.

2016

Lean Six Sigma- Green Belt: Underwent 40 hours of training and conducted two reports for performance improvement under the Lean Six Sigma Green Belt philosophy, led by two Master Black Belts.

Employment

2018

**Crossroads Animal Referral and Emergency Hospital
Emergency Department Lead Veterinarian Technician** **Full
Time**

Team of over 20 technicians and 12 veterinarians for a 24/7 emergency animal hospital. Lead veterinarian technician for the Emergency Department. Conduct scheduling, client communication, staff trainings,

developing SOPs, inventory audits, staff recruiting, achieving patient care excellence.

2016- 2018 Blue Ridge Veterinary Associates Full
Veterinarian Technician Time

This employment has given me exposure to unique opportunities working with diverse veterinarian professionals. As one of the largest veterinarian hospitals in the region, we see all species: house pets, farm animals, wildlife, and exotics as well as emergencies. This environment provided me with exposure to diseases and treatments I am not familiar with. I have seen and treated patients with zoonotic diseases, newly founded cancer medications, and novel surgical techniques.

2011-2016 United States Navy Full
Hospital Corpsman Time

2011 *Military Training and Hospital Corpsman Training*

8 weeks basic naval training, and 16 weeks nursing and emergency medicine training.

2012 *32 Bed Inpatient Medical Ward*

First assignment at the President's Hospital. Only corpsman to complete all required and optional training and done so during initial 3 months. Examples of training included urinary catheter placement/removal and maintenance (male and female), nasogastric tube placement, intravenous catheter placement, medication administration (oral, intravenous, dermal, suppository), patient hygiene, medical documentation, and end of life care. During this period, I was also introduced to ultrasound-guided IV catheter placements.

2013 *24 Bed Inpatient Neurosurgical and Surgical Ward*

During this rotation as an experienced hospital corpsman, I was noticed for my keen perception of medicine, exceptional bedside manner, and ability to work with acute, chronic, and high acuity patients, and teamwork. I was assigned the responsibility of taking on up to 3 patients at a time during my shifts. I also was established as an expert in ultrasound-guided peripheral IV catheter placements and participated in training over 175 doctors and nurses in the skill.

2014

Primary Care/Internal Medicine Outpatient Clinic

My responsibilities included but were not limited to screening patients for their appointment, obtaining a medical history, vitals, collecting any required laboratory specimens, writing and maintaining patient health records, and relaying all information to my assigned physician. I was assigned Team Lead and developed the clinics for SOP for triaging patients for the clinic's urgent care. I collaborated with team physicians, nurses, corpsman and leadership to establish the final document. I worked closely with a sports medicine physician. This was a great benefit because I learned about rheumatology and was able to participate in minor dermal operations and administer joint injections.

During this time, I was also the officer for supply. I successfully audited and redesigned the entire clinic's medical and office standing supply, and future ordering queue saving the clinic over \$10,000 instantly, and additionally over time as the clinic reduced its expired product waste. By the second intention, the hospital saved over \$100,000 by relocating unused medical equipment to different departments in need. Normally, such equipment would be written off and sent to DRMO (federal auction).

2015-2016

Project Manager: Performance/Quality Improvement Council for Ambulatory Medicine and Ancillary Services (33 Clinics and Services)

My last duty was a special assignment to develop, implement, and oversee a new hospital initiative for ambulatory medicine. During this period, I was trained in Lean Six Sigma and underwent 40 hours of official green belt training. I successfully established over 30 performance improvement councils in all outpatient clinics and ancillary services. Examples of such clinics included: internal medicine, immunology, psychiatry, general surgery, dental, and pharmacy. This assignment was very challenging, as I needed to run private conferences with very high ranking military officials for the hospital and each individual clinic and write a standard operating procedure for the hospital that all councils/clinics were to abide by, and develop by-laws for each charter. I greatly improved my public speaking, self-confidence, teamwork, performance and quality improvement knowledge for national hospital standards.

2010-2011

Toms River Animal Hospital
Veterinarian Assistant

Full
Time

As an employee here, I learned the greatest amount in pharmaceuticals. My main role was as a pharmacy technician. I became knowledgeable in over 100 medications used in veterinary medicine. Upon leaving this employer, I was offered a manager position had I ever wished to return.

2008-2010

**Mt. McKinley Animal Hospital
Veterinarian Technician**

**Full
Time**

My first experience in veterinarian medicine was very important as I became exposed to medical techniques that I would not be able to learn in human medicine until I entered medical school. Here I first learned how to: draw blood samples, take radiographs, use an ultrasound probe, perform and interpret laboratory tests, and prepare and analyze tissue, fecal, and urine specimens for microscopy. Additional experiences included basic patient care, doctor-patient(client) interactions, sanitary procedures, surgical tools and preparation, and anesthesia monitoring. The most benefit I received from this experience was that I was also enrolled in Human Anatomy and Physiology courses and laboratory sections. This allowed me to take my classroom lessons and directly apply them to my work to get a deeper understanding of the material.

**Avocation
2008-2010**

Research

Sudden infant death syndrome (SIDS) and fetal alcohol syndrome were very prevalent in the Alaskan population. This laboratory's mission was to evaluate causes of SIDS and studied how nicotine and alcohol cause a depressed hypercapnic response. Our preparation was an electrophysiological quantization of the neuronal signaling output via cranial nerves VII and XII on an isolated brain stem preparation of a frog. I had the idea that cannabis may play a role. I developed a deep passion for medical research through this experience, and an appreciation for the time and effort it takes to acquire, analyze and compose the data that is obtained. My experiments were developing interesting results. Thus, my professor assigned me my own laboratory where I continued to create and execute my own experiments and protocols.

2009-2010

**University of Alaska Pre-Medical Society
Public Relations Officer for the University of Alaska Fairbanks
Pre-Medical Society. My role consisted of creating and**

maintaining relationships with people and organizations in the university and within the city. I developed strong relations with the UAF Biology and Chemistry departments, and a new relationship with the local community hospital; Fairbanks Memorial Hospital.

Our relationship with the hospital provided students with access to shadowing and volunteer opportunities and allowed us to coordinate many different community projects. One of which was the reestablishment of the Alaskan Medical Mission, an operation to provide underprivileged countries with clean, unused medical supplies.

Projects I directed: a health care discussion panel, reinstating UAF as a location for the Medical College Admission Test (MCAT), collaboration with the English department to design a new graduate-level personal statement course, created an MCAT review course for spring break, and brought in Deans from prestigious national medical universities to address our university's students.

Projects I participated: Alaskan Medical Mission (a medical supply redistribution program for under-privileged countries), a community fundraiser for HIV/AIDS with a silent auction and wine tasting, and a day of community outreach to educate residents about SIDS.

2009-2010

Fairbanks Rescue Mission

This was the first community project I joined as a member of the Pre-Medical Society. Several students visited the local homeless shelter every other Sunday to provide activities to the people such as board games, card games, baked goods, and movies. We have been told by the director that the people looked forward to our visits, and were very disappointed on the occasion we had to reschedule.

2009

Healthcare Discussion Panel

This community outreach project was done with a purpose of informing the local community on our national health care policy, known today as Obama Care. I created a panel designed to incorporate respectful, intelligent, professional, and reliable prime resources that the community could directly engage directly and receive immediate feedback. Our panel consisted of two professors from the university two state

congressmen, a physician from the local community hospital as well as the CEO of the hospital. The project had a large attendance and was deemed a success by the university, community and panel members.

2009

Physician Shadowing

32 hours shadowing an emergency medical physician at our local emergency department during the summer to gain exposure to human medicine. This was an exhilarating and gainful experience. I learned a lot about emergency medicine in rural America and received my first experience in human medicine.

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: ROBERT McEachern

Home Telephone Number: 304 268-2164

Work Address: PO 282 Harpers Ferry, WV 25425

Work Phone Number: 304 268-2164

Mobile Phone Number: 304 268-2164

E-mail Address: rmceachern2009@gmail.com

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: UNION ACTOR (SCREEN ACTORS GUILD/SAG AFTRA)

#00604283

Education: High School _____

College UCBERKELY

Trade/Business School _____

Are you a United States citizen? Yes X No__

Are you a West Virginia resident? Yes X No__

Are you a resident of Jefferson County? Yes X No__

Are you able to produce verification of residency? Yes X No__

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

Address:
108 CLAY ST APT B (PO 282)
BOLIVAR WV
25425

Magisterial District: HARPERS FERRY - BOLIVAR

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

RESIDED IN JEFF. CO SINCE 1959, 40 YEARS AS A
FOODSERVICE CHEF CONSULTANT, AFSCME SHOP STEWARD,
6 YEARS IN SOLAR SALES, ANNUAL VOLUNTEER IDENTITY CRISES

Organization Memberships and Positions Held : ELKS B.P.O.E MARTINSBURG
SAG AFTRA MANHATTAN BOROUGH LABOR REP, COMMERCIAL CONTRACTS
AFSCME SHOP STEWARD AFL-CIO

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

Date:	Offense:
	NO

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: Robert McEachern Date: 11-30-18

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.



Town of Bolivar EST. 1825

January 31, 2019

Jefferson County Commission

PO Box 250

Charles Town, WV 25414

Attn: Jessica Carroll

Please find enclosed resume' and application for JCDA appointment from the Town of Bolivar. At this time, the subject matter has been placed on our February 5th town council meeting to request additional letters of interest.

In the event that we receive additional letters of interest, we will forward the documents to your office immediately. Thank you in advance for your assistance in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Laura Whittington".

Laura Whittington

Town Administrator

Laura W Anderson

Physical address: 55 Clay St, Bolivar WV

Mailing Address: 159 Pintail Ct, Harpers Ferry WV 25425

Summary of Experience

- 1) I was raised in Fairfax County VA, and then married and lived in Loudoun County VA from 1980 – 2002. I first moved to West Virginia in 2002; initially in Jefferson County (Charles Town); then in Berkeley County (Bunker Hill); and now in Harpers Ferry/ Bolivar since December 2016. When deciding where to relocate, I chose Jefferson County again because of the proximity to the National Parks, the beautiful farmland, and the clean air and water – but with close proximity to my children and grandchild in Loudoun County.
- 2) Work Experience – I have experience working for small businesses, have been self-employed, have sold cars for a dealership in Winchester, and currently work for a National home builder. I have worked for the Federal Government (Department of Army), and for the State of Virginia (VA Tech) as a veterinary radiology tech for 17 years. I operated a horse breeding farm while in Loudoun; and currently raise sheep, which I've done since about 2004. I've also volunteered in many positions within dog rescue, Pony Club, and currently serve on the board of the Virginia Border Collie Association (WV member).
- 3) Education - I attended Shepherd College, and obtained an Associate's Degree with a business emphasis as an adult in 2005 from the Community and Technical College of Shepherd (rebranded Blue Ridge Technical School after Shepherd became a University).
- 4) Reason for Applying – I am a resident of Bolivar, and would be interested in representing my beautiful town if that position is to be filled. I am not a political activist, and I am not affiliated with any political party. I have always trusted our governing bodies to do what was in the best interest of the citizens and believed that most governing representatives (elected or volunteer) have our best interest mind. But I have realized over the past few years that citizens do need to pay attention and participate in discussion and decisions of their local and national governments. I feel I bring a broad spectrum of blue-collar experience in both business and agriculture, and have an open minded, innovative, and common sense approach to any work I am doing. I would look forward to participating as a volunteer to help shape Jefferson County to be the best it can be; while maintaining the character and qualities of this beautiful area of West Virginia.

Laura Anderson

Energetic, Enthusiastic, and Innovative Team Player

159 Pintail Ct, Harpers Ferry WV 25425
silverridge@frontier.com – 540-336-4707

WORK EXPERIENCE

New Homes Sales Assistant

Ryan Homes, Washington West Division, October 2017 – Present

The Sales Assistant is an integral part of the sales team; working on the front line in model homes; making sure they are stocked with brochures and that models are presented well. Sales Assistants communicate with customers, set appointments, answer telephone calls, send and respond to emails, and make follow-up calls. Sales Assistants show and answer questions about the model homes and building lots, and assist the Sales Rep as needed. Communication internally and with customers is extremely important. Many days, Sales Assistants are in the model homes alone, and must be able to work independently. They must be flexible enough to work in a variety of communities; and know about the amenities and floor plans that are offered in each. They generate monthly reports for the sales department and developers. Sales Assistants are responsible for opening and locking up at the end of the day.

Automotive Sales Consultant

Miller Automotive Group, Miller Honda and CrossPointe Motor Cars - March 2014 – September 2017

In the new car sales consultant with Miller Honda, position includes gathering fresh ups (customers) from the sales lot and service area on a daily basis; following up on internet leads from our internet sales office, and taking referral customers. Once positive communication and rapport are built with potential customers, the job entails consulting with customers to discover their desired new or used vehicle; creating value in the vehicles through knowledge, walk around, and demonstration test drives; trial closing new car purchases or lease deals, and then closing purchases/lease deals. Once closed, position also includes advising and selling additional accessories and warranties for the vehicle. Position also includes daily follow up via phone, internet, and texting with potential and past customers; as well as some cold calling of potential customers. Through Honda, candidate has accrued many hours of online specific vehicle training on Honda products and salesmanship; as well as Joe Verdi online sales training. Initially, candidate was selling previously owned cars of all makes for CrossPointe Motor Cars, and followed the same sales protocol as in the new car lot. Candidate attained Silver status with Honda for 2015, has been new car sales leader at Miller Honda 5 times, and overall sales leader for Honda/CrossPointe 4 times.

Administrative Support Tech

US Army Corps of Engineers - Winchester, VA - December 2008 - September 2013

As an integral part of the fast paced Army Materiel Command's Deployment Program team, candidate worked closely with AMC Operations Officers at the UDC; and assisted in the planning, reporting, and execution of UDC and AMC deployment operations. She participated in researching, and implementing policies and practices regarding the deployment process; and ensured compliance to these procedures.

Candidate is goal and detail oriented; and has excellent communication and time management skills. She proficiently works with deadlines; and prioritizes responsibilities and assignments. She has a track record of being flexible, and volunteers for additional responsibilities as needed. Candidate was a major contributor to the successful deployment of an average of 30 AMC deployees per week; downloading, printing, organizing, and reviewing their medical and training packets; and communicating with them to ensure compliance to requirements. She maintained and disseminated the UDC AMC deployment roster to the entire AMC deployment community. She conducted face-to-face, phone, and email communication with new deployees, supervisors, HR staff, returning deployees, and UDC staff daily.

Additional duties: Family Readiness Coordinator 1/2012 – September 2013

Candidate was selected by management to provide support as the Middle East District's Family Readiness Coordinator. She briefed MED deployees regarding family and personal readiness for deployment; outlining available support and services. Candidate ensured that each MED deployee and his/her family were prepared for the deployment, and that paperwork was in place before departure overseas. Candidate also delivered a weekly

classroom briefing to all Corps of Engineer new deployees about the role of the Family Readiness support network, and how their families were supported by the Army Community Services, Red Cross, and local community services while the deployee was overseas; making their deployment more successful by instilling knowledge and peace of mind to deployees and their families before, during, and after the deployment. As USACE deployees returned through the UDC from deployment, candidate also provided a Family Readiness Redeployment briefing on available support; and suggested best practices for reintegration, returning to the CONUS workplace, reconnection to the family, and dealing with physical or mental health concerns that may have come from their warzone experience.

Additional duties: CISM Peer Supporter 4/2010 – September 2013

In 2010, candidate was selected by UDC management to serve as one of four Critical Incident Stress Management team members at the UDC. Candidate received basic CISM training for Group and Individual Intervention at the UDC in 2010; advanced training in 2011, and mandatory refresher training was completed in March 2013. Specific training was geared toward mentally preparing individuals and family members for deployment; reintegration and normalization of returning deployees; as well as critical incident, crisis preparedness, and intervention for employees in the USACE workplace experiencing a critical incident or crisis.

Business Partner and Instructor

A Click Above LLC - Leesburg, VA - January 2001 - December 2009

Candidate worked as a business partner and instructor primarily in the evening hours for a highly successful and innovative dog training business specializing in Dog Agility. She has been training dogs for well over 25 years. She and her three partners planned, coordinated, and implemented the training for an average of 24 classes and over 300 students per week at their year-round indoor training facility; as well as occasional weekend special activities and seminars. This partnership also supported approximately 10 assistant and apprentice instructors. Candidate was responsible with other partners for designing individual class concepts, and curriculum; training schedules; and overall business goals. Candidate is extremely proficient at training dogs, teaching classes, mentoring assistants, and resolving personnel and student issues. Candidate previously taught classes as a volunteer, for adults and children.

Lead Radiology Technician, Departmental Supervisor

Marion DuPont Scott Equine Medical Center, VA, US - January 1987 - June 2003

Candidate was the lead radiology technician for the Radiology & Nuclear Medicine department. She performed diagnostic studies on horses; and trained other technicians along with rotating veterinary students in radiology techniques and protocol; to ensure compliance with prescribed standards. Candidate has vast experience in the execution of xrays, nuclear scintigraphy, surgical x-rays, and fluoroscopy. She was responsible for hardcopy xray records management; and implementation and maintenance of a computer database. Other duties included daily upkeep of the physical department; to include inventorying and maintaining supplies; and scheduling maintenance and repair of equipment. Candidate engaged in daily communication with clients, veterinary staff, referring veterinarians, and other hospital personnel. Candidate was responsible for prioritizing and accomplishing outpatient cases, emergencies, and in-house procedures; while working to maximize production of quality state of the art medical imaging.

Candidate initially worked in the veterinary nursing and accounts payable areas of the hospital; and gained skills to perform the lead radiology technician position through on the job training and hands on experience.

Executive Secretary

GTE Communications Systems - Reston, VA - April 1981 - May 1985

As Executive Secretary to the Senior Director of Business Systems R&D, duties included handling all communication to and from the office of the Senior Director; appointments and scheduling; clerical support; preparing corporate presentations; handling resumes and interview schedules; travel and vacation schedules/ reservations for Sr. Director and his staff of approximately six managers and their staff; interfacing with personnel of all levels within the Communications Systems. Also functioned as the Public Affairs Representative for the Reston Division. Responsibilities included publishing a monthly newsletter, holding a voter registration day and coordinating the United Way campaign for the Reston office. Candidate was laid off with severance package when division relocated to Phoenix, Arizona.

Recruiter, Office Manager

American Office Services, CAY Associates - Annandale, VA - January 1980 - April 1981

Position entailed search and recruitment for a company specializing in secretarial and support personnel placement on a fee-paid basis. This included cold-calling applicants; interviewing; testing; checking references; presenting

applicants to potential employers by phone; coordinating interviews; writing resumes; follow-up after interviews; presenting offers; coordination new-hire start dates. Candidate initially worked as office manager for an affiliate company which specialized in technical and professional recruitment.

EDUCATION

AA in General Studies, Business Emphasis, 3.65 GPA

Community and Technical College of Shepherd - Shepherdstown, WV
2003 to 2005

SKILLS

Candidate is Proficient in Microsoft Office Applications; to include Word, Excel, Power Point and Outlook. She has also worked in Access, Microsoft Publisher, Microsoft Money, Quicken, and TurboTax.

AWARDS

Leadership Development Program

Candidate was selected by USACE upper management for the Fall 2011 Leadership Development Program Tier 1, and graduated from the program in April 2012.

Achievement Medal for Civilian Service

Candidate received a medal and certificate for outstanding civilian service upon the end of her term in 2013. The award reflects her dedication to duty, loyalty, professionalism, and excellent customer service while working for the US Army Corps of Engineers.

CERTIFICATIONS and TRAINING

2010 - CISM training - Critical Incident Stress Management - trained in group and individual crisis intervention and peer support;

2011 - Advanced courses completed at CISM World Congress;

2013 - CISM Peer Supporter Mandatory Refresher Course

2013 - HIPAA certification

2013 - PII certification

2013 - SHARP training

Has been certified to access Med-Pros and Eng-link secure websites

ADDITIONAL INFORMATION

Previous Volunteer Positions:

President (3 years) of GRREAT, a Washington DC area non-profit Golden Retriever rescue organization which re-homes more than 200 Golden Retrievers per year and has hundreds of members/volunteers; serving as chief administrative officer for this large volunteer organization (non-paid position)

Secretary (3 years) of Loudoun Hunt Pony Club Horse Trials; responsible for administrative duties for this nationally recognized equine competition (non-paid position)

Instructed dog obedience classes for many years for the Dulles Gateway Obedience Training Club; including classes for the general public, 4-H classes, and a special socialization class for the Loudoun Hunt foxhounds (non-paid position)

Other Qualifications:

Candidate has 25+ years of hands on experience with family farming operations; previously foxhunted and whipped in with the Bull Run Hunt; raised and trained Thoroughbred horses, riding horses, and Welsh ponies. Currently raising Katahdin sheep for gourmet lamb, and an occasional litter of Border Collie pups.

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Laura Whitmore Anderson

Home Telephone Number: 540-336-4707

Work Address: varies - Winchester area

Work Phone Number: cell 540-336-4707

Mobile Phone Number: 540-336-4707

E-mail Address: silveridge@frontier.com

Party Affiliation: (Building Commission and Health Department applicants)

N/A

Occupation: Sales assistant for Ryan Homes / Farming

Education: High School yes, graduated 1975, W T Woodson HS, Fairfax, VA

College Shepherd College (Blue Ridge Comm + Tech)^{ata}

Trade/Business School 2 yr. degree (Associates) Comm + Tech College of Shepherd

Are you a United States citizen? Yes No

Are you a West Virginia resident? Yes No

Are you a resident of Jefferson County? Yes No

Are you able to produce verification of residency? Yes No

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

Address: 55 Clay St, Bolivar (Harpers Ferry 25425)

(see back)

Magisterial District: Harpers Ferry

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

see attached Resume + Cover letter

Organization Memberships and Positions Held : _____

Have you even been convicted of any felonies? If yes, please list. NO

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: [Signature] Date: 12-26-18

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.

Jessica Carroll

From: Stephanie Grove
Sent: Thursday, November 29, 2018 2:03 PM
To: Jessica Carroll
Subject: FW: JCDA membership requested

Here is another application for JCDA.

Stephanie F. Grove
County Administrator
County Commission of Jefferson County, WV
Post Office Box 250
124 East Washington Street
Charles Town, WV 25414
Office: (304) 728-3284
www.jeffersoncountywv.org

Notice of Confidentiality:

The information contained in this email message is intended for the use of the individual or entity named above and may contain information that is privileged, confidential, exempt or protected from disclosure by law. If the reader of this message is not the intended recipient, you are hereby notified that any disclosure, dissemination, distribution, or copy of the communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and destroy all content and attachments included with the original message.

From: Christy Huddle [mailto:huddlec@yahoo.com]
Sent: Thursday, November 29, 2018 2:01 PM
To: Stephanie Grove <sgrove@jeffersoncountywv.org>
Subject: JCDA membership requested

With this submittal I am requesting that I be considered for the Jefferson County Development Authority.

I'm a retired city planner. My work experience was in Northern California and Montgomery County, Maryland, all for public agencies. In both areas, I observed how some policies made by local officials were short-sighted, harming the opportunity for future growth as recommended in the adopted general plans. The general plans were prepared with wide community input and should be used in guiding decision-making.

I have lived in Jefferson County for 28 years and have traveled over every part of the county. I learned a great deal about the County also while serving several terms on the County Board of Zoning Appeals.

I believe Jefferson County's primary focus should be on tourism. The County already has much to offer: natural beauty of its rivers and mountains, charming historic towns and farmlands, its place in our country's expansion west and Civil War actions, and it is close to large populations that seek out these attractions. Existing attributes should be protected and featured in attracting supportive business and industry.

During my (paid) working years, I took off over two years to live in southern France. France was particularly good at designing their towns and cities to attract tourists. I have also traveled all over Europe and observed what the countries did to encourage tourism.

My travels also took me to Canada, India and Nepal, Hong Kong, Brazil, Singapore, Malaysia, Thailand, Colombia, Venezuela, Guatemala, and Mexico. All of these countries had major tourist attractions that did much to raise the local standard of living.

I still make long trips around the US and Canada (on my motorcycle), keeping my eye open for what works to attract tourists and what doesn't work.

Thank you for your consideration in appointing me to the Jefferson County Development Authority.

Christy Huddle

1220 W. Ridge St.
Harpers Ferry, WV 25425
Cell: 304 997 9779
email: huddlcc@yahoo.com

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~~ 4/28/19
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:

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

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.

Jessica Carroll

From: Jessica Carroll
Sent: Monday, April 8, 2019 1:54 PM
To: Stephanie Grove; Sandra McDonald
Cc: patsynol; Jane Tabb - County Commission (vinemont.farm@gmail.com); 'Josh Compton'; Lorenzet1@earthlink.net; calebHUDSONforjeffersonwv@gmail.com
Subject: FW: Jefferson County Commission Agenda for Thursday, April 4, 2019

Please see below as an FYI.

From: Tara Ashley [mailto:tara.d.ashley@gmail.com]
Sent: Monday, April 8, 2019 1:38 PM
To: Jessica Carroll
Subject: Re: Jefferson County Commission Agenda for Thursday, April 4, 2019

Jessica,

Please withdrawal my application for consideration. After some deliberation on the intent of the position, as well as evaluating my own workload, I believe the county's needs would be better served by someone not within the municipality. Best wishes to the board. Thanks!

Tara

On Tue, Apr 2, 2019 at 3:31 PM Jessica Carroll <jcarroll@jeffersoncountywv.org> wrote:

A few of you have reached out to let me know I forgot the attachment in yesterday's email – my apologies! It's now attached.

From: Jessica Carroll
Sent: Monday, April 1, 2019 4:12 PM
To: 'louthan@frontiernet.net'; jay ware (jware@greenhorizonsturf.com); 'dbfuller@frontiernet.net'; 'Jack Hefestay'; 'jjmilliron77@gmail.com'; 'tara.d.ashley@gmail.com'; 'Heidi Parker'; 'marchel.pitcher@comcast.net'; 'Leigh Koonce'
Subject: Jefferson County Commission Agenda for Thursday, April 4, 2019

All –

Please see attached to view the JCC agenda for this week's County Commission meeting, and take note of your interview/appointment time, if applicable. Please indicate whether you plan to attend the meeting in person. It's not required, however, the Commission always provides the opportunity. Also, please let me know if you have any questions regarding the meeting or the agenda.

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

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

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.

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.JULIOWATER.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
			41.36
TOTAL CURRENT CHARGES			0.00
Available Credits			41.36

NOW DUE

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 (JCPD) are pleased to announce that as of January 1, 2019 the acquisition of the JCPD and CTUB is official. JCPD 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 JCPD 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

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: **Nathan Cochran, Assistant Prosecuting Attorney**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 18, 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 renewal of County cable franchise agreement and related issues. Discussion/Action.
2. Discussion of Jefferson County Circuit Court Civil Action #18-P-132. Discussion/Action.
3. Discussion of EEOC Charge #533-2018-01557. Discussion/Action.
4. Discussion of Jefferson County Circuit Court Civil Action #18-C-171. Discussion/Action.
5. Discussion of EEOC Charge #533-2017-00706. Discussion/Action.
6. Discussion of Jefferson County Circuit Court Civil Action #18-C-201. Discussion/Action.
7. Discussion of Board of Health septic tank permitting process and procedures. Discussion/Action.
8. Discussion of and communication with FEMA regarding potential resolution. U.S. District Court (Northern District) Civil Action #3:18-CV-122. Discussion/Action.
9. 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

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Greg Kennedy**

Department or Organization: **Franklin & Prokopik**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 18, 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 Circuit Court Civil Action No. 2019-C-63 and United States District Court, Northern District of West Virginia, Civil Action No. 3:19-CV-54. 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



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 18, 2019**

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

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

Discuss County Commission meetings in June and July 2019 due to holidays - 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.](#)

May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 JCC Meeting 9:30 a.m.	3	4
5	6	7	8	9	10	11
12	13	14	15	16 JCC Meeting 6:00 p.m.	17	18
19	20	21	22	23	24	25
26	27 Holiday	28	29	30 JCC Meeting 9:30 a.m.	31	

June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6 JCC Meeting 9:30 a.m.	7	8
9	10	11	12	13	14	15
16	17	18	19	20 Holiday	21	22
23	24	25	26	27	28	29
30						

July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Holiday	5	6
7	8	9	10	11	12	13
14	15	16	17	18 JCC Meeting 6:00 p.m.	19	20
21	22	23	24	25	26	27
28	29	30	31			

AGENDA REQUEST FORM
www.leversoncountvwy.org



Name: **Commissioner Noland**

Department or Organization: **County Commission**

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

Date Requested – 1st Choice **April 18, 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: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 18, 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*):

- Amend Minutes from October 5, 2017
- Establish Census Complete County Committee

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

A motion of the County Commission was not recorded in the October 5, 2017 County Commission meeting minutes. Reviewing the tape of the meeting from that same date, Commissioner Peter Onoszko moved to approve the PILOT program as presented. The motion was seconded and unanimously approved. However, the motion is not reflected in the official meeting minutes of the County Commission. As such, pursuant to the procedures in Robert's Rules, the minutes should be amended to accurately reflect the actions of the Commission during that meeting.

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

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

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Motion to amend the October 5, 2017 County Commission meeting minutes to include the following language: Motion by Peter Onoszko to approve the PILOT program as presented. Motion seconded and unanimously approved.

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

Sandra McDonald

From: bob.aitch46@gmail.com
Sent: Monday, April 01, 2019 5:47 PM
To: JCCInfo
Subject: Excise tax on the transfer of real estate increase

We, Robert D. Aitcheson & Wanda C. Aitcheson, OPPOSE the enactment of the increase of the above under consideration. The government, including the Jefferson County Commission, is always looking for more ways to get into our pockets & this is just another excuse to do so. This is what people get when they vote for a bunch of tax & spend Democrats. It'll work only until, as Prime Minister Margaret Thatcher said, "they run out of other people's money"!

Sent from my iPhone

Impact Fee Status Report

March 2019

Office of Impact Fees

Summary

Date Range: Friday 1 through Sunday 31 March 2019

Report Date: 8 April 2019

Process Number Range: 1900030-1900049

Total Applications: 20

Total Non-Exempt: 19

Of which:

Commercial: 1

Residential: 18

Of which:

County: 9

Municipal: 10

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for March 2019. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 31 March 2019	1	1	18	20
Fees collected		\$2.00	\$107,326.00	\$107,328.00
<i>Of which</i>				
School Impact Fee			\$97,766.00	\$97,766.00
Law Enforcement Fee		\$0.00	\$1,240.00	\$1,240.00
Parks & Recreation Fee			\$7,502.00	\$7,502.00
EMS Fee		\$2.00	\$818.00	\$820.00

Table 2. Financial Data – Office of Impact Fees General Account (3111776)

Description	Amount
Opening Statement Balance (1 March 2019)	\$66,484.22
March Deposits (1 – 31 March 2019)	\$107,328.00
School February Transactions (withdraws via transfer on 18 March 2019)	(\$60,394.23)
Law February Transactions (withdraws via transfer on 18 March 2019)	(\$1,008.44)
Parks & Rec Feb. Transactions (withdraws via transfer on 18 March 2019)	(\$4,581.33)
EMS February Transactions (withdraws via transfer on 18 March 2019)	(\$500.22)
Interest Earned (31 March 2019)	\$34.00
Ending Statement Balance (31 March 2019)	\$107,362.00
<i>Outstanding Credits (deposits through 1 April 2019)</i>	<i>\$0.00</i>

Table 3. Financial Data – School Impact Fee Account (3107582)

Description	Amount
Opening Balance (1 March 2019)	\$2,968,099.25
February Transactions (deposits via transfer on 18 March 2019)	\$60,394.23
Interest Earned (31 March 2019)	\$1,272.01
Ending Balance (31 March 2019)	\$3,029,765.49

Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)

Description	Amount
Opening Balance (1 March 2019)	\$135,125.11
February Transactions (deposits via transfer on 18 March 2019)	\$1,008.44
Interest Earned (31 March 2019)	\$57.58
Ending Balance (31 March 2019)	\$136,191.13

Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)

Description	Amount
Opening Balance (1 March 2019)	\$163,261.58
February Transactions (deposits via transfer on 18 March 2019)	\$4,581.33
Interest Earned (31 March 2019)	\$70.21
Ending Balance (31 March 2019)	\$167,913.12

Table 6. Financial Data –EMS Impact Fee Account (3122816)

Description	Amount
Opening Balance (1 March 2019)	\$18,811.81
February Transactions (deposits via transfer on 18 March 2019)	\$500.22
Interest Earned (31 March 2019)	\$8.09
Ending Balance (31 March 2019)	\$19,320.12

Table 7. Total Impact Fees as of 1 April 2019/1

Description	Amount
Office of Impact Fees General Account	\$107,362.00
School Impact Fee Account	\$3,029,765.49
Law Enforcement Fee Account	\$136,191.13
Parks & Recreation Impact Fee Account	\$167,913.12
EMS Impact Fee Account	\$19,320.12
Total Impact Fees	\$3,460,551.86

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

Table 8. Pending March 2019 Fee Transfers /1

Account	31 March 2019 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$3,029,765.49	\$97,796.94	\$3,127,562.43
Law Enforcement Fee Account	\$136,191.13	\$1,240.34	\$137,431.47
Parks & Recreation Impact Fee Account	\$167,913.12	\$7,504.38	\$175,417.50
EMS Impact Fee Account	\$19,320.12	\$820.34	\$20,140.46
Total Impact Fees	\$3,353,189.86	\$107,362.00	\$3,460,551.86

/1 This table represents each of the impact fee category account totals as of 31 March 2019 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in March 2019 are listed in table 1 of the General Account (3111776); these transactions will be processed in April 2019. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

610

Form 100 Transaction Summary
Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Friday 1 through Sunday 31 March 2019

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											
1900032	03/04/2019	Mellott, Jr.	David	07 Middleway	1199	605	4	10.6	\$0.00	03/04/2019	Form 200
Category Count: 1									\$0.00		
Non-Exempt Applications											
1900030	03/01/2019	K Hovnanian		08 Ranson Corp	1133	476	8D	14A	\$6,255.00	03/01/2019	N/A
1900031	03/04/2019	David Lutman	JC 2017	02 Charles Town	1187	367	21	11	\$6,423.00	03/04/2019	N/A
1900033	03/05/2019	K Hovnanian		08 Ranson Corp	1133	476	8D	9A	\$6,255.00	03/05/2019	N/A
1900034	03/05/2019	Petti	Vincent	03 Charles Town			2	240	\$6,255.00	03/05/2019	N/A
1900035	03/07/2019	David Lutman	Lutman Land	02 Charles Town	1218	333	10B	89	\$6,423.00	03/07/2019	N/A
1900036	03/11/2019	TJP Properties		03 Charles Town	1196	729	7	107	\$2.00	03/11/2019	N/A
1900037	03/12/2019	Fitzwater	James & Kelly	06 Kabletown	1201	431	12	2.20	\$6,423.00	03/12/2019	N/A
1900038	03/14/2019	T & E	John Thomas	07 Middleway	1195	519	17	3.3	\$6,423.00	03/14/2019	N/A
1900039	03/19/2019	Griffith	Chantz	04 Harpers Ferry	1207	384	3	1.15	\$6,423.00	03/19/2019	N/A
1900040	03/21/2019	K Hovnanian		08 Ranson Corp	1133	476	8D	13A	\$6,255.00	03/21/2019	N/A
1900041	03/27/2019	Bedrock MHC		02 Charles Town	1068	119	8	32.13	\$1,220.00	03/27/2019	Form 260
1900042	03/27/2019	Bedrock MHC		02 Charles Town	1068	119	8	32.13	\$1,220.00	03/27/2019	Form 260
1900043	03/29/2019	DR Acquisitions,		08 Ranson Corp	1028	659	4	376	\$6,981.00	03/29/2019	N/A
1900044	03/29/2019	DR Acquisitions,		08 Ranson Corp	1028	659	4	375	\$6,981.00	03/29/2019	N/A
1900045	03/29/2019	DR Acquisitions,		08 Ranson Corp	1028	659	4	374	\$6,981.00	03/29/2019	N/A
1900046	03/29/2019	DR Acquisitions,		08 Ranson Corp	1028	659	4	373	\$6,981.00	03/29/2019	N/A
1900047	03/29/2019	DR Acquisitions,		08 Ranson Corp	1028	659	4	372	\$6,981.00	03/29/2019	N/A
1900048	03/29/2019	David Lutman	Lutman Land	02 Charles Town	1218	473	20A	30	\$6,423.00	03/29/2019	N/A
1900049	03/29/2019	David Lutman	Lutman Land	02 Charles Town	1218	473	20A	40	\$6,423.00	03/29/2019	N/A
Category Count: 19									\$107,328.00		
TOTAL APPLICATIONS: 20									\$107,328.00		

**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