

**AGENDA  
JEFFERSON COUNTY COMMISSION  
SECOND QUARTERLY SESSION - APRIL-JUNE 2019  
THURSDAY, MAY 2, 2019  
9:30 A.M.**

County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- April 16, 2019 - Lay the Levy
- April 17, 2019 - Public Hearing
- April 18, 2019 - Regular Meeting

**APPROVAL OF REQUISITIONS**

- May 2, 2019

**APPROVAL OF ACCOUNTS PAYABLE**

- April 25, 2019
- May 2, 2019

**APPROVAL OF MANUAL CHECKS**

- April 25, 2019
- May 2, 2019

**APPROVAL OF PAYROLL**

- April 18, 2019

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT (20 minutes)**

## **PRESENTATIONS**

1. 10:00 a.m. Angie Banks, Assessor  
- Exonerations - Discussion/Action
2. 10:10 a.m. National Service Recognition - Americorps Promise VISTAS Recognition - Discussion/Action
3. 10:25 a.m. Matt Harvey, Prosecuting Attorney  
- Discussion of staffing needs and potential new hires - Discussion/Action
4. 10:40 a.m. **BREAK**
5. 10:55 a.m. Lynn Fields, County Clerk's Office  
- Employment Approval for Assistant Finance Clerk and Assistant County Clerk - Discussion/Action
6. 11:10 a.m. Susan McFadden, Jefferson County Community Education Outreach Service Clubs  
- Proclamation request for CEOS Week, May 19 through May 26, 2019 - Discussion/Action
7. 11:25 a.m. Interviews and appointments to the Jefferson County Historic Landmarks Commission - One 3-year term ending March 6, 2022 - Discussion/Action
8. 11:40 a.m. Interviews and appointments for the Bolivar Representatives to the Jefferson County Development Authority - Discussion/Action
9. 11:55 a.m. Russell Burgess, Director of Information Technology  
- Hiring of full-time employee for Information Technology Department within the approved budget of Information Technology Department starting July 1, 2019 and requesting approval of Information Technology Internship payment of two hundred dollars (\$200) per week for minimum 20 hour week interns - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

- Legislative Summary - Discussion/Action
- Discussion of processing of employee benefits - Discussion/Action

## **COUNTY COMMISSION REPORTS**

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

10. 1:30 p.m. Michelle Gordon, Finance Director
  - Review and Approval of FY2019 Internal Budget Revision 3 for General Fund - Discussion/Action
  - Review of FY2019 Budget to Actual as of 3/31/2019 - Discussion/Action
  - Emergency Ambulance Service Fee Ordinance - Discussion/Action
  
11. 1:45 p.m. Bill Polk, Maintenance Director
  - Request for approval of the Shortel Telephone Software Platform conversion to the Mitel Connect Platform - Discussion/Action
  - Presentation of Quarterly Report - Discussion/Action
  
12. 2:00 p.m. Becky Burns, Office Manager - Engineering Department
  - Refund of building permit fees for Tony B. Harris - Permit #18-694WD - Discussion/Action
  
13. 2:10 p.m. Roger Goodwin, Chief County Engineering - Engineering, Planning & Zoning
  - Complete Bond Release - Arcland Property Company, LLC - Waffle House (File #S17-02) - Discussion/Action
  - Complete Bond Release - Global Tower Assets, LLC - Summit Point Cell Tower (File #S10-07) - Discussion/Action
  - Approval for Planning Commission to advertise Request for Qualifications (RFQ) to update Zoning Ordinance and Subdivision Regulations - Discussion/Action
  
14. 2:30 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
  - Discussion of Jefferson County Civil Action #17-C-282 - Discussion/Action

## **15. ADJOURN**

### **DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS**

- **1<sup>st</sup> & 2<sup>nd</sup> Quarterly Report for Planning and Zoning**
- **3<sup>rd</sup> Quarterly Report for Planning and Zoning**

### **CORRESPONDENCE/INFORMATION**

**Notice of Public Hearing on May 16, 2019 at 7:00 p.m. - Proposed revision to the County excise tax (i.e. property transfer tax) imposed for the privilege of transferring title to real estate.**

**StormReady Recognition received.**

**Correspondence received from WVDEP regarding General WV/NPDES Water Pollution Control Permit No. WV0115924 Registration WVR109216.**

**Correspondence received from Gavin Perry regarding pollution from the Rockwool smoke stacks.**

**Jefferson County Commission Regular Meeting for June 20<sup>th</sup>, 2019 has been rescheduled.**

**Jefferson County Commission Regular Meeting for July 4, 2019 have been canceled.**

***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.***

**SPECIAL SESSION TO LAY THE LEVY**

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

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Tuesday, April 16, 2019, beginning at 9:30 o'clock a.m.

- PRESENT:** Patricia Noland, President  
 Jane Tabb, Vice President  
 Josh Compton, Commissioner  
 Caleb Hudson, Commissioner  
 Ralph Lorenzetti, Commissioner  
 Stephanie Grove, County Administrator  
 Michelle Gordon, Finance Director  
 Jessica Carroll, Administrative Assistant  
 Jacqueline Shadle, County Clerk

**In re: LEVY ORDER AND LEVY RATES APPROVED FOR FISCAL YEAR 2019-2020**

The meeting was called to order at 9:30 a.m. by President Noland.

The purpose of the meeting was to Lay the Levy for FY2019 - FY2020.

**Motion by Ms. Tabb to approve the Levy rates for property taxation beginning July 1, 2019 as reflected in the Levy Order Rate Sheet and authorize the County Clerk to sign the Levy Order Rate Sheet as presented and forward the proper documents to the State Auditor’s Office. Motion seconded and unanimously approved.**

**AUTHORIZED RATES**

|                                   |                                         |
|-----------------------------------|-----------------------------------------|
| Fourteen and three tenths cents   | (14.30) Class I Property                |
| Twenty-eight and six tenths cents | (28.60) Class II Property               |
| Fifty-seven and two tenths cents  | (57.20) Class III and Class IV Property |

There being no further business, motion by Mr. Hudson to adjourn the Special Session to Lay the Levy. Motion seconded and unanimously approved.

Upon rising, the Commission adjourned until the regular meeting on Thursday, April 18, 2019 at 6:00 p.m.

\_\_\_\_\_  
Patricia A. Noland, PRESIDENT

Respectively Submitted:  
Jessica D. Carroll  
Administrative Assistant



## **SPECIAL SESSION**

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

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Wednesday, April 17, 2019, beginning at 6:00 o'clock p.m.

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

### **In re: Public Hearing on Amendments to the Emergency Ambulance Service Fee Ordinance**

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

Michelle Gordon, Finance Director, stated the purpose of the public hearing was to receive comments regarding the amendments to the Emergency Ambulance Service Fee Ordinance. Ms. Gordon explained the amendment, stating that the owner-occupied residential fee would increase from \$35.00 per year to \$39.00 per year and the non-owner occupied residential fee would increase from \$45.00 per year to \$50.00 per year. Ms. Noland then opened the floor for public comment, which was provided by the following:

Michael Mood, Chief, Middleway Fire Company – stated his support of the increase in the fee and also voiced his concern that the fee rate still isn't sufficient to maintain proper staffing and service for the County.

Ms. Noland stated the record would remain open for two weeks to allow time for written comment. There being no further business, the meeting was adjourned at 6:07 pm.

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Patricia A. Noland, PRESIDENT

Respectively Submitted:  
Jessica D. Carroll  
Administrative Assistant



## Minutes

### Jefferson County Commission

Thursday, April 18, 2019

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A meeting of the Jefferson County Commission was held on Thursday, April 18, 2019 during the second quarterly session in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Josh Compton, Caleb Hudson, 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 18, 2019 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

#### APPROVAL OF REQUISITIONS

**Motion by Ms. Tabb to approve the Requisition for April 18, 2019 in the amount of \$9,911.00 to include requisition No. 19015. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

| CHECK NUMBER | DEPT    | VENDOR NAME             | CHECK AMOUNT |
|--------------|---------|-------------------------|--------------|
| 81593        | 425     | 84 LUMBER               | 373.36       |
| 81594        | 712     | AT&T                    | 159.58       |
| 81595        | P/R DED | BUREAU OF CHILD SUPPORT | 169.39       |
| 81596        | 425     | CITY OF CHARLES TOWN    | 80.00        |
| 81597        | P/R DED | EMPOWER RETIREMENT      | 2,300.00     |
| 81598        | MULT    | FIFTH THIRD BANK        | 123,104.30   |
| 81599        | P/R DED | HELEN M MORRIS TRUSTEE  | 543.86       |
| 81600        | P/R DED | JEFFERSON SECURITY BANK | 4,775.00     |
| 81601        | 712     | JEFFREY POLCZYNSKI      | 210.00       |
| 81602        | 712     | LORI BROWN              | 210.00       |

|              |         |                                             |                   |
|--------------|---------|---------------------------------------------|-------------------|
| 81603        | P/R DED | NATIONWIDE RETIREMENT SOLUTIONS             | 849.00            |
| 81604        | 405     | RELX INC.                                   | 1,100.00          |
| 81605        | P/R DED | RETIREE HEALTH BENEFIT TRUST                | 7,490.00          |
| 81606        | 717     | RICE TIRES CO                               | 913.72            |
| 81607        | 424     | RODGERS CLOCK SERVICE                       | 275.00            |
| 81608        | 406     | SOFTWARE SYSTEMS INC                        | 79.00             |
| 81608        | 428     | SOFTWARE SYSTEMS INC                        | 217.00            |
| 81608        | 402     | SOFTWARE SYSTEMS INC                        | 149.00            |
| 81609        | 404     | SPECIALTY BUSINESS SUPPLIES                 | 1,093.00          |
| 81610        | 401     | US POSTAL SERVICE                           | 20,000.00         |
| 81611        | P/R DED | WV PUBLIC EMPLOYEE RETIREMENT SYSTEM        | 500.00            |
| 81612        | 704     | WV REGIONAL JAIL & CORRECTION FACILITY AUTH | 97,127.25         |
| 81613        | P/R DED | WV UNITED HEALTH SYSTEM                     | 264.64            |
| <b>TOTAL</b> |         |                                             | <b>261,983.10</b> |

**Motion by Ms. Noland to approve the Accounts Payable for April 11, 2019 in the amount of \$261,983.10. Motion seconded and unanimously approved.**

| CHECK # | DEPT    | VENDOR NAME                                     | CHECK AMOUNT  |
|---------|---------|-------------------------------------------------|---------------|
| 81617   | P/R DED | ALBERT HOCKMAN                                  | \$ 491.00     |
| 81618   | P/R DED | ALEXANDRA BEAULIEU                              | \$ 780.21     |
| 81619   | 425     | BOLAND TRANE SERVICES INC                       | \$ 4,507.00   |
| 81620   | 700     | CHARLES VANGILDER                               | \$ 7.73       |
| 81621   | P/R DED | COMPTROLLER OF MARYLAND                         | \$ 1,196.86   |
| 81622   | 700     | DARYLL WIMER                                    | \$ 16.11      |
| 81623   | P/R DED | EFTPS IRS TAXES                                 | \$ 92,787.14  |
| 81624   | 425     | FIDELITY POWER SYSTEMS                          | \$ 1,226.00   |
| 81625   | 401     | FRANKLIN & PROKOPIK P.C.                        | \$ 3,577.50   |
| 81626   | 700     | JEANNA HOLLER                                   | \$ 16.71      |
| 81627   | 700     | LARRY THOMPSON                                  | \$ 30.54      |
| 81628   | 406     | MILLERS SUPPLIES AT WORK                        | \$ 167.81     |
| 81629   | 425     | RANDALL DOANE                                   | \$ 48.14      |
| 81630   | 700     | ROBERT L PETERSON SR                            | \$ 14.50      |
| 81631   | P/R DED | SCOTT DEMORY                                    | \$ 2,250.00   |
| 81632   | MISC    | SHERIFF OF JEFFERSON COUNTY                     | \$ 500,000.00 |
| 81633   | 404     | SOFTWARE SYSTEMS INC                            | \$ 878.00     |
| 81634   | P/R DED | WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV. | \$ 5,736.00   |
| 81635   | P/R DED | WV DEPUTY SHERIFF RETIREMENT SYSTEM             | \$ 15,808.35  |
| 81636   | P/R DED | WV PUBLIC EMPLOYEE RETIREMENT SYSTEM            | \$ 42,505.99  |
| 81637   | 401     | WV STATE AUDITOR                                | \$ 2,000.00   |

|       |         |                   |               |
|-------|---------|-------------------|---------------|
| 81638 | P/R DED | WV STATE TAX DEPT | \$ 33,036.47  |
| 81639 | 415     | GENERAL CO -004   | \$ 40,610.65  |
|       |         |                   |               |
| TOTAL |         |                   | \$ 747,692.71 |

**Motion by Ms. Noland to approve the Accounts Payable for April 18, 2019 in the amount of \$747,692.71. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

|       |        |                              |               |
|-------|--------|------------------------------|---------------|
| 726   | AV/56  | GLOBAL SCIENCE TECH          | \$ 17,526.28  |
| 727   | AV/56  | FIFTH THIRD BANK             | \$ 189.99     |
| 646   | HD/8   | FIFTH THIRD BANK             | \$ 56.03      |
| 645   | HD/8   | CDA INC                      | \$ 372.00     |
| 312   | FP/057 | JEFFERSON CO FARMLAND        | \$ 86,762.19  |
| 1180  | IP/249 | SHERIFF JEFFERSON CO -SCHOOL | \$ 97,796.94  |
| 1181  | IP/249 | SHERIFF JEFFERSON CO - LAW   | \$ 1,240.34   |
| 1182  | IP/249 | SHERIFF JEFFERSON CO - PARKS | \$ 7,504.38   |
| 1183  | IP/249 | SHERIFF JEFFERSON CO - EMS   | \$ 820.34     |
|       |        |                              |               |
| TOTAL |        |                              | \$ 212,268.49 |

**Motion by Mr. Compton to approve the Manual Checks for April 12, 2019 in the amount of \$212,268.49. Motion seconded and unanimously approved.**

| CHECK # | FUND  | VENDOR NAME              | CHECK AMOUNT |
|---------|-------|--------------------------|--------------|
| 482     | CS/02 | EASTRIDGE HEALTH SYSTEMS | \$ 1,500.00  |

**Motion by Mr. Compton to approve the Manual Checks for April 19, 2019 in the amount of \$1,500. Motion seconded and unanimously approved.**

**APPROVAL OF PAYROLL**

**Motion by Mr. Compton to approve the Payroll for April 4, 2019 in the amount of \$258,956.92. Motion seconded and unanimously approved.**

## PUBLIC COMMENT

Public comment was provided by the following list of individuals. Please review the video archives of this meeting to review the comments received: Jennifer King, Lynn Bocchiaro, Mary Reed, David Tabb, Catherine Jozwik, Nancy Lutz, Danny Lutz, and Dan Hornbuckle.

## PRESENTATIONS

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

| NAME                      | TYPE | DISTRICT | TICKET No. | AMOUNT  |
|---------------------------|------|----------|------------|---------|
| Gregory & Patricia Graham | PP   | CTC      | 305764     | \$77.54 |

- **Motion by Mr. Compton to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

| NAME             | TYPE | DISTRICT  | TICKET No. | AMOUNT   |
|------------------|------|-----------|------------|----------|
| Michael McDonald | PP   | Middleway | 312864     | \$249.06 |

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

| NAME              | TYPE | DISTRICT  | TICKET No. | AMOUNT     |
|-------------------|------|-----------|------------|------------|
| Charles A. Connor | RE   | Middleway | 20844      | \$2,598.66 |

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

2. Peter Doughery, Sheriff

- a. Requested the approval to hire a part-time Home Confinement Officer

- **Motion by Ms. Tabb to approve the hire of Jenna Hollar as a part-time Home Confinement Officer. Motion seconded and unanimously approved.**
- b. Approval of Intergovernmental Agreement Contract with Bolivar
- **Motion by Mr. Compton to approve the Intergovernmental Agreement Contract with Bolivar and authorize the President of the Commission to affix her signature to the documents. Motion seconded and unanimously approved.**
3. Lynn Fields, Probate – requested quarterly review to approve/close estates since last quarter.
- **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
  - **Motion by Ms. Tabb to approve estates opened since last quarterly review and close estates that have met all requirements. Motion seconded and unanimously approved.**
  - **Motion by Mr. Hudson to reconvene as a County Commission. Motion seconded and unanimously approved.**
4. Interviews and Appointments to the Jefferson County Board of Health
- Mr. Compton provided his nomination for Anh Nguyen and Ms. Tabb offered her nomination for Todd Secatello.
- **After receiving the majority vote, Anh Nguyen (Commissioners Compton, Lorenzetti, Hudson, and Noland) was appointed to the Jefferson County Board of Health for a five year term ending June 30, 2024.**
5. Interviews and Appointments to the Jefferson County Development Authority Board of Directors
- After nominations were made and votes were taken, Neil McLaughlin, Bob Gillette, Chris Gaidrich, and Christy Huddle (Harpers Ferry) were appointed to the Jefferson County Development Authority Board each for a three year term ending April 5, 2022.
6. Selection of Nominees for Citizen Representative to the Charles Town Utility Board – After Tara Ashley, one of the nominees selected for potential appointment to the Charles

Town Utility Board, withdrew her name from consideration, the Commission had to select an additional name to forward to CTUB.

- **Motion by Mr. Compton to nominate Marchel Pitcher as a potential representative on the Charles Town Utility Board. Motion seconded and passes on a vote of 4-1 with Ms. Noland opposing.**

The Commission then directed staff to write a letter to the City of Charles Town nominating Jacquelyn Milliron, Heidi Parker, and Marchel Pitcher to potentially serve as the County representative to the Charles Town Utility Board.

7. The Commission recessed for break at 7:35 pm.  
The Commission reconvened at 7:50 pm.
8. Nathan Cochran, Assistant Prosecuting Attorney
  - Discussion of Jefferson County Civil Action #17-C-282
  - Discussion of Renewal of County Cable Franchise Agreement and related issues
  - Update on Jefferson County Circuit Court Civil Action #18-P-132
  - Discussion of EEOC Charge #533-2018-01557
  - Discussion of Jefferson County Circuit Court Civil Action#18-C-171
  - Discussion of Jefferson County Circuit Court Civil Action#18-C-201
  - Discussion of EEOC Charge #533-2017-00706
  - Discussion of the Board of Health septic tank permitting process and procedures
  - Discussion of and communication with FEMA regarding potential resolution. U.S. District Court (Northern District) Civil Action #3:18-CV-122
  - Discussion of US District Court (Southern District) Civil Action #2:18-CV-1126
  - Discussion of TeMa Pilot Agreement
9. 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
  - **Ms. Noland to enter into Executive Session to receive legal advice regarding 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. Motion seconded and unanimously approved.**

## **NEW BUSINESS**

10. Discuss County Commission meetings in June and July 2019 due to holidays  
It was the consensus of the Commission to cancel the June 20, 2019 County Commission meeting due to the WV Day Holiday and rescheduled it for Wednesday, June 19, 2019 at 6:00 pm. It was also the consensus of the Commission to cancel the July 4, 2019 regularly scheduled meeting due to the Independence Day holiday.

11. Discuss meeting decorum and public comment

**COUNTY ADMINISTRATOR REPORTS**

- Amend 10/5/17 Minutes

- **Motion by Mr. Compton to amend the October 5, 2017 County Commission meeting minutes to include the following language: “Motion by Mr. Onoszko to approve the PILOT program as presented. Motion seconded and unanimously approved.” Motion seconded and passes on a vote of 4-1 with Mr. Lorenzetti opposing.**

- 2020 Census Committee

Ms. Grove stated she put this item back on the agenda for the next meeting so the Commission could decide who they want to serve on the Census Committee.

12. The Commission adjourned at 9:11 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

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Patricia A. Noland, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant



| DESCRIPTION                 | Fund 001 CO.  | Fund 003 Dog | Total         |
|-----------------------------|---------------|--------------|---------------|
| Gross Wages                 | \$ 389,441.21 | \$ 37.20     | \$ 389,478.41 |
|                             | \$ -          |              |               |
| 6.2% Tax Payable OASDI      | \$ 23,136.98  | \$ 2.11      | \$ 23,139.09  |
| 1.45% Tax Payable HI        | \$ 5,411.11   | \$ 0.49      | \$ 5,411.60   |
| Fed Withholding             | \$ 35,683.54  | \$ 2.22      | \$ 35,685.76  |
| WV State Withholding        | \$ 16,533.89  | \$ 1.52      | \$ 16,535.41  |
| PERS Retirement Deduct 4.5% | \$ 9,981.69   | \$ 1.67      | \$ 9,983.36   |
| PERS Retirement Deduct 6%   | \$ 3,876.53   |              | \$ 3,876.53   |
| Hosp. Pre-Tax               | \$ 14,319.50  |              | \$ 14,319.50  |
| 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% | \$ 6,554.67   |              | \$ 6,554.67   |
| 457 - Nationwide            | \$ 849.00     |              | \$ 849.00     |
| 457I - Empower              | \$ 1,780.00   |              | \$ 1,780.00   |
| 457R - Roth                 | \$ 520.00     |              | \$ 520.00     |
| MD State Tax                | \$ 601.98     |              | \$ 601.98     |
| D/VF                        | \$ 1,648.69   |              | \$ 1,648.69   |
| VA. State Tax               | \$ 157.13     |              | \$ 157.13     |
| COLONIAL(PLUS)              | \$ 81.60      |              | \$ 81.60      |
| Total Deductions            | \$ 131,037.75 | \$ 8.01      | \$ 131,045.76 |
|                             |               |              |               |
| Net Wages Total             | \$ 258,403.46 | \$ 29.19     | \$ 258,432.65 |
| Payroll Date                | 18-Apr-2019   |              |               |



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 2, 2019**

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

Date Requested – 2<sup>nd</sup> 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.jeffersoncountyvva.org](http://www.jeffersoncountyvva.org)



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 10am.

Date Requested – 1<sup>st</sup> Choice: May 2, 2019

Date Requested – 2<sup>nd</sup> Choice: \_\_\_\_\_

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

Subject (Wording to be placed on agenda):

**National Service Recognition -AmeriCorps Promise VISTAS recognition**

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

**Proclamation presented, brief program background and recognition of Harlee Marsh, VISTA Leader serving at West Virginia's Promise – the Alliance for Youth.**

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

Move to adopt the proclamation XXXXXXXXXXXX as presented.

Are documents attachments? Yes  No

If not, explain:

Is a projector needed? Yes No

Contact information:

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_



**NATIONAL SERVICE RECOGNITION DAY**  
**PROCLAMATION**

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, the nation's elected leaders are increasingly turning to national service and volunteerism as a cost-effective strategy to meet their needs; and

WHEREAS, AmeriCorps and Senior Corps participants address the most pressing challenges facing our communities; they educate students for 21<sup>st</sup> century jobs, fight the opioid epidemic, respond to natural disasters, and support veterans and military families; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, AmeriCorps and Senior Corps participants serve in more than 50,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve, both through their direct service and by managing millions of additional volunteers; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

WHEREAS, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, the Corporation for National and Community Service shares a priority with local leaders nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, the National Association of Counties, Cities of Service, and local leaders across the country for National Service Recognition Day on April 2, 2019.

THEREFORE, BE IT RESOLVED that I, *Patricia A. Noland, President of the Jefferson County Commission*, do hereby proclaim April 2, 2019, as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our community, to thank those who serve; and to find ways to give back to their communities.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Matthew Harvey**

Department or Organization: **Prosecuting Attorney**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 2, 2019**

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

Date Requested – 2<sup>nd</sup> Choice:

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

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

**1. Discussion of staffing needs and potential new hires.**

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

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](http://www.jeffersoncountywv.org)



Name: **Lynn Fields (for Jacki Shadle)**

Department or Organization: **County Clerk's Office**

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

Date Requested – 1<sup>st</sup> Choice: **May 2, 2019**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Employment Approval for Assistant Finance Clerk and Assistant County Clerk**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**The County Clerk is requesting approval to hire Shari Carr to fill the vacancy for the Assistant Finance Clerk position. Ms. Carr has over 40 years of payroll and accounts payable experience. This hire will be filling a vacant position and is budget neutral. The Clerk is also requesting approval to hire Deanna Davis as an Assistant County Clerk. Ms. Davis has over 20 years of title work and legal office experience including probate filings. This hire will replace an employee that has resigned and is budget neutral.**

Is this a funding request? **Y/N**

If so, how much? **\$**

Provide exact financial impact/request:

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

**To approve the hire of Shari Carr as the Assistant Finance Clerk and Deanna Davis as the Assistant County Clerk**

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](http://www.jeffersoncountywv.org)



Name: **Susan McFadden**

Department or Organization: **Jefferson County Community Education Outreach Service Clubs**

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

Date Requested – 1<sup>st</sup> Choice: **May 2, 2019**

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

Date Requested – 2<sup>nd</sup> Choice: **May 16, 2019**

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

**Proclamation request for CEOS Week May 19 through May 26, 2019**

Please provide the County Commission with a description of your request or presentation, including any background information:  
CEOS 2018 handbook is provided for background information and description of our mission and services

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*):

**We, the Community Education Outreach Service Clubs of Jefferson County Move: to request the Jefferson County Commissioners to designate May 19, 2019 through May 25, 2019 as Jefferson County Community Education Outreach Service Week.**

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: Susan McFadden

Email address: [ssmcfad@gmail.com](mailto:ssmcfad@gmail.com)

Phone Number: 269-719-6369

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

not applicable



## **History of Jefferson County**

### **Community Educational Outreach Service**

For over 100 years the Community Educational Outreach Service Clubs have had a rich history of benefiting the people of Jefferson County. It all began on July 2, 1862 when President Lincoln signed a bill known as the Morrill Act. This Act established the Federal Land Grant College in each state for the study of agriculture and mechanical arts. In the same year the United States Department of Agriculture was formed. Together, the Land Grant College and the Department of Agriculture established programs to be carried out jointly with the Federal Extension Service and the State Land Grant College Cooperative Extension teamed with local people. In February 1867, the Agriculture College of West Virginia was established later to become West Virginia University.

In 1953, the local clubs helped to pull the community together to establish an annual Jefferson County Fair. Many of the member's husbands donated time and materials needed for the success of this endeavor. There was a Homemakers Department that included canning, quilting, sewing, baking, etc. : Other programs included Music Appreciation, Preserving West Virginia Beauty and " The Community needs its' Senior Citizens". Continuing an emphasis on health and nutrition, club members were involved in "Mothers March against Polio", ongoing support of school lunch programs, and making sure that family members got yearly check- ups and consumed nutritious meals for better health.

In 1964 the name was changed to the Home Demonstration Club and there were eight individual clubs in Jefferson County. The clubs continued to explore new topics of interest. 1969 brought a new year and another new name. Now the clubs were known as the Extension Homemakers.

The 1990's brought more changes and improvements. More clubs were attending the annual statewide meeting in Jackson's Mill in order to gather and share ideas on how to benefit the community. County yearbooks were now being made to let the other clubs in West Virginia know what the local clubs were doing.

The Community Educational Outreach Clubs (CEOS) have come a long way from their beginnings as Farm Women. For over 100 years and under many names, the local clubs have strived to do their best to make Jefferson County a great place to live.

Article II of the CEOS Constitution says it best: The mission of the Jefferson County CEOS is to strengthen individuals and families through continuing education, leadership development and community service. Members will work in cooperation with the West Virginia University Extension Service and the United States Department of Agriculture, to coordinate the work of the local clubs into a unified program for the improvement of families and communities throughout the County, and to assist the local clubs in developing a yearly program of work based on physical, social, spiritual, and educational needs of the home and of the community as a whole.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1<sup>st</sup> Choice: **May 2, 2019**

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

Date Requested – 2<sup>nd</sup> Choice:

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

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



**CARMEN WEBER CREAMER**

Locust Grove  
1923 Shirley Road  
SUMMIT POINT, WV 25446  
(304) 725-7770

**EDUCATION:** B.A. CUM LAUDE, Anthropology, Ohio State University. Emphasis on prehistoric archaeology and physical anthropology. May 1978 (Four year program completed in three years.)

M.A., Anthropology, Ohio State University. December 1979.

Coursework, M.A., Anthropology, The College of William and Mary. Specialization in historical archaeology.

Coursework, Ph.D., Public History, Temple University. Specialization in urban history and the history of technology.

**COURSEWORK:** Cultural resource management, material culture, American history, quantitative methods, archaeological methods and theory, human osteological analysis and lithic analysis.

**PROFESSIONAL EXPERIENCE:**

NOV 02-AUG 07 RESEARCH, Self-employed. Conduct historic and document research for private clients, for a variety of uses ranging from family genealogies to cultural resources reports.

JUNE 97-NOV 02 MUSEUM ASSISTANT, Jefferson County Museum. Duties included curation of artifacts in county museum. Created a catalog data base in Access for a collection that included archaeological artifacts, historical objects and documents.

DEC 95-AUG 96 SENIOR PRINCIPAL INVESTIGATOR, Archaeological & Historical Consultants. Duties centered on acting as principal investigator on archaeological surveys and excavations in West Virginia, Virginia and New Jersey. Other responsibilities included proposal and report writing as well as project management for projects in the West Virginia office, which I operated.

JUNE 94-NOV 95 PRIVATE CONSULTANT. Acted as Principal Investigator on large archaeological projects for Dames and Moore and KCI Technologies.

MARCH 94-JUNE 94 SENIOR ARCHAEOLOGIST, Dames & Moore. As head archaeologist for the Cultural Resources Division, duties centered on acting as principal investigator on archaeological surveys and excavations.

APRIL 91-MARCH 94 DIRECTOR OF HISTORIC RESOURCES, Chambers Group. Managed historic resources projects for firm, directing sub-consultants in historic and/or architectural surveys or acting as historic archaeologist. As a member of a Cultural Resources Division of an environmental firm, duties included writing cultural resource sections for EAs (Environmental Assessments), and EISs (Environmental Impact Statements) as well as California EIRs (Environmental Impact Reports).

JAN-APRIL 91 PRIVATE CONSULTANT. Conducted research and wrote a report on historic irrigation sites in Southern California.

SEP 86-NOV 90 ARCHAEOLOGIST, Philadelphia Historical Commission. City archaeologist for an historic preservation agency. Responsible for presenting the city's archaeology to citizens of the city. Duties included the management and preservation of archaeological resources; the review of projects for compliance with federal, state and local laws and regulations regarding historic preservation; and research, excavation and report preparation on archaeological sites in the city.

NOV 83-AUG 86 RESEARCH DIRECTOR, Baltimore Center for Urban Archaeology. Directed historical research, participated in designing archaeological approach and completed administrative tasks on the Mount Clare project, a long term archaeological project designed to interpret and reconstruct an 18th century plantation site. Other duties as Senior and Assistant Archaeologist included directing personnel and volunteers in the excavation of numerous historic and urban sites and producing reports on these

excavations. Role in public archaeology program included promotion of archaeology through press interviews and public lectures, and the design of an urban archaeological museum exhibit.

- JUL-OCT 83 ASSISTANT ARCHAEOLOGIST, Maryland Historical Trust. Contract for a Phase I/II archaeological survey of the David Taylor Naval Ship Research and Development Center, including testing of a War of 1812 redoubt.
- APR-JUL 83 FIELD ARCHAEOLOGIST, Historic Annapolis. Excavated at Calvert House, an 18th century site, as well as at other sites in Annapolis.
- DEC 81-MAR 83 ARCHAEOLOGICAL LAB ASSISTANT, DeLeuw, Cather/Parsons. Contract position for the Northeast Corridor Project, Federal Railways Administration. Participated in Laboratory Analysis of artifacts from one prehistoric and two historic sites in Connecticut and Rhode Island. Non-continuous employment.
- AUG 82 DIRECTOR, College of William and Mary. Small Phase I contract for the Coast Guard Reserve Station, York County, Virginia.
- MAR 81 DIRECTOR, College of William and Mary. Small Phase I survey contract for the Cheatham Annex, York County, Virginia. Supervised four crew members.
- SEP 80-MAR 81 GRADUATE RESEARCH ASSISTANT, College of William and Mary, Dr. Edwin Dethlefsen, Supervisor. Researched historical documents and manuscripts pertinent to St. Eustatius Island, Caribbean.
- MAY-JUL 80 FIELD ARCHAEOLOGIST, Monticello, Dr. William Kelso, Director. Excavated 18th century garden features and outbuildings.
- JUN-AUG 79 FIELD ARCHAEOLOGIST, Ohio Department of Transportation, Jim Addington, Supervisor. Preliminary literature research, excavation and report writing for Phase I and II surveys along highway right-of-ways.

**OTHER EXPERIENCE:**

- MAR 03-MAR 16 Member, Jefferson County Historic Landmarks Commission. Reviewed and commented on 106 actions on National Register of Historic Places sites, recommended sites to the local register, commented on actions on historic properties in the county and helped revise the zoning code to protect historic sites.
- JUN 98-DEC 12 Volunteer, Jefferson County Historical Society. Served as Board Member, Secretary and President of the Society. Ran meetings, organized bi-annual programs and provided logistical support for a local historical society. Served as editor of the annual journal for one year.
- JUN-AUG 79 Internship, Smithsonian Institution, National Museum of Natural History, Dr. William Fitzhugh, Supervisor. Stone tool analysis and iron artifact conservation on materials from Labrador. Carl Alexander, Supervisor. Production and maintenance of exhibits.
- JUL 79 Conservation Workshop, Smithsonian Institution.
- JUN-AUG 79 Volunteer, Alexandria Archaeological Research Center. Participated in a privy excavation and in setting up a small museum.
- JAN-MAY 79 Volunteer, Ohio Historical Society. Processing and analysis of material recovered at Ft. Meigs, a War of 1812 fort.
- AUG 77 Volunteer, Kampsville, Illinois, Dr. Jane Buikstra, Supervisor. Excavation, Helton Mound.
- JUN-AUG 77 Laboratory Analysis, Kampsville, Illinois, through Northwestern University: Human Osteology, Dr. Jane Buikstra, Supervisor. Lithic Technology, Dr. Thomas Cook, Supervisor.
- MAR-JUN 77 Volunteer, Ohio Historical Society, Suzanne Lime, Supervisor. Artifact cleaning and processing as well as organization of files and collections.
- JUN-AUG 76 Field School, Ohio State University, Dr. William Dancey, Supervisor. Darby Dan Mound.

JUL 76

Volunteer, Chillicothe, Ohio, Dr. N'omi Greber, Supervisor. Edwin Harness Mound.

#### PUBLICATIONS AND REPORTS

Author or co-author on over 30 Cultural Resource Management reports, including 10 focused on historic research.

Contributor to over 8 environmental reports.

- 1990                    Mount Clare: An Interdisciplinary Approach to the Restoration of a Georgian Landscape. Senior author with others. In Earth Patterns: Archaeology of Early American and Ancient Gardens and Landscapes. Charlottesville: University of Virginia Press.
- 1990                    Kensington - North Philadelphia. Co-author with others. In Workshop of the World: A Selective Guide to the Industrial Archaeology of Philadelphia. Philadelphia: The Oliver Evans Press.
- 1991                    The Genius of the Orangery: Women and Eighteenth Century Chesapeake Gardens. In The Archaeology of Gender. Proceedings of the 1989 Chacmool Conference, Calgary, Canada.
- 1997                    The Greenhouse Effect: Gender-Related Traditions in Eighteenth-Century Gardening. Chapter in book entitled Landscape Archaeology: Studies in Reading and Interpreting the American Historical Landscape. University of Tennessee Press.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **May 2, 2019**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Interviews and Appointments for the Bolivar Representative to the Jefferson County Development Authority – Discussion/Action**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



Jefferson County Commission  
Application for Boards, Committees or Commissions

Received

APR 23 2019

Please type or print information

Name: LISA KOVATCH Jefferson County Commission

Home Telephone Number: 304-620-3011

Work Address: 247 Union St, Bolivar WV

Work Phone Number: 304-620-3011

Mobile Phone Number: 304-620-3011

E-mail Address: LKovatch247@gmail.com

Party Affiliation: (Building Commission and Health Department applicants)  
n/a

Occupation: Independent artist / arts administrator

Education: High School Frederick High School

College University of Maryland, College Park

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: 247 Union St  
Bolivar WV

Magisterial District: 15

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 : see attached

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

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

Statement: n/a

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: Kisa Kovach Date: April 17, 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.*

## LISA KOVATCH

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247 Union Street • Harpers Ferry WV 25425 • LKovatch247@gmail.com • 304-620-3011

April 17, 2019

Dear Sir or Madam:

I would like to take this opportunity to introduce myself and express my interest in representing Bolivar on the Jefferson County Development Authority Commission. Attracted to this small, welcoming town nestled in a rural landscape steeped in history, I recognized its potential for successful commerce and happily set roots here 15 years ago. My pottery studio is surrounded by natural inspiration, and a safe and supportive community. My business frequently involves traveling to craft shows in the Mid-Atlantic region, and I am aware that I also serve as an ambassador for the state while doing so.

Experienced in working for regional non-profits, I excel at communicating with diverse populations in a friendly and professional manner. I believe my creativity and administrative experience would be an asset to the Authority.

Please find the attached copy of my resumé. I welcome the chance to meet with you to discuss working together to continue your important mission to attract business development that enhances the quality of life for all residents.

Sincerely,

  
Lisa Kovatch

# LISA KOVATCH

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247 Union Street • Harpers Ferry WV 25424 • LKovatch247@gmail.com • 304-620-3011

## Work Experience

**MANAGER.** Jefferson County Museum Shop, Charles Town, WV (January, 2017 - Present). Established a small retail store benefitting the Museum; oversee general operations. Create and implement shop policies & procedures; identify and evaluate new artists and writers; establish contracts & maintain rapport; select and order wholesale items and books pertinent to the Museum's collection; maintain accurate records; receive inventory and manage database; reconcile monthly sales; generate monthly sales reports and consignment check requests timely and accurately; train volunteer staff on policies and procedures; provide exceptional customer service.

**OWNER.** Lisa Kovatch Pottery, Harpers Ferry, WV (May, 2003 - Present). Produce handcrafted wares, selling directly to the public on the 'Over The Mountain Studio Tour', regionally at juried craft shows, and by wholesale to select retail shops. Using computer software, create marketing materials; design and maintain online shop ([www.lisakovatch.bigcartel.com](http://www.lisakovatch.bigcartel.com)); use SquareUp cloud-based point of sale (POS) system for sales, invoicing, and general accounting.

**FAIR ASSISTANT, PT/Seasonal.** Waterford Foundation, Waterford, VA (July - October, 2018). In a fast-paced environment, assisted Director in coordinating 74th annual outdoor juried craft festival, which attracts 20,000 visitors over a 3-day period. Maintained Excel spreadsheets and databases; communicated with artists, musicians, and vendors regarding invoices and logistics; created and scheduled social media posts; proofread documents; prepared correspondence; prepared tickets, badges, and signs; assisted Consignment Chairpersons with venue set up and paperwork, maintaining accurate and organized records; performed mail merges; assisted team with planning and executing pre-festival reception; helped mark indoor and outdoor vendor spaces; scheduled group visitors; answered telephones and directed calls as needed; remained adaptable and responsive to changing circumstances.

**VISITOR CENTER ASSISTANT, PT/Seasonal.** Appalachian Trail Conservancy, Harpers Ferry, WV (May - September, 2016). In a fast-paced environment, greeted visitors, answered questions about the AT, area hikes, and town amenities; procured new memberships; assisted customers in retail shop and closed out register; took AT 2000-Miler photographs and recorded information accurately into a computer database; answered the telephone and directed calls as needed.

**MANAGER.** Westwind Potters, Harpers Ferry, WV (January, 2013 - December, 2015). Managed an independent retail shop adjacent to popular National Park. Sole buyer, creating and adhering to an annual budget, managing all inventory and expanding representation of regional artisans. Hired and supervised 4 part-time staff, provided friendly customer service in a fast-paced sales environment, achieving positive online reviews; designed and maintained company website using software design tools; responded to email inquiries in a timely manner; implemented visiting artist series.

**MANAGER, PROGRAMS & DESIGN.** The Delaplaine Arts Center, Frederick, MD (September, 1996 - March, 2000). Detail oriented arts administrator. Coordinated engaging, monthly exhibits and guest-speaker events for regional non-profit, maintaining a two-year advanced schedule; designed all publications; organized day-trips to places of cultural and historical interest in the Mid-Atlantic region; scheduled and coordinated all travel arrangements and served as group leader; conceived of and arranged the Center's first concert—a sold-out event.

**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 - BOLIUAN

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.*

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 1976, 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 backs)

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.*

# AGENDA REQUEST FORM

Name: Russell Burgess

Department or Entity: Director of Information Technology

Estimation of amount of time needed for appointment: 10 min

Date Requested – 1<sup>st</sup> Choice: May 2, 2019

Date Requested – 2<sup>nd</sup> Choice: \_\_\_\_\_

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

Subject:

Hiring of full-time employee for Information Technology Department within the approved budget of Information Technology Department starting July 1, 2019. Also requesting approval of Information Technology Internship payment of two hundred dollars per week for minimum 20 hour week for interns.

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

The Jefferson County Commission approved the hiring of Information Technology department employee(s) to provide support for the Information Technology Department and the Emergency Communications Department. Information Technology Department would like to present proposed full time employee to start on July 1, 2019. and request the Information Technology Department be approved for payment of the Information Technology Departments Internship program of two hundred dollars per week for a minimum 20 hour week within the constraints of the Information Technology Departments budget.

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

Are documents attached?

If not, please explain:

Is a projector needed?

Contact information:

Email Address:



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1<sup>st</sup> Choice: **May 2, 2019**

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

Date Requested – 2<sup>nd</sup> Choice:

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

- Review and Approval of FY2019 Internal Budget Revision 3 for the General Fund
- Review of FY2019 Budget to Actual as of 3/31/2019
- Emergency Ambulance Service Fee Ordinance - discussions

Please provide the County Commission with a description of your request or presentation, including any background information:  
Continue discussions on the rates for ambulance fee billings.

Is this a funding request? Y/N No

If so, how much? \$ NA

Provide exact financial impact/request:

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

- Motion to approve FY19 Internal Budget Revision 3 for the General Fund
- Motion to approve the Emergency Ambulance Service Fee Ordinance as amended on May 2, 2019 with an effective date of July 1, 2019.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



IBR#3

Jefferson County, West Virginia  
 Department of Financial Management  
 Budget Revision for Fiscal Year Ending June 30, 2014  
 Internal Budget Revision  
 IRB # 406

Narrative:

| Budget Line No. | Account Name          | Approved Budget | Requested Additions | Requested Reduction | Revised Budget |
|-----------------|-----------------------|-----------------|---------------------|---------------------|----------------|
| 406/103         | ASSR SALARY AND WAGES | 267,812         |                     | 6,000               | 261,812        |
| 406/108/001     | ASSR OVERTIME         | 7,000           | 3,000               |                     | 10,000         |
| 406/108/002     | ASSR PARTTIME         | 31,000          | 3,000               |                     | 34,000         |
|                 |                       |                 |                     |                     | 0              |
|                 |                       |                 |                     |                     | 0              |
|                 |                       |                 |                     |                     | 0              |
|                 |                       |                 |                     |                     | 0              |
|                 |                       |                 |                     |                     | 0              |
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|                 |                       |                 |                     |                     | 0              |
|                 |                       |                 |                     |                     | 0              |
|                 |                       |                 |                     |                     | 0              |
|                 |                       |                 |                     |                     | 0              |
| Totals          |                       | 305,812         | 6,000               | 6,000               | 305,812        |

IBR Prepared by: \_\_\_\_\_

Approved by: (department head/elected): Amata H Banks  
 Date: 4/17/2019

Reviewed by: Wendell London Date: 4-24-19

Date Submitted to County Commission: 5-2-2019  
 Date Approved: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_



**Jefferson County Commission**

FY2019 Cash Balances by Fund

As of 03/31/2019

| Fund - Description                    | FY2019<br>Balance<br>As of<br>03/31/19 | FY2018<br>Balance<br>As of 03/31/18 | FY19-FY18<br>Variance<br>Favorable/<br>(Unfavorable) |
|---------------------------------------|----------------------------------------|-------------------------------------|------------------------------------------------------|
| Fund 001 -GENERAL FUND                | 7,561,191                              | 6,171,789                           | 1,389,402                                            |
| Fund 002 -COAL SEVERANCE FUND         | 133,750                                | 191,138                             |                                                      |
| Fund 003 -DOG KENNEL FUND             | 28,953                                 | 38,901                              |                                                      |
| Fund 004 -GENERAL SCHOOL FUND         | 0                                      | 0                                   |                                                      |
| Fund 005 -MAGISTRATE COURT FUND       | 33,912                                 | 27,938                              |                                                      |
| Fund 006 -WORTHLESS CHECK FUND        | 34,429                                 | 32,637                              |                                                      |
| Fund 008 -HOME CONFINEMENT FUND       | 43,173                                 | 28,312                              |                                                      |
| Fund 010 -STATE GRANTS FUND           | 2,430                                  | 2,501                               |                                                      |
| Fund 023 -FLOOD HAZARD MITIGATION     | 34,959                                 | 34,959                              |                                                      |
| Fund 039 -WASTE COAL REALLOCATION     | 8,510                                  | 8,467                               |                                                      |
| Fund 053 -AMBULANCE SERVICE FEE       | 198,200                                | 0                                   |                                                      |
| Fund 056 -ASSESSOR VALUATION FUND     | 966,434                                | 906,006                             |                                                      |
| Fund 057 -JC FARMLAND PROTECTION FD   | 5                                      | 1                                   |                                                      |
| Fund 058 -FINANCIAL STABILIZATION     | 400,000                                | 610,013                             |                                                      |
| Fund 059 -CONCEALED WEAPONS           | 48,540                                 | 48,717                              |                                                      |
| Fund 063 -VOTER REGIST LIST FUND      | 337                                    | 340                                 |                                                      |
| Fund 073 -LAW ENFORCEMENT FORFEITURE  | 34,065                                 | 0                                   |                                                      |
| Fund 074 -DRUG FORFEITURE - PAO       | 22,821                                 | 19,189                              |                                                      |
| Fund 075 -SUBDIVISION FORFEITURE FUND | 172                                    | 172                                 |                                                      |
| Fund 244 -BARDANE FUND                | 0                                      | 0                                   |                                                      |
| Fund 246 -CAPITAL OUTLAY FUND         | 3,352,783                              | 4,212,775                           | (859,992)                                            |
| Fund 249 -IMPACT FEES                 | 3,353,190                              | 1,908,956                           |                                                      |
| Fund 315 -STATE POLICE FUND           | 60                                     | 60                                  |                                                      |
| Fund 369 -WV DEPUTY SHRF RETIREMENT   | 1                                      | 1                                   |                                                      |
| TOTAL CASH BALANCES - ALL FUNDS       | <u>16,257,914</u>                      | <u>14,242,872</u>                   | <u>2,015,042</u>                                     |

# Jefferson County Commission

FY2019 General Fund Revenues & Expenditures

As of 03/31/2019

Expenditures by Department

| Description                            | FY2019 YTD    |                       | Budget                            | % Rec'd/ Exp'd | FY2018 YTD            |                                   | YTD Actual FY19-FY18 |  |
|----------------------------------------|---------------|-----------------------|-----------------------------------|----------------|-----------------------|-----------------------------------|----------------------|--|
|                                        | FY2019 Budget | Actual As of 03/31/19 | Variance Favorable/ (Unfavorable) |                | Actual As of 03/31/18 | Variance Favorable/ (Unfavorable) | % Rec'd/ Exp'd       |  |
| <b>Beginning Fund Bal-Budget</b>       |               |                       |                                   |                |                       |                                   |                      |  |
| <b>Total Beginning Fund Bal-Budget</b> | (5,186,147)   |                       |                                   |                |                       |                                   |                      |  |
| <b>Revenues</b>                        |               |                       |                                   |                |                       |                                   |                      |  |
| AD VALOREM TAXES                       | (14,114,752)  | (12,769,938)          | (1,344,814)                       | 90.47%         | (12,484,807)          | 285,131                           | 2.28%                |  |
| AMBULANCE FEES                         | -             | -                     | -                                 | 0.00%          | (575,000)             | (575,000)                         | -100.00%             |  |
| BUILDING PERMIT FEES                   | (340,335)     | (204,633)             | (135,702)                         | 60.13%         | (124,316)             | 80,317                            | 64.61%               |  |
| CHARGES FOR SERVICES                   | (40,000)      | (40,000)              | -                                 | 100.00%        | -                     | 40,000                            | -100.00%             |  |
| CHARGES TO OTHER ENTITIES              | -             | -                     | -                                 | 0.00%          | (70,098)              | (70,098)                          | -100.00%             |  |
| CIRCUIT CLERKS EARNINGS                | (64,000)      | (41,860)              | (22,140)                          | 65.41%         | (34,147)              | 7,714                             | 22.59%               |  |
| CONTRIBUTIONS FR OTH ENTITIES          | -             | (110)                 | 110                               | 100.00%        | (36,320)              | (36,210)                          | -99.70%              |  |
| COUNTY CLERKS EARNINGS                 | (199,100)     | (123,510)             | (75,590)                          | 62.03%         | (156,287)             | (32,777)                          | -20.97%              |  |
| EMERGENCY 911 FEES                     | (1,889,100)   | (1,357,597)           | (531,503)                         | 71.86%         | (1,085,454)           | 272,143                           | 25.07%               |  |
| FEDERAL GRANTS                         | (445,000)     | (5,764)               | (439,236)                         | 1.30%          | (246,279)             | (240,515)                         | -97.66%              |  |
| FEDERAL PMT IN LIEU OF TAXES           | (20,000)      | -                     | (20,000)                          | 0.00%          | -                     | -                                 | 0.00%                |  |
| FILING FEES                            | -             | (4,941)               | 4,941                             | 100.00%        | -                     | 4,941                             | -100.00%             |  |
| FRANCHISE AGREEMENTS                   | (544,000)     | (273,878)             | (270,122)                         | 50.35%         | (262,411)             | 11,466                            | 4.37%                |  |
| GAS & OIL SEVERANCE TAX                | (85,640)      | (85,562)              | (78)                              | 99.91%         | (62,174)              | 23,388                            | 37.62%               |  |
| HORSE & DOG RACING TAX                 | (12,440)      | (7,001)               | (5,439)                           | 56.28%         | (7,284)               | (283)                             | -3.89%               |  |
| HOTEL OCCUPANCY TAX                    | (769,000)     | (581,140)             | (187,860)                         | 75.57%         | (555,646)             | 25,494                            | 4.59%                |  |
| INTEREST EARNED                        | (31,900)      | (27,960)              | (3,940)                           | 87.65%         | (23,494)              | 4,467                             | 19.01%               |  |
| IRP FEES (INTERST REG PLAN)            | (15,000)      | (11,373)              | (3,627)                           | 75.82%         | (10,992)              | 381                               | 3.47%                |  |
| MISCELLANEOUS REVENUE                  | (4,700)       | (3,837)               | (863)                             | 81.64%         | (7,158)               | (3,321)                           | -46.39%              |  |
| MISECLLANEOUS REVENUE                  | (38,558)      | (25,652)              | (12,906)                          | 66.53%         | (1,026)               | 24,625                            | 2,399.22%            |  |
| OTHER GRANTS                           | (15,000)      | (46,707)              | 31,707                            | 311.38%        | -                     | 46,707                            | -100.00%             |  |
| PROCEEDS FR BOND RESTRUCTURING         | -             | -                     | -                                 | 0.00%          | (40,226)              | (40,226)                          | -100.00%             |  |
| PROPERTY TRANSFER TAX                  | (795,380)     | (540,088)             | (255,292)                         | 67.90%         | (690,906)             | (150,818)                         | -21.83%              |  |
| PROSECUTING ATTY EARNINGS              | (1,600)       | (1,395)               | (205)                             | 87.18%         | (1,250)               | 145                               | 11.59%               |  |
| REGIONAL JAIL REIMB                    | (100,000)     | (97,087)              | (2,913)                           | 97.09%         | (112,557)             | (15,470)                          | -13.74%              |  |
| REIMBURSEMENTS                         | (233,600)     | (322,104)             | 88,504                            | 137.89%        | (287,779)             | 34,325                            | 11.93%               |  |
| RENTS                                  | (348,380)     | (227,470)             | (120,910)                         | 65.29%         | (15,920)              | 211,550                           | 1,328.83%            |  |
| SHERIFFS COMMISSION                    | (11,600)      | (11,514)              | (86)                              | 99.26%         | (11,581)              | (67)                              | -0.58%               |  |
| SHERIFFS EARNINGS                      | (191,200)     | (139,868)             | (51,332)                          | 73.15%         | (141,577)             | (1,709)                           | -1.21%               |  |
| SHERIFFS SERVICE OF PROCESS            | (18,700)      | (12,626)              | (6,074)                           | 67.52%         | (14,795)              | (2,169)                           | -14.66%              |  |
| TABLE GAMES                            | (544,200)     | (477,943)             | (66,257)                          | 87.82%         | (476,673)             | 1,270                             | 0.27%                |  |
| TAX PENALTIES                          | (297,950)     | (241,105)             | (56,845)                          | 80.92%         | (231,855)             | 9,250                             | 3.99%                |  |
| VIDEO LOTTERY                          | (2,941,500)   | (2,383,972)           | (557,528)                         | 81.05%         | (2,402,891)           | (18,919)                          | -0.79%               |  |
| WASTE COAL                             | (5,563)       | (5,562)               | (1)                               | 99.99%         | -                     | 5,562                             | -100.00%             |  |
| WINE & LIQUOR TAX                      | (49,180)      | (5,638)               | (43,542)                          | 11.46%         | (16,082)              | (10,444)                          | -64.94%              |  |
| <b>Total Revenues</b>                  | (24,167,378)  | (20,077,838)          | (4,089,540)                       | 83.08%         | (20,186,985)          | (109,148)                         | -0.54%               |  |
| <b>Expenditures</b>                    |               |                       |                                   |                |                       |                                   |                      |  |
| 401- COUNTY COMMISSION                 | 1,960,202     | 1,538,859             | 421,343                           | 78.51%         | 1,426,430             | (112,429)                         | 7.88%                |  |
| 402- COUNTY CLERK                      | 717,489       | 505,060               | 212,429                           | 70.39%         | 502,733               | (2,327)                           | 0.46%                |  |
| 403- CIRCUIT CLERK                     | 627,607       | 474,836               | 152,771                           | 75.66%         | 429,916               | (44,920)                          | 10.45%               |  |
| 404- SHERIFF AND TREASURER             | 536,285       | 386,287               | 149,998                           | 72.03%         | 401,235               | 14,949                            | -3.73%               |  |
| 405- PROSECUTING ATTORNEY              | 1,826,075     | 1,378,679             | 447,396                           | 75.50%         | 1,274,961             | (103,718)                         | 8.14%                |  |
| 406- ASSESSOR                          | 544,394       | 419,638               | 124,756                           | 77.08%         | 373,161               | (46,477)                          | 12.45%               |  |
| 407- ASSESSORS VALUATION FUND          | 515,250       | 389,514               | 125,736                           | 75.60%         | 352,008               | (37,506)                          | 10.65%               |  |
| 408- STATEWIDE COMPUTER NET            | 54,871        | 29,114                | 25,757                            | 53.06%         | 23,345                | (5,769)                           | 24.71%               |  |

**Jefferson County Commission**

FY2019 General Fund Revenues & Expenditures

As of 03/31/2019

Expenditures by Department

| Description                                | FY2019<br>Budget   | FY2019 YTD                  | Budget                                  | %<br>Rec'd/<br>Exp'd | FY2018 YTD                  | YTD Actual                                           | %<br>Rec'd/<br>Exp'd |
|--------------------------------------------|--------------------|-----------------------------|-----------------------------------------|----------------------|-----------------------------|------------------------------------------------------|----------------------|
|                                            |                    | Actual<br>As of<br>03/31/19 | Variance<br>Favorable/<br>(Unfavorable) |                      | Actual<br>As of<br>03/31/18 | FY19-FY18<br>Variance<br>Favorable/<br>(Unfavorable) |                      |
| 412- AGRICULTURAL AGENT                    | 139,711            | <b>92,895</b>               | 46,817                                  | 66.49%               | 72,786                      | (20,108)                                             | 27.63 %              |
| 413- ELECTIONS COUNTY CLERK                | 303,577            | <b>279,030</b>              | 24,547                                  | 91.91%               | 203,884                     | (75,146)                                             | 36.86 %              |
| 415- MAGISTRATE COURT                      | 3,000              | <b>1,286</b>                | 1,714                                   | 42.87%               | 1,475                       | 189                                                  | -12.83 %             |
| 424- COURTHOUSE (MAINTENANCE)              | 1,073,001          | <b>792,051</b>              | 280,950                                 | 73.82%               | 738,233                     | (53,818)                                             | 7.29 %               |
| 425- OTHER BUILDINGS                       | 636,700            | <b>379,494</b>              | 257,206                                 | 59.60%               | 416,178                     | 36,685                                               | -8.81 %              |
| 428- IT DATA PROCESSING                    | 437,389            | <b>299,264</b>              | 138,125                                 | 68.42%               | 304,559                     | 5,295                                                | -1.74 %              |
| 429- REGIONAL DEVELOPMENT AUTH             | 19,795             | <b>19,794</b>               | 1                                       | 100.00%              | 19,794                      | -                                                    | 0.00 %               |
| 431- DEVELOPMENT AUTHORITY                 | 553,714            | <b>419,818</b>              | 133,896                                 | 75.82%               | 322,301                     | (97,517)                                             | 30.26 %              |
| 440- ENGINEERING                           | 1,451,948          | <b>1,028,396</b>            | 423,552                                 | 70.83%               | 970,783                     | (57,613)                                             | 5.93 %               |
| 700- SHERIFF LAW ENFORCEMENT               | 4,438,816          | <b>3,268,833</b>            | 1,169,983                               | 73.64%               | 3,026,437                   | (242,396)                                            | 8.01 %               |
| 701- SHERIFF SVC OF PROCESS                | 18,700             | <b>18,700</b>               | -                                       | 100.00%              | 22,147                      | 3,447                                                | -15.56 %             |
| 704- REGIONAL JAIL                         | 1,850,000          | <b>841,335</b>              | 1,008,665                               | 45.48%               | 1,077,133                   | 235,798                                              | -21.89 %             |
| 711- HOMELAND SECURITY                     | 267,579            | <b>158,245</b>              | 109,334                                 | 59.14%               | 170,182                     | 11,937                                               | -7.01 %              |
| 712- COMMUNICATIONS CENTER                 | 2,009,014          | <b>1,374,100</b>            | 634,914                                 | 68.40%               | 1,287,915                   | (86,185)                                             | 6.69 %               |
| 713- FIRE DEPARTMENTS                      | 665,000            | <b>665,000</b>              | -                                       | 100.00%              | 665,000                     | -                                                    | 0.00 %               |
| 715- AMBULANCE AUTHORITY                   | 2,084,791          | <b>1,530,294</b>            | 554,497                                 | 73.40%               | 2,064,129                   | 533,835                                              | -25.86 %             |
| 716- ANIMAL CONTROL                        | 316,355            | <b>184,525</b>              | 131,831                                 | 58.33%               | 157,514                     | (27,011)                                             | 17.15 %              |
| 717- CENTRAL GARAGE                        | 313,358            | <b>214,745</b>              | 98,613                                  | 68.53%               | 195,739                     | (19,006)                                             | 9.71 %               |
| 800- LOCAL HEALTH DEPT                     | 79,980             | <b>59,985</b>               | 19,995                                  | 75.00%               | -                           | (59,985)                                             | -100.00 %            |
| 900- PARKS AND RECREATION                  | 745,402            | <b>559,923</b>              | 185,479                                 | 75.12%               | 432,580                     | (127,343)                                            | 29.44 %              |
| 903- ARTS AND HUMANITIES                   | 15,380             | <b>11,623</b>               | 3,757                                   | 75.57%               | 11,090                      | (533)                                                | 4.80 %               |
| 909- HISTORICAL COMMISSION                 | 22,806             | <b>17,210</b>               | 5,596                                   | 75.46%               | 16,422                      | (789)                                                | 4.80 %               |
| 911- VISITORS BUREAU                       | 384,500            | <b>290,570</b>              | 93,930                                  | 75.57%               | 277,257                     | (13,313)                                             | 4.80 %               |
| 916- LIBRARIES                             | 330,000            | <b>247,500</b>              | 82,500                                  | 75.00%               | 247,500                     | -                                                    | 0.00 %               |
| 953- PUBLIC TRANSPORTATION                 | 20,000             | <b>15,000</b>               | 5,000                                   | 75.00%               | 15,000                      | -                                                    | 0.00 %               |
| <b>Total Expenditures</b>                  | <b>24,962,689</b>  | <b>17,891,604</b>           | <b>7,071,085</b>                        | <b>71.67 %</b>       | <b>17,499,829</b>           | <b>(391,775)</b>                                     | <b>2.24 %</b>        |
| <b>Transfers To/(From) Other Funds</b>     |                    |                             |                                         |                      |                             |                                                      |                      |
| 698- TRANSFERS TO OTHER FUNDS              | 600,755            | -                           | 600,755                                 | 0.00%                | 756,622                     | 756,622                                              | -100.00 %            |
| GENERAL SCHOOL FUND REIMB                  | (264,000)          | <b>(208,010)</b>            | (55,990)                                | 78.79%               | (180,710)                   | 27,300                                               | 15.11 %              |
| TRANSFERS FROM ASSR VAL FUND               | (515,250)          | -                           | (515,250)                               | 0.00%                | (2,844)                     | (2,844)                                              | -100.00 %            |
| TRANSFERS FROM OTHER FUNDS                 | (117,291)          | <b>(70,000)</b>             | (47,291)                                | 59.68%               | (57,729)                    | 12,271                                               | 21.26 %              |
| <b>Total Transfers To/(Fr) Other Funds</b> | <b>(295,786)</b>   | <b>(278,010)</b>            | <b>(17,776)</b>                         | <b>93.99 %</b>       | <b>515,339</b>              | <b>793,349</b>                                       | <b>-153.95 %</b>     |
| <b>Fund Balance-Budget</b>                 |                    |                             |                                         |                      |                             |                                                      |                      |
| <b>Total Ending Fund Bal-Budget</b>        | <b>4,686,622</b>   |                             |                                         |                      |                             |                                                      |                      |
| <b>Fund Balance</b>                        |                    |                             |                                         |                      |                             |                                                      |                      |
| BEGINNING FUND BALANCE                     | <b>(5,186,147)</b> |                             | <b>(4,669,372)</b>                      |                      |                             |                                                      |                      |
| NET USE OF FUNDS-(SURPLUS)/DEFICIT         | <b>(2,464,244)</b> |                             | <b>(2,171,817)</b>                      |                      |                             |                                                      |                      |
| <b>Total Fund Balance</b>                  | <b>(7,650,391)</b> |                             | <b>(6,841,189)</b>                      |                      |                             |                                                      |                      |

**Jefferson County Commission**

FY2019 General Fund Revenues & Expenditures

As of 03/31/2019

Expenditures by Object

| Description                            | FY2019<br>Budget    | FY2019 YTD                  | Budget                                  | %<br>Rec'd/<br>Exp'd | FY2018 YTD                  | YTD Actual<br>FY19-FY18                 |                      |
|----------------------------------------|---------------------|-----------------------------|-----------------------------------------|----------------------|-----------------------------|-----------------------------------------|----------------------|
|                                        |                     | Actual<br>As of<br>03/31/19 | Variance<br>Favorable/<br>(Unfavorable) |                      | Actual<br>As of<br>03/31/18 | Variance<br>Favorable/<br>(Unfavorable) | %<br>Rec'd/<br>Exp'd |
| <b>Beginning Fund Bal-Budget</b>       |                     |                             |                                         |                      |                             |                                         |                      |
| <b>Total Beginning Fund Bal-Budget</b> | (5,186,147)         |                             |                                         |                      |                             |                                         |                      |
| <b>Revenues</b>                        |                     |                             |                                         |                      |                             |                                         |                      |
| TAX REVENUE                            | (14,114,752)        | <b>(12,769,938)</b>         | (1,344,814)                             | 90.47%               | (12,484,807)                | 285,131                                 | 2.28 %               |
| OTHER TAX REVENUE                      | (2,015,153)         | <b>(1,466,096)</b>          | (549,057)                               | 72.75%               | (1,563,947)                 | (97,851)                                | -6.26 %              |
| INTERGOVERNMENTAL                      | (480,000)           | <b>(52,472)</b>             | (427,528)                               | 10.93%               | (246,279)                   | (193,808)                               | -78.69 %             |
| GAMING REVENUE                         | (3,485,700)         | <b>(2,861,915)</b>          | (623,785)                               | 82.10%               | (2,879,564)                 | (17,649)                                | -0.61 %              |
| LICENSES AND PERMITS                   | (340,335)           | <b>(204,633)</b>            | (135,702)                               | 60.13%               | (124,316)                   | 80,317                                  | 64.61 %              |
| CHARGES FOR SERVICES                   | (3,315,780)         | <b>(2,232,368)</b>          | (1,083,412)                             | 67.33%               | (2,301,858)                 | (69,490)                                | -3.02 %              |
| FINES AND FORFEITURE                   | (100,000)           | <b>(97,087)</b>             | (2,913)                                 | 97.09%               | (112,557)                   | (15,470)                                | -13.74 %             |
| MISCELLANEOUS REV                      | (283,758)           | <b>(359,270)</b>            | 75,512                                  | 126.61%              | (446,976)                   | (87,706)                                | -19.62 %             |
| INTEREST REVENUE                       | (31,900)            | <b>(33,948)</b>             | 2,048                                   | 106.42%              | (26,626)                    | 7,322                                   | 27.50 %              |
| TRANSFERS IN                           | -                   | <b>(110)</b>                | 110                                     | 100.00%              | (55)                        | 55                                      | 100.00 %             |
| <b>Total Revenues</b>                  | <b>(24,167,378)</b> | <b>(20,077,838)</b>         | <b>(4,089,540)</b>                      | <b>83.08 %</b>       | <b>(20,186,985)</b>         | <b>(109,148)</b>                        | <b>-0.54 %</b>       |
| <b>Expenditures</b>                    |                     |                             |                                         |                      |                             |                                         |                      |
| <b>PERSONNEL SERVICES</b>              |                     |                             |                                         |                      |                             |                                         |                      |
| FICA                                   | 812,095             | <b>574,632</b>              | 237,463                                 | 70.76%               | 532,945                     | (41,687)                                | 7.82 %               |
| HEALTH INSURANCE                       | 2,159,818           | <b>1,785,281</b>            | 374,537                                 | 82.66%               | 1,465,946                   | (319,335)                               | 21.78 %              |
| RETIREMENT                             | 1,044,688           | <b>761,671</b>              | 283,017                                 | 72.91%               | 761,558                     | (113)                                   | 0.01 %               |
| SALARIES                               | 10,600,754          | <b>7,867,937</b>            | 2,732,817                               | 74.22%               | 7,296,397                   | (571,541)                               | 7.83 %               |
| <b>PERSONNEL SERVICES</b>              | <b>14,617,355</b>   | <b>10,989,522</b>           | <b>3,627,833</b>                        | <b>75.18%</b>        | <b>10,056,846</b>           | <b>(932,676)</b>                        | <b>9.27 %</b>        |
| <b>CONTRACTUAL SERVICES</b>            |                     |                             |                                         |                      |                             |                                         |                      |
| ADVERTISING/LEGAL PUBS                 | 36,500              | <b>13,948</b>               | 22,552                                  | 38.21%               | 14,616                      | 669                                     | -4.58 %              |
| AUDIT COSTS                            | 35,000              | <b>(35,390)</b>             | 70,390                                  | -101.11%             | (17,695)                    | 17,695                                  | 100.00 %             |
| BANK CHARGES                           | 750                 | <b>514</b>                  | 236                                     | 68.54%               | 87                          | (427)                                   | 492.18 %             |
| BLDG/ EQPT RENTAL                      | 22,600              | <b>17,366</b>               | 5,234                                   | 76.84%               | 16,790                      | (576)                                   | 3.43 %               |
| CONTRACTED SERVICES                    | 253,006             | <b>137,257</b>              | 115,749                                 | 54.25%               | 158,087                     | 20,831                                  | -13.18 %             |
| COURT COSTS AND DAMAGES                | 9,750               | <b>9,338</b>                | 413                                     | 95.77%               | -                           | (9,338)                                 | -100.00 %            |
| DUES AND SUBSCRIPTIONS                 | 45,124              | <b>27,514</b>               | 17,610                                  | 60.97%               | 31,790                      | 4,277                                   | -13.45 %             |
| INSURANCE AND BONDS                    | 511,072             | <b>485,119</b>              | 25,953                                  | 94.92%               | 473,095                     | (12,024)                                | 2.54 %               |
| INSURANCE PREMIUM RETIREE              | 89,152              | <b>67,314</b>               | 21,838                                  | 75.50%               | 55,134                      | (12,180)                                | 22.09 %              |
| MAINT/REP AUTO                         | 5,000               | <b>313</b>                  | 4,687                                   | 6.26%                | 2,346                       | 2,033                                   | -86.66 %             |
| MAINT/REP BLDG & GROUNDS               | 27,000              | <b>21,009</b>               | 5,991                                   | 77.81%               | 20,184                      | (825)                                   | 4.09 %               |
| MAINT/REP EQUIPMENT                    | 184,287             | <b>138,032</b>              | 46,255                                  | 74.90%               | 120,764                     | (17,268)                                | 14.30 %              |
| OTHER FEES AND TAXES                   | 7,102               | <b>8,069</b>                | (967)                                   | 113.62%              | -                           | (8,069)                                 | -100.00 %            |
| POSTAGE                                | 121,670             | <b>62,479</b>               | 59,191                                  | 51.35%               | 84,132                      | 21,653                                  | -25.74 %             |
| PRINTING                               | 21,250              | <b>9,387</b>                | 11,863                                  | 44.17%               | 9,606                       | 219                                     | -2.28 %              |
| PROFESSIONAL SERVICES                  | 336,075             | <b>237,793</b>              | 98,282                                  | 70.76%               | 203,922                     | (33,871)                                | 16.61 %              |
| REFUNDING ERRONEOUS PMTS               | -                   | <b>78</b>                   | (78)                                    | 100.00%              | 312                         | 234                                     | -74.85 %             |
| REFUNDS & REIMBURSEMENTS               | -                   | -                           | -                                       | 0.00%                | 1,132                       | 1,132                                   | -100.00 %            |
| REMITTANCE FEES COLLECTED              | -                   | -                           | -                                       | 0.00%                | 575,000                     | 575,000                                 | -100.00 %            |
| TELEPHONE                              | 227,473             | <b>130,844</b>              | 96,629                                  | 57.52%               | 151,154                     | 20,311                                  | -13.44 %             |
| TRAINING AND EDUCATION                 | 53,539              | <b>21,651</b>               | 31,888                                  | 40.44%               | 19,613                      | (2,038)                                 | 10.39 %              |
| TRAVEL                                 | 63,493              | <b>15,521</b>               | 47,972                                  | 24.45%               | 14,758                      | (764)                                   | 5.18 %               |

**Jefferson County Commission**

FY2019 General Fund Revenues & Expenditures

As of 03/31/2019

Expenditures by Object

| Description                                  | FY2019<br>Budget   | FY2019 YTD                  | Budget                                  | %<br>Rec'd/<br>Exp'd | FY2018 YTD                  | YTD Actual<br>FY19-FY18                 |                      |
|----------------------------------------------|--------------------|-----------------------------|-----------------------------------------|----------------------|-----------------------------|-----------------------------------------|----------------------|
|                                              |                    | Actual<br>As of<br>03/31/19 | Variance<br>Favorable/<br>(Unfavorable) |                      | Actual<br>As of<br>03/31/18 | Variance<br>Favorable/<br>(Unfavorable) | %<br>Rec'd/<br>Exp'd |
| UTILITIES                                    | 401,700            | 198,843                     | 202,857                                 | 49.50%               | 251,909                     | 53,066                                  | -21.07 %             |
| CONTRACTUAL SERVICES                         | 2,451,543          | 1,566,999                   | 884,544                                 | 63.92%               | 2,186,738                   | 619,739                                 | -28.34 %             |
| <b>COMMODITIES</b>                           |                    |                             |                                         |                      |                             |                                         |                      |
| AUTO SUPPLIES                                | 233,258            | 176,589                     | 56,669                                  | 75.71%               | 127,862                     | (48,727)                                | 38.11 %              |
| C/F PRISONERS REG JAIL FEE                   | 1,850,000          | 841,335                     | 1,008,665                               | 45.48%               | 1,077,133                   | 235,798                                 | -21.89 %             |
| CHARGES BY OTHER GOV UNITS                   | 54,871             | 29,114                      | 25,757                                  | 53.06%               | 23,345                      | (5,769)                                 | 24.71 %              |
| COMPUTER HARDWARE                            | 82,825             | 57,682                      | 25,143                                  | 69.64%               | 43,804                      | (13,878)                                | 31.68 %              |
| COMPUTER SOFTWARE                            | 69,610             | 59,787                      | 9,823                                   | 85.89%               | 18,567                      | (41,220)                                | 222.01 %             |
| INFORMATION TECH SUPPORT                     | 55,790             | 41,322                      | 14,468                                  | 74.07%               | 41,287                      | (35)                                    | 0.09 %               |
| LICENSE AND ANNUAL FEES                      | 76,847             | 28,946                      | 47,901                                  | 37.67%               | 57,823                      | 28,877                                  | -49.94 %             |
| MATERIALS AND SUPPLIES                       | 547,824            | 218,003                     | 329,821                                 | 39.79%               | 340,394                     | 122,391                                 | -35.96 %             |
| RECORD BOOKS                                 | 21,067             | 1,967                       | 19,100                                  | 9.34%                | 2,178                       | 210                                     | -9.66 %              |
| UNIFORMS                                     | 35,300             | 33,174                      | 2,126                                   | 93.98%               | 29,828                      | (3,346)                                 | 11.22 %              |
| COMMODITIES                                  | 3,027,392          | 1,487,920                   | 1,539,472                               | 49.15%               | 1,762,220                   | 274,300                                 | -15.57 %             |
| <b>CAPITAL OUTLAY</b>                        |                    |                             |                                         |                      |                             |                                         |                      |
| C/O - EQUIPMENT                              | 208,400            | 161,990                     | 46,410                                  | 77.73%               | 115,799                     | (46,191)                                | 39.89 %              |
| CAPITAL OUTLAY                               | 208,400            | 161,990                     | 46,410                                  | 77.73%               | 115,799                     | (46,191)                                | 39.89 %              |
| <b>CONTRIBUTIONS TO OTH</b>                  |                    |                             |                                         |                      |                             |                                         |                      |
| CONTRIBUTION TO OTH AGENCY                   | 269,493            | 216,403                     | 53,090                                  | 80.30%               | 192,008                     | (24,396)                                | 12.71 %              |
| CONTRIBUTION TO OTH GOV UNIT                 | 4,388,506          | 3,468,769                   | 919,737                                 | 79.04%               | 3,186,219                   | (282,550)                               | 8.87 %               |
| CONTRIBUTIONS TO OTH                         | 4,657,999          | 3,685,173                   | 972,826                                 | 79.11%               | 3,378,227                   | (306,946)                               | 9.09 %               |
| <b>Total Expenditures</b>                    | <b>24,962,689</b>  | <b>17,891,604</b>           | <b>7,071,085</b>                        | <b>71.67 %</b>       | <b>17,499,829</b>           | <b>(391,775)</b>                        | <b>2.24 %</b>        |
| <b>Transfers To/(Fr) Other Funds</b>         |                    |                             |                                         |                      |                             |                                         |                      |
| TRANSFERS IN                                 | (896,541)          | (278,010)                   | (618,531)                               | 31.01%               | (241,283)                   | 36,727                                  | 15.22 %              |
| TRANSFERS OUT                                | 600,755            | -                           | 600,755                                 | 0.00%                | 756,622                     | 756,622                                 | -100.00 %            |
| <b>Total Transfers To/(From) Other Funds</b> | <b>(295,786)</b>   | <b>(278,010)</b>            | <b>(17,776)</b>                         | <b>93.99 %</b>       | <b>515,339</b>              | <b>793,349</b>                          | <b>-153.95 %</b>     |
| <b>Fund Balance-Budget</b>                   |                    |                             |                                         |                      |                             |                                         |                      |
| <b>Total Ending Fund Bal-Budget</b>          | <b>4,686,622</b>   |                             |                                         |                      |                             |                                         |                      |
| <b>Fund Balance</b>                          |                    |                             |                                         |                      |                             |                                         |                      |
| BEGINNING FUND BALANCE                       | <b>(5,186,147)</b> |                             | <b>(4,669,372)</b>                      |                      |                             |                                         |                      |
| NET USE OF FUNDS-(SURPLUS)/DEFICIT           | <b>(2,464,244)</b> |                             | <b>(2,171,817)</b>                      |                      |                             |                                         |                      |
| <b>Total Fund Balance</b>                    | <b>(7,650,391)</b> |                             | <b>(6,841,189)</b>                      |                      |                             |                                         |                      |

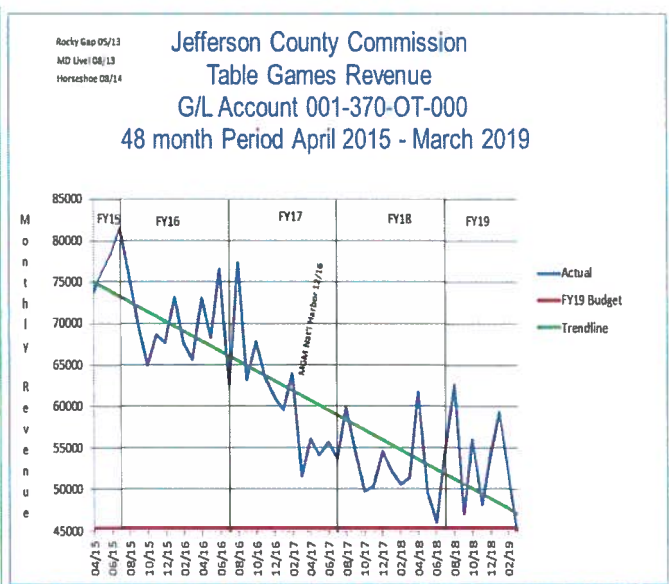
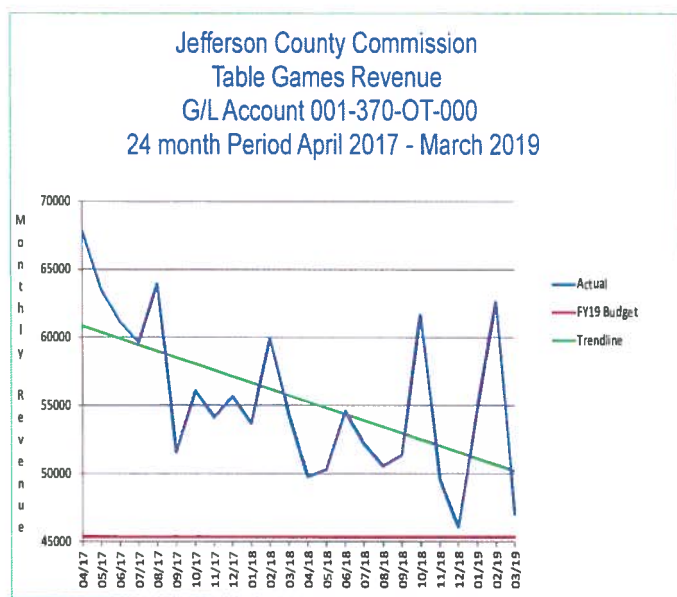
Jefferson County Commission  
Table Games Revenue

001370OT000

|      | Act Rev   | Est Rev   | Budget          | Act % Inc/(Dec) | Avg Mo  | Decrease from FY12 |             |
|------|-----------|-----------|-----------------|-----------------|---------|--------------------|-------------|
|      |           |           |                 |                 |         | %                  | Cumulative  |
| FY12 | 1,596,516 | 1,596,516 | 920,000         | 35.2%           | 133,043 |                    |             |
| FY13 | 1,556,473 | 1,556,473 | 1,800,000       | -2.5%           | 129,706 |                    | (40,043)    |
| FY14 | 1,032,251 | 1,032,251 | 1,163,539       | -33.7%          | 86,021  |                    | (564,265)   |
| FY15 | 891,153   | 891,153   | 943,444         | -13.7%          | 74,263  | -44.2%             | (705,363)   |
| FY16 | 853,009   | 853,009   | 790,000         | -4.3%           | 71,084  | -46.6%             | (743,507)   |
| FY17 | 736,572   | 736,572   | 740,000         | -13.2%          | 61,381  | -53.9%             | (859,944)   |
| FY18 | 634,044   | 634,044   | 617,700         | -13.9%          | 52,837  | -60.3%             | (962,472)   |
| FY19 | 477,944   | 622,752   | 544,200         | -11.9%          | 51,896  | -61.0%             | (973,764)   |
| FY20 |           |           | 479,400         | -11.9%          |         |                    |             |
|      |           |           | Avg Dec FY15-18 | -11.3%          |         |                    | (3,875,594) |
|      |           |           | Act Dec FY17-18 | -13.9%          |         |                    |             |

Table Games Revenue  
FY19 Projected Revenue

| Month  | Actual Rev | Estimated Chg/Mo | Estimated Revenue/Mo | Est. FY19 Total Revenue | FY19 Budget | Projected Variance | Decrease Over PY |
|--------|------------|------------------|----------------------|-------------------------|-------------|--------------------|------------------|
| 08/17  | 54,749     |                  |                      |                         |             |                    | -14.3%           |
| 09/17  | 62,625     |                  |                      |                         |             |                    | -22.5%           |
| 10/17  | 47,040     |                  |                      |                         |             |                    | -14.0%           |
| 11/17  | 55,942     |                  |                      |                         |             |                    | -26.6%           |
| 12/17  | 48,159     |                  |                      |                         |             |                    | -20.8%           |
| 01/18  | 54,459     |                  |                      |                         |             |                    | -10.7%           |
| 02/18  | 59,303     |                  |                      |                         |             |                    | -12.5%           |
| 03/18  | 51,549     |                  |                      |                         |             |                    | -20.9%           |
| 04/18  | 44,118     |                  |                      |                         |             |                    | -0.4%            |
| 05/18  | -          | 14.2%            | 50,403               |                         |             |                    |                  |
| 06/18  | -          | -7.5%            | 46,601               |                         |             |                    |                  |
| 07/18  | -          | 2.6%             | 47,804               |                         |             |                    |                  |
| Totals | 477,944    |                  | 144,808              | 622,752                 | 544,200     | 78,552             |                  |



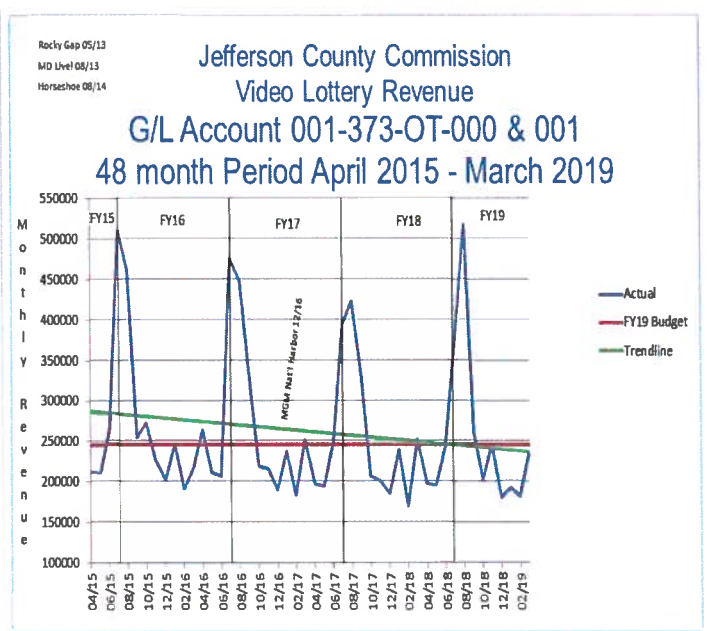
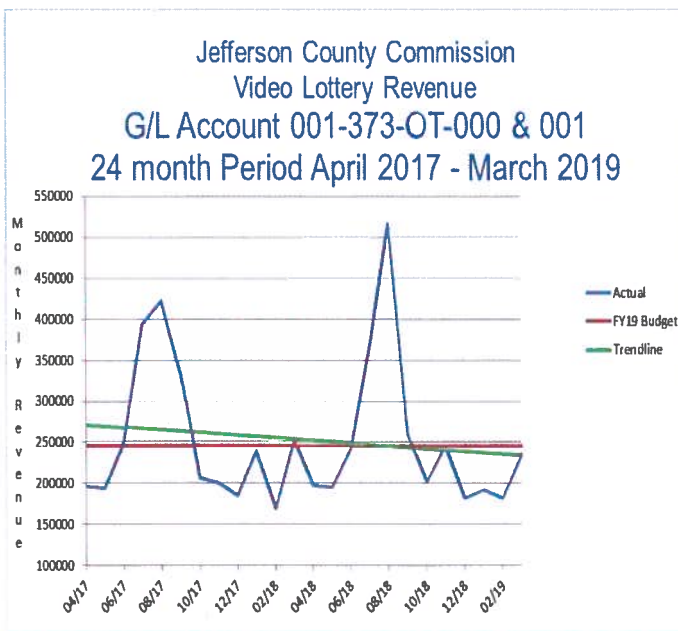
Jefferson County Commission  
Video Lottery Revenue

001373OT000 001373OT001

|      | Actual Rev | Est Rev   | Budget          | Act % Inc/(Dec) | Avg Mo  | Change from FY12 |             |
|------|------------|-----------|-----------------|-----------------|---------|------------------|-------------|
|      |            |           |                 |                 |         | %                | Cumulative  |
| FY12 | 4,269,886  | 4,269,886 | 4,700,000       | 3.6%            | 355,824 |                  |             |
| FY13 | 3,632,491  | 3,632,491 | 4,100,000       | -14.9%          | 302,708 |                  | (637,395)   |
| FY14 | 3,365,543  | 3,365,543 | 3,303,301       | -7.3%           | 280,462 |                  | (904,343)   |
| FY15 | 3,237,305  | 3,237,305 | 3,224,793       | -3.8%           | 269,775 | -24.2%           | (1,032,581) |
| FY16 | 3,263,264  | 3,263,264 | 3,114,553       | 0.8%            | 271,939 | -23.6%           | (1,006,622) |
| FY17 | 3,183,192  | 3,183,192 | 3,140,000       | -2.5%           | 261,667 | -25.5%           | (1,086,694) |
| FY18 | 3,038,421  | 3,038,421 | 3,020,000       | -4.5%           | 265,266 | -28.8%           | (1,231,465) |
| FY19 | 2,383,970  | 3,063,204 | 2,941,500       | -3.2%           | 245,125 | -44.2%           | (1,328,386) |
| FY20 |            |           | 2,868,000       | -2.5%           |         |                  | (1,401,886) |
|      |            |           | Avg Dec FY15-18 | -2.5%           |         |                  | (5,899,100) |
|      |            |           | Avg Dec FY12-18 | -4.1%           |         |                  |             |

Video Lottery Revenue  
FY19 Projected Revenue

| Month  | Actual Rev | Estimated Chg/Mo | Estimated Revenue/Mo | Est. FY19 Total Revenue | FY19 Budget | Projected Variance | Decrease Over PY |
|--------|------------|------------------|----------------------|-------------------------|-------------|--------------------|------------------|
| 07/18  | 368,126    |                  |                      |                         |             |                    | -7.0%            |
| 08/18  | 516,675    |                  |                      |                         |             |                    | -3.0%            |
| 09/18  | 260,484    |                  |                      |                         |             |                    | 28.6%            |
| 10/18  | 202,078    |                  |                      |                         |             |                    | -19.5%           |
| 11/18  | 245,768    |                  |                      |                         |             |                    | -5.3%            |
| 12/18  | 181,508    |                  |                      |                         |             |                    | -5.9%            |
| 01/19  | 192,174    |                  |                      |                         |             |                    | -4.1%            |
| 02/19  | 181,645    |                  |                      |                         |             |                    | -4.2%            |
| 03/19  | 235,512    |                  |                      |                         |             |                    | 16.0%            |
| 04/19  | -          | -5.9%            | 221,507              |                         |             |                    |                  |
| 05/19  | -          | -5.5%            | 209,270              |                         |             |                    |                  |
| 06/19  | -          | 18.7%            | 248,457              |                         |             |                    |                  |
| Totals | 2,383,970  |                  | 679,234              | 3,063,204               | 3,020,000   | 43,204             |                  |



Jefferson County Commission  
 Jail Fees (001.704.03.344.000.PS.000)

| Month     | FY14             | FY15             | FY16             | FY17             | FY18                                  | Cumulative                     |       | FY19             | Mo-Mo                        | FY19<br>Estimated | Cumulative<br>by Mo |
|-----------|------------------|------------------|------------------|------------------|---------------------------------------|--------------------------------|-------|------------------|------------------------------|-------------------|---------------------|
|           |                  |                  |                  |                  |                                       | Mo-Mo                          | by Mo |                  |                              |                   |                     |
| June 2013 | 88,377           |                  |                  |                  |                                       |                                |       |                  |                              |                   |                     |
| July      | 97,658           | 108,997          | 101,808          | 112,567          | 128,828                               | 14.4%                          | 14.4% | 119,226          | -7.5%                        |                   | -7.5%               |
| August    | 108,370          | 116,813          | 117,489          | 108,852          | 133,604                               | 22.7%                          | 18.5% | 115,366          | -13.7%                       |                   | -10.6%              |
| September | 88,090           | 114,642          | 93,460           | 110,879          | 131,626                               | 18.7%                          | 18.6% | 102,628          | -22.0%                       |                   | -14.4%              |
| October   | 108,418          | 112,037          | 118,792          | 125,554          | 136,789                               | 8.9%                           | 15.9% | 103,641          | -24.2%                       |                   | -17.0%              |
| November  | 90,903           | 109,721          | 103,738          | 115,504          | 131,578                               | 13.9%                          | 15.5% | 95,439           | -27.5%                       |                   | -19.0%              |
| December  | 97,320           | 104,152          | 111,458          | 141,759          | 136,065                               | -4.0%                          | 11.7% | 99,685           | -26.7%                       |                   | -20.4%              |
| January   | 99,395           | 115,848          | 105,282          | 125,788          | 143,978                               | 14.5%                          | 12.1% | 101,759          | -29.3%                       |                   | -21.7%              |
| February  | 81,494           | 102,648          | 82,604           | 116,862          | 134,666                               | 15.2%                          | 12.5% | 103,593          | -23.1%                       |                   | -21.9%              |
| March     | 123,472          | 95,680           | 95,535           | 148,079          | 151,989                               | 2.6%                           | 11.1% | 97,127           | -36.1%                       |                   | -23.6%              |
| April     | 108,659          | 81,543           | 85,161           | 143,930          | 114,304                               | -20.6%                         | 7.5%  |                  | -100.0%                      | 87,300            |                     |
| May       | 113,050          | 91,241           | 86,078           | 134,811          | 127,234                               | -5.6%                          | 6.2%  |                  | -100.0%                      | 97,100            |                     |
| June      | 107,887          | 76,139           | 94,570           | 122,893          | 111,940                               | -8.9%                          | 5.0%  |                  | -100.0%                      | 85,500            |                     |
| Total     | <u>1,224,716</u> | <u>1,229,458</u> | <u>1,195,973</u> | <u>1,507,475</u> | <u>1,582,600</u>                      | 5.0%                           |       | <u>938,463</u>   | -23.6%                       | <u>269,900</u>    |                     |
|           | 7.4%             | 0.4%             | -2.7%            | 26.0%            | <b>7.2% Avg Inc FY14-FY18</b>         |                                |       |                  |                              |                   |                     |
|           |                  |                  |                  |                  | <b>16.9% Act Increase in FY19 Bud</b> |                                |       |                  |                              |                   |                     |
|           |                  |                  |                  |                  | <b>1,850,000</b>                      | <b>FY19 Budget</b>             |       | 1,412,517        | FY20 Budget Estimate         |                   |                     |
|           |                  |                  |                  |                  | <b>1,697,000</b>                      | <b>FY19 Revised Projection</b> |       | 938,463          | FY19 YTD                     |                   |                     |
|           |                  |                  |                  |                  | <b>(153,000)</b>                      | <b>Potential Revision</b>      |       | 269,900          | FY19 Projected Remaining     |                   |                     |
|           |                  |                  |                  |                  | 1,582,600                             | FY18 Total Expense             |       | 1,208,363        | FY19 Total Projected Expense |                   |                     |
|           |                  |                  |                  |                  | 1,720,000                             | FY18 Revised Budget            |       | 1,850,000        | FY19 Revised Budget          |                   |                     |
|           |                  |                  |                  |                  | (137,400)                             | FY18 Under Budget              |       | (641,637)        | FY19 Budget Revision         |                   |                     |
|           |                  |                  |                  |                  |                                       |                                |       | <b>1,500,000</b> | <b>FY20 Budget</b>           |                   |                     |

**JEFFERSON COUNTY, WEST VIRGINIA  
EMERGENCY AMBULANCE SERVICE FEE ORDINANCE**

**Amendment Effective July 1, ~~2018~~2019**

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**SECTION 1 – LEGISLATIVE AUTHORITY**

This Ordinance concerns the imposition and collection of a special emergency ambulance service fee and is adopted under the authority of Chapter 7, Article 15, Section 17, of the Code of West Virginia, as amended.

**SECTION 2 – PURPOSE**

This Ordinance is enacted by the Jefferson County Commission for the purpose of providing career Fire Fighter/Paramedics and Fire Fighter/EMTs to maintain an adequate emergency ambulance system within the geographic boundaries of Jefferson County, West Virginia. An adequate emergency ambulance system is necessary to promote the health and welfare of the citizens of Jefferson County. Emergency ambulance service is a public purpose and a responsibility of government for which public money may be spent.

**SECTION 3 – DEFINITIONS**

**ACCESSORY STRUCTURE.** Any separate structure associated with a residential unit such as a garage, storage shed, workshop or otherwise located on the same parcel shall be included as part of the residential unit and not subject to a separate fee so long as it is not actually used as a residential or non-residential unit. If a dispute arises with regard to whether or not a structure qualifies as accessory structure not subject to a separate fee, the burden is upon the owner to demonstrate that the structure is not a commercial or residential unit.

**RESIDENTIAL PROPERTY.** Means any place of residence, whether occupied or unoccupied, as classified by the records of the Jefferson County Assessor, including, but not limited to, single-family homes, duplexes, vacation and secondary homes, mobile homes, apartments, and rental units.

**AGRICULTURAL BUILDING.** Means structures which directly contribute to the operation of a farm and shall include any processing plant, milking parlor, farm equipment storage building, barn, silo, grain storage building, swinery, and temporary quarters furnished to farm employees without rent to assist in performance of employment duties as part of the terms of their employment. Agricultural buildings shall be exempt from any fee assessed under this Ordinance. However, the agricultural exemption does not apply to any ordinary residential unit located on a farm, such units shall be subject to the standard residential unit fee. In addition, any structure which conducts a retail commercial enterprise open to the general public, including but not limited to a distillery, butcher shop, winery, bed and breakfast, buildings used in the course business for animal racing, or retail nursery, shall be subject to the standard non-residential fee even if located on a farm. The warehousing, processing, drying, storage, distribution and marketing of agricultural products for the wholesale marketplace when those activities are conducted in conjunction with, but are secondary to, husbandry or production conducted on the farm shall be exempt from the fee. If a dispute arises with regard to whether or not a structure qualifies as an exempt agricultural building, the burden is upon the owner to demonstrate that the structure contributes to the operation of a farm and is not a commercial or residential unit.

Jefferson County, West Virginia  
Emergency Ambulance Service Fee Ordinance  
Amendment Effective July 1, 2018~~2019~~

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**NON-RESIDENTIAL PROPERTY.** Means commercial business, industrial activity or non-residential activity conducted for a profit or non-profit, and any federal, state or local government (except those defined as an "Agricultural" property herein) including, but not limited to, any store, filling station, hotel, motel, warehouse, flea market, amusement park, camp ground, institutional living arrangement with centralized services such as nursing homes, assisted living or similar arrangement, a bed and breakfast, an entertainment venue, a club, bar or restaurants, church, school, courthouse, or federal, state, or municipal government building. In the case of commercial activity that occurs outdoors such as a flea market, camp ground or amusement park, such business shall be assessed a fee as a commercial unit unless a permanent structure associated with the use is already subject to a commercial fee at the same location. In the case of a commercial complex with more than one structure, such as a shopping center or business complex, each separate structure shall be included in total square foot calculations.

**EMERGENCY AMBULANCE SYSTEM.** Any emergency ambulance service provided pursuant to this ordinance.

**HOMESTEAD EXEMPTION** shall mean an owner-occupied residential unit used exclusively for residential purposes and occupied by the owner or one of the owners who is a citizen of this state and who is sixty-five years of age or older or is permanently and totally disabled as that term may be defined by the Legislature, and which granted by, and recognized in the records of, the Assessor of Jefferson County as exempt from a portion of the ad valorem property taxation of Jefferson County as prescribed by general law. The burden shall be upon the owner claiming the exemption to present proof of same at the time the fee is paid. If sufficient proof is not provided, the owner shall pay the normal fee.

**SQUARE-FOOTAGE** shall be determined by the Jefferson County Assessor's Office. All structures located on each property shall be included in the total square-footage calculation, including but not limited to warehouses, retail space, storage areas, and accessory structures. If a dispute arises with regard to whether or not a structure qualifies for inclusion in the total square-footage calculation, the burden is upon the owner to demonstrate that the structure is not a non-residential accessory structure or residential unit.

**OWNER.** Means the person, firm or corporation listed in the Jefferson County land records and/or records of the Assessor of Jefferson County as the owner of the unit or property as of July 1st of a given year.

**RESIDENTIAL UNIT.** Means any habitable structure intended for residential use, whether occupied or unoccupied, including, but not limited to, single-family homes, duplexes, vacation and secondary homes, mobile homes, apartments, condominiums and rental units. In the case of a structure which contains multiple independent addressable dwelling units, such as duplexes and apartments, each addressable unit shall be deemed to be a separate residential unit.

**SPECIAL EMERGENCY AMBULANCE SERVICE FEE.** Means the fee imposed by the Jefferson County Commission through this Ordinance and collected from the users of emergency ambulance service within Jefferson County.

USER. Means any person, firm or corporation to whom emergency ambulance transport service is made available.

#### **SECTION 4 - RATES**

The Emergency Ambulance Service Fee imposed under this Ordinance shall be for emergency ambulance service provided for a Jefferson County Fiscal Year July 1 to June 30.

- **Residential Unit Fee.** The Emergency Ambulance Service Fee established by this Ordinance shall be ~~thirty-nine dollars (\$39.00)~~ ~~thirty-five dollars (\$35.00)~~ **per owner occupied residential unit, and fifty dollars (\$50.00)** ~~forty-five dollars (\$45.00)~~ **per non-owner occupied residential unit per Fiscal Year.**
- **Other Non-Residential Fees.** The Emergency Ambulance Service Fee for property that is not residential shall be calculated based on total building square footage, and based on one of 6 (six) classifications.

For properties where the Assessor has available building square footage, five (5) rates are applicable. The tiered flat rate fee is determined based on the total building square footage as defined in SQUARE FOOTAGE and is subject to a minimum fee payable of ninety dollars (\$90.00) per non-residential parcel per fiscal year. All properties with a total square footage less than or equal to 10,000 square feet will pay the minimum payable fee of \$90.00.

For properties with a total square footage of 10,001 sf or greater, the flat fee per parcel is determined as follows:

|                           |             |
|---------------------------|-------------|
| ○ 10,001 sf to 20,000 sf  | \$200.00    |
| ○ 20,001 sf to 65,000 sf  | \$512.00    |
| ○ 65,001 sf to 360,000 sf | \$1,875.00  |
| ○ 360,001 sf or greater   | \$33,400.00 |

For properties where the total building square footage is not available from the Jefferson County Assessor, the flat fee is: \$150.00

**Homestead Exemption.** All those residents who have been granted a property tax Homestead Exemption by the Assessor in the tax year prior to July 1, 2014, and each year thereafter, shall pay a discounted fee of twenty dollars (\$20.00) on their personal residence.

**Responsibility and Due Date.** The Fee imposed under this ordinance shall be the responsibility of the record owner of the unit as of July 1st, each year unless an alternate date is formally approved by a majority of the Commission. The Fee assessed and levied under the provisions of the ordinance shall be a personal obligation of the owner of the unit. The Fee shall be due and payable July 1st of each year for taxable units owned as of July 1st for services to be rendered in the fiscal year. On or before, July 31st of each year, a bill shall be mailed to the owner's mailing address on record with the Assessor of Jefferson County.

**Late Fee and Dates**

- For each service year, *accounts paid on or after October 1 through December 31* the fee shall increase by \$5 for residential properties or by 10% for non-residential properties.
- For *accounts paid on or after January 1 through March 31* of a given service year, the fee shall increase by an additional \$10 for residential properties or by an additional 20% for non-residential properties, whichever is greater.

**Collections.** Fees delinquent on or after the First day of April the year after they became due and payable shall be forwarded to the County Commission. The County Commission, in its sole discretion, may collect unpaid fees through civil action filed in a court of competent jurisdiction. Such suit need not be brought in the same fiscal year the fee was billed. In any suit for collection of delinquent fees, the Commission is authorized to recover its reasonable costs of collection, including court costs, attorney's fees, service costs and statutory interest.

**Error Resolution.** If any owner believes he or she was erroneously charged an emergency service fee, the County Commission shall provide, upon the owner's request, an exoneration form. The form shall be completed and returned to the County Commission no later than September 30 of the Fiscal Year for which the fee applies. The County Commission staff shall, within a reasonable time, investigate any request for exoneration. The County Commission shall, at its next regular meeting after completion of the investigation, consider each written request for exoneration and staff's recommendation regarding the exoneration request. If good cause for exoneration is found by the County Commission, the Commission shall exonerate or modify the imposed charges, and shall notify the owner in writing of its actions. If the Commission does not exonerate or modify as requested by the applicant, the owner requesting exoneration may appeal to the Circuit Court of Jefferson County. The appeal must be filed within 30 days of the Commission decision upon the exoneration. No prior fiscal year fees will be refunded.

**SECTION 5 - RATE CHANGES**

The service of ambulance protection shall be continued, maintained, and improved by the Jefferson County Emergency Services Agency at the charge and expense of the owners of all residential and commercial units within the county. The fees shall be imposed, assessed and collected as set forth in this Ordinance. In the event the JCESA determines change in the fee imposed by this ordinance is necessary, it shall, by resolution, request the County Commission consider approving the recommended a change. The JCESA shall submit copies of its current budget, the future budget developed under Section 7 and any other documentation supporting the proposed a change in the fee. In conjunction with JCESA's departmental reviews, a review of 911 Center CAD call data shall be performed regularly at a minimum of every 2 (two) to 3 (three) years. The fee may be adjusted based on this review of CAD call data to ensure that the fee being charged is commensurate with CAD usage data for each property type. The County Commission retains sole discretion in approving, denying or modifying any fee change. Procedures set forth in Article 15, Chapter 7, Section 17 of the Code of West Virginia for the initial levy of such a fee shall be followed by the County Commission in the event an increase is sought.

**SECTION 6 - EFFECTIVE DATE**

The prior Ordinance became effective June 30, ~~2017-2018~~ and the Emergency Ambulance Service Fee was originally enacted effective June 30, 2014. This Amended Ordinance shall become effective on July 1, ~~2018~~2019. The fee assessed and levied by this ordinance are for services to be rendered from July 1, ~~2018-2019~~ to June 30, ~~2019~~2020, and each fiscal year thereafter.

**SECTION 7 - USE AND MANAGEMENT OF FEE PROCEEDS**

The proceeds from the imposition and collection of the Emergency Ambulance Service Fee shall be deposited in a special fund or specific appropriations shall be exhibited in separate and distinct accounts for the benefit of the JCESA held by the Treasurer of Jefferson County and shall be used only to pay reasonable and necessary expenses actually incurred, including personnel, training, supplies and equipment used in providing emergency ambulance service to residents of Jefferson County. Proceeds not expended in a given Fiscal Year will be maintained in the special fund and may be used in subsequent Fiscal Years as necessary.

**SECTION 8 - BUDGET DEVELOPMENT**

The Jefferson County Emergency Services Agency shall hold an annual public hearing for the purpose of receiving written or oral public comments pertaining to the operations of the JCESA within Jefferson County. This public hearing shall be advertised as a Class II legal advertisement in local newspapers within the County.

The required public hearing shall be held no later than the regular December Board of Directors meeting in order to provide JCESA sufficient time to consider any improvements or changes in services and to account for said changes when submitting the annual budget request to the Jefferson County Commission.

As required by the JCESA Ordinance, JCESA shall prepare a financial statement and budget detailing the upcoming Fiscal Year projections for the special emergency ambulance fund. The Board of Directors shall make recommendations to the County Commission regarding the need to change or maintain the rates charged for the upcoming year.

**SECTION 9 - DATA USED FOR ASSESSMENT OF FEES**

Upon completion of the annual budget for the Fund, County Commission shall request the Assessor to provide it with a list of all residential units and non-residential parcels and square footage within the meaning of this Ordinance within the county to be utilized as the data base for billing the Special Emergency Ambulance Service Fee commencing the following July 1. In addition, GIS shall provide a list of addressable units within each category to assist in the identification and classification of residential units and non-residential buildings and parcels within the county. Each residential or non-residential unit or property shall have an account established in the name of the owner of that unit or property and a bill in the amount of the fee shall be delivered to that property owner by US Postal Service on or after July 31st of the Fiscal Year. The Assessor will further provide monthly updates to County Commission so that the database can be maintained on a current basis.

**SECTION 10 - COLLECTION OF DELINQUENT ACCOUNTS**

On or before November 30 of each year, letters shall be sent to all unpaid accounts as a status reminder including a notice of late fees and charges and a notice that delinquent accounts will be submitted for collection after March 31st. On or about April 1, all delinquent accounts at that point shall be submitted for collection by either internal or external agencies.

**SECTION 11 - INITIAL USE OF FUNDS AND POSITIONS**

Funds will initially be allocated to train, hire and equip Fire Fighter/Paramedics and Fire Fighter/EMTs assigned based on response time to maximize limited resources.

**SECTION 12 - AMENDMENTS AND SEVERABILITY**

This Ordinance may, from time to time, be amended by a majority of the members of the County Commission as they deem it necessary and appropriate.

If a court of competent jurisdiction declares any provision of this Ordinance to be void, invalid or ineffective in whole or in part, the effect of such decisions shall be limited to those provisions which are expressly declared to be void, invalid or ineffective, and all other provisions of this Ordinance shall continue to be separately and fully enforceable and effective.

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This Ordinance shall become effective upon July 1, ~~2018~~2019.

NOW THEREFORE, THIS ORDINANCE IS ENACTED AND ORDAINED BY MAJORITY VOTE OF THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_,  
~~2018~~2019.

---

~~Josh Compton~~Patricia Noland, President



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Bill Polk**

Department or Organization: **Maintenance Director**

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

Date Requested – 1<sup>st</sup> Choice: **May 2, 2019**

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

Date Requested – 2<sup>nd</sup> Choice:

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

**Request for approval of the Shoretel Telephone Software Platform conversion to the Mitel Connect Platform – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**Mitel acquired Shoretel in 2017. Beginning January 2020, the Shoretel software platform will no longer be supported. We are recommending the upgrade and conversion to the Mitel Connect Platform for the County's telephone system.**

Is this a funding request? Y/N **Yes**

If so, how much? **\$7200**

Provide exact financial impact/request:

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

**Move to approve the conversion of the Shoretel Telephone software platform to the Mitel Connect Platform.**

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

If not attached, explain:

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

Contact information: **Bill Polk**

Email address: **bpolk@jeffersoncountywv.org**

Phone Number: **304-728-3355**

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

not applicable



## **Jefferson County Mitel Connect Upgrade**

### **Background:**

In 2012, the Maintenance Department with the help of the County's IT consultant, began the process of upgrading the County's outdated Centrex phone system. The RFP process was completed in 2013 and IPC Technologies was chosen as the vendor to implement the new Shoretel VoIP phone system. The new Shoretel phone installation was completed in 2013. The County has seen major cost savings in our telephone budget since switching to the new phone system. Our telephone budget expenditures for the Fiscal Year 2013 was almost \$300,000. The current telephone budget is \$115,000.

The majority of the telephone system is now handled in house. Before the conversion to the Shoretel system, any changes or service needs required a call to Frontier and a visit by a technician. We are now able to handle our own phone administration. This includes adding/removing users, setting up call routing, voicemail, automated attendants, etc. We no longer need to call frontier to move or set up phone lines. A move to another office by an employee simply involves unplugging their phone and then plugging the phone back in at their new office. We no longer have the need to call Frontier to set up new phone lines and move numbers to new locations.

### **Mitel Connect Upgrade:**

In 2017 Mitel acquired Shoretel. Mitel has announced the end of life for the Shoretel software at the end of this year. As of January 2020, the Shoretel software will no longer be supported and will not receive software updates, patches, bug fixes, etc. IPC Technologies recommends the conversion from the Shoretel Platform to the Mitel Connect Platform. The Mitel Connect Platform will continue to be supported under our current support agreement with IPC Technologies. The Mitel Connect software will be an upgrade to the Shoretel software with enhanced user features.

The conversion will be completed during off-hours to minimize down time. The conversion would likely be scheduled to begin at close of business on a Friday and would be completed before employees return to work on Monday.

IPC Technologies has estimated a cost of \$7,200 to complete the conversion.



## JEFFERSON COUNTY CONNECT UPGRADE

With the introduction of Mitel Connect, there are many exciting and enhanced features added to the original feature set found in Mitel 14.2. As such, IPC Technologies recommends the customer move to the new Connect platform. The transition is an upgrade to the operating system, and potentially, a new hardware platform.

IPC has been doing Connect upgrades for many customers over the past several months. In customers where a stable VMWare and Mitel environment exist, and the IT staff is technically sound we recommend doing an "in place" upgrade.

To make this transition, there are several different items that should be taken into consideration, such as:

- Connects use of SSL certification for enhanced security over previous versions of Mitel's software product set.
- The MySQL database is in a different record layout format from the previous versions.
- Connect does not support older Windows server and workstation operating systems.
- The presence of any third party solutions for enhanced reporting, paging, call recording, etc.

IPC Technologies did remote analysis of the current Brightree Mitel 14.2 environment.

### ITEMS TO ADDRESS:

1. Jefferson County is running ShoreTel 14.2 Build 19.49.1500.0. The latest build of ShoreTel 14.2 software is **19.50.1000.0**.
2. The current physical Director and DVS servers, while having more than enough resources, are running Windows Server 2008, which is no longer supported under Mitel Connect latest four versions.
3. While the current physical ShoreGear switches are supported under Connect, they are HEAVILY oversubscribed with Hunt Groups and Pickup Groups. There is a utility from Mitel that IPC ran on the system to determine the Real Time Capacity score on the MD90 units at the Downtown site. A max rating should be 80. These three units reported ranges from 96 to 136.

### METHODS TO REMEDIATE:

1. Before beginning the Connect upgrade, the current system will be upgraded to the latest build. The upgrade process cleans up the MySQL database in preparation of doing the Connect upgrade. Do the Build upgrade of 14.2 first, then let the 14.2 system run for a few days to verify it is functioning as expected. This upgrade is covered if there is a current support contract in place and a previous build upgrade has not already been done this year.
2. Once upgraded to the latest build of ShoreTel 14.2 IPC can assist JC IT with doing a full backup of the ShoreTel 14.2 database and script files on the current servers to be restored to a new server environment.
  - a. Once the backup is completed the following options are available:



- i. Format the current servers and install Windows Server 2012. Windows Server 2012 is the only version of Windows Server currently supported on the 14.2 and latest builds of Connect. Once installed, IPC can restore the database and script files, and run the ShoreTel 14.2 19.50.1000.0 installation program. The install should detect the existing database and rebuild the Director server. Once the Director server is rebuilt and verified, the DVS server can be rebuilt.
  - ii. Provide physical or virtual servers running Windows Server 2012. IPC can restore the database and script files, and run the ShoreTel 14.2 19.50.1000.0 installation program. The install should detect the existing database and rebuild the Director server. Note: A new free system key would need to be ordered from Mitel as the MAC address on the new server would differ from the original. Once the Director server is rebuilt and verified, the DVS server can be rebuilt.
3. If a virtual environment exist, create a virtual phone switch to offload some of the Hunt Groups & Pickup Groups from the SG90s. If no virtual environment is available, either purchase an additional Connect switch to offload to, or utilize Workgroups which reside on the servers to eliminate several of the Hunt Groups. Real Time Capacity can be reviewed in the Planning and Installation Guide Chapter Two found in Director on the bottom left under Documentation.

Each move to a “new” server is quoted at 8 hours. There are two servers (Director and DVS) to be addresses. The actual work will be bill on a Time and Materials basis.

#### CONNECT UPGRADE:

IPC has been doing Connect upgrades for many customers over the past several months. **The upfront planning and preparation is the most important step to a successful Connect upgrade is our experience to date.**

#### Migration Steps:

- IPC will place the order for the free upgrade of the existing software licenses to Connect.
- IPC will coordinate with JC IT to get the necessary security certifications needed to support Connect based on the current 14.2 environment being upgraded.
- IPC will download the Director, Client, Service Appliance, Mobility Router, and Emergency Notification Connect software compatible for the Connect migration.
- IPC will verify the necessary Microsoft Services are running on the servers to support a Connect upgrade.
- If on a virtual server, JC IT will make snapshot images of the existing ShoreTel servers as a primary rollback option in the event of an aborted Connect upgrade (IPC Engineering can provide details/assistance on steps).
- IPC will also do a traditional ShoreTel BACKUP of all ShoreTel servers in the event a rebuild to 14.2 is necessary.
- Once the backups and snapshots are verified as being successfully created, the upgrade process will continue.

NOTE: This work should be performed during off-hours or weekend as an interruption of service will occur.

- IPC will run the Connect installation software on the 14.2 Director server. The software should detect the existing 14.2 database and software folders and migrate them. A successful install message will appear at the end of the process if all goes as planned.



- Once the server is upgraded and rebooted, connectivity and status will be verified via Diagnostics and Monitoring from Director.
- After the Director is migrated, the DVS server can be rebuilt/migrated to Connect.
- Once the servers are functioning properly, the ShoreTel switches will be rebooted to upgrade their firmware to Connect. All of the ShoreGear switches currently installed are compatible with Mitel Connect.
- Once the ShoreGear switches are functioning and the firmware upgrade verified, the phones will be rebooted to upgrade their firmware. All of the phone models in the Asset list downloaded from Mitel are compatible.
- While the phones are in the process of upgrading, the firmware on the Mobility Router and Service Appliance will be upgraded as needed to the latest version for Connect compatibility.

NOTE: On occasions it has been necessary to have the IT staff reboot the phones manually (unplug/plug back in) or remotely turn off and on the POE function of the data port a misbehaving phone is assigned to. Rare, but does happen.

- Successful upgrading of the phones' firmware will be confirmed via Diagnostics and Monitoring from Director.
- From the PBX standpoint, the remaining item is the rollout of the Connect Client to replace the Communicator client.
  - The Connect Client installation can be done via an AD Group Policy push or end users can be notified by Director and a link sent with an embedded start install function. The Connect Client installation will automatically remove the 14.2 Communicator before installing the Connect Client.

At this point the Connect upgrade should be completed. Testing of inbound/outbound calling, call flows, Emergency Notification, and client functionality, to verify the Connect migration is successfully done.

Training is HIGHLY recommended as the Connect client and administration interface has a totally different appearance than the ShoreTel 14.2 clients the staff is used to using. Free online training videos can be viewed ahead of time and are available at: <https://oneview.mitel.com/s/article/End-User-Training>.

#### **SERVICES QUOTE:**

Mitel Engineering is estimating 48 hours of Engineering and Project Management to complete this process. Based on the number of hours estimated, the cost would be \$7,200.

*The actual research and work will be done on a Time and Material basis.*



**IPC Technologies**

7200 Glen Forest Drive, Suite 100  
Richmond, VA 23226  
1 877 947 2835  
www.ipctech.com

**ACCEPTANCE**

I accept the proposed Scope of Work, Customer Obligations, Standard Terms and Conditions, and Pricing submitted by IPC Technologies, Inc. I agree to work in good faith with IPC Technologies, Inc. regarding the execution of the tasks described within this proposal.

|                         |
|-------------------------|
| <b>JEFFERSON COUNTY</b> |
| <b>Name:</b>            |
| <b>Signature:</b>       |
| <b>Title:</b>           |
| <b>Date:</b>            |

**NOTE:** *This proposal is valid for sixty (60) days.*

Please scan and e-mail to your account rep ([jwehinger@ipctech.com](mailto:jwehinger@ipctech.com)) or fax this page along with Purchase Order if applicable to 804-285-1099.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Bill Polk**

Department or Organization: **Maintenance Director**

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

Date Requested – 1<sup>st</sup> Choice: **May 2, 2019**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Presentation of Quarterly Report**

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*):  
n/a

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

If not attached, explain:

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

Contact information: **Bill Polk**

Email address: **bpolk@jeffersoncountywv.org**

Phone Number: **304-728-3355**

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

not applicable



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

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Jefferson County Maintenance Department  
Quarterly Report  
January 2019 – March 2019

**Completed Work Orders:**

The Maintenance Department completed the following work orders for January 1, 2019 – March 31, 2019. Work orders are completed on every task performed by maintenance employees.

Work orders completed for calls for service.....354  
Work orders completed for preventive tasks..... 1061  
Work orders completed for preventive auto maintenance..... 106  
Work orders completed for auto mechanic equipment..... 24  
Work Orders completed for walk-ins for auto mechanic..... 60  
**Total work orders completed for January 1st – March 31<sup>st</sup>, 2019.....1605**

**On-Call Personnel Call Outs and Overtime:**

On-call maintenance staff was called out during off-hours a total of 18 times for this quarter resulting in 44.5 hours of overtime. Maintenance staff worked a total of 287 hours of overtime in this quarter. There was increased overtime this quarter due to winter weather.

**Phone Calls:**

Office staff received 1652 incoming phone calls for this quarter.

**Copy Paper & Office Supplies:**

Maintenance staff delivered 82 cases of copy paper and various office supplies during this quarter.

### **Summary of Various Tasks and/or Special Projects:**

- **Visitor's Center:** The work is progressing on this project.
- **Courthouse Windows:** After this project was completed last quarter, we submitted the final reporting and request for reimbursement this quarter to the Courthouse Facilities Improvement Authority. The County was reimbursed \$100,000 in grant funds for this project.
- **Hunter House Windows:** This project is still ongoing.
- **Courthouse Paint/Brick Project:** The grant contract with the Courthouse Facilities Improvement Authority was approved and signed this quarter. We are currently working with the contractor on their contract before work can begin.
- We are in the process of receiving quotes for generator maintenance.
- Mold was discovered in an office in the Mason Building. The employee in that office was moved to another location until remediation can be completed.
- The new budgeting and accounting software went live during this quarter. Maintenance staff attended training on the new system and are currently using the new software.
- Due to excessive rainfall, we have had to repair numerous roof leaks. We have received a quote from Bonded Applicators for roof repairs at the Mason Building, Hunter House and in the Atrium between the Courthouse and Old Jail Building.
- Plans were discussed to redesign the entrance of the Courthouse.
- Brickwork was completed at the Hunter House on the back steps.
- We have been working with the State Highway Department on the tower site on the Blue Ridge.
- We have received positive feedback from Parks and Recreation concerning our cleaning staff's work in the community center.
- We have been working with other County departments to reassign vehicles. We have been able to reassign departments with newer used vehicles from the County pool as they come available.
- During this quarter there were several winter storms that resulted in the closure of County offices. Maintenance staff worked overtime to ensure all lots, sidewalks and entrances were clear.
- We received quotes for the annual maintenance contract for the County's generators. Prices have gone up due to NFPA regulations.
- The gasoline usage for this quarter was 13,933.85 gallons at a cost of \$31,929.46.
- Long time Maintenance employee, Janet Collier, celebrate 25 years of service to the County in February.

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Becky Burns, Office Manager

Department or Organization: Engineering Department

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: 5/2/2019

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): Refund of building permit fees for Tony B. Harris – Permit #18-694WD

Please provide the County Commission with a description of your request or presentation, including any background information: Tony Harris applied for a building permit for a 30x26x12 pole building. Mr. Harris had an unforeseen budget shortfall and will not be able to build the pole building as he had hoped and is requesting a refund of his building permit fees in the amount of \$291.00. Staff completed the building plan review prior to receiving Mr. Harris's request for refund therefore we recommend a refund of \$216.00 (see attached memo).

Is this a funding request? Y/N YES

If so, how much? \$216.00 refund

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Partial refund of building permit fees for Tony Harris in the amount \$216.00.

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

If not attached, explain: Staff Memo Seeking Fee Reimbursement

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: Becky Burns

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

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

[Click here to enter text.](#)



**JEFFERSON COUNTY, WEST VIRGINIA**  
**Department of Engineering, Planning & Zoning**  
**Office of Engineering, Building Permits & Inspections**

116 East Washington Street  
P.O. Box 716  
Charles Town, West Virginia 25414

Phone: 304-728-3257  
Fax: 304-728-3953

Email: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)

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MEMORANDUM

TO: STEPHANIE GROVE, COUNTY ADMINISTRATOR  
JEFFERSON COUNTY COMMISSION

FROM: REBECCA F. BURNS, OFFICE MANAGER  
DEPARTMENT OF ENGINEERING, PLANNING & ZONING

DATE: APRIL 25, 2019

SUBJECT: TONY B. HARRIS PERMIT FEE REFUND REQUEST  
PERMIT #18-694WD

The Commission has authorized permit fees be refunded in the past when petitioned by the owner of the property based on recommendations from this office. Tony Harris applied for a building permit for a storage building and paid a permit fee of \$291.00. Due to an unforeseen financial shortfall he will not be able to proceed with purchasing the pole building at this time.

The fee was computed as follows: a base fee of \$75.00, plus \$216.00 square footage fee, for a total permit fee of \$291.00. In this instance we recommend all fees be refunded with the exception of the \$75.00 base fee, which is considered the building plan review fee. Therefore the recommended refund for permit #18-694WD is \$216.00.

If you have any questions please give me a call.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Roger Goodwin  
Department or Organization: Engineering, Planning & Zoning

Estimation of amount of time needed for appointment: 5 minutes  
Date Requested – 1<sup>st</sup> Choice: May 2, 2019  
*If a specific date is needed, please provide reason for specific date:* [Click here to enter text](#)  
Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text](#).

Subject (*Wording to be placed on agenda*): Two Complete Bond Release requests

1. Arcland Property Company, LLC – Waffle House (File #S17-02)
2. Global Tower Assets, LLC – Summit Point Cell Tower (File #S10-07)

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

1. Complete release of Irrevocable Letter of Credit #107043867-4401 with United Bank, Shepherdstown, WV construction bond security for Arcland Property Company, LLC – Waffle House (File #S17-02)
2. Complete release of Performance Bond No. 1952894 with The Hanover Insurance Company, Towson, MD for Global Tower Assets, LLC – Summit Point Cell Tower (File #S10-07)

Is this a funding request? Y/NO  
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*):

1. I authorize a complete release of Irrevocable Letter of Credit #107043867-4401 with United Bank in the amount of \$118,195.00 construction bond amount for Arcland Property Company, LLC – Waffle House (File #S17-02).
2. I authorize a complete release of Performance Bond No. 1952894 in the amount of \$115,747.00 construction bond amount for Global Tower Assets, LLC – Summit Point Cell Tower (File #S10-07).

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

Construction Bond Release Letter

Bond Release Request Report

Site Map

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

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

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





## JEFFERSON COUNTY COMMISSION

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

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

Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT  
Patricia A. Noland

VICE PRESIDENT  
Jane M. Tabb

COMMISSIONER  
Caleb Wayne Hudson

COMMISSIONER  
Josh Compton

COMMISSIONER  
Ralph Lorenzetti

May 2, 2019

Mr. Chris Colbert, VP  
United Bank, Inc.  
7867 Martinsburg Pike  
Shepherdstown, West Virginia 25443

RE: Irrevocable Letter of Credit #107043867-4401 dated October 26, 2017  
Construction Bond Surety for ARCLAND PROPERTY COMPANY, LLC –  
WAFFLE HOUSE (File #S17-02).

Dear Mr. Colbert:

The Jefferson County Commission authorizes a complete release of the remaining \$118,195.00 from the construction bond for ARCLAND PROPERTY COMPANY, LLC – WAFFLE HOUSE (File #S17-02). This project is located on the south side of Route 340/6 Somerset Boulevard adjacent near the Somerset Village Shopping Center. The work appears to be 100% complete

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Letter of Credit, originally issued in the amount of \$197,447. Please contact the Jefferson County Department of Engineering, Planning & Zoning at (304)-728-3257 if you have any questions.

Sincerely,

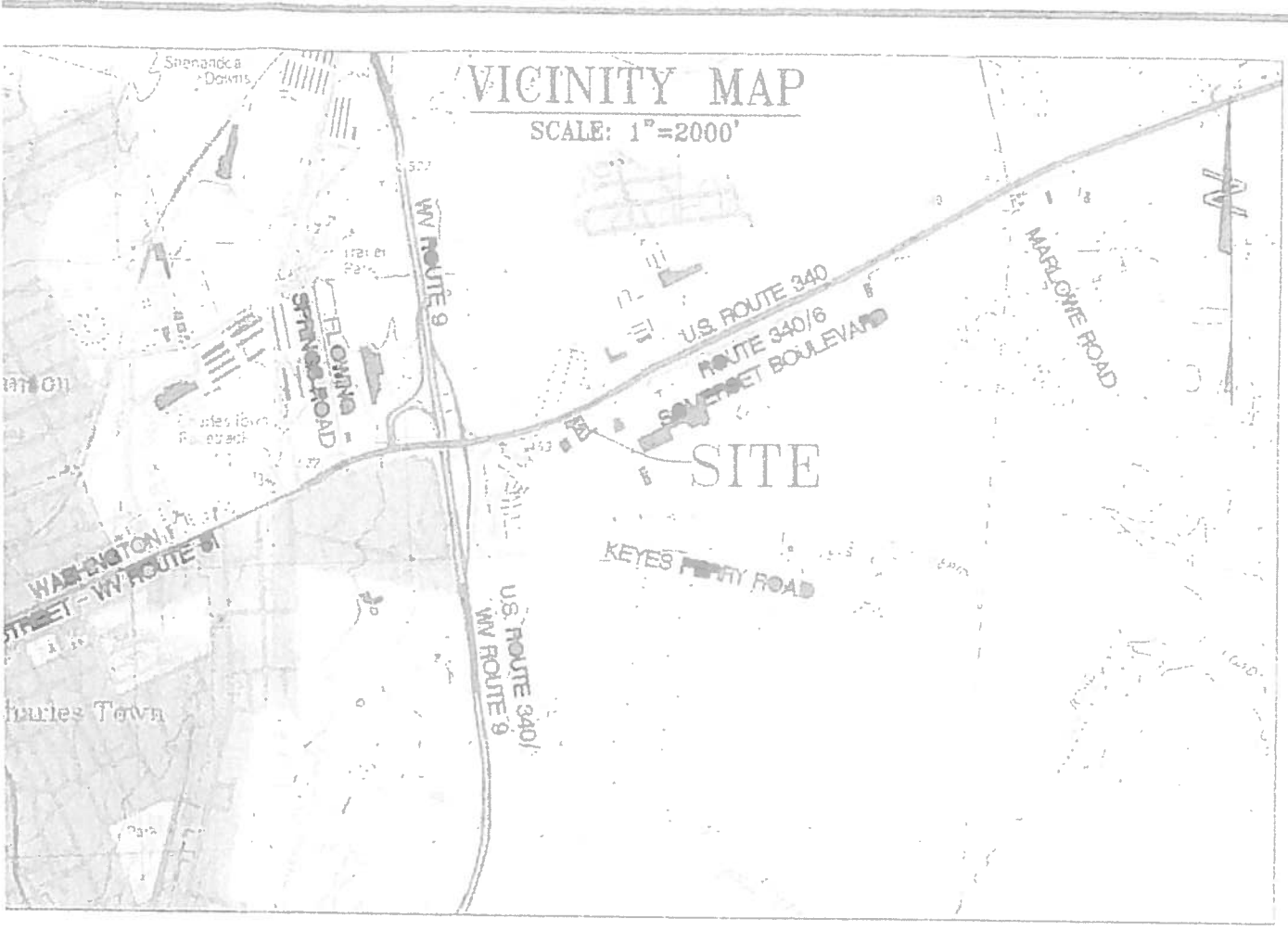
Patricia A. Noland, President  
Jefferson County Commission

PAN:rfb

cc: Mr. Tom Cross  
Arcland Property Company, LLC  
1054 31<sup>st</sup> Street NW Suite 318  
Washington, DC 20007  
Department of Engineering, Planning & Zoning

County Administrator  
*Stephanie Grove*

Deputy County Administrator  
*Sandy Slusher McDonald*



\* DENOTES PLANS CONTAINED IN THIS SET.

LIST OF DRAWINGS

| SHEET NUMBER | NCS SHEET NUMBER | SHEET TITLE                               |
|--------------|------------------|-------------------------------------------|
| * 01         | GI-001           | COVER SHEET                               |
| 02           | GI-002           | GENERAL NOTES                             |
| 03           | GI-501           | GENERAL DETAILS                           |
| 04           | CD-101           | EXISTING CONDITIONS & DEMOLITION PLAN     |
| * 05         | CS-101           | SITE PLAN                                 |
| * 06         | CG-101           | GRADING PLAN                              |
| * 07         | CU-201           | UTILITY PLAN AND PROFILES & DETAILS       |
| 08           | CU-501           | UTILITY DETAILS                           |
| 09           | CU-502           | UTILITY DETAILS                           |
| 10           | CJ-101           | STORMWATER MANAGEMENT DRAINAGE AREA MAP   |
| * 11         | CJ-001           | STORMWATER MANAGEMENT                     |
| 12           | CJ-002           | STORMWATER MANAGEMENT                     |
| 13           | GC-001           | EROSION AND SEDIMENT CONTROL NARRATIVE    |
| 14           | GC-501           | EROSION AND SEDIMENT CONTROL DETAILS      |
| * 15         | GC-101           | EROSION AND SEDIMENT CONTROL PLAN PHASE I |
| 16           | LP-101           | LANDSCAPE PLAN                            |

RECEIVED

MAR 18 2019

JEFFERSON COUNTY  
ENGINEERING PLANNING AND ZONING

SEA

NO

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received: 03 / 28 / 2019 J.C.P.C. File No. S17 - 02

Consultant/Engineer/Firm Name: GORDON

Mailing Address: 148 S. QUEEN STREET SUITE 201

City: MARTINSBURG State: WV Zip: 25901

Contact Person: RYAN PERKS Phone: 304-725-8456

Project/Subdivision Name: WAFFLE HOUSE SITE PLAN

Section/Phase: \_\_\_\_\_ Lots: \_\_\_\_\_

Review Comments:

The bond release reduction is Approved as Submitted. \_\_\_\_\_ The bond release/reduction request is Denied.

\_\_\_\_\_ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

\_\_\_\_\_ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use.

Comments: ALL WORK IS COMPLETE, AND THE BUILDING PERMIT FOR THE STORAGE SHED HAS BEEN ISSUED.

**Approved for:**  
BOND RELEASE  
 By: [Signature] 03/29/19  
**County Engineer** Date

Original Bond Amt \$ 171,093 + 15% Cont. \$ 25,753.25 = Total Original Bond Amt \$ 197,847

Total Current Bond Amount \$ 118,195.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: JOSEPH W. KENT [Signature] Title: L.O.I.

Signature: [Signature] Date: 03 / 29 / 2019



## JEFFERSON COUNTY COMMISSION

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

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COMMISSIONER  
Caleb Wayne Hudson

COMMISSIONER  
Josh Compton

COMMISSIONER  
Ralph Lorenzetti

May 2, 2019

Ms. Beth K. McNellis, Attorney-in-Fact  
The Hanover Insurance Company  
100 West Road, Suite 504  
Towson, MD 21204

RE: Performance Bond No. 1952894 dated August 8, 2011, Construction Bond Surety for Global Tower Assets, LLC – Summit Point Cell Tower (File #S10-07).

Dear Ms. McNellis:

The Jefferson County Commission authorizes a complete release of \$115,747.00 from the construction bond amount for Global Tower Assets, LLC – Summit Point Cell Tower (File #S10-07). This project is located at 770 Hardesty Road. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Performance Bond No. 1952894 originally issued in the amount of \$115,747.00. Please contact the Jefferson County Department of Engineering, Planning & Zoning – Office of Engineering at (304) 728-3257 if you have any questions.

Sincerely,

Patricia A. Noland, President  
Jefferson County Commission

PAN:rfb

cc: Mr. Robert Karam, Attorney  
American Tower Corporation  
10 Presidential Way  
Woburn, MA 01801  
Department of Engineering, Planning & Zoning  
Office of Engineering

County Administrator  
*Stephanie Grove*

Deputy County Administrator  
*Sandy Slusher McDonald*

JEFFERSON COUNTY, WEST VIRGINIA  
 Engineering Department  
 116 East Washington Street, P.O. Box 716  
 Charles Town, West Virginia 25414

Email: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)

Phone: 304-728-3257  
 Fax: 304-728-3953

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received: 03 / 18 / 2019 J.C.P.C. File No. S10 - 07

Consultant/Engineer/Firm Name: AMERICAN TOWER CORPORATION

Mailing Address: 10 PRESIDENTIAL WAY

City: WOBURN State: MA Zip: 01801

Contact Person: ROBERT KARAM Phone: 781+926-7161

Project/Subdivision Name: SUMMIT POINT CELL TOWER

Section/Phase: \_\_\_\_\_ Lots: \_\_\_\_\_

Review Comments:

The bond release reduction is Approved as Submitted. \_\_\_\_\_ The bond release/reduction request is Denied.

\_\_\_\_\_ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

\_\_\_\_\_ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use.

Comments: ALL WORK IS COMPLETE.

PLEASE FORWARD ALL CORRESPONDANCE TO THE ABOVE ADDRESS.

**Approved for:**  
BOND RELEASE  
 By: [Signature] 03/18/2019  
**County Engineer Date**

Original Bond Amt. \$ 100,649<sup>25</sup> + 15% Cont. \$ 15,097<sup>29</sup> = Total Original Bond Amt. \$ 115,747

Total Current Bond Amount \$ 115,747.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: JOSEPH W. KEAT Title: L.O.I.

Signature: [Signature] Date: 03 / 18 / 2019

# Viewer Map



April 25, 2019



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



**Name:** Roger Goodwin, Director, Engineering, Planning and Zoning and Steve Stolipher, VP Planning Commission

**Department or Organization:** Office of Planning and Zoning

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

**Date Requested – 1<sup>st</sup> Choice:** May 2, 2019

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

**Date Requested – 2<sup>nd</sup> Choice:**

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

Approval for Planning Commission to advertise Request for Qualifications (RFQ) to update Zoning Ordinance and Subdivision Regulations

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

The Planning Commission's work plan continues to include numerous required amendments to the Zoning and Land Development Ordinance and Subdivision and Land Development Regulations. As development has picked up in Jefferson County, staff is needing to focus on the current planning tasks related to site plans and subdivisions and applications before the Board of Zoning Appeals and Planning Commission and therefore cannot focus on these needed amendments. The Planning Commission has determined that it would be beneficial if a land use consultant could be hire to work with the Planning Commission on the required updates and amendments and is therefore requesting permission to advertise this RFQ

**Is this a funding request?**  Y  N **If so, how much?** \$ **Provide exact financial impact/request:**

Once the responses to the RFQ are received and reviewed, the Planning Commission will return to the County Commission to present the applicants and potential costs.

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

I move that the Jefferson County Planning Commission may advertise the attached RFQ to receive applicant proposals and costs for the proposed land use ordinance amendments.

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

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

not applicable



**REQUESTS FOR QUALIFICATIONS**  
**Professional Planning/Consulting Services**

**Jefferson County Planning Commission**  
**Land Development Ordinance Amendment**

The Jefferson County, West Virginia, Planning Commission (JCPC), (Owner) is requesting Statements of Qualification (RFQ) from interested qualified Land Use Planners/Consultants detailing the firm's qualifications, technical expertise, capabilities, references, and related prior experience with similar projects; for the purpose of selecting a consultant to aid the planning commission in amending the current Subdivision and Zoning ordinances to make them more efficient, organized and user friendly.

The consultant shall have at least 10 years' experience working with land use regulations. Preference will be given to consultants with knowledge of Jefferson County's subdivision and zoning ordinances and the land development review and approval process; and West Virginia State Code, Chapter 8A, Article 7-1-3N and Senate Bill 446.

**A. Scope of Work** generally includes, but may not be limited to, the following:

1. Conduct a project kickoff meeting with the JCPC to discuss the project process and expectations.
2. Review the current Jefferson County subdivision ordinance and zoning ordinance.
3. Provide a comparison of the organization and content of the subdivision and zoning ordinances to the subdivision and zoning ordinances of the surrounding jurisdictions with similar ordinances.
4. Propose amendments to the subdivision and zoning ordinances to meet the goals and expectations of the JCPC.
5. Prepare and present a draft of the amended ordinances to the JCPC and staff for review and comment.
6. Incorporate the JCPC's comments and changes into the amended ordinance drafts and present again to the JCPC and staff for review and comment.  
(Note: several meetings, discussions and revisions may be required)
7. Upon completion of the final draft of the amended subdivision and zoning ordinances, present the amended ordinances to the JCPC at a public meeting

and facilitate a public hearing. Prepare the public hearing notices and give to planning staff for publication, as required by law.

8. Incorporate public comments into the proposed amended ordinances, as directed by the JCPC.
9. Present the final draft of the amended ordinances to the JCPC and staff. Provide a copy of the final draft of the amended ordinance to the JCPC in both Microsoft Word document format and as an Adobe Acrobat pdf document.
10. Once the proposed amended ordinances are finalized, aid the JCPC in presenting it to the Jefferson County Commission for their review, discussion and consideration of scheduling a public hearing. Prepare the public hearing notices and give to planning staff for publication, as required by law. Facilitate the public hearing before the Jefferson County Commission.
11. Incorporate the Jefferson County Commission's public hearing comments into the proposed amended ordinances, as directed by the Jefferson County Commission; and present again to the county commission and staff for review and comment or consideration of adoption.
12. Provide a copy of the final adopted subdivision ordinance and the zoning ordinance to the JCPC and planning staff in both Microsoft Word document format and as an Adobe Acrobat pdf document.

#### **B. Project Schedule:**

The project is expected to commence upon selection of the consultant by the Jefferson County Planning Commission. Work shall be completed in accordance with the agreed upon timeline between the JCPC and the consultant.

#### **C. Selection & Fee Negotiation**

The consultant will be selected based on qualifications, technical expertise, capabilities, references, and related prior experience.

The JCPC shall evaluate the statements of qualifications and other material submitted by the interested consultant/firms; and then rank in order of preference, no less than three professional firms deemed most highly qualified to provide the services required. The JCPC shall then commence scope of work and price negotiations with the best qualified professional firm/consultant.

If the JCPC is unable to negotiate a satisfactory contract with the professional firm/consultant considered best qualified and at a fee determined to be fair and reasonable; then, price negotiations with the firm of second choice shall commence, and so on.....

The Consultant is requested to provide an hourly fee schedule for each proposed project team member in the negotiated proposal/contract. The hourly rates shall include fringe benefits, indirect costs and profit. The Consultant's rates for reimbursable expenses shall also be indicated.

**D. Qualifications Statement Submission:**

The Consultant's Qualifications Statement must contain five (5) parts: An original, three copies, and a PDF file of their qualifications statement. Submit all parts in a sealed envelope to:

Jefferson County Planning Commission  
116 East Washington Street, Suite 200  
Charles Town, WV 25414

Attention: Jennie Brockman, County Planner  
Phone: 304-728-3228

The Statement of Qualifications shall be received by 4:00 pm, Thursday, May 2, 2019.

The JCPC will afford full opportunity to women-owned and minority business enterprises to submit a show of interest in response to this request and will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, handicap, or national origin in the award of this contract.

The JCPC reserves the right to accept or reject any and/or all qualification statements/proposals and to waive any minor impropriety in the submission and selection process.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 4, 2019**

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

Date Requested – 2<sup>nd</sup> Choice:

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

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

1. Discussion of 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.
10. Discussion of Jefferson County Civil Action #17 - C - 282 - 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



# 1st & 2nd Quarterly Report for Planning and Zoning

*FY 2019 (July 1, 2018 – December 31, 2018)*

| <b>PROJECTS UNDERTAKEN/IN PROGRESS</b>                                                       |                                                                                                                                                                                                                                                                                                                       | <b>Status</b>                                          |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <b>PLANNING COMMISSION ITEMS</b>                                                             |                                                                                                                                                                                                                                                                                                                       |                                                        |
| Planning Commission Meetings: <span style="float: right;">7 Meetings</span>                  |                                                                                                                                                                                                                                                                                                                       |                                                        |
| <b>Subdivision Regulations Text Amendments</b> <span style="float: right;">1 Total</span>    |                                                                                                                                                                                                                                                                                                                       | <b>Status</b>                                          |
| STA 17-01                                                                                    | Staff initiated effort on larger amendments including streamlining processes and reorganization of Sub Reg. sections                                                                                                                                                                                                  | in progress                                            |
| <b>Zoning Ordinance Text Amendments</b> <span style="float: right;">1 Total</span>           |                                                                                                                                                                                                                                                                                                                       | <b>Status</b>                                          |
| ZTA18-01                                                                                     | Zoning Text Amendment to revise Article 2 Definitions; Article 8 Supplemental Use Regulations; and Appendix C to develop provisions for the approval of Livestock Crematoriums and Pet Crematoriums in the Rural and Commercial Zoning Districts.                                                                     | CC approved 10/18/18<br>CC PH 10/4/18<br>PC PH 9/11/18 |
| <b>Waiver/Variance from Sub. Regulations (PC)</b> <span style="float: right;">9 Total</span> |                                                                                                                                                                                                                                                                                                                       | <b>Status</b>                                          |
| PCW18-16                                                                                     | Pikeview Manor Major Subdivision<br>Waiver from Sections 24.113 – 23.115 of the Subdivision and Land Development Regulations to be allowed advance to the final plat for purposes of creating the green space parcel only. The applicant will process a full Major Subdivision for the balance of the cluster.        | Approved<br>11-13-18 PC                                |
| PCW18-15                                                                                     | Pikeview Manor Major Subdivision<br>Waiver from Section 21.103D of the Subdivision and Land Development Regulations "Access to Existing Roads" which requires all lots to have access via internal subdivision roads, to allow a separate entrance to the green space parcel, at its current WVDOH permitted entrance | Approved<br>11-13-18 PC                                |
| PCW18-14                                                                                     | Shepherdstown Public Library<br>Waiver from Section 24.108C of the Subdivision and Land Development Regulations to request an additional one year extension of the Concept Plan to October 13, 2019 to prepare a site plan for the Shepherdstown Public Library project.                                              | Approved<br>11-13-18 PC                                |

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                  |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| PCW18-13                                     | US 340 Mixed Use Development Major Subdivision<br>Waiver from Section 2.3A of the Subdivision Regulations that states that lots must be served by internal subdivision roads unless otherwise approved by the Planning Commission, to allow Commercial Lots 2 and 3 to have direct access to Somerset Boulevard as this road functions as a frontage road and has other commercial lots with direct or shared access in the vicinity | Denied –<br>recommended<br>internal road<br>access<br>10-9-18 PC |
| PCW18-12                                     | US 340 Mixed Use Development Major Subdivision<br>Waiver from Section 2.2.K.1.a of the Subdivision Regulations that requires curbs, gutters and sidewalks in certain residential conventional subdivisions to allow open swale design for all roads other than Somerset Village Road and Sundrop Road to allow bioswales as a part of the stormwater management plan                                                                 | Approved by SF<br>lots only<br>10-9-18 PC                        |
| PCW18-11                                     | Universal Forest Products, Eastern Division, Inc.<br>Waiver from Appendix B, Section 10.6 of the Subdivision Regulations to not install sidewalks.                                                                                                                                                                                                                                                                                   | Approved<br>8-14-18 PC                                           |
| PCW18-10                                     | Crystal Lake Property Owners Association<br>Waiver from Sections 22.207 B (No gated communities) and 21.401 (Obstruction of Easements) of the Subdivision Regulations to install entrance gates at certain roads to assist in the regulation of trespassers thereby reducing vandalism and public disturbances                                                                                                                       | withdrawn<br>8-14-19 PC Mtg                                      |
| PCW18-09                                     | Universal Forest Products, Eastern Division, Inc.<br>Waiver from Section 20.203A.2 of the 2008 Subdivision Regulations adopted Oct. 9, 2008, amended February 1, 2018 which requires the submittal and approval of a Concept Plan for an 8,750 square foot structure.                                                                                                                                                                | Approved<br>7/10/18 PC                                           |
| PCW18-08                                     | Garnett & Harry Catrow<br>Waiver from Section 20.201 and 20.202(C) of the 2008 Subdivision Regulations (adopted 10/9/08) that requires all lots to face on an access easement having a width of 50 feet and that the easement shall be part of the residue or remaining property.                                                                                                                                                    | Approved<br>7/10/18 PC                                           |
| <b>Final Plat Amendment (PC)</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>2 Total</b>                                                   |
| <b>Status</b>                                |                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                  |
| Final Plat Amendment                         | Ty and Brandy Allinger<br>For the purpose of lifting the single family restriction from Lot 17 in the Schaeffers Crossroad Subdivision, Section II Lots 1 – 20 & Lot A Residue (PC File #89-19) to construct an "In-law suite"                                                                                                                                                                                                       | Approved<br>8/28/18 PC                                           |
| Final Plat Amendment                         | Emil Kosko, Jr., Christopher Kosko, & Gary & Cathy Stanhope<br>For the purpose of lifting the Single Family restriction from the Harold E. & Suella M. Jewell Minor Subdivision, Lots 1 & 2-Residue (PC File #90-34) for the purpose of operating a farm winery                                                                                                                                                                      | Approved<br>7/10/18 PC                                           |
| <b>Major Site Plans or Subdivisions (PC)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>1 Total</b>                                                   |
| <b>Status</b>                                |                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                  |
| 18-05                                        | Magnolia Springs Major Residential Subdivision<br>-- 300 SF Lots on 127.58 acres<br>Preliminary Plat Public Hearing<br>Deemed complete by the PC 11/13/18                                                                                                                                                                                                                                                                            | Approved<br>12/11/18 PC                                          |

| <b>Concept Plan (Public Workshop before PC)</b>     |                                                                                                                                                                                                                                                                                                                                                                  | <b>5 Total</b> | <b>Status</b>                                                   |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------|
| 18-25                                               | Concept Plan for Seneca Crossing, LLC proposed 3 lot non-residential subdivision for a medical office buildings and two additional lots (replacing previously approve 40 townhouse subdivision)<br>Zoned: Residential-Light Industrial-Commercial                                                                                                                |                | Public Workshop scheduled for 2/12/19 pending                   |
| S18-06                                              | Concept Plan for Martinsburg Pike ROCS for a proposed gas station with a 5,600 square foot convenience store and 5 fuel islands, with a total of 10 pumps.<br>Zoned: Residential-Light Industrial-Commercial                                                                                                                                                     |                | Public Workshop 11/13/18 PC Concept Plan Approved               |
| 18-16                                               | Concept Plan for Pikeview Manor proposed Major Residential Cluster Subdivision, including 6 lots and a 31 acre green space.<br>Zoned: Rural                                                                                                                                                                                                                      |                | Public Workshop 11/13/18 PC Concept Plan Approved               |
| 18-11                                               | Concept Plan for Somerset Properties, LLC, Maritasha I, LLC, and Maritasha II, LLC. (US 340 Mixed Use Development) for a subdivision to include 598 total dwelling units (98 small lot/ 112 large lot single family dwellings, 128 townhouse dwellings, and 260 multi-family dwellings) and 8 Commercial lots.<br>Zoned: Residential-Light-Industrial-Commercial |                | Public Workshop 10/9/18 PC Concept Plan Approved with direction |
| S18-04                                              | Concept Plan for Universal Forest Products, Eastern Division, Inc. for an 8,750 square foot structure and future 45,000 square foot structures.<br>Zoned: Industrial-Commercial                                                                                                                                                                                  |                | Public Workshop 8/14/18 PC Concept Plan Approved                |
| <b>Zoning Map Amendments/Rezoning Requests (PC)</b> |                                                                                                                                                                                                                                                                                                                                                                  | <b>0 Total</b> | <b>Status</b>                                                   |
| No Zoning Map Amendments these Quarters             |                                                                                                                                                                                                                                                                                                                                                                  |                |                                                                 |
| <b>Long Range Planning:</b>                         |                                                                                                                                                                                                                                                                                                                                                                  |                | <b>Status</b>                                                   |
| No long range projects this Fiscal Year             |                                                                                                                                                                                                                                                                                                                                                                  |                |                                                                 |

| <b>BOARD OF ZONING APPEALS ITEMS</b>     |                                                                                                                                                                                                                                                                                                                              |                               |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>Board of Zoning Appeals Meetings:</b> |                                                                                                                                                                                                                                                                                                                              | <b>5 meetings</b>             |
| <b>Zoning Variance Requests (BZA)</b>    |                                                                                                                                                                                                                                                                                                                              | <b>13 Total</b>               |
| ZV18-21                                  | Seneca Crossing LLC.; Vacant parcel 530' West of the Shepherd entrance on Martinsburg Pike, Shepherdstown WV<br>Variance from Section 4.6B to reduce the distance requirement from 75' to 25'to allow proposed commercial uses adjacent to the Residential Growth District.<br>Zone: Residential-Light Industrial-Commercial | Approved 12/13/18 BZA Meeting |

|         |                                                                                                                                                                                                                                                                                                                      |                                     |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| ZV18-20 | Chad and Kimberly Prezzi, 949 Eastland Dr., Charles Town, WV<br>Variance from Section 5.4B to reduce the rear setback from 20' to 2' for a 10' x 20' accessory structure.<br>Zone: Residential Growth                                                                                                                | Approved<br>12/13/18<br>BZA Meeting |
| ZV18-19 | Jack & Barbara Manuputy, 26 Quarter Horse Place, Charles Town<br>Variance from Section 9.7 to reduce the side setback from 8' to 6' for a 12' x 15' addition to an existing home.<br>Zone: Rural                                                                                                                     | Approved<br>12/13/18<br>BZA Meeting |
| ZV18-18 | Owner: Mary Schreyer. Applicant: Mohammad Ghuman<br>5437 Charles Town Rd., Kearneysville, WV<br>Variance request per Section 4.3H to reestablish a nonconforming use to install two (2) fueling stations that were removed at the request of the Department of Environmental Protection.<br>Zone: Village            | Approved<br>12/13/18<br>BZA Meeting |
| ZV18-17 | David and Jean Nedorostek, 511 Gap View Blvd., Harpers Ferry<br>Variance from Section 5.4B.1 to reduce the side setback from 12' to 10'; and, the rear setback from 20' to 10' to install an 18' x 36' in-ground pool.<br>Zone: Residential Growth                                                                   | Approved<br>10/25/18<br>BZA Meeting |
| ZV18-16 | Jesse Morgan, Wheatlands Property Management LLC<br>2153 Berryville Pike, Rippon<br>Variance from Section 11.1 to reduce the required number of parking spaces from 10 to 6 spaces for A-Zone Environmental Services Office, a Professional Office per Conditional Use Permit application CUP18-02.<br>Zone: Village | Approved<br>10/25/18<br>BZA Meeting |
| ZV18-15 | Fellowship Bible Church, 160 Daniel Rd., Shenandoah Junction<br>Variance from Appendix B to reduce the side setback from 50' to 34' for the expansion of a church.<br>Zone: Rural                                                                                                                                    | Approved<br>9/27/18<br>BZA Meeting  |
| ZV18-14 | Beallair Homes, LLC, Beallair Subdivision, Phase II, Lot 125<br>Variance from Section 5.4B.1 to reduce the rear setback from 20' to 18' to allow for the inadvertent encroachment of a home under construction.<br>Zone: Residential Growth                                                                          | Approved<br>9/27/18<br>BZA Meeting  |
| ZV18-13 | Patricia and Gary Dunn, 923 Gardners Ln, Shepherdstown<br>Variance from Section 9.7 to reduce the rear setback from 50' to 30' for a 21' above ground swimming pool.<br>Zone: Rural                                                                                                                                  | Approved<br>9/27/18<br>BZA Meeting  |
| ZV18-12 | Marion and Barbara Barrow, 142 King Street, Kearneysville<br>Variance from Appendix A to reduce the front setback from 20' to 2' to construct a 20' x 17' addition on to an existing home<br>Zone: Village                                                                                                           | Approved<br>8/23/18<br>BZA Meeting  |
| ZV18-11 | Kearneysville Community Baptist Church, 500 Stubbs Road<br>Variance from Appendix B to reduce the side setbacks for a 16' x 24' addition to an existing church. Northern boundary line reduction from 50' to 38'. Southern boundary line reduction from 50' to 26'.<br>Zone: Village                                 | Approved<br>8/23/18<br>BZA Meeting  |

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|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| ZV18-10                                                | Universal Forest Products Eastern Division Inc., 249 16th Ave., Ranson<br>Variance from Section 4.11B and Appendix B: to eliminate the required landscape buffer along the northern boundary of the subject parcel and the remaining perimeter of subject parcel where it is not currently landscaped, other than a small area along the 45,000 sq. ft. proposed building.<br>Zone: Industrial Commercial | Approved<br>8/9/18<br>BZA Meeting                                                                          |
| ZV18-09                                                | Cynthia B. Rider, 195 Vance Road, Shepherdstown<br>Variance from Section 5.7D3 to allocate two of the remaining development rights to the newly created non-residue lot in the proposed Rider Minor Subdivision.<br>Zone: Rural                                                                                                                                                                           | Approved to allow allocating <u>one</u> development right to the non-residue lot<br>8/23/18<br>BZA Meeting |
| <b>Conditional Use Permit (CUP) Applications (BZA)</b> |                                                                                                                                                                                                                                                                                                                                                                                                           | <b>1 Total</b>                                                                                             |
| <b>Status</b>                                          |                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                            |
| CUP18-02                                               | Owner: Wheatlands Property Management LLC<br>Applicant: Jesse Morgan, A-Zone Environmental Services<br>Request for Professional Office space for up to 12 employees; with approximately 4-6 people working on-site, including renovating an historic building into a professional office and construction of a 1,188 square foot addition.<br>Location: 2153 Berryville Pike, Rippon; Zone: Village.      | Approved<br>10/25/18<br>BZA Meeting                                                                        |
| <b>Special Exception (SE) Applications (BZA)</b>       |                                                                                                                                                                                                                                                                                                                                                                                                           | <b>1 Total</b>                                                                                             |
| <b>Status</b>                                          |                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                            |
| SE18-02                                                | Owner: Shepherdstown Volunteer Fire Department.<br>Request for a Special Exception Permit for an Electronic Sign, including an LED matrix display area of 96" W x 36" H, to replace the existing sign with deviations to allow the sign to face a residential structure and to allow the sign to remain on 24 hours.<br>Zone: Residential Growth                                                          | Approved<br>10/25/18<br>BZA Meeting                                                                        |
| <b>Zoning Appeal of Administrative Decision (BZA)</b>  |                                                                                                                                                                                                                                                                                                                                                                                                           | <b>0 Total</b>                                                                                             |
| <b>Status</b>                                          |                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                            |
| No appeals these quarters                              |                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                            |

## PLANNING & ZONING STAFF ITEMS

|                                                                                                              |                                          |
|--------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Pre-Proposal Conference (PPC) Meetings:                                                                      | 36 Total (19 Subdivision & 17 Site Plan) |
| Information Request Forms (IRFs -- general inquiries from the public; generally provided written responses): | 66 Total                                 |
| Zoning and Land Development Fees Collected:                                                                  | \$51,508.46                              |

| <b>Zoning Certificates (Staff)</b> |                                                                                                                                                                                                                                                   | <b>13 Total</b> | <b>Status</b>        |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|
| ZC18-35                            | Owner: T. Neill Banks and Kenna Banks, 3343 Shepherdstown Pk<br>Shenandoah Junction<br>Applicant:<br>Telecommunication Facility: replace existing antennas.<br>Zone: Rural                                                                        |                 | pending              |
| ZC18-34                            | Owner: T. Todd & Susan B. Hough, 350 Old Shennandale Rd.,<br>Charles Town<br>Applicant: Peaceful Valley Crematory, LLC<br>Veterinary Services, Pet Crematory under 1200 sq.<br>Zone: Rural                                                        |                 | Approved<br>10/31/18 |
| ZC18-33                            | Owner: Mark and Marci Cerasi/MC2 Properties, 53 McGarry Blvd.,<br>Kearneysville<br>Applicant: Mid Atlantic Aquatics<br>Indoor swimming pool 70' x 60' to be used for swim meets.<br>Zone: Industrial-Commercial                                   |                 | Approved<br>10/22/18 |
| ZC18-32                            | Owner: Mary Schreyer, 5437 Charles Town Rd., Kearneysville<br>Applicant: Mohammad Ghuman<br>Re-establish a gas station & convenience store (Previous tenant:<br>Sheetz)<br>Zone: Village                                                          |                 | Approved<br>11/9/18  |
| ZC18-31                            | Owner: David M. Mobley, 332 Bunkhouse Rd. Kearneysville<br>Accessory Dwelling Unit: In Law Suite<br>Zone: Rural                                                                                                                                   |                 | pending              |
| ZC18-30                            | Owner: Jefferson Utilities, Inc., 307 W. Burr Blvd, Kearneysville<br>Applicant: Brooke Brungart, AT&T Wireless<br>Replace three (3) panel antennas on an existing water tank with<br>telecommunication facilities.<br>Zone: Industrial-Commercial |                 | Approved<br>10/12/18 |
| ZC18-29                            | Owner: Frank & Mary Supplee, 6880 Leetown Rd., Kearneysville<br>Accessory Dwelling Unit: In Law Suite<br>Zone: Rural                                                                                                                              |                 | Approved<br>10/12/18 |
| ZC18-28                            | Owner: RAI Properties, LLC, 340 Edmond Rd, Ste A, Kearneysville<br>Applicant: Nancy Ndungu Jeffreys, Principal Tri-State Beauty<br>Academy<br>Change in tenant: Beauty School (previously PSD offices)<br>Zone: Industrial-Commercial             |                 | Approved<br>10/29/18 |
| ZC18-27                            | Owner: Rodney Kidwell, 35 Halltown Rd, Harpers Ferry<br>Applicant: Jane Decker<br>Retail Sales: Antiques<br>Zone: R-LI-C                                                                                                                          |                 | Approved: 9/7/18     |
| ZC18-26                            | Owner: Debroah Royalty, 199 Brannon Dr., Charles Town<br>Cottage Industry: Outpatient therapy; Seven clients per day in one<br>room of the home.<br>Zone: Rural                                                                                   |                 | Approved<br>9/25/18  |

|                                   |                                                                                                                                                                                     |                                            |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| ZC18-25                           | Owner: Rock Spring Church, 114 Poor Farm Road, Kearneysville<br>Day Care Center, Large (Accessory Use to an approved Church)<br>Zone: Rural                                         | Approved<br>08/30/18                       |
| ZC18-24                           | Owner: Jefferson Utilities, Inc., 307 W. Burr Blvd, Kearneysville<br>Applicant: Michael Rebner, AT&T Wireless<br>10' x 4' concrete pad and generator<br>Zone: Industrial-Commercial | Denied<br>10/29/18                         |
| ZC18-23                           | Owner: Denise Ryan, 22 Karen Lane, Shepherdstown<br>Bed and Breakfast – one bedroom<br>Zone: Rural                                                                                  | Issued<br>7/6/18                           |
| <b>Minor Site Plans (Staff)</b>   |                                                                                                                                                                                     | <b>5 Total</b>                             |
|                                   |                                                                                                                                                                                     | <b>Status</b>                              |
| S18-07                            | Burr Business Park Lot 40 Expansion<br>3,980 sq. ft. building and additional asphalt parking and gravel<br>equipment area<br>Submitted: 11/30/18                                    | pending                                    |
| S18-06                            | Martinsburg Pike ROCS (outside Shepherdstown)<br>10 gas pumps and 6,000 square foot convenience store building<br>Submitted 11/28/18                                                | pending approval                           |
| S18-05                            | Claymont Society driveway realignment                                                                                                                                               | meets “no site<br>plan” criteria           |
| S18-04                            | Universal Forest Products, Ranson Plant Expansion<br>New 8,750 SF building and future 45,000 SF building<br>and related site work<br>Submitted: 5/21/18                             | pending approval                           |
| S18-03                            | Starbucks at Somerset Village<br>The Kentland Foundation<br>Construction of 2200 SF coffee shop, 352 patio & drive-thru<br>Submitted: 5/3/18                                        | Approved<br>10/4/18                        |
| <b>Minor Subdivisions (Staff)</b> |                                                                                                                                                                                     | <b>13 Total</b>                            |
|                                   |                                                                                                                                                                                     | <b>Status</b>                              |
| 18-24                             | Lot 3 Smith Manor Minor Subdivision – Lots 3A & 3B (Residue)<br>Submitted: 12/12/18                                                                                                 | pending                                    |
| 18-23                             | David Lutman Knott Minor Subdivision Lots 1- 5 (Residue)<br>Submitted: 10/29/18                                                                                                     | Approved<br>11/28/18                       |
| 18-22                             | Cynthia B. Rider Minor Subdivision – Lot 1 Residue and Lot 2<br>Submitted: 10/23/18                                                                                                 | Approved<br>11/14/18 (not yet<br>recorded) |
| 18-21                             | George Marion England III Lot 1- Residue, Lot 2 & 3<br>Submitted: 10/15/18                                                                                                          | Approved<br>11/13/18                       |
| 18-20                             | Richard and Barbara Nickell Trust Lots 2A, 2B, & 2C<br>Submitted: 10/11/18                                                                                                          | Pending                                    |
| 18-19                             | Randal & Melissa Swartz Family Resubdivision Lot 4B<br>Submitted: 9/28/18                                                                                                           | Pending                                    |

|                                                       |                                                                                                             |                      |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|----------------------|
| 18-18                                                 | Randal and Melissa Swartz Family Subdivision Lots 4A, 4B, and 4 (Residue)<br>Submitted: 9/28/18             | Pending              |
| 18-17                                                 | Lisa M. Blickenstaff Child to Parent Transfer<br>Submitted: 9/11/18                                         | Pending              |
| 18-16                                                 | Pikeview Manor Greenspace and Lot 2 (Residue)<br>Submitted 12/7/18                                          | Pending              |
| 18-15                                                 | Lot 8 Woodbury Minor Subdivision – Lots 8A and 8B (Residue)<br>Submitted 9/5/18                             | Approved<br>10/30/18 |
| 18-14                                                 | Emmett R. Boyd Lot 1 & 2 – Residue<br>Submitted 9/4/18                                                      | Approved<br>11/13/18 |
| 18-13                                                 | Jondra Kershner MSD Lots A and B<br>Submitted 1/30/18                                                       | Approved<br>10/29/18 |
| 18-12                                                 | Thomas W. Weller MSD Lot 3 and 4 (Residue)<br>Submitted 8/22/18                                             | Approved<br>9/24/18  |
| <b>Boundary Line Adjustments (Staff)</b>              |                                                                                                             | <b>8 Total</b>       |
| M18-16                                                | William Knode Jr and Jo Ann Knode (TM 8B P 85, 85.1, 85.2, 86, 86.1, 87, & 88)<br>Submitted: 12/27/18       | pending              |
| M18-15                                                | Paul and Donna Ashbaugh (TM 21, Parcel 36) BLA<br>Submitted: 12/27/18                                       | pending              |
| M18-14                                                | Abelow Minor Subdivision Lots 2 & 5 (TM 17 Parcels 9.8 & 9.1)<br>Submitted: 11/26/18                        | Approved<br>12/21/18 |
| M18-13                                                | Michael and Diane Alvarez (Tax Map 9A Parcels 15 & 16.1)<br>Submitted: 11/9/18                              | pending              |
| M18-12                                                | Bluestone Lots 1-3 & Greenbrier Lots 2 & 3 BLA<br>Submitted: 11/9/18                                        | Approved<br>12/21/18 |
| M18-11                                                | BB&T Wealth (Rita M. Febrey Property) BLA<br>Submitted: 10/3/18                                             | pending              |
| M18-10                                                | BLA Parcel 7 and Parcel 30<br>Barbara Williamson/ Brian and Apil Mull Merger<br>Submitted: 6/19/18          | Approved<br>7/10/18  |
| M18-09                                                | BLA Tax Map 16 Parcels 5.1 & 5.3<br>Keziah L. Dutchak/ Robert & Melinda Gibson Merger<br>Submitted: 6/13/18 | Approved<br>8/14/18  |
| <b>Minor Plat Change/Minor Plat Amendment (Staff)</b> |                                                                                                             | <b>4 Total</b>       |
|                                                       | Lot 5 Potomac Ridge (Julia and James Farrell) – Relocated Well and Septic Reserve                           | Approved<br>9-28-18  |
|                                                       | Lot 2 – Residue Andrew and Kenneth Lowe Minor Subdivision – Relocated Septic Reserve                        | Approved<br>8-15-18  |

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|  | Lot 199 Eastland Subdivision (JC 2017, LLC) – Drainfield Revision                                                                    | Approved<br>7-16-18 |
|  | Resubdivision of Lot 14-F Steamboat Run Estates (Kevin C. Keegan Minor Subdivision Lots 1, 2, 3-Residue) - Septic Reserve Relocation | Approved<br>7-9-18  |

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| <b>Regional Transportation Planning Meetings</b>                                                                                                         |                                                                                                                                                                 |                                                                |
| Eastern Panhandle Transit Authority (EPTA) Board Meetings                                                                                                |                                                                                                                                                                 | 7/16/18; 8/20/18;<br>9/20/18; 10/15/18;<br>11/19/18; 12/17/18; |
| 2018 State Auditor's Training Seminar for EPTA Board, Martinsburg                                                                                        |                                                                                                                                                                 | 10/18/18                                                       |
| Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Technical Advisory Committee (TAC) Meetings                                     |                                                                                                                                                                 | 8/22/18                                                        |
| Shepherdstown Bike Path Advisory Committee Meeting                                                                                                       |                                                                                                                                                                 | 10/1/18; 11/5/18                                               |
| West Virginia Local Technical Assistance Program (WV LTAP) Traffic Calming                                                                               |                                                                                                                                                                 | 10/11/18                                                       |
| <b>Planning Related Meetings</b>                                                                                                                         |                                                                                                                                                                 |                                                                |
| West Virginia Rivers Coalition “Private Lands, Public Waters: Protecting drinking water through voluntary land conservation”; Communications Focus Group |                                                                                                                                                                 | 9/14/18                                                        |
| Jefferson County Homeland Security and Emergency Management Quarterly Mtg                                                                                |                                                                                                                                                                 | 10/19/18                                                       |
| Economic Outlook Conference Series 2018                                                                                                                  |                                                                                                                                                                 | 11/14/18                                                       |
| County Mountain State Land Use Academy                                                                                                                   |                                                                                                                                                                 | 9/26/18                                                        |
| Phase 3 Chesapeake Bay Implementation Planning Meeting                                                                                                   |                                                                                                                                                                 | 7/18/18                                                        |
| Sam Michaels Park Master Plan ad-hoc Citizen’s Advisory Committee                                                                                        |                                                                                                                                                                 | 7/19/18; 10/11/18                                              |
| <b>ITEMS REQUIRING COMMISSION ATTENTION</b>                                                                                                              |                                                                                                                                                                 | <b>Status</b>                                                  |
|                                                                                                                                                          | none at this time                                                                                                                                               |                                                                |
| <b>PROPOSED PROJECTS/UNDERWAY</b>                                                                                                                        |                                                                                                                                                                 | <b>Status</b>                                                  |
| ZTA17-02                                                                                                                                                 | WV45 gateway design standards -- in collaboration with Shepherdstown PC regarding implementing certain recommendations of the Envision Jefferson 2035 Comp Plan | on-going                                                       |
| STA 17-01                                                                                                                                                | Staff initiated effort on larger amendments including streamlining processes and reorganization of Sub Reg. sections                                            | on-going                                                       |

# 3rd Quarterly Report for Planning and Zoning

*FY 2019 (January 1, 2019 – March 31, 2019)*

| <b>PROJECTS UNDERTAKEN/IN PROGRESS</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Status</b>                       |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>PLANNING COMMISSION ITEMS</b>                  |                                                                                                                                                                                                                                                                                                                                                                                                                     |                                     |
| Planning Commission Meetings:                     |                                                                                                                                                                                                                                                                                                                                                                                                                     | 3 Meetings                          |
| <b>Subdivision Regulations Text Amendments</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>0 Total</b>                      |
|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                     | On-going                            |
| <b>Zoning Ordinance Text Amendments</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>0 Total</b>                      |
|                                                   | Proposed Text Amendment related to Article 10 "Provisions for Signs" to incorporate procedures for various signs                                                                                                                                                                                                                                                                                                    | Initiated by PC in March, 2019      |
| <b>Waiver/Variance from Sub. Regulations (PC)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>9 Total</b>                      |
| 19-6-PCW                                          | Harry & Garnett Catrow<br>Waiver from Section 20.201A (2) of the Subdivision and Land Development Regulations which states that all lots, regardless of the zoning district, shall have motor vehicle access via a 50' access easement. Applicant is requesting that a new lot being proposed from the Residue of the Catrow Minor Subdivision Lots 1, 2, & 3 be permitted to have direct access to Sandpiper Lane. | Public Hearing scheduled for 4/9/19 |
| 19-5-PCW                                          | Jefferson County Parks & Recreation Commission, Sam Michaels Park<br>Waiver from Appendix B Sections 2.5, 10.4 & 10.5 of the Subdivision and Land Development Regulations to waive the required paved parking and to continue to utilize grass and gravel parking in the park for large events at the amphitheater.                                                                                                 | Public Hearing scheduled for 4/9/19 |
| 19-1-PCV                                          | Roderick Planes, LLC, Aspen Greens Subdivision<br>Waiver from Section 8.2a (2) of the Subdivision and Land Development Regulations that requires subdivision with over 50 lots to have two entrances. Applicant is requesting that the next Phase be permitted to allow 66 lots to access one entrance temporarily.                                                                                                 | Public Hearing scheduled for 4/9/19 |
| 19-4-PCW                                          | Aubrey & Debora Henry, Genesis Center<br>Waiver from Section 24.112C of the Subdivision and Land Development Regulations that requires the submission of a Preliminary Plat within two years of the approval of a Concept Plan. Genesis Center is requesting a 2 year extension of the approved Concept Plan.                                                                                                       | Approved 3-12-19 PC                 |

3/11/2019

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| 19-3-PCW                                            | Larry K Boyd, Ancient Oaks<br>Waiver from Section 21.103D of the Subdivision and Land Development Regulations to allow the Greenspace Parcel to utilize the existing driveway from Willingham Road.                                                                                                                                                                                                  | Approved<br>3-12-19 PC                                       |
| 19-2-PCW                                            | Seneca Crossing, LLC<br>Waiver from Sections 24.114 & 24.115 of the Subdivision and Land Development Regulations to allow Seneca Crossing to process a preliminary plat for a Nonresidential Major Subdivision Lots 1, 2 & 3 administratively.                                                                                                                                                       | Approved<br>2-12-19 PC                                       |
| 19-1-PCW                                            | Richard Beddow<br>Waiver from Section 20.201B(3) of the Subdivision and Land Development Regulations to reduce the required access easement width from 50' to 40' for the creation of (5) family transfer lots                                                                                                                                                                                       | Approved for one<br>(1) Family<br>Transfer lot<br>2-12-19 PC |
| PCW18-18                                            | Garnett Catrow & Harry Catrow, Jr.<br>Waiver from Section 20.201 and 20.202(C) of the 2008 Subdivision Regulations (adopted 10/9/08) that required all lots to face on an access easement having a width of 50 feet and that the easement be part of the residue. The applicant is requesting Lot 1 of the Catrow Minor Subdivision be permitted to utilize a separate driveway onto Sandpiper Lane. | Approved<br>1-8-19 PC                                        |
| PCW 18-17                                           | Jeffrey and Robin Smith<br>Waiver from Section 20.201 (A or B) to reduce the required access easement width of Firefly Lane from 50' to 40' for the creation of one (1) new residential lot (PCW 18-17).                                                                                                                                                                                             | Approved<br>1-8-19 PC                                        |
| <b>Final Plat Amendment (PC)</b>                    |                                                                                                                                                                                                                                                                                                                                                                                                      | <b>0 Total</b>                                               |
| <b>Status</b>                                       |                                                                                                                                                                                                                                                                                                                                                                                                      |                                                              |
| No Final Plat Amendments this quarter               |                                                                                                                                                                                                                                                                                                                                                                                                      |                                                              |
| <b>Major Site Plans or Subdivisions (PC)</b>        |                                                                                                                                                                                                                                                                                                                                                                                                      | <b>1 Total</b>                                               |
| <b>Status</b>                                       |                                                                                                                                                                                                                                                                                                                                                                                                      |                                                              |
| 18-25                                               | Seneca Crossing LLC Non-Residential Subdivision Preliminary Plat submitted 3/27/19                                                                                                                                                                                                                                                                                                                   | under staff review<br>- PC PH TBA                            |
| 18-05                                               | Magnolia Springs Final Plat submitted 1/6/19                                                                                                                                                                                                                                                                                                                                                         | 1 <sup>st</sup> staff review<br>comments sent<br>3/12/19     |
| <b>Concept Plan (Public Workshop before PC)</b>     |                                                                                                                                                                                                                                                                                                                                                                                                      | <b>1 Total</b>                                               |
| <b>Status</b>                                       |                                                                                                                                                                                                                                                                                                                                                                                                      |                                                              |
| 18-25                                               | Concept Plan for Seneca Crossing, LLC proposed 3 lot non-residential subdivision for a medical office buildings and two additional lots (replacing previously approve 40 townhouse subdivision)<br>Zoned: Residential-Light Industrial-Commercial                                                                                                                                                    | Approved<br>Public Workshop<br>2/12/19 PC                    |
| <b>Zoning Map Amendments/Rezoning Requests (PC)</b> |                                                                                                                                                                                                                                                                                                                                                                                                      | <b>0 Total</b>                                               |
| <b>Status</b>                                       |                                                                                                                                                                                                                                                                                                                                                                                                      |                                                              |
| No Zoning Map Amendments these Quarters             |                                                                                                                                                                                                                                                                                                                                                                                                      |                                                              |
| <b>Long Range Planning:</b>                         |                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Status</b>                                                |
| No long range projects this Fiscal Year             |                                                                                                                                                                                                                                                                                                                                                                                                      |                                                              |

3/11/2019

| <b>BOARD OF ZONING APPEALS ITEMS</b>                   |                                                                                                                                                                                                                                                                                                                                                |                                                                                      |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Board of Zoning Appeals Meetings:</b>               |                                                                                                                                                                                                                                                                                                                                                | <b>2 meetings</b>                                                                    |
| <b>Zoning Variance Requests (BZA)</b>                  |                                                                                                                                                                                                                                                                                                                                                | <b>8 Total</b>                                                                       |
|                                                        |                                                                                                                                                                                                                                                                                                                                                | <b>Status</b>                                                                        |
| 19-5-ZV                                                | Mark & Elaine Boyd<br>Variance from Section 5.7(b) to reduce the front setback from 40' to 5' for a 20' x 21' accessory structure.<br>Zone: Rural                                                                                                                                                                                              | Approved<br>3/28/19 BZA Meeting                                                      |
| 19-4-ZV                                                | Danielle LaRock and Johnathon Carnill<br>Variance from Section 4.10A to waive the requirement of a site plan to process a six (6) site campground.<br>Zone: Rural                                                                                                                                                                              | Denied<br>3/28/19 BZA Meeting                                                        |
| 19-3-ZV                                                | Danielle LaRock and Johnathon Carnill<br>Variance from Section 8.17B.1 to reduce the required acreage for a six (6) site campground from 10 acres to six (6) acres.<br>Zone: Rural                                                                                                                                                             | Approved<br>3/28/19 BZA Meeting                                                      |
| 19-2-ZV                                                | Paul & Donna Ashbaugh<br>Variance Section 5.6D to reduce the perimeter setbacks from 25' to 1' for an existing 7' tall fence (proposed parcel 35); and, to reduce the side setback from 25' to 21' for an existing 75' tall cell tower (proposed parcel 36); to allow for a boundary line adjustment between parcels 35 and 36.<br>Zone: Rural | Approved<br>3/28/19 BZA Meeting<br>(postponed from 2/28/19 Mtg)                      |
| 19-1-ZV                                                | John and Dawn Grinstead<br>Variance from Section 5.7B to reduce the rear setback from 50' to 20' for a 31' x 57' in-ground pool and surrounding concrete patio.<br>Zone: Residential-Light Industrial-Commercial                                                                                                                               | Approved<br>3/28/19 BZA Meeting<br>(postponed from 2/28/19 Mtg)                      |
| ZV18-24                                                | Christopher and Denise Gay<br>Variance from Sec. 5.4(b).                                                                                                                                                                                                                                                                                       | withdrawn                                                                            |
| ZV18-23                                                | Daniel Beans<br>Variance from Section 9.6B to reduce the rear setback from 36' to 10' for a 26' x 36' accessory structure.<br>Zone: Rural                                                                                                                                                                                                      | Approved<br>1/24/19 BZA Meeting                                                      |
| ZV18-22                                                | Michael Smith<br>Variance request per Section 4.3H to reestablish a nonconforming use. The applicant is requesting to retain the nonconforming commercial land use for future development after demolition of the existing building.<br>Zone: Rural                                                                                            | Approved with Conditions<br>1/24/19 BZA Meeting                                      |
| <b>Conditional Use Permit (CUP) Applications (BZA)</b> |                                                                                                                                                                                                                                                                                                                                                | <b>1 Total</b>                                                                       |
|                                                        |                                                                                                                                                                                                                                                                                                                                                | <b>Status</b>                                                                        |
| 19-1-CUP                                               | Owner: McDonald's Corporation<br>Applicant: Tracey Diehl, Expedite The Diehl<br>Request for an existing Drive-Through, Fast Food Restaurant (McDonald's) to replace and upgrade the exterior menu boards with digital menu boards.<br>Location: 31 Maddex Square Dr, Shepherdstown<br>Zone: Residential-Light Industrial-Commercial.           | Scheduled for<br>4/25/19 BZA Meeting<br>(postponed from 2/28/19 Mtg and 3/28/19 Mtg) |

Commented [JB1]: Confirm all BZA actions with JH

3/11/2019

|                                                                                                              |                                        |               |
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| <b>Special Exception (SE) Applications (BZA)</b>                                                             | <b>0 Total</b>                         | <b>Status</b> |
| No SE Applications this quarter                                                                              |                                        |               |
| <b>Zoning Appeal of Administrative Decision (BZA)</b>                                                        | <b>0 Total</b>                         | <b>Status</b> |
| No appeals this quarter                                                                                      |                                        |               |
| <b>PLANNING &amp; ZONING STAFF ITEMS</b>                                                                     |                                        |               |
| Pre-Proposal Conference (PPC) Meetings:                                                                      | 17 Total (9 Subdivision & 8 Site Plan) |               |
| Information Request Forms (IRFs -- general inquiries from the public; generally provided written responses): |                                        | 15 Total      |
| Zoning and Land Development Fees Collected:                                                                  |                                        | \$20,521.47   |

Commented [JB2]: Confirm final numbers at end of March

| <b>Zoning Certificates (Staff)</b> | <b>9 Total</b>                                                                                                                                                                                                                                                         | <b>Status</b>       |
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| 19-8-ZC                            | Owner: Twin Ridge Orchard Co., Inc, 8001 Charles Town Rd<br>Applicant: Christopher Grant/C&G Jerk Jamaican Chicken<br>Accessory Use -- Food Trolley/Food Truck operating from existing on-site trolley.<br>Zone: Industrial- Commercial                                | Approved<br>3/28/19 |
| 19-7-ZC                            | Owner: Matthew Rushizky, 8428 Shepherdstown Pike<br>Applicant: AT&T Wireless<br>Nonconforming Use - 200' Telecommunications Tower<br>5' x 4' Concrete Pad to house a 20 KW Diesel Generator<br>Zone: Rural                                                             | Approved<br>3/20/19 |
| 19-6-ZC                            | Jefferson County Parks & Recreation Commission/County Commission, Sam Michaels Park<br>Approval of various recreational activities per new Master Plan<br>Zone: Rural                                                                                                  | pending             |
| 19-5-ZC                            | Owner: S & T Group, LLC., 7670 Martinsburg Pike Shepherdstown<br>Applicant: Dennis Cates<br>Nonconforming shopping center/Change in tenant: School House<br>Hemp. Production kitchen for CBD infused medicinal products.<br>Zone: Residential Growth                   | Approved<br>3/15/19 |
| 19-4-ZC                            | Owner: Kenneth and Elizabeth Wilt, 543 Mission Road North<br>Applicant: Verizon/Jessica Bingham<br>Nonconforming Use -- 195' Self Support Telecommunications Tower<br>Zone: Rural                                                                                      | Approved<br>3/27/19 |
| 19-3-ZC                            | Owner: Jefferson Utilities, Inc., 307 West Burr Blvd<br>Applicant: AT&T Wireless/Michael Rebner<br>10' x 4' Concrete Pad to house a 30 KW Diesel Generator<br>Property contains existing Water Tower / Unmanned Communications Facility<br>Zone: Industrial-Commercial | Approved<br>2/28/19 |
| 19-2-ZC                            | Owner: Thomas LeFevre, 237 Tel Farm Lane, Kearneysville<br>Applicant: Madison Lowry<br>Nonconforming Use - 199' Self Support Telecommunications Tower<br>Add'l Antenna and radio head<br>Zone: Rural                                                                   | Approved<br>2/11/19 |

3/11/2019

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| 19-1-ZC                           | Owner: Leonard and Margarita Mironiv; KITA, LLC; Burr Industrial Lot #44 Phase 1<br>Applicant: Movement Mortgage Co.<br>Zone: Industrial-Commercial                                                                        | Approved<br>2/5/19                                             |
| ZC18-35                           | Owner: T. Neill Banks and Kenna Banks, 3343 Shepherdstown Pk Shenandoah Junction<br>Applicant: Hardy Cellular Telephone Company c/o Randy Mattson<br>Telecommunication Facility: replace existing antennas.<br>Zone: Rural | Approved<br>1/22/19                                            |
| <b>Minor Site Plans (Staff)</b>   |                                                                                                                                                                                                                            | <b>3 Total</b>                                                 |
| <b>Status</b>                     |                                                                                                                                                                                                                            |                                                                |
| S18-07                            | Burr Business Park Lot 40 Expansion<br>3,980 sq. ft. building and additional asphalt parking and gravel equipment area<br>Submitted: 11/30/18                                                                              | Approved<br>2/5/19                                             |
| S18-06                            | Martinsburg Pike ROCS (outside Shepherdstown)<br>10 gas pumps and 6,000 square foot convenience store building<br>Submitted 11/28/18                                                                                       | pending<br>resubmittal –<br>2 <sup>nd</sup> review<br>complete |
| S18-04                            | Universal Forest Products, Ranson Plant Expansion<br>New 8,750 SF building and future 45,000 SF building and related site work<br>Submitted: 5/21/18                                                                       | Approved<br>1/24/19                                            |
| <b>Minor Subdivisions (Staff)</b> |                                                                                                                                                                                                                            | <b>12 Total</b>                                                |
| <b>Status</b>                     |                                                                                                                                                                                                                            |                                                                |
| 19-5-SD                           | Michael Alvarez Minor Subdivision - Lots 1, 2, & 3 (Residue)<br>Submitted: 3/29/19                                                                                                                                         | Pending – in<br>review                                         |
| 19-4-SD                           | Gerald D. Bast Minor Subdivision - Lot 1 and 2 (Residue)<br>Submitted: 3/27/19                                                                                                                                             | Pending – in<br>review                                         |
| 19-3-SD                           | Patricia Crim Minor Subdivision - Lot 1A & Lot 2A Residue<br>Submitted: 3/25/19                                                                                                                                            | Pending – in<br>review                                         |
| 19-2-SD                           | Brad and Jailee Lewis Minor Subdivision -- Lots 1, 2, 3-Residue & 4<br>Submitted: 3/15/19                                                                                                                                  | Pending – 1 <sup>st</sup><br>review complete                   |
| 19-1-SD                           | Pifer Family Transfer – Lot 10A and 10B (Residue)<br>Submitted: 1/16/19                                                                                                                                                    | Approved<br>2/14/19                                            |
| 18-24                             | Lot 3 Smith Manor Minor Subdivision – Lots 3A & 3B (Residue)<br>Submitted: 12/12/18                                                                                                                                        | Pending<br>resubmittal                                         |
| 18-22                             | Cynthia B. Rider Minor Subdivision – Lot 1 Residue and Lot 2<br>Submitted: 10/23/18                                                                                                                                        | Approved<br>11/14/18 (not yet<br>recorded)                     |
| 18-20                             | Richard and Barbara Nickell Trust Lots 2A, 2B, & 2C<br>Submitted: 10/11/18                                                                                                                                                 | Pending<br>resubmittal                                         |
| 18-19                             | Randal & Melissa Swartz Family Resubdivision Lot 4B<br>Submitted: 9/28/18                                                                                                                                                  | Approved<br>1/31/19                                            |
| 18-18                             | Randal and Melissa Swartz Family Subdivision Lots 4A, 4B, and 4 (Residue)<br>Submitted: 9/28/18                                                                                                                            | Approved<br>1/31/19                                            |
| 18-17                             | Lisa M. Blickenstaff Child to Parent Transfer<br>Submitted: 9/11/18                                                                                                                                                        | Approved<br>1/23/19                                            |

3/11/2019

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| 18-16                                                         | Pikeview Manor Greenspace and Lot 2 (Residue)<br>Submitted: 12/7/18                                          | Approved<br>2/14/19                    |
| <b>Boundary Line Adjustments (Staff) 12 Total</b>             |                                                                                                              | <b>Status</b>                          |
| 19-9-M                                                        | Rissler/Hough Merger Lot C & D Rissler Farm<br>Submitted: 3/29/19                                            | Pending – in<br>review                 |
| 19-8-M                                                        | Shepherdstown Public Library/Colonial Hills Phase 3<br>(TD 9 TM 8 P10 & 11)<br>Submitted: 3/6/19             | Pending – in 3 <sup>rd</sup><br>review |
| 19-7-M                                                        | L.M. Everhart Construction, Inc. (TD 7 TM 22 P33)<br>Submitted: 2/13/19                                      | Approved<br>3/21/19                    |
| 19-6-M                                                        | Lutman Euclid Ave (TD2 TM 10B P89; Lots 8, 9 & 10)<br>Submitted: 2/1/19                                      | Approved<br>3/1/19                     |
| 19-4-M &<br>19-5-M                                            | Joyce Creamer/Robert Rankin/Donald and Patti Mumaw (TD 7<br>TM 11A. P 35, 43, & 43.1)<br>Submitted: 1/31/19  | Approved<br>3/20/19                    |
| 19-3-M                                                        | John and Jo Ann Hoffmaster/ Justin Haylette (TD 2 TM10B, P 22<br>Lots 1, 2, & 3)<br>Submitted: 1/15/19       | Approved<br>2/26/19                    |
| 19-2-M                                                        | Jamie Lull (TD 9 TM 24A, P 22, 23, 23,2)<br>Submitted: 1/15/19                                               | Approved<br>2/26/19                    |
| 19-1-M                                                        | Karma Ali & Rupinder Tiwana (TD 2 TM 10B P 19)<br>Submitted: 1/4/19                                          | pending                                |
| M18-16                                                        | William Knode Jr and Jo Ann Knode (TD9 TM 8B P 85, 85.1, 85.2,<br>86, 86.1, 87, & 88)<br>Submitted: 12/28/18 | pending                                |
| M18-15                                                        | Paul and Donna Ashbaugh (TD 2 TM 21 P 36) BLA<br>Submitted: 12/21/18                                         | pending                                |
| M18-13                                                        | Michael and Diane Alvarez (TD 6 TM 9A P 15 & 16.1)<br>Submitted: 11/9/18                                     | Approved<br>3/26/19                    |
| M18-11                                                        | BB&T Wealth (Rita M. Febrey Property) (TD 7 TM 2 P 3 & 1.1)<br>Submitted: 10/9/18                            | Pending<br>submittal of<br>mylars      |
| <b>Minor Plat Change/Minor Plat Amendment (Staff) 1 Total</b> |                                                                                                              | <b>Status</b>                          |
|                                                               | Lot 7 Mission Ridge Subdivision (Thomas Sandrestzky) – Relocated<br>Septic Reserve                           | Approved<br>3-8-19                     |

3/11/2019

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| <b>Regional Transportation Planning Meetings</b>                                                                     |                                                                                                                                                                 |                                                              |
| Eastern Panhandle Transit Authority (EPTA) Board Meetings                                                            |                                                                                                                                                                 | 1/14/19; 2/11/19; 3/5/19<br>(Spec Mtg); 3/18/19;             |
| Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Technical Advisory Committee (TAC) Meetings |                                                                                                                                                                 | 1/16/19; 3/20/19                                             |
| Shepherdstown Bike Path Advisory Committee Meeting                                                                   |                                                                                                                                                                 | 3/4/19                                                       |
| WV DOH Regional Planners Roundtable                                                                                  |                                                                                                                                                                 | 3/27/19                                                      |
| <b>Planning Related Meetings</b>                                                                                     |                                                                                                                                                                 |                                                              |
| Eastern Panhandle Safe Water Conservation                                                                            |                                                                                                                                                                 | 1/24/19                                                      |
| Jefferson County Homeland Security and Emergency Management Quarterly Mtg                                            |                                                                                                                                                                 | 1/25/19                                                      |
| <b>ITEMS REQUIRING COMMISSION ATTENTION</b>                                                                          |                                                                                                                                                                 | <b>Status</b>                                                |
|                                                                                                                      | none at this time                                                                                                                                               |                                                              |
| <b>PROPOSED PROJECTS/UNDERWAY</b>                                                                                    |                                                                                                                                                                 | <b>Status</b>                                                |
| ZTA17-02                                                                                                             | WV45 gateway design standards -- in collaboration with Shepherdstown PC regarding implementing certain recommendations of the Envision Jefferson 2035 Comp Plan | on-going                                                     |
| STA 17-01                                                                                                            | Staff initiated effort on larger amendments including streamlining processes and reorganization of Sub Reg. sections                                            | on-going/PC<br>considering<br>requesting<br>consultant input |



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 2, 2019**

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

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

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

- Legislative Summary - Discussion/Action
- Discussion of processing of employee benefits - 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.](#)



**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](mailto:info@jeffersoncountywv.org).

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



# Jefferson County West Virginia

Jefferson County has met all of the StormReady communications, safety and preparedness requirements necessary to help people within the community to receive weather warnings and to respond to future weather events.

**Recognized 2019-2022**



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Christopher Strong, Warning Coordination Meteorologist  
National Weather Service; Baltimore/Washington  
26 April 2019





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west virginia department of environmental protection

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Division of Water and Waste Management  
601 57<sup>th</sup> St., SE  
Charleston, WV 25304-2345  
Phone: (304)926-0495  
Fax: (304)926-0463

Jim Justice, Governor  
Austin Caperton, Cabinet Secretary  
[www.wvdep.org](http://www.wvdep.org)

April 22, 2019

Jefferson County Commission  
Josh Compton, President  
124 E. Washington St.  
Charles Town, WV 25414

RE: General WV/NPDES Water Pollution Control  
Permit No. WV0115924  
Registration WVR109216

Dear Permittee:

You are hereby notified that your Reissuance Certification for continued registration under General Permit No. WV0115924 is approved to discharge storm water associated with construction activities. You must update your plans to comply with the terms and conditions of the 2019 Storm Water General Permit for Construction Activity and have them available by May 10, 2019.

This reissuance certification form should be kept with your copy of the General Permit. These updated plans are to be retained on site and be available for review by the Director or the Director's authorized representative. You should carefully read and familiarize yourself with the contents of the permit.

You will be invoiced for your annual permit fees one month prior to the anniversary date of your original approval date. Failure to submit the annual fee within 90 days of the due date will render your permit void upon the date you are mailed a certified written notice to that effect.

Issuance of this registration does not authorize any injury to persons or property or invasion of other private rights, or any infringement of federal, state or local law or rules.

Your efforts toward preventing the degradation of our natural resources are greatly appreciated. If you have any questions relative to this approval, please do not hesitate to contact **Larry Board** at (304) 926-0499 Ext. 1595 or by email at [Larry.D.Board@wv.gov](mailto:Larry.D.Board@wv.gov)

Harold D. Ward  
Acting Director  
WV DEP-Division of Water & Waste Mgt.  
601 57th St SE  
Charleston, WV 25304-2345  
Phone: (304) 926-0495  
Fax: (304) 926-0463

Promoting a healthy environment.

**Sandra McDonald**

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**From:** Gavin Perry <gavarch@gmail.com>  
**Sent:** Friday, April 12, 2019 1:45 PM  
**Subject:** The greatest amount of pollution will be in Ranson, Charles Town and Harpers Ferry

The prevailing winds in Jefferson County are from the west, northwest. Ranson, Charles Town, Harpers Ferry and the surrounding areas will receive the greatest amount of pollution from the Rockwool smoke stacks. Shepherdstown will receive less pollution.

--  
Gavin.

# **NOTICE JEFFERSON COUNTY COMMISSION MEETING RESCHEDULED**

The regularly scheduled Jefferson County Commission meeting for Thursday, June 20<sup>th</sup>, 2019, has been canceled due to the West Virginia Day Holiday.

The Commission has rescheduled this regular session for Wednesday, June 19, 2019 at 6:00 pm. The meeting will be held at the Old Charles Town Library located at 200 E. Washington St., (Samuel Street Entrance) Charles Town, WV 25414.

BY ORDER OF THE JEFFERSON COUNTY COMMISSION,  
Patricia A. Noland, President

# **NOTICE JEFFERSON COUNTY COMMISSION MEETING CANCELLATION**

The County Commission of Jefferson County will not meet the week of July 1, 2019. The regular meeting scheduled for Thursday, July 4, 2019, has been canceled due to the Independence Day holiday. The Commission will resume its regular session on Thursday, July 18, 2019, at 6:00 p.m.

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