

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**SECOND QUARTERLY SESSION - APRIL-JUNE 2019**  
**WEDNESDAY, JUNE 19, 2019**  
**6:00 P.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**

- June 6, 2019

**APPROVAL OF REQUISITIONS**

- June 19, 2019

**APPROVAL OF ACCOUNTS PAYABLE**

- June 13, 2019
- June 19, 2019

**APPROVAL OF MANUAL CHECKS**

- June 14, 2019
- June 21, 2019

**APPROVAL OF PAYROLL**

- June 13, 2019

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

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

## **PRESENTATIONS**

1. 6:30 p.m. Jacqueline Shadle, County Clerk and Gail Magaha, Chief Deputy Clerk  
- Approval of Depository Bonds for Fiscal year 2019-2020 - Discussion/Action  
- Approval of employment for Assistant Deputy Clerk- Discussion/Action
2. 6:45 p.m. Peter Dougherty, Sheriff  
- Approval of Grant Contract - Discussion/Action
3. 7:00 p.m. Lynn Fields, Probate Office  
- Quarterly Review to Approve/Close Estates - Discussion/Action  
- Probate in Solemn Form, Estate of James E. Taylor, Deceased - Discussion/Action
4. 7:15 p.m. Bondy Shay Gibson/Kathy Skinner - Jefferson County Schools  
- Approval of Special Election to be held on October 26, 2019 - Discussion/Action
5. 7:30 p.m. **BREAK**
6. 7:45 p.m. Russell Burgess, Department of Information Technology  
- Approval of Information Technology Department Job Description for Level 1 through Level 3 Support/Helpdesk Technician - Discussion/Action  
- Approval of new full-time employee for Information Technology Support/Helpdesk Technician Level 2 within the approved budget of Information Technology Department starting July 1, 2019 - Discussion/Action  
- Approval of new IT Intern for the summer with previously approved stipend amount starting July 1, 2019 - Discussion/Action
7. 8:00 p.m. Lori Kelly, CASA-EP Board of Directors  
- Funding request for CASA Volunteer Outreach Campaign - Discussion/Action

8. 8:15 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-C-171 - Discussion/Action
  - Discussion of EEOC Charge #533-2017-00706 - 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 Jefferson County Circuit Court Civil Action #17-C-282 - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #19-P-69 - Discussion/Action
  - Discussion of and issues regarding Jefferson County's Ordinance relating to barking, howling, or yelping dogs - Discussion/Action
  - Discussion of and issues regarding potential reimbursement of board member for successful defense of ethics complaint - Discussion/Action
  - Discussion of an advisory committee or an alternative to the JCDA - process for implementing an alternative - Discussion/Action

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISSION REPORTS**

9. **ADJOURN**

**CORRESPONDENCE/INFORMATION**

Email received from Gavin Perry regarding Mineral Wool Insulation.

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



## Minutes

### Jefferson County Commission

Thursday, June 6, 2019

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A meeting of the Jefferson County Commission was held on Thursday, June 6, 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, June 6, 2019 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

**Motion by Mr. Compton to approve the May 30, 2019 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	CHECK AMOUNT
81780	ALLOC	AHA-ARTS & HUMANITIES ALLIANCE	\$ 873.81
81781	P/R DED	ALICE N PAINTER	\$ 279.28
81782	425	BOLAND TRANE SERVICES INC	\$ 1,627.00
81783	P/R DED	BUREAU OF CHILD SUPPORT	\$ 169.39
81784	P/R DED	COLONIAL LIFE	\$ 244.80
81785	717	CREAMERS WRECKER SERVICE	\$ 160.00
81786	P/R DED	DEBBIE LOWE	\$ 607.05
81787	P/R DED	DELTA DENTAL OF WV	\$ 6,384.39
81788	425	DODSON'S SEPTIC TANK CLEANING	\$ 285.00
81789	712	DR. ROBERT E JONES III	\$ 2,000.00
81790	P/R DED	EMPOWER RETIREMENT	\$ 2,290.00

81791	425	ESI ELECTRONIC SYSTEMS INC	\$	623.56
81792	428	ESRI	\$	10,950.00
81793	425	G & TRIPLE T LLC	\$	1,617.50
81794	717	GUTTMAN OIL CO	\$	21,762.11
81795	P/R DED	HELEN M MORRIS TRUSTEE	\$	543.86
81796	P/R DED	HIGHMARK WV	\$	199,938.59
81797	425	J.C. EHRlich	\$	695.00
81798	P/R DED	JAMES P HAYDEN	\$	1,133.96
81799	ALLOC	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$	1,293.90
81800	ALLOC	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$	21,845.32
81801	ALLOC	JEFF CO PARKS & RECREATION COMMISSION	\$	19,677.61
81802	P/R DED	JEFFERSON SECURITY BANK	\$	4,705.00
81803	403	JEFFERSON CENTER	\$	100.00
81804	440	JESSICA GORMONT	\$	318.24
81805	405	MATTHEW HARVEY	\$	184.00
81806	P/R DED	MILLENIUUM INSURANCE GROUP	\$	750.00
81807	712	MOTOROLA SOLUTIONS INC	\$	34,919.27
81808	P/R DED	NATIONAL VISION ADMIN.	\$	1,785.72
81809	405	NEIL ZAHRADNIK	\$	106.30
81810	P/R DED	NATIONWIDE RETIREMENT SOLUTIONS	\$	849.00
81811	425	OLD CHARLES TOWN LIBRARY	\$	1,500.00
81812	P/R DED	PATRICIA A NOLAND	\$	160.97
81813	405	RELX INC.	\$	1,100.00
81814	717	RICE TIRES CO	\$	254.36
81815	P/R DED	SAMANTHA COMBS	\$	931.79
81816	428	SOFTWARE SYSTEMS INC	\$	217.00
81817	P/R DED	STEPHEN S ALLEN	\$	682.11
81818	P/R DED	THE HARTFORD	\$	3,904.24
81819	P/R DED	VANDA NELSON	\$	264.06
81820	P/R DED	VICTORIA MYERS	\$	1,156.24
81821	425	VITAL SIGNS	\$	35.00
81822	402	WV ASSOCIATION OF COUNTY CLERKS	\$	650.00
81823	440	WV STATE FIRE COMMISSION	\$	75.00
81824	P/R DED	WV UNITED HEALTH SYSTEM	\$	98.17
81825	401	XEROX CORPORATION	\$	415.45
81825	402	XEROX CORPORATION	\$	200.56
81825	403	XEROX CORPORATION	\$	227.22
81825	404	XEROX CORPORATION	\$	71.10
81825	405	XEROX CORPORATION	\$	1,149.52
81825	406	XEROX CORPORATION	\$	71.10
81825	425	XEROX CORPORATION	\$	298.53

81825	440	XEROX CORPORATION		\$	872.76
81825	700	XEROX CORPORATION		\$	337.22
81825	712	XEROX CORPORATION		\$	367.62
81825	716	XEROX CORPORATION		\$	142.64
<b>TOTAL</b>					<b>353,902.32</b>

**Motion by Mr. Compton to approve the Accounts Payable for June 6, 2019, in the amount of \$353,902.32. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

MANUAL CHECK		7-Jun-19		
CHECK #	FUND	VENDOR		CHECK AMOUNT
732	AV/56	SHERIFF OF JEFFERSON CO		\$ 510,199.85
485	CS/O2	EASTRIDGE HEALTH SYSTEM		\$ 1,000.00
278	DK/O3	SHERIFF OF JEFFERSON CO		\$ 29,138.97
343	MC/O5	SHERIFF OF JEFFERSON CO		\$ 41,250.00
652	HD/O8	FIFTH THIRD BANK		\$ 56.03
				\$ 581,644.85

**Motion by Ms. Tabb to approve the Manual Checks for June 7, 2019 in the amount of \$581,644.85. Motion seconded and unanimously approved.**

**APPROVAL OF PAYROLL**

**Motion by Mr. Compton to approve the Payroll for May 30, 2019 in the amount of \$282,853.79. Motion seconded and unanimously approved.**

**PUBLIC COMMENT**

Public comment was made by the following individuals: Ruth Hatcher, Danny Lutz, Nicola Bastian, David Tabb, Catherine Jozwick, and Eleanor Finn. Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

## PRESENTATIONS

1. John K. Dorsey, Attorney and Angie Banks, Assessor – application of Julia M. Downing for relief from erroneous assessment – Ms. McDonald notified the Commission that this item was postponed by Mr. Dorsey until further notice.
2. Roger Goodwin, Chief County Engineer
  - a. Approval to hire an appraiser to provide a restricted appraisal report of the proposed Washington Landing Apartment Complex; for purposes of determining qualification for the Impact Fees Affordable Housing Discount
    - **Motion by Ms. Noland to accept the quote from Professional Appraisal Corporation, in the amount of \$3,900, to complete a restricted appraisal report of the proposed Washington Landing Apartment Complex for purposes of determining qualification for the Affordable Housing Discount under the Impact Fees Procedures Ordinance; and contingent upon reimbursement of the cost by the developer. Motion seconded and unanimously approved.**
  - b. Partial bond release for ILA Properties, Inc. – Quail Ridge Subdivision, Section II, Phase III, Lots 129-159
    - **Motion by Ms. Noland to authorize a partial release of Irrevocable Letter of Credit #7962921 with Summit Community Bank in the amount of \$881,957.78 from Letter of Credit #7962921 with Summit Community Bank for ILA Properties, Inc. – Quail Ridge Subdivision, Section II, Phase III, Lots 129-159 (File #05-55). Motion seconded and unanimously approved.**
  - c. Approval to Advertise for Bids – Rose Hill Estates Subdivision – Site Work Project
    - **Motion by Ms. Tabb to approve issuing an Advertisement for Bids for the purpose of hiring a contractor to complete the work required under Rose Hill Estates Subdivision – Site Work Project (JCPC File No. 02-09). Motion seconded and unanimously approved.**
3. The Commission recessed for break at 10:40 am.  
The Commission reconvened at 10:55 am
4. Nathan Cochran, Assistant Prosecuting Attorney
  - Discussion of Jefferson County Civil Action #17-C-282
  - Discussion of Renewal of County Cable Franchise Agreement and related issues
  - Discussion of Jefferson County Circuit Court Civil Action#18-C-171
  - Discussion of EEOC Charge #533-2017-00706

- Discussion of Jefferson County Circuit Court Civil Action #17-C-282
  - Discussion of Jefferson County Circuit Court Civil Action #19-C-96
  - Discussion of and communication with FEMA regarding potential resolution - US District Court (Northern District) Civil Action #3:18-CV-122
    - **Motion by Mr. Compton to enter into Executive Session to discuss Jefferson County Circuit Court Civil Action #19-C-96. Motion seconded and unanimously approved.**
5. Bondy Shay Gibson, Superintendent and Kathy Skinner, JCBOE President – Request to hold Special Election on Saturday, October 26, 2019 to place a bond before the voters to find necessary educational facilities needs identified in the Comprehensive Educational Facilities Plan – this item was postponed by the Superintendent until further notice.
6. Jeffrey Polczynski, Director, Emergency Communications – requested the approval of a promotion to EMD Coordinator.
  - **Motion by Ms. Tabb to approve the promotional appointment of Ms. Lori Brown from Public Safety Dispatcher to EMD Coordinator within the Emergency Communications Center. Motion seconded and unanimously approved.**
7. The Commission adjourned at 10:40 am on a motion by Ms. Noland. Motion was seconded and unanimously approved.

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Patricia A. Noland, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant



**REQUISITIONS TO BE APPROVED**

**June 19, 2019**

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
Sheriff's Dept.	19017	\$ 25,131.57	Intrensic	Body Cameras
<b>GRAND TOTAL</b>		<b>\$ 25,131.57</b>		



### Requisitions



- Back
- Add
- Excel
- Mass Allocate
- Duplicate
- Custom Interface
- Notes
- Actions/Approvers
- Release
- Activate
- My Approvals
- Attach (1)

Requisition: 2019/19017  
Released, Deborah Lowe, 06/06/2019

Total Cost: \$25,131.57

▼ Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year\* 2019  
 Requisition Number\* 19017  
 Created Date\* 06/06/2019

Type (N) NORMAL

- Project Accounts Applied
- Notify Originator When Converted or Rejected
- Notify Originator of Overages
- Receive by Amount
- Three Way Match Required
- Inspection Required

Department\* (700) LAW ENFORCEMENT ... View

Purchase order

Commodity ... View

Review

Description Body Cameras

Needed by 06/01/2019

by

Buyer ...

PO Expiration

▼ Items (1)

Add Item

Line	Description	Qty	Unit Price	Line Total	GL Account
1	Body Cameras	1.00	\$25,131.57000	\$25,131.57	E (001700-434100) MATERIALS AND SUPPLIES

Notifications (1)



DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 391,149.57	\$ -	\$ 391,149.57
	\$ -		
6.2% Tax Payable OASDI	\$ 23,254.59	\$ -	\$ 23,254.59
1.45% Tax Payable HI	\$ 5,438.61	\$ -	\$ 5,438.61
Fed Withholding	\$ 35,597.19	\$ -	\$ 35,597.19
WV State Withholding	\$ 16,617.15	\$ -	\$ 16,617.15
PERS Retirement Deduct 4.5%	\$ 9,934.17	\$ -	\$ 9,934.17
PERS Retirement Deduct 6%	\$ 4,020.82		\$ 4,020.82
Hosp. Pre-Tax	\$ 14,156.00		\$ 14,156.00
Cancer/ICU Pre-Taxed	\$ 299.85		\$ 299.85
Cancer/ICU Not Pre-Taxed	\$ 1,316.84		\$ 1,316.84
Optional Life Not Pre-Taxed	\$ 1,923.88		\$ 1,923.88
Christmas Club	\$ 4,705.00		\$ 4,705.00
Wage Attach #1	\$ 713.25		\$ 713.25
Wage Attach #3	\$ 500.00		\$ 500.00
DSRS Retirement Deduct 8.5%	\$ 6,642.01		\$ 6,642.01
457 - Nationwide	\$ 849.00		\$ 849.00
457I - Empower	\$ 1,720.00		\$ 1,720.00
457R - Roth	\$ 470.00		\$ 470.00
MD State Tax	\$ 628.08		\$ 628.08
D/VF	\$ 1,619.35		\$ 1,619.35
VA. State Tax	\$ 145.06		\$ 145.06
COLONIAL(PLUS)	\$ 81.60		\$ 81.60
Total Deductions	\$ 130,632.45	\$ -	\$ 130,632.45
Net Wages Total	\$ 260,517.12	\$ -	\$ 260,517.12
Payroll Date	13-Jun-2019		



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



Name: Jacqueline Shadle/Gail Magaha

Department or Organization: County Clerk

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

Date Requested – 1<sup>st</sup> Choice: June 19, 2019

*Depository Bonds need to be approved at the last County Commission meeting in June of each year.*

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

Subject: Approval of Depository Bonds for fiscal year 2019-2020

Please provide the County Commission with a description of your request or presentation, including any background information: The Sheriff requested that three of the County bank accounts pledged securities remain the same as last year and one be lowered. Therefore, each bank was notified and the bonds and resolutions have been received in the County Clerk's Office.

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

If so, how much? \$

Provide exact financial impact/request:

Recommended motion:

Move that the Depository Bonds for 2019-2020 be approved as presented.

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: Gail Magaha

Email address: [gmagaha@jeffersoncountywv.org](mailto:gmagaha@jeffersoncountywv.org)

Phone Number: 304-728-3216

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

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received  
4-2-2019

**JEFFERSON COUNTY COMMISSION DEPOSITORY BOND  
BRANCH BANKING AND TRUST COMPANY  
WINSTON-SALEM, NORTH CAROLINA**

**KNOW ALL MEN BY THESE PRESENTS**, That, the undersigned, Branch Banking and Trust Company (BB&T), Winston-Salem, North Carolina, a Corporation organized and existing under the laws of the United States of America, is held and firmly bound unto the State of West Virginia, in the sum of One Million Dollars (\$1,000,000.00) to the payment thereof, will truly be made to said Jefferson County Commission, State of West Virginia, the undersigned binds itself and its successors and assigns by these present,

Signed and sealed this 26th day of March 2019.

**THE CONDITIONS OF THE ABOVE OBLIGATION IS SUCH THAT**, Whereas, BB&T of Winston-Salem, North Carolina, principal has been duly and legally designated in the manner required by law as a depository of the public monies of the Jefferson County Commission, State of West Virginia. Now therefore, if the said BB&T, principal herein, shall reserve safely, keep well and truly pay over all monies which may be deposited in or under the custody of the said BB&T as such County depository, according to law and shall further faithfully perform all the duties by law upon said principal as depository monies, then this obligation shall be null and void, otherwise are to remain in full force and effect.

The said Bank herewith deposited and pledged with the Jefferson County Commission, State of West Virginia, to secure the performance of its undertakings herein above set out the following collateral to-wit:

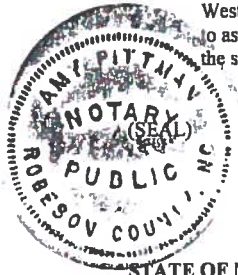
<u>PAR VALUE</u>	<u>DESCRIPTION</u>	<u>Coupon RATE</u>	<u>MATURITY DATE</u>
\$1,000,000.00	GNMA II Pool MA0908 (36179NAH1)	2.50%	04/20/2028

Authorization for the pledging of the above securities is certified to the Secretary of the Board of Directors of said Bank attached hereto.

It is understood and agreed:

- (1) Such collateral shall be held by **WELLS FARGO BANK, N.A.**, Minneapolis, MN or the **FEDERAL RESERVE BANK** of Richmond, Virginia, (Safekeeping Agents) so long as the said BB&T is not in default in its undertakings hereinabove set out, and if the said BB&T has not defaulted in its undertakings then such collateral shall be returned to the said BB&T on the 30<sup>th</sup> day of June, 2020.
- (2) The said BB&T shall have the right to the interest payable on such collateral, and may for the purpose of collecting the same have access to such collateral, in conjunction with a representative of the said Safekeeping Agent in order to obtain interest coupons representing interest payable or may direct the said Safekeeping Agent to detach such coupons.
- (3) The said BB&T shall from time to time have the right to withdraw any part of the above collateral upon substitution of other collateral of the same marketability acceptable to the Jefferson County Commission. The said BB&T shall have the right to withdraw any part of the above-mentioned collateral when properly authorized, providing the monies on deposit with the said BB&T do not exceed the amount of such collateral security remaining as security for the performance under the terms of this depository bond.

(4) In the event of default of the said BB&T in its undertakings, herein set out during the said period beginning July 1, 2019 and ending June 30, 2020 the said Jefferson County Commission, State of West Virginia, shall have the right to make sale of so much of the collateral hereinbefore referred to as may be required to make good the undertaking of the said BB&T after due notice is given to the said BB&T.



**BRANCH BANKING AND TRUST COMPANY**

BY: E. Michael Sessoms  
Senior Vice President,  
BB&T Funds Management

STATE OF NORTH CAROLINA,  
COUNTY OF ROBESON, TO-WIT:

I, Amy Pittman a Notary Public in and for the County and State aforesaid, do hereby certify that E. Michael Sessoms, who signed the writing above as Senior Vice President of BB&T, a Corporation, bearing date of the 26th day March 2019 for said Corporation has this day acknowledged the said writing to be the act and deed of said Corporation.

Given under my hand this 26th day of March 2019.

Amy Pittman  
Notary Public

My commission expires: 8-8-2023

MSH  
5-28-2019  
Matthew L. Horner  
Prosecuting Attorney

BOND OF BANK OF CHARLES TOWN  
AS  
DEPOSITORY OF PUBLIC MONEYS

KNOW ALL MEN BY THE PRESENTS,

That the undersigned Bank of Charles Town, a banking institution incorporated under the laws of the State of West Virginia and doing business at Charles Town, Jefferson County, West Virginia, is held and firmly bound unto County Commission of Jefferson County, Charles Town, West Virginia, in the sum of Fifteen Million Dollars (\$15,000,000.00) for the payment of which well and truly to be made, the said Bank of Charles Town binds itself and its successors firmly by these presents.

IN WITNESS, WHEREOF the said Bank of Charles Town has executed this bond by causing its Executive Vice President to sign its corporate name and affix its corporate seal hereto by order of its Board of Directors, this 18th day of June 2019.

The condition of the above obligation is such that whereas the said Bank of Charles Town has been designated by the County Commission of Jefferson County, Charles Town, West Virginia as depository of public moneys under the provisions of Chapter 18, Article 9, Section 6, Official Code of West Virginia, now therefore, if said Bank of Charles Town shall receive, keep safe, and pay over all moneys which may be deposited in or come under the custody of said Bank of Charles Town as such depository, from the 1st day of July 2019 through the 30th day of June 2020, and shall faithfully perform all of the duties imposed by said Article upon the said Bank of Charles Town as such depository, then this obligation shall be void; otherwise to remain in full force and effect.

As security for the faithful performance of this bond and to protect and indemnify against any or all loss of public moneys by reason of any default on the part of said Bank of Charles Town in its capacity as such depository of public moneys, the said Bank of Charles Town, by order of said County Commission of Jefferson County, Charles Town, West Virginia, and in accordance with the provisions of Chapter 18, Article 9, Section 6, will execute one Irrevocable Standby Letter of Credit; Number TBD / Copy of Letter of Credit to be provided for \$15,000,000.00 to cover all County Commission of Jefferson County, Charles Town, West Virginia accounts. This Letter of Credit will be issued by the Federal Home Loan Bank of Pittsburgh, PA. This Letter of Credit will be held by the Federal Home Loan Bank of Pittsburgh, PA as collateral security for this bond, with a copy provided to the County Commission of Jefferson County, Charles Town, West Virginia.

In event of any default in the conditions of this bond, The Federal Home Loan Bank shall reimburse the County Commission of Jefferson County, Charles Town, West Virginia, and shall accept as sufficient evidence of such default for such delivery, a certified copy of an order of said County Commission of Jefferson County, Charles Town, West Virginia stating such default.

Upon receipt of said funds under this Letter of Credit from said The Federal Home Loan Bank of Pittsburgh, PA in case of any default of the said Bank of Charles Town in complying with the conditions of its said bond, the County Commission of Jefferson County, Charles Town, West Virginia shall apply the proceeds to the payment of the amount owing by said Bank of Charles Town by reason of any such default in the conditions of its said bond, and after such payment the residue, if any, shall be paid to said Bank of Charles Town.

On June 30, 2020, if the said Bank of Charles Town has complied with the conditions of this bond, said Letter of Credit will expire, and, if the need for a new bond is necessary for a subsequent period, the said Bank of Charles Town will execute such new bond and new letter of credit.

BANK OF CHARLES TOWN

SEAL

By \_\_\_\_\_  
Executive Vice President

State of West Virginia


County of Jefferson, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of June 2019 by Dean J. Cognetti, Executive Vice President of Bank of Charles Town, a West Virginia corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public

My commission expires:

I, Matthew L. Harvey, Prosecuting Attorney of the County Commission of Jefferson County, Charles Town, West Virginia, hereby certify that the above bond is in due and legal form and conformable to the provisions of Chapter 18, Article 9, Section 6 of the code of West Virginia.

  
\_\_\_\_\_  
Prosecuting Attorney  
for the County Commission of  
Jefferson County, Charles Town, West Virginia

5-28-2019  
Dated

R E S O L U T I O N

"Resolved that this bank do execute and deliver to the County Commission of Jefferson County, Charles Town, West Virginia, a bond in the penalty of \$15,000,000.00 as depository of public moneys, under the provisions of Chapter 18, Article 9, Section 6, Official Code of West Virginia; and that said bond be secured by an Irrevocable Standby Letter of Credit number TBD / Copy of Letter of Credit to be provided for \$15,000,000.00 to cover all County Commission of Jefferson County, Charles Town, West Virginia deposits. This Irrevocable Standby Letter of Credit is issued by the Federal Home Loan Bank of Pittsburgh, PA in the favor of the County Commission of Jefferson County, Charles Town, West Virginia.

The draft of the said bond has been read and submitted to the Board at this meeting be and the same is hereby approved, and the Executive Vice President be and he/she is hereby authorized and directed to execute said bond, in the corporate name, and under the corporate seal of this bank, and the Executive Vice President of this bank be and he/she is hereby authorized and directed to execute the Letter of Credit with the Federal Home Loan bank of Pittsburgh, PA as described above, and to file with the Treasurer of the said County Commission of Jefferson County, West Virginia the said bond of this bank to become effective July 1st, 2019 and to expire on June 30, 2020, subject to the approval of and acceptance by said County Commission of Jefferson County, Charles Town, West Virginia.

I certify the foregoing to be an exact copy of a resolution unanimously passed and adopted at the regular meeting of the Board of Directors of Bank of Charles Town, held on June 18, 2019 at which a quorum was present and acting throughout.

\_\_\_\_\_  
Secretary

State of West Virginia

County of Jefferson, to-wit:

The foregoing instrument was acknowledged before me this  
\_\_\_\_ day of June 2019 by Dean J. Cognetti, Secretary of Bank of  
Charles Town, a West Virginia Corporation, on behalf of the  
corporation.

\_\_\_\_\_  
Notary Public

My commission expires:  
\_\_\_\_\_

BOND OF JEFFERSON SECURITY BANK

AS

DEPOSITORY OF PUBLIC MONEYS

KNOW ALL MEN BY THESE PRESENTS,

That the undersigned Jefferson Security Bank, a banking institution incorporated under the laws of the State of West Virginia and firmly bound unto the State of West Virginia, in the sum of Seven Hundred Fifty Thousand Dollars (\$750,000) for the payment of which will and truly to be made, the said Jefferson Security Bank binds itself and its successors firmly by the presents.

IN WITNESS WHEREOF the Jefferson Security Bank has executed this bond by causing its President and Chief Executive Officer to sign its corporate name and affix its corporate seal hereto by order of its Board of Directors, this 15<sup>th</sup> day of May 2019.

The condition of the above obligation is such that whereas the said Jefferson Security Bank has been designated by the County Commission of Jefferson County, West Virginia, as depository of public moneys under the provisions of Section 2, Article 6, Chapter 7, Official Code of West Virginia, now therefore, if said Jefferson Security Bank shall receive, keep safe, and pay over all moneys which may be deposited in or come under the custody of said Jefferson Security Bank as such depository, from the 1st day of July, 2019 until the 30th day of June, 2020 and shall faithfully perform all of the duties imposed by said article upon the said Jefferson Security Bank as such depository, then this obligation shall be void; otherwise to remain in full force and effect.

As security for the faithful performance of this bond and to protect and indemnify against any or all loss of public moneys by reason of any default on the part of said Jefferson Security Bank in its capacity as such depository of public moneys, the said Jefferson Security Bank, by order of said County Commission, and in accordance with the provisions of Section 2, Article 6, Chapter 7 of the code, has deposited with First Tennessee Bank the following securities:

<u>Type</u>	<u>Pledged Par Value</u>	<u>Cusip</u>
Shepherd Univ Board of Gov	\$ 335,000	823402BL5
Grayson Cnty KY Sch	415,000	389691LX2
Total pledged	\$ 750,000	

To be held by First Tennessee Bank as collateral security for this bond as aforesaid, until the said First Tennessee Bank shall deliver the same as hereinafter provided.

The receipt of said First Tennessee Bank for said bond and said securities so deposited with it shall be held by said County Commission during the life of this bond.

In event of any default in the conditions of this bond, said First Tennessee Bank shall deliver said securities to the County Commission of Jefferson County, West Virginia, and shall accept as sufficient evidence of such default for such delivery, a certified copy of an order of said County Commission stating such default.

Upon receipt of said securities from the said First Tennessee Bank, in case of any default on the part of the Jefferson Security Bank in complying with the conditions of its said bond, the said County Commission shall sell the said securities and apply the proceeds to the payment of the amount owing by said Jefferson Security Bank by reason of any such default in the conditions of its said bond, and after such payment the residue, if any, derived from the proceeds of the sale of said securities, shall be paid to said Jefferson Security Bank.

On June 30, 2020, if the said Jefferson Security Bank has complied with the conditions of this bond, said First Tennessee Bank shall return the securities held by it hereunder to the said Jefferson Security Bank and may accept as sufficient evidence of such compliance a certified copy of any order of said County Commission stating such compliance.

Until receipt of notice of any such default, said First Tennessee Bank shall pay all interest or other income collected by it from the securities held hereunder to the said Jefferson Security Bank.



JEFFERSON SECURITY BANK

By Cynthia A. Kitner

President and Chief Executive Officer

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

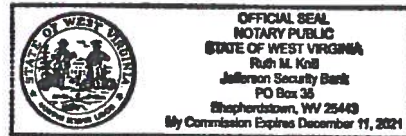
I, Ruth M. Knill, a Notary Public in and for the county and state aforesaid, do hereby certify that Cynthia A. Kitner, who as President and Chief Executive Officer of Jefferson Security Bank, a corporation, signed the writing above, bearing date on the 15<sup>th</sup> day of May 2019 for said corporation, has this day in my said county, before me acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this 15<sup>th</sup> day of May 2019.

Ruth M. Knill

Notary Public

My Commission expires Dec 11, 2021.



I, Matthew L. Harvey, Prosecuting Attorney of Jefferson County, West Virginia, hereby certify that the above bond is in due and legal form and conformable to the provisions of Section 2, Article 6, Chapter 7, of the Code of West Virginia.

Matthew L. Harvey

Prosecuting Attorney

Date 5/20/2019

RESOLUTION

RESOLVED that Jefferson Security Bank does execute and deliver to the County Commission of Jefferson County, West Virginia, a bond in the penal sum of Seven Hundred Fifty Thousand Dollars (\$750,000) as depository of public moneys pursuant to the provisions of Chapter 18, Article 9, Section 6, of the West Virginia Code, and that said bond be secured by deposit with First Tennessee Bank of Memphis, Tennessee the following securities:

<u>Type</u>	<u>Pledged Par Value</u>	<u>Cusip</u>
Shepherd Univ Board of Gov	\$ 335,000	823402BL5
Grayson Cnty KY Sch	415,000	389691LX2
Total pledged	\$ 750,000	

and that the draft of said bond have been submitted to the Board at this meeting and the same is hereby approved and the President and Chief Executive Officer be, and she hereby is, authorized and directed to execute said bond, in the corporate name, and under the corporate seal of Jefferson Security Bank, and that the President and Chief Executive Officer of this bank be and she hereby is, authorized to deposit with First Tennessee Bank the above listed security as security therefore, and to file with the Clerk of the County Commission of Jefferson County the bond of this bank, to become effective forthwith and to expire June 30, 2020, subject to the approval and acceptance of said County Commission of Jefferson County, West Virginia.

I, Monica W. Lingenfelter, Corporate Secretary of Jefferson Security Bank, a corporation, hereby certify that the foregoing is an exact and true copy of a Resolution unanimously passed and adopted by Jefferson Security Bank at a meeting of the Board of Directors hereof held, pursuant to law, on May 15<sup>th</sup>, 2019.



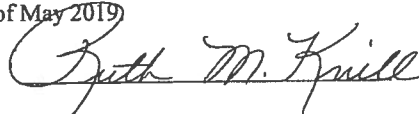
Monica W. Lingenfelter  
Corporate Secretary



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

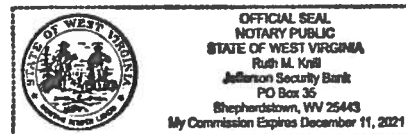
I, Ruth M. Krill, a Notary Public in and for the county and state aforesaid, do hereby certify that Monica W. Lingenfelter, who as Corporate Secretary of Jefferson Security Bank, a corporation, signed the writing above, bearing date on the 15<sup>th</sup> day of May 2019 for said corporation, has this day in my said county, before me, acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this 15<sup>th</sup> day of May 2019



Notary Public

My commission expires Dec 11, 2021.





@ your service™

received  
5-9-2019

May 6, 2019

Jefferson County Commission  
Gail Magaha  
Senior Chief Deputy Clerk  
P.O. Box 208  
Charles Town, WV 25414

Dear Ms. Magaha:

The purpose of this correspondence relates to the issuance of a depository bond by United Bank, Inc. ("United") for the upcoming fiscal year. In lieu of issuing a depository bond, United Bank will pledge qualified investment securities or issue Federal Home Loan Bank letters of credit to appropriately collateralize outstanding deposits in excess of the amount insured by the Federal Deposit Insurance Corporation (FDIC), an independent agency of the U.S. Government. Both methods of collateralization are fully compliant with West Virginia State Code.

To ensure compliance with West Virginia Code each month, United Bank compares outstanding deposit balances of all customers deemed to hold public funds with either the market value of pledged investment securities or the value of issued Federal Home Loan Bank letters of credit. Should sufficient collateral be found to exist, no action is taken. However, if collateral is found to be below the current level of outstanding deposits, United Bank will either pledge additional qualified investment securities or cause the issuance of an additional Federal Home Loan Bank letter of credit. United Bank sends a statement monthly to each public funds customer detailing out all investment securities pledged as collateral and their market values. Please compare this monthly total along with the value of any Federal Home Loan Bank letters of credit to your outstanding deposit balances and contact us if you feel that additional collateral is necessary to be pledged.

Please feel free to contact me at (304) 348-8396 should you have any questions.

Sincerely,

Larry Salyers  
Senior Vice-President  
Treasury Management

bankwithunited.com | Member FDIC

*MSH* 5/28/2019  
Matthew L. Harney  
Prosecuting Attorney



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



Name: **Jacki Shadle**

Department or Organization: **County Clerk**

Estimation of amount of time needed for appointment: **5 mins**

Date Requested – 1<sup>st</sup> Choice: **June 19, 2019**

*If a specific date is needed, please provide reason for specific date: **I would like to have this on the agenda as soon as possible to fill the vacancy.***

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

Subject (*Wording to be placed on agenda*): **Approval of employment for Assistant Deputy Clerk**

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

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: Pete Dougherty

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

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice next meeting 6/19/19

*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*): Grant Contract

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

The Sheriff's Office was awarded 13,100.00 to create temporary/short term holding cells in the Judicial Center through the Court Security Grant. As such the grant contract and associated documents need to be signed off on by the County Commission President. Funding for any match has been provided in our requested budget.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request: none

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

I move to accept the award of funding from the Court Security Grant and authorize the President to sign the documents.

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

If not attached, explain:

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

Contact information:

Email address: [pdougherty@jcsdww.com](mailto:pdougherty@jcsdww.com)

Phone Number: 304-728-3205

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

not applicable



AGENDA REQUEST FORM

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

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 10-20 minutes

DATE REQUESTED: 1<sup>ST</sup> CHOICE July 18<sup>th</sup>, 2019

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

SUBJECT: (1) QUARTERLY REVIEW TO APPROVE/CLOSE ESTATES  
(2) PROBATE IN SOLEMN FORM, ESTATE OF JAMES E. TAYLOR, DECEASED

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

- (1) Quarterly review to approve estates opened since last quarterly review, and to close estates that have met all requirements of probate.
- (2) Approve to probate in solemn form last will and testament of James E. Taylor, deceased

ARE DOCUMENTS ATTACHED: To follow

IS A PROJECTOR NEEDED?: NO

[lfields@jeffersoncountywv.org](mailto:lfields@jeffersoncountywv.org) (304) 728-3210



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



Name: Bondy Shay Gibson/Kathy Skinner  
Department or Organization: **Jefferson County Schools**  
Estimation of amount of time needed for appointment: 15-30 minutes  
Date Requested – 1<sup>st</sup> Choice: **June 6, 2019**

*If a specific date is needed, please provide reason for specific date:* **Sufficient time to meet legal requirements for special election notice and implementation**

Date Requested – 2<sup>nd</sup> Choice: June 20, 2019

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

Approval of special election to be held on October 26, 2019

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

**The Jefferson County Board of Education requests approval for a special election to be held Saturday, October 26, 2019. The purpose of the special election is to place a bond call before the voters to fund necessary educational facilities needs identified in the Comprehensive Educational Facilities Plan.**

Is this a funding request? Y/N = NO

If so, how much?

Provide exact financial impact/request: There is no financial impact to the Jefferson County Commission

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

The Jefferson County Commission grants approval to the Jefferson County Board of Education to hold a special election on Saturday, October 26, 2019.

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

If not attached, explain: The Superintendent and Board Chair will provide presentation materials at the meeting with explanation

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



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



Name: **Russell Burgess**

Department or Organization: **Department of Information Technology**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1<sup>st</sup> Choice: **June 20, 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 of Information Technology Department Job Descriptions for Level 1 through Level 3 Support/Helpdesk Technician.**
- **Approval of new full-time employee for Information Technology Support/Helpdesk Technician Level 2 within the approved budget of Information Technology Department starting July 1, 2019.**
- **Approval of new IT Intern for the summer with previously approved stipend amount starting July 1, 2019**

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

- **Motion to approve the Information Technology Job Descriptions for Level 1 through Level 3 Support/Helpdesk Technician.**
- **Motion to approve the hiring of full-time employee Andrew Rosen for the Information Technology Support/Helpdesk Technician Level 2 at an annual salary of \$40,000 per year.**
- **Approval of new IT Intern Ethan Bevan for the summer with approved stipend in the amount of \$10.00 per hour not to exceed \$200 per 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: **Russell Burgess – Director of Information Technology**

Email address: [rburgess@jeffersoncountywv.org](mailto:rburgess@jeffersoncountywv.org)

Phone Number: 304-728-5605



# **Jefferson County Commission**

## **IT Support/Helpdesk Technician Level 1**

Reports To: Director of Information Technology

### **POSITION SUMMARY**

The IT Support/Helpdesk Technician Level 1 will be the first level of contact and problem resolution for all hardware, software and application problems. This entry level position will support users throughout the Jefferson County Commission and component agencies when required.

### **ESSENTIAL FUNCTIONS**

\*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Essential Functions**

- Provide first-level contact and problem resolution for all users with hardware, software and application problems and escalates problems as appropriate.
- Prepare and configure laptops, desktops, phones, printers, and other equipment as needed.
- Assist in the purchase and inventory of electronic equipment.
- Participate in and/or manage projects as assigned.
- Maintain in-depth knowledge of help desk supported products and services.
- Provide training to all employees on hardware, applications, and systems.
- Review and update Spiceworks Help Desk Ticketing System.
- Maintain and Update OneNote Knowledge Base.

#### **Basic Qualifications**

- Strong aptitude in OS repairs, spy ware and virus removal, hardware, upgrades and troubleshooting.
- Understanding of computer, printer, network and other device setup and troubleshooting.
- Knowledge of VMware virtualized environments
- Knowledge of Storage Area Networks
- Strong communication skills.
- Ability to actively listen, ask questions, and evaluate IT related issues.
- Ability to manage multiple priorities and follow through on projects to completion.
- Show initiative and act independently to resolve problems.
- Strong organizational skills
- Be able to lift up to 50lbs

## **Minimum Qualifications**

- Associates degree or pursuit of same.
- Comptia A+ or equivalent training and certification within 1 year of hire.

## **Supervisory Responsibility**

This position has no supervisory responsibilities.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, lift or feel; and reach with hands and arms. This individual must occasionally lift and/or move up to 50 pounds, and be able to crawl under equipment such as desks, tables, and other similar office furniture.

## **Work Environment**

This job operates in a professional office environment. The role routinely uses standard office equipment such as computers, phones, copiers, printers and fax machines.

## **Position Type/Hour of Work**

This is a full-time position. Hours of work are Monday through Friday, 9:00AM-5:00PM, 40 hours per week. Occasional weekend/after-hours work.

## **Other Duties**

Please note this job description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change or be assigned at any time.

## **Changes/Updates**

This positions functions, demands and responsibilities may be amended at any time to fit ever evolving department responsibilities and tasks.

# **Jefferson County Commission**

## **IT Support/Helpdesk Technician Level 2**

Reports To: Director of Information Technology

### **POSITION SUMMARY**

The IT Support/Helpdesk Technician Level 2 will be the second level of contact and problem resolution for a hardware, software and application problems. This is an expanded technical position that will support users and perform network administration tasks throughout the Jefferson County Commission and component agencies when required.

### **ESSENTIAL FUNCTIONS**

\*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Essential Functions**

- Answer support requests that come in via phone calls, emails and the SpiceWorks ticketing system.
- Perform level 1 and 2 resolutions in support of customer networked environments. Examples include desktops, servers, client/server and web based applications, and common peripherals such as smart phones, printers, and scanners.
- Perform system administration tasks, adds/changes/moves of user and computer accounts, directory permissions adjustments.
- Accurately and promptly document issues and requests from customers at the time of ticket submission and during the course of support activities.
- Work effectively alone and with the team.
- Respond to scheduled client issues promptly.
- Perform issue and problem resolution remotely, on site, or by providing clear instructions to end users as needed.
- Collaborate with colleagues and other resources in support of complex issues.
- Manage and update various client/server applications, escalate to Level 3 technical support or/ director or vendor support as necessary.
- Coordinate warranty hardware repairs with vendors.
- Install and upgrade desktop and server related software and hardware

## **Basic Qualifications**

- At least 2 years' experience supporting and implementing networked computer systems in a business environment.
- Excellent Customer Service focus, communications skills via phone, email and in person.
- Ability to work alone and in a team environment.
- Excellent analytical and troubleshooting skills.
- Ability to deal with frustrated callers on occasion.
- Demonstrated ability to quickly learn new applications, systems and requirements.
- Understanding of call flow process, call handling, call priorities and service level agreements.
- Maintain and update documentation of issues, applications and systems as these occur.
- Knowledge of Windows based server and desktop operating systems.
- Maintain regular, timely contact with customers, ISP's and vendors in support of customers and their systems.
- Knowledge and practical experience in the use and application of computer software packages such as Microsoft Office, Tyler Technologies, Judicial Dialogue, IBM iSeries, Shortel/Mitel applications and other software and communications packages.
- Ability to understand customer needs and to initiate and implement strategies to address them as well as communicate the technical information effectively and politely to non-technical individuals
- Must be able to lift 50 lbs.
- Valid driver's license.
- One or more technical certifications such as A+, MCP, MCSE, MCSA, CCNA and the like.
- Knowledge of Firewall, Router and VMWare experience are a necessary part of this position.

## **Minimum Qualifications**

- Associates degree or pursuit of same.
- CompTIA Network/Security or equivalent training and certification.

## **Supervisory Responsibility**

This position has no supervisory responsibilities.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, lift or feel; and reach with hands and arms. This individual must occasionally lift and/or move up to 50 pounds, and be able to crawl under equipment such as desks, tables, and other similar office furniture.

**Work Environment**

This job operates in a professional office environment. The role routinely uses standard office equipment such as computers, phones, copiers, printers and fax machines.

**Position Type/Hour of Work**

This is a full-time position. Hours of work are Monday through Friday, 9:00AM-5:00PM, 40 hours per week. Occasional weekend/after-hours work.

**Other Duties**

Please note this job description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change or be assigned at any time.

**Changes/Updates**

This positions functions, demands and responsibilities may be amended at any time to fit ever evolving department responsibilities and tasks.

# **Jefferson County Commission**

## **IT Support/Helpdesk Technician Level 3**

Reports To: Director of Information Technology

### **POSITION SUMMARY**

The IT Support/Helpdesk Technician Level 3 will be the most senior level of contact and problem resolution for a hardware, software and application problems. This is an expanded technical position that will support the Jefferson County Commission networks, data centers, and users. This position will be required to perform network administration tasks throughout the Jefferson County Commission Offices and component agencies when required.

### **Essential Functions and Qualifications**

- Ability to build, configure, install Windows desktop, notebook, server and related peripherals.
- Ability to configure and troubleshoot LAN/WAN networks
- Ability to configure and troubleshoot firewalls, DNS, DHCP, Active Directory, etc
- Must be able to support Windows 7 / 8.1 / 10 & Windows Server 2008 / 2012 / 2016
- Configure and Maintain Security Appliances and Routers
- Excellent knowledge of internet security and data privacy principles
- Knowledge and practical experience in the *underlying applications* of computer software packages such Microsoft Office, Tyler Technologies, Judicial Dialogue, IBM iSeries, Shortel/Mitel applications and other software and communications packages.
- Must be able to effectively respond to Elected Officials, Department Heads and staff to turn ideas into workable information technology solutions.
- Ability to work with minimal supervision
- Ability to diagnose, solve and or determine a path to a resolution for technical issues.

### **Supervisory Responsibility**

This position is expected to assist and guide lower level technicians with support cases, assigning of ticketing priorities in the case of high workloads and is expected to effectively transfer knowledge of diagnosis and solutions to lower level technicians.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, lift or feel; and reach with hands and arms. This individual must occasionally lift and/or move up to 50 pounds, and be able to crawl under equipment such as desks, tables, and other similar office furniture.

### **Work Environment**

This job operates in a professional office environment. The role routinely uses standard office equipment such as computers, phones, copiers, printers and fax machines.

### **Position Type/Hour of Work**

This is a full-time position. Hours of work are Monday through Friday, 9:00AM-5:00PM, 40 hours per week. Occasional weekend/after-hours work as needed.

### **Other Duties**

Please note this job description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change.

### **Changes/Updates**

This positions functions, demands and responsibilities may be amended at any time to fit ever evolving department responsibilities and tasks.



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



Name: Lori Kelly, CASA-EP Board of Directors

Department or Organization: **CASA (Court Appointed Special Advocates) of the Eastern Panhandle**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **June 6, 2019**

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

Date Requested – 2<sup>nd</sup> Choice: **July 18, 2019**

Subject (*Wording to be placed on agenda*): Funding Request for CASA Volunteer Outreach Campaign

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

Is this a funding request? Y/N YES

If so, how much? **\$5,000**

Provide exact financial impact/request: Request will fund a new outreach campaign in Jefferson County to recruit volunteers to serve and improve the well-being of the most vulnerable children and families in the county. CASA volunteers make a life-changing difference for children who have experienced abuse or neglect. We believe every child experiencing this level of upheaval and trauma deserves to have a dedicated advocate speaking up for their best interest in court, at school, and in our community. To accomplish this, CASA recruits, educates, and empowers diverse community volunteers who ensure each child's needs remain a priority in an overburdened child welfare system. Children with a CASA spend less time in foster care, are less likely to re-enter foster care, and are more likely to finish high school, saving the county significant child welfare resources and improving family well-being for a critically underserved population.

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

Motion to approve the funding request of \$5,000 to fund a volunteer recruitment campaign to serve more children who have experienced abuse or neglect in Jefferson County.

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

**(Attached)**

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

Contact information: Lori Kelly

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

Phone Number: 304-671-4989

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



## **Brighter Futures, Stronger Communities**

### **The Problem**

There are approximately 5,000 victims of abuse or neglect in West Virginia, a rate of 12.8 per 1,000 children. Of these children, 45.7% were neglected, 70.4% were physically abused, and 4.1% were sexually abused. The number of child victims has increased 22% (**and growing**) in comparison to the number of victims in 2011 (CWLA, 2017 report). Within this problem exists an unfortunate crisis directly related to the opioid crisis; and that is, a significant number of infants must be removed at birth because they are born addicted to drugs. Once removed, these children continue to suffer, left to languish in the foster care system while the judicial process is conducted. For the drug addicted babies, becoming functional is going to be a challenging process for any adult involved. For the older children, instead of playing outside in their neighborhood and making happy family memories, they are attending court hearings, adjusting to new foster homes (most often siblings are separated) and transitioning into new schools.

In the Eastern Panhandle of Berkeley, Jefferson, and Morgan counties there are 656 children in active abuse and neglect cases before the court. With current resources, CASA-EP can only serve 25% of the children in need. Shockingly in the Panhandle today, there are 1,100 additional reports of abuse and neglect yet to be investigated. CASA-EP must ready itself for the future influx of these soon-to-be new cases.

In Jefferson County alone, there are 30-40 children who have experienced abuse and neglect and reside in foster, temporary care and/or group housing—and more will soon be in the system as the backlog in investigations are resolved.

**The challenge is real: Closing the gap between the 480 children (and growing) without a CASA Volunteer and the 140 who have one.**

### **The Solution**

CASA believes every child who's been abused or neglected deserves to have a dedicated advocate speaking up for their best interest in court, at school, and in our community. To accomplish this, CASA recruits, educates, and empowers diverse community volunteers who ensure each child's needs remain a priority in an overburdened child welfare system.

To advance our goal, CASA-EP will launch an outreach campaign using new tools provided by the [National CASA Association](#) to recruit new volunteers to advocate for all of Jefferson County's children and families in the child welfare system. National CASA engaged a leading national advertising agency to create this new—*Change a Child's Life*—campaign that will launch nationally on June 16. Our funding request to Jefferson County Commission will help us customize and localize this program for the Eastern Panhandle and purchase print, radio, and out-of-home media placements throughout Jefferson County encouraging residents to volunteer and help change the lives of our community's most vulnerable and underserved children.

After intensive training, our committed, vigilant, and persistent volunteers will offer hope where there has been little. Children who have experienced abuse or neglect fare better with a CASA volunteer by their side. Studies have shown:

- **THEY ARE More Likely to find a safe, permanent home.**
- **THEY ARE More Likely to succeed in school**
- **THEY ARE Half as likely to re-enter the foster care system**

### **Our Request**

CASA-EP respectfully requests \$5,000 for the **Change a Child's Life** outreach campaign. Dollars will be spent as follows:

<b>TACTIC</b>	<b>BUDGET</b>
County-targeted digital advertising	\$1,500.00
Brochure printing	\$500.00
Out-of-home/billboard	\$3,000.00
<b>TOTAL</b>	<b>\$5,000.00</b>

***Thank you very much for your consideration of this critical, community service request!***

**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: **June 19, 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-C-171. Discussion/Action.
3. Discussion of EEOC Charge #533-2017-00706. Discussion/Action.
4. Discussion of and communication with FEMA regarding potential resolution. U.S. District Court (Northern District) Civil Action #3:18-CV-122. Discussion/Action.
5. Discussion of WV Supreme Court of Appeals No. 19-0412 (appealed from Jefferson County Circuit Court Civil Action #17-C-282). Discussion/Action.
6. Discussion of Jefferson County Circuit Court Civil Action #19-P-69. Discussion/Action.
7. Discussion of and issues regarding Jefferson County's Ordinance relating to barking, howling, or yelping dogs. Discussion/Action.
8. Discussion of and issues regarding potential reimbursement of board member for successful defense of ethics complaint. 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



**Sandra McDonald**

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**From:** Gavin Perry <gavarch@gmail.com>  
**Sent:** Sunday, June 09, 2019 11:04 AM  
**Subject:** Fwd: Mineral Wool Insulation is Not Green, Sustainable or Environmentally Friendly  
**Attachments:** Mineral Wool Insulation is Not Green, Sustainable or Environmentally Friendly-GP, June 2019.pdf

The attached document refutes Rockwool's claim that their factory in Ranson WV and their mineral wool insulation products are green, sustainable and environmentally friendly.

**This claim is false. The Rockwool factory and products will harm human health and damage the environment.**

**Do not use mineral wool insulation. Use cellulose insulation which performs better, costs less and is green, sustainable and environmentally friendly.**

Please post or distribute the attachment to all parties you think might be interested in this information including building industry individuals, groups and organization.

Thank you;  
Gavin.

# Mineral Wool Insulation is Not Green, Sustainable or Environmentally Friendly

G.A. Perry, Architect LEED AP  
gavarch@gmail.com  
JUNE 2019

**T**he proposed Rockwool factory located in Ranson West Virginia will manufacturer mineral wool insulation for use in the building industry. All insulation saves energy when installed in buildings. Because insulation saves energy it does not mean that all types of insulation are inherently sustainable. The raw material used, the manufacturing process, the emissions and by-products, the use of resources, the environmental and health impacts and the disposal method and reuse of the insulation after its life all have a bearing on the sustainability of the insulation.

Based on the following information and facts the mineral wool insulation to be manufactured by Rockwool in the Ranson factory is not green, sustainable or environmentally friendly.

## THE RANSON FACTORY MANUFACTURING PROCESS

Mineral wool is made from stone melted in furnaces. Stone is not a recycled or sustainable material. It is extremely energy-intensive to produce and has high embodied energy. The manufacturing process involves on-site fuel combustion using gas and **coal in furnaces, boilers, and dryers**. The stone must be melted at very high temperatures and the furnace run 24 hours a day, every day of the year. The Rockwool factory in Ranson will use the following technology and equipment to melt the stone and manufacture the mineral wool insulation:

- **Melt Furnace.** Coal Fired Melt Furnace with Bag House for emissions control.
- **Production Line** (Spinner, Curing, Cooler). Wet Electrostatic Precipitator (WESP) for emissions control.

The factory will process up to 650 tons of raw materials and use up to 93 tons of coal daily. **The stone and coal will be transported to the site in heavy duty trucks.** Based on 120 trucks transporting material to and from the factory, the service vehicles and the 150 employee vehicles which will enter and leave the factory every day, there will be on average 540 vehicles entering and leaving the factory each day, an average of 22.5 trucks or vehicles every hour, every day of the year. **One truck or vehicle will enter or leave the factory every 2.6 minutes, or 156 seconds, 24 hours a day, every day of the year.** The above estimates are only averages; there will be more traffic during peak periods such as shift changes. There will also be school buses and parents dropping off and picking up school children and traffic from local residents on the same road at the same time.

**The manufacturing process results in by-products that are hazardous.** They are stored on site in containers or lagoons susceptible to leaks and spills and then are transported by road or rail for offsite disposal.

The installation **process requires workers to wear full body suits and face masks** to protect them from breathing the mineral wool fibers and to protect their eyes and skin from irritation.

Mineral wool is **difficult to recycle** and has few reuse applications. It **does not decompose or breakdown** when disposed of in landfills.

## THE ENVIRONMENTAL IMPACT OF THE RANSON FACTORY

### Air Quality

The 21-story smokestacks are permitted to emit 470 tons of volatile organic compounds (VOC) and 239 tons of nitrogen oxides each year. **This will make the Rockwool factory in Jefferson County the second largest VOC**

### Why Local Weather Matters

*David Michael Glenn PhD; the retired director of the USDA-ARS-Appalachian Fruit Research Station, Kearneysville, WV, with over 30 years experience in weather measurement and interpretation, provided the following weather information related to the Rockwool project:*

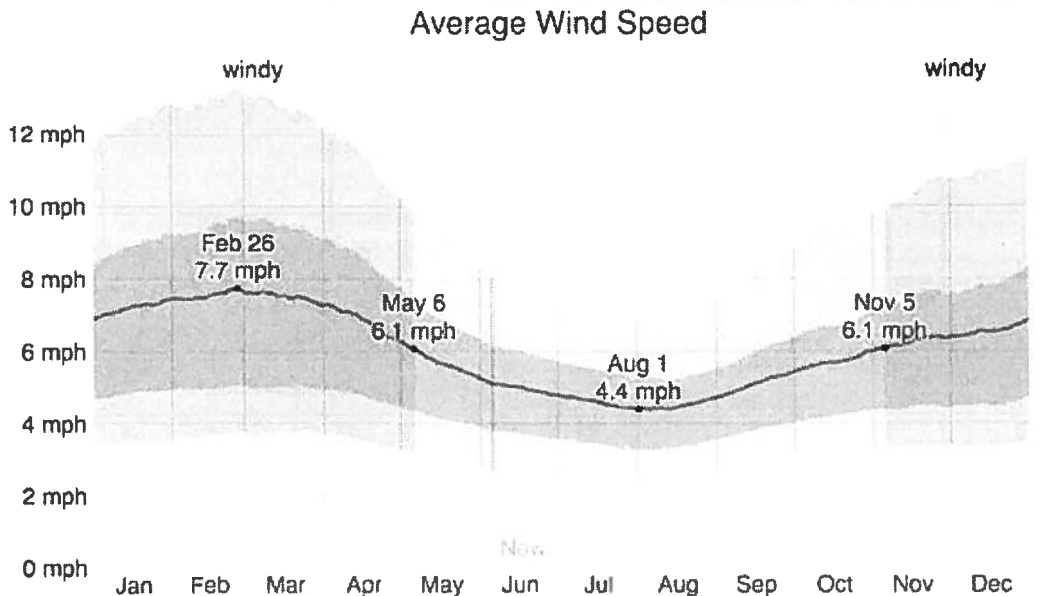
As stated in the Rockwool permit, they will be emitting 471 tons/year of volatile organic compounds (VOC's) and 239 tons/year of nitrogen dioxides (NOx's), the building blocks of ozone, in addition to 154 tons/year of particulate matter. The reason that

**polluter and the tenth Hazardous Fine Particulate Matter polluter (PM 2.5) in the state of West Virginia,** based on 2014 EPA NEI data. The dramatic increase of toxic emissions and particulate matter air pollution pose a threat to all residents, particularly the most vulnerable-the children, the elderly, and those with compromised respiratory systems.

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.

this project will construct 210 foot smoke stacks is to use wind currents to dilute and distribute the pollutants off-site.

It is my argument that wind characteristics in the Jefferson county area do not support this strategy and differ significantly from Milton, Ontario and the area near Byhalia, MS where Rockwool has existing and similar plants. The Rockwool plant's plan for mitigation of particulate and gaseous emissions with a 210 foot tall smoke stack is unacceptable to Jefferson county given the wind behavior and prevalence of calm winds for extended periods of time throughout the year.



The average of mean hourly wind speeds (dark gray line), with 25th to 75th and 10th to 90th percentile bands.

(Source: <https://weatherspark.com/y/21067/Average-Weather-in-Charles-Town-West-Virginia-United-States-Year-Round>)

In Charles Town, WV, The windier part of the year lasts for 6 months, from November through April, with average wind speeds of approximately 7 miles per hour. The calmer time of year lasts for 6 months, from May through October with average wind speed of approximately 5 mph.

**The Effects of Calm Air Events on Particulate Pollution**

From 2008 to 2017, 30% of the year had wind speeds less than 3 knots (3.45 mph) which the national Weather Service (NWS) classifies as 'calm' meaning there is no detectable wind motion by the instrumentation. The predominance of still air occurs at night but night or day, the still air provides ample time for particulates to settle to the ground in very close proximity to the site since this plant operates 24/7. Under these conditions, the nearby schools, businesses and homes will experience fallout of the particulate matter ranging from an average of 5 hours to an extreme of 15-20 hours throughout the year.

Ozone pollution is an additional concern. Ozone is a heavy gas and will settle to ground.

During the daylight hours from March to October when light and temperature conditions are adequate for ozone production (8 AM to 6 PM) due to the VOC and NOx emissions, calm air occurs an average of 1.5 hours of each day but calm periods can occur for 6-8 hours. These are conditions typical of the spring frosts, inversions, and hot sultry days that occur in Jefferson county. Calm wind conditions would allow ozone to be generated at the top of the 210 foot tall smoke stack and settle nearby potentially affecting

ozone sensitive groups, children and the elderly as well and further reducing soybean yield in nearby farms due to direct ozone damage.

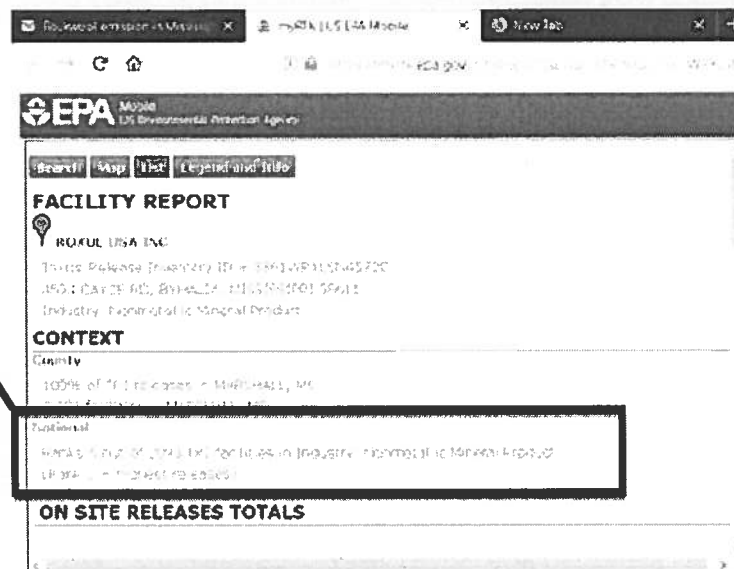
These data do not support the premise of Rockwool that a 210 foot smokestack will distribute and dilute its emissions with no effect on the populace and businesses of Jefferson County.

**Deficiencies of the AERMOD Model of Air Pollution Used by EPA and WVDEP**

If you wonder why the WVDEP did not consider these conditions, it is because the AERMOD model of EPA uses hourly data and pools data into average annual events to arrive at average annual emission levels. Details such as extended periods of calm air are masked by the pooling protocol required by the AERMOD model. The 'devil is in the details' and those details are a critical issue in the acceptance of the Rockwool plant into the community of Jefferson County. There is no 'average' person and no 'average' day, month or year. It is the unique characteristics of each day that will determine the effect of Rockwool's emissions on the businesses and population of Jefferson County. The fact that the WVDEP is unable to model to such a fine level of detail does not dismiss the fact that extended calm periods will have an effect in Jefferson County.

**It is my argument that the Rockwool plant's plan for mitigation of particulate and gaseous emissions with a 210 foot tall smoke stack is unacceptable to Jefferson County given the wind behavior and prevalence of calm winds for extended periods of time throughout the year.**

**Rockwool emissions rank 6th highest out of 2,093 in the industry**



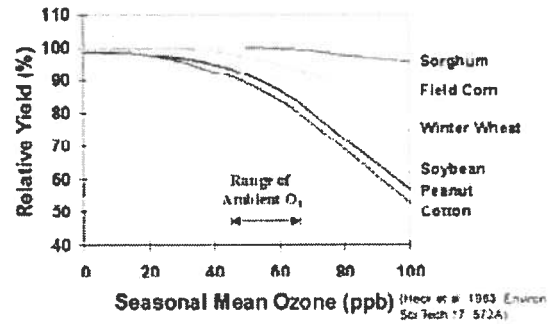
## Farming, Agriculture and Orchards

The increased pollution will impact the natural environment, including the land, agriculture and vegetation. Retired director of the USDA-ARS-Appalachian Fruit Research Station, Kearneysville, WV; David Michael Glenn PhD cites peer reviewed literature that increased ozone levels from Rockwool could reduce crop yields for soybeans by up to 50%, winter wheat by 25% and corn by 10%. Rockwool could harm livestock and cattle, particularly horses, which are 15 times more sensitive to particulate matter pollutants in the air than humans, according to a new study published in the journal of Veterinary Internal Medicine. Pollination by bees, which is critical to local orchards, will be impacted because of the environmental problems and loss of habitat resulting from the construction and operation of the factory.



Ozone damage on soybeans (<https://www.ars.usda.gov/southeast-area/raleigh-nc/plant-science-research/docs/climate-changeair-quality-laboratory/ozone-effects-on-plants/>)

## Effect of Ozone on Yield of Crops

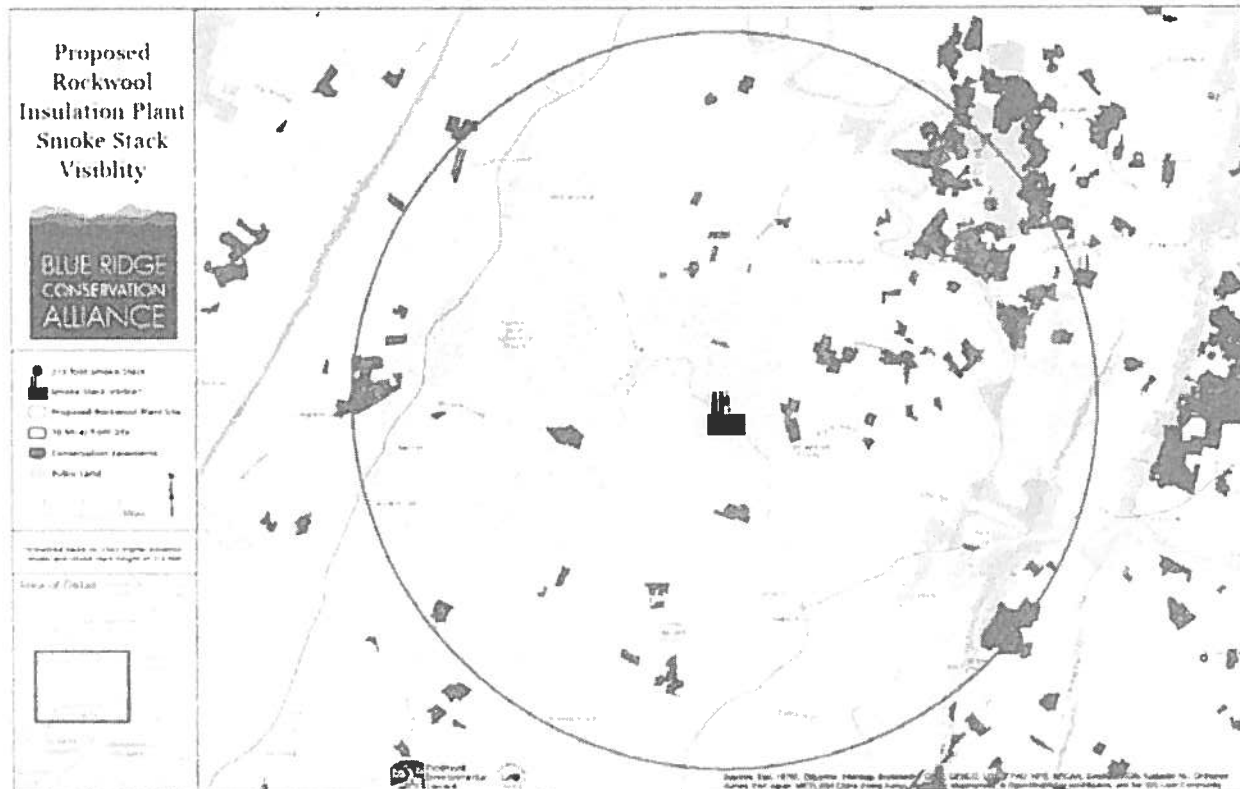


## Noise and Light Pollution

The factory will operate twenty four hours a day, every day of the year. It will create increased noise and light pollution for the residents, schools and businesses located within sight and hearing distance from the factory. The large number of heavy duty trucks, some carrying loads of coal, stone, and potentially natural gas, entering and leaving the factory twenty four hours a day, will also dramatically increase noise pollution for local residents.

## Visual Pollution

The Rockwool factory is located in close proximity to eleven structures listed or eligible for the National Register of Historic Place, according to the Jefferson County Historic Landmark Commission. The sight of the two 213 foot high smoke stacks, their lights and the emissions



coming from them will **negatively impact the views to and from local historic battlefields of Antietam and Shepherdstown, Harpers Ferry National Park, the Appalachian Trail as well as views of the first ridge of the Blue Ridge Mountains.**

The smoke stacks will be visible from every corner Jefferson County, including public lands and properties in conservation easement, many funded by the American Battlefield Protection Program

### Water Supply and River Pollution

The Rockwool factory is located in the Chesapeake Bay watershed and the Shenandoah River flows into the Potomac River which then flows into the Chesapeake Bay. **Storm water runoff, outside factory spills and overflows from the above ground lagoons from the Rockwool factory will flow into Rocky Marsh Run which flows into the Potomac River.** Communities, both locally and those down river from Rocky Marsh Run which depend on drinking water from the Potomac River could be impacted by the release of contaminants from the factory, potentially impacting the health of the river and the safety of the public water supply. Rocky Marsh Run is also in the Shepherdstown water supply watershed. The City of Shepherdstown pulls water from the Potomac River just after Rocky Marsh Run enters the river.

According to Rockwool's application for a West Virginia national pollutant discharge elimination system water

pollution control permit modification, dated November 1, 2018, non-domestic wastewater from Rockwool at the Charles Town's main wastewater treatment plant for ultimate treatment and discharge through Outlet 001, will feed into Evitt's Run, a tributary Shenandoah River of the Potomac River.

**The Corporation of Harpers Ferry at its August 31, 2018 meeting was particularly concerned about what it has identified as a PSSC – "Potential Source for Significant Contamination" to the Harpers Ferry water supply.** Elks Run and its tributary the Elk Branch, are the main sources of drinking water for residents of Harpers Ferry, Bolivar, adjacent county customers, and the National Park Service. This watershed area is of critical concern and requires detailed scrutiny due to the proximity of the Rockwool plant to the Harpers Ferry surface water intake and the intake's susceptibility to potential contaminants.

### Underground Water Supply, Wells, Springs, and Sink Holes

**Water for 80% of Jefferson County residents, businesses and farms is obtained from private wells.** The April 2, 2012 report, "County-Wide Groundwater Assessment Jefferson County, West Virginia" states that there are approximately 15,500+ wells in the county. The study also noted that there are areas of Jefferson County that are abundant with groundwater and also that demonstrate robust recharge. The report indicates that groundwater levels are affected by rainfall quantities, temperature and

Any chemical introduced into the groundwater near the Rockwool Factory will contaminate the water of the northern part of the county



Proposed Rockwool Site

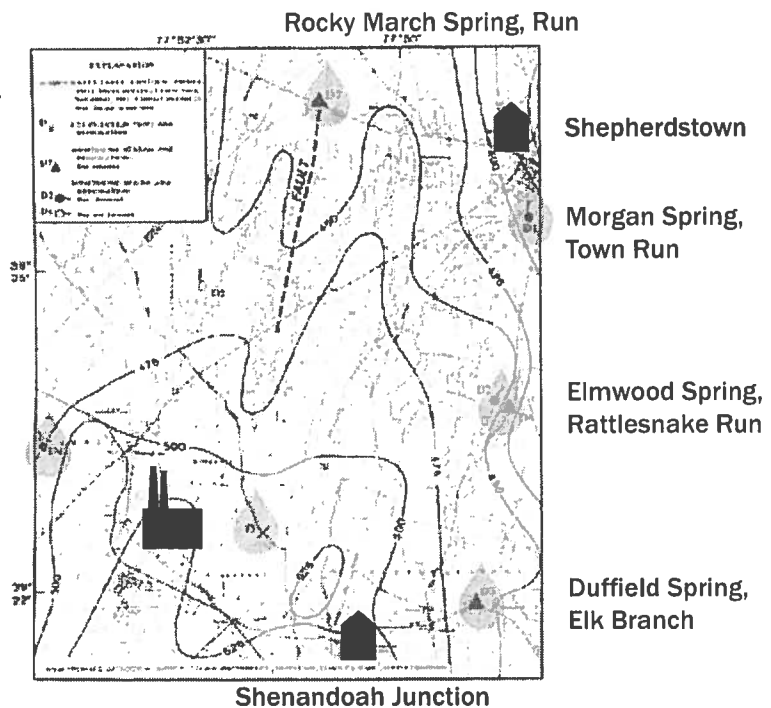


Initial dye injection point



Dye detected weeks later

After the initial injection, dye was detected 2 weeks later at Rocky Marsh. It takes 25 weeks to clear from all locations.



usage. According to Mary T. Sell of the Jefferson County Water Advisory Committee, the document is full of information about the availability of groundwater in the County to help inform decisions on how to best utilize and protect this critical natural resource in our County. The Assessment was prepared for the Jefferson County Commission.

Colin Stine, of Elmwood Farm has expressed concerns about the study's findings. He states that the models used to determine whether there is sufficient water is a generalized model which works 95% of the time. However he thinks that **it does not emphasize the importance of karst, and Jefferson County is primarily karst.** Therefore the models for water that were used are likely to be inaccurate. The most recent map of wells in the county was done in 2012 and includes less than 10% (~950) of the 15,000+ wells in the county. Ground water streams and wells need to be mapped before an accurate model can be produced. The assessment also does not report on the groundwater dye experiments done for USGS. The assessment does not do justice to our karst system. **Sinkholes in Jefferson County have direct connections to the groundwater and the groundwater flows rapidly in karst (limestone).**

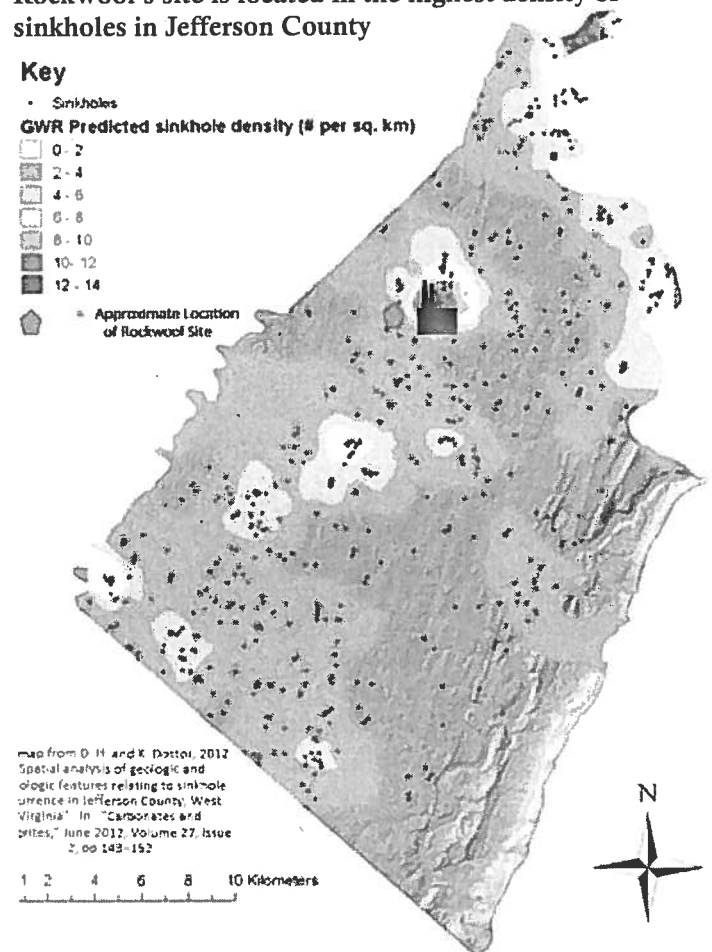
The location of the Rockwool factory, the sinkholes in Jefferson County and the local hydrology raises the possibility of pollutants entering the groundwater and contaminating wells and springs. A spill or leaking sewer line could result in health and safety issues as the contaminated material moves underground rapidly and is difficult to track and to clean up. According to maps by D.H. and K. Doctor in "Carbonates and Evaporates", June 2012, Vol 27, Issue 2, **the highest concentration of sinkholes in Jefferson County is located adjacent to the proposed Rockwool site.** The factory site is also located at the headwaters of a number of County streams.

In the 1990s, a county study injected dye into a well near Bardane in the Elk Run watershed and within less than two weeks the dye was also found in Rocky Marsh Spring, which feeds Rocky March Run, almost 8 miles away. The dye also found its way to the Morgan Spring, which feeds the Town Run, Elmwood Spring, which feeds Rattlesnake Run and the Duffield Spring- Elk Branch. The dye moved rapidly underground over a large landscape and took 25 weeks to clear from all locations. (Kozar, M. D., et al., 1990. Geohydrology, Water Availability, and Water Quality of Jefferson County, West Virginia, with Emphasis on the Carbonate Area. U.S. Geological Survey, Water-Resources Report 90-4118).

**According to Colin Stine, whose family has lived and farmed in Jefferson County since the 1940s, the water flow on his farm from the underground aquifer has significantly decreased in the past 30 years. The farm**

has five permanent springs, three seasonal springs and Rattlesnake run which flows through the center of the property. During the last ten years three of the permanent springs have gone dry in the fall, if the season is dry enough. In 1999 a portion of the Run which passes through the farm went dry for the first time. Since then a portion the Run has gone dry during the fall in most years and in the past decade has gone dry every year, except in 2018. A portion of the Run goes dry because of an estevalle in the stream in the middle of the farm. An estevalle is a form of sinkhole with a dual function. It either discharges water as a spring or allows water to sink into the aquifer, depending on the groundwater conditions. The water problems of the Run on the farm have not yet affected the downstream water flow because there is one spring that has never gone dry and the Run is fed by other water sources. Another local farmer also reported that the Run through his property went dry because a sink hole opened up on the bank of the stream and all the water flowed into the sink hole. The water flow in the Run was restored once the bank was rebuilt. Also In 1999, "Elmwood Farm Spring" which is usually eight inches deep in the spring house, was down to about two inches deep. Thus the potential further lowering of the water table would cause that spring to go dry and affect the downstream water flow in the Run.

**Rockwool's site is located in the highest density of sinkholes in Jefferson County**



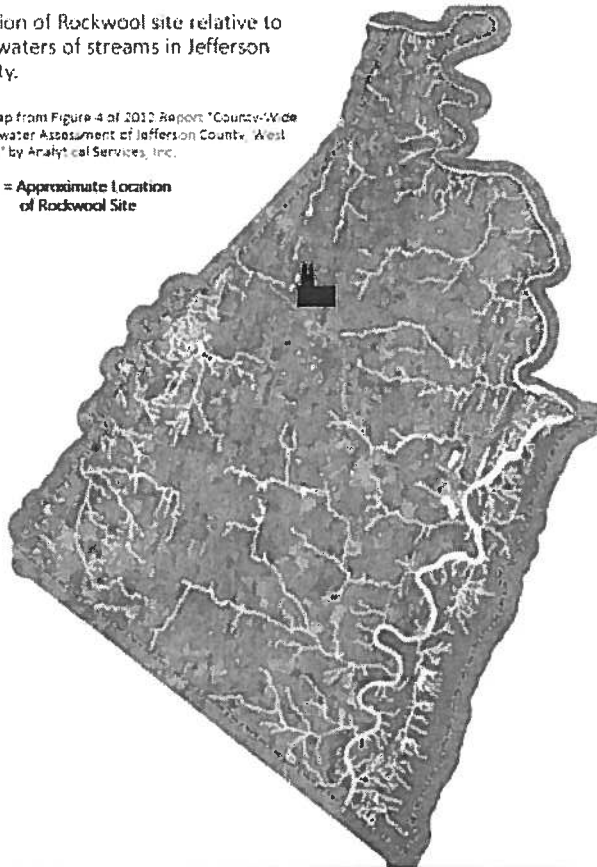
## Streams, Wetlands, and Rare Marl Marshes

Rockwool proposes to withdraw 125 thousand gallons of water per day initially and then up to 500 thousand gallons of water per day. The internal underground drainage systems in karst areas are very sensitive to extraction. **Removing this quantity of water from the aquifers can have very serious and unpredictable adverse consequences.** Lowering of water tables can affect the hydrologic equilibrium of local streams as well as wetlands, including rare marl marshes, at substantial distances from the point of extraction. The potential impact is loss of critical wetland and riparian habitat for threatened and endangered species of plants and other forms of wildlife.



Location of Rockwool site relative to headwaters of streams in Jefferson County.

Base Map from Figure 4 of 2012 Report "County-Wide Groundwater Assessment of Jefferson County, West Virginia" by Analytical Services, Inc.

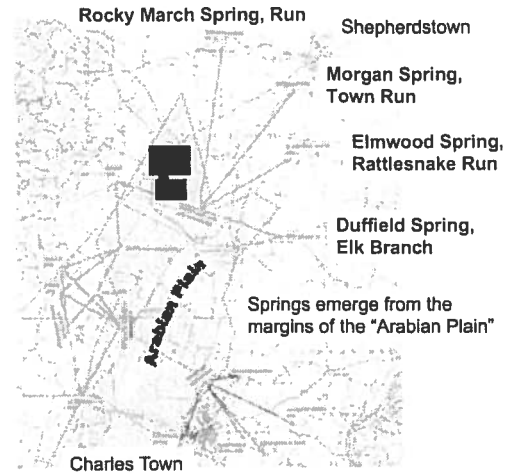
 = Approximate Location of Rockwool Site



## Water Pollution in the Arabian Plain impacts most of the county

 Proposed Rockwool Site  
 Highest density of sinkholes in the county

Small red arrows indicate rapid flow away from Arabian Plain to springs that feed our streams



## Endangered, Threatened, and Rare Species

**In Jefferson County twenty-seven rare species live in the marl marshes.** There is also one federally-listed Threatened Species: the Madison Cave Isopod, a small crustacean that lives in groundwater and has been documented in three locations, including two sites near the Rockwool factory. The WVDNR identifies several "High Quality and State Mussel Streams" including Evitts Run, Bullskin Run, Elks Run, and Long Marsh Run. The USFWS and the WVDNR also maintain lists of species of concern which includes the Baltimore Checker spot butterfly and Sedge Wren.

## Migratory Birds

Jefferson County is positioned on the Atlantic Flyway and immediately to the east of the Allegheny Front. Many migrating birds take advantage of the winds from the mountains and ridges of the Appalachian range to mitigate the challenges to their biennial long-distance flights. Migratory birds are protected under the Migratory Bird Treaty Act, which not only protects the birds themselves but also sets stipulations to protect habitats necessary for the birds' survival. According to Suzanne Offutt, Board President of the Potomac Valley Audubon



Society air emissions from the Rockwool factory, especially particulate matter, will create hazards to migrating birds using the Atlantic Flyway.

## **CELLULOUS INSULATION: A SUSTAINABLE ALTERNATIVE TO MINERAL WOOL**

Insulation is one of the most significant components of a building. In terms of volume it accounts for more than 50% of the building structure. It has the ability to significantly influence the performance of a building that goes beyond energy efficiency and heat loss.

Cellulose is a basic part of plants. Its fibers make up the pulp that is spread into sheets, pressed and dried to create paper. After the paper has been used, the plant fibers can be woven together to create a strong, durable material called cellulose insulation.

**Cellulose insulation has up to 85% recycled content and contains no formaldehyde or asbestos.** The remaining 15% is composed of natural fire retardants and anti-fungal agents such as boric acid and ammonium sulfate. Fiberglass has an average of up to 50% percent recycled content.

Cellulose insulation has a very low embodied energy and is manufactured using approximately **5 times less energy than is required for the manufacture of other insulation materials.** (1)

The cellulose manufacturing process involves fiberizing recycled paper to produce the insulation. It is a dry process driven by electric motors. The motors are powered by electricity from utility companies that supply the grid. The manufacturing process does not involve on-site fuel combustion in boilers, furnaces, or dryers or the on-site use of gas or coal. The cellulose production process also results in energy savings as it is shut down at the conclusion of a production day.

**Mineral wool is extremely energy-intensive to produce.** Stone must be melted at very high temperatures using gas and coal furnaces to turn the stone into the candy floss-like material. The furnaces run day and night, seven days a week.

**The mineral wool manufacturing process releases greenhouse gases and volatile organic compounds (VOCs) which includes six known or suspected cancer causing chemicals:** Acetaldehyde, Formaldehyde, Biphenyl, 1,3-Butadiene, Naphthalene and Benzene. Hazardous Fine Particulate Matter (PM 2.5) is also released during the manufacture of mineral wool insulation.

**Cellulose insulation outperforms other types of insulation in R-Value, acoustical and fire properties, energy use, sustainability and the protection of human health and the environment.** The advantages of cellulose insulation are:

### **The Best Thermal Insulation Values**

Cellulose insulation has an **R-Value of 3.7 per inch**; mineral wool which has an **R-Value of 3.0 to 3.3 per inch** and Fiberglass has an **R-Value of 2.2 to 2.7 per inch**, according to the US Department of Energy. **Cellulose insulation provides 17.5% more insulation than mineral wool**, based on an average R-Value of 3.15 form mineral wool

R-Value stands for "Resistance-Value," and the number after the R tells how well a material keeps heat from flowing through it. The higher the R-Value, the greater the insulation power. Studies show cellulose insulation can save up to 22% in energy costs compared to other types of insulation. (2), (3).

Cellulose insulation is a densely packed insulation and is installed pneumatically resulting in no settling, voids or thermal bridges. It completely fills the gaps and voids around irregular objects such as wiring, plumbing and framing materials. Mineral wool or fiberglass insulation does not fill all the gaps or voids.

### **Water Usage and Disposal**

The cellulose insulation manufacturing process **does not use large quantities of water** and the waste fluids are not discharged into waste water or storm drains systems.

### **Optimum Sound Insulation**

Cellulose insulation provides up to **7 dB more sound insulation than conventional fiberglass** in partition walls. (4)

### **Maximum Resistance to Fire**

**Cellulose insulation has a Class 1 fire rating** and is up to 57% better at resisting fire than other types of insulation. Cellulose insulation is **treated to make it flame retardant**. Other forms of insulation do not contain active fire-resistant materials. In addition, its density is two to three times greater than fiberglass, and **qualifies as a fire-blocking material**. In a large-scale fire test it lasted 68 minutes – 60% longer than fiberglass batt insulation (5).

## Moisture Control

High-density cellulose helps prevent airborne moisture movement, improving building durability and longevity. Cellulose disperses moisture and helps to protect the surrounding building components.

It has the ability to store and release moisture without loss of its insulating properties.

## Does Not Promote Mold, Mildew or Fungal Growth

Cellulose insulation installed properly and maintained will be good for decades of excellent performance. It will not promote mold growth and meets the ASTM C-739, the industry standard for fungal resistance.

## Versatile Insulation and Availability

Cellulose insulation can be used in a variety of ways, e.g. the insulation of sloping roofs, top floor ceilings and walls or as insulation for buffer tanks, installation shafts, and vaulted ceilings and as visible spray-on acoustic insulation.

**Cellulose insulation is extremely safe to handle and install.** It contains no formaldehyde, glass fibers, asbestos, Chlorofluorocarbons (CFCs), Hydro fluorocarbons (HFC), or Hydro chlorofluorocarbons (HCFCs). There are no health risks such as cancer related warnings associated with its installation. It does not irritate skin or itch as does mineral wool and fiberglass insulation

Cellulose insulation can be purchased through a variety of retail channels - through big box retailers like Lowes and Home Depot, and also through companies like 84 Lumber, as well as through buy group co-ops and distributors like Do It Best, Cameron Ashley Building Products and True Value, among others.

## Sustainability

All types of insulation saves energy in operation but that does not mean they are all sustainable. The impact of insulation manufacture processes, use of resources and environment and health, to name a few, all have a bearing on sustainability. **Cellulose insulation has the capacity to be the most sustainable raw materials used in construction.** It absorbs carbon dioxide during growth and locks it up in the insulation material during service. It contains waste fibers or lower value fibers that would otherwise go to waste. As building standards require greater levels of thermal insulation, the environmental impact of the materials we use, in particular insulation, cannot be underestimated.

## Recyclable and Compostable

Cellulose insulation is a wood fiber product which naturally breaks down after its useful life and leaves non-toxic biodegradable materials, unlike mineral wool or fiberglass. The typical life span for cellulose insulation is 20 to 30 years.

### Sources and References

*The Alliance for Sustainable Building Products (ASBP), London, UK*

*US Green Fiber LLC, Charlotte NC, USA*

*Thermo Cell Industries, Ontario, Canada*

*Ms. Signe Sand, Architect, Denmark*

*Information Newspaper, Denmark*

*1 - Comparison is based on an R-30 value at one square foot coverage area. The comparison includes the production and energy used in the insulation manufacturing process and is based on Sustainability Impact Index prepared by Principal Partners.*

*2 - Based on a University of Colorado study (1990) comparing cellulose and fiberglass batt insulation in identical structures during the winter season.*

*3- According to Brookhaven National Laboratory Study comparing fiberglass batt to blow-in cellulose insulation and an Oak Ridge National Laboratory Study (1991), comparing fiberglass loose fill insulation to blow-in cellulose insulation.*

*4 - Based on STC ratings on complete assemblies using staggered drywall construction with Wall Spray Cellulose Insulation. Architectural Testing, Inc., Report No. A2954.01-113-11*

*5 - As demonstrated by The Large Scale Outdoor Fire Test Program comparing the fire performance of three structures: (1) an uninsulated structure; (2) a structure insulated with fiberglass batt (wall cavities) and blown-in, loose fill insulation (attic floor); and (3) a structure insulated with cellulose insulation using spray applied cellulose insulation (wall cavities) and blown-in, loose-fill cellulose insulation (attic floor) - Prepared by Steven Winter Associates Inc*

**FACT SHEET**

# The Disadvantages of Mineral Wool Insulation

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The following information is from *INSULATION RECOMMENDATIONS - A Quick Guide to Cost, Health, and Environmental Considerations*, by BuildingGreen, Inc. The content for this report is excerpted from "Insulation Choices: What You Need to Know about Performance, Cost, Health and Environmental Considerations," which is available through BuildingGreen.com. The full report contains detailed guidance on pros and cons of each insulation type, as well as essential background on using insulation in buildings.

**Do Not Use Mineral Wool! It has...**

1. **Higher Embodied Energy** from Manufacturing than Cellulose or Fiberglass Insulation;
2. **Higher Toxic Emissions from Manufacturing** than Cellulose or Fiberglass Insulation;
3. **Higher Toxic Emissions during Application** than Cellulose or Fiberglass Insulation;
4. **Lower R-Value** than Cellulose or Fiberglass Insulation and
5. **Higher Costs** than Cellulose Insulation or Fiberglass Insulation.

Insulation	Type	R-Value	Installed Cost Per		Environmental Notes
			Foot for R-19 <i>Low End</i>	Foot for R-19 <i>High End</i>	
<b>Cellulose</b>	Spray	3.8 - 3.9	\$0.73	\$1.59	High recycled content. Low embodied Energy. Low toxic emissions during application. Low Toxic emissions during manufacture.
	Loose fill	3.6 - 3.7	\$0.64	\$0.80	
<b>Fiberglass</b>	Batt	3.3	\$0.88	\$1.88	Low recycled content. High embodied Energy. Formaldehyde binders. Toxic emissions during manufacture.
	Blown-in	3.8	\$0.66	\$0.83	
	Spray	3.7 - 4.2	\$0.60	\$0.79	
<b>Mineral Wool</b>		3.3	\$1.20	\$1.44	Low recycled content. High embodied Energy. Toxic emissions during application. High toxic emissions during manufacture.

**R-Value** ranges reflect the variability of products, and for some spray-applied products, a range of installed densities.

**Installed Cost** estimates are provided by Vermeulens Cost Estimating and Davis Langdon, and are intended to be relevant throughout the U.S. Specific project conditions may affect costs, such as scale, scope, new vs. retrofit, or