

AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2019
THURSDAY, JULY 18, 2019
6:00 P.M.

REVISED 7/15/2019

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- June 19, 2019

APPROVAL OF REQUISITIONS

- July 18, 2019

APPROVAL OF ACCOUNTS PAYABLE

- June 27, 2019
- July 3, 2019
- July 11, 2019
- July 18, 2019

APPROVAL OF MANUAL CHECKS

- June 28, 2019
- July 3, 2019
- July 12, 2019
- July 19, 2019

APPROVAL OF PAYROLL

- June 27, 2019
- July 11, 2019

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

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

PRESENTATIONS

1. 6:30 p.m. Angie Banks, Assessor
- Exonerations - Discussion/Action
2. 6:45 p.m. Jacki Shadle, County Clerk
- Approval of Employment - Assistant Clerk - 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. Roger Goodwin, Chief County Engineer
- UFP Ranson, LLC - Universal Forest Products Ranson Plant Addition (File #S05-14) - Discussion/Action
- Howard Shockey & Sons, Inc. - TeMa USA Manufacturing Facility Burr Business Park (File #S18-01) - Discussion/Action
5. 7:30 p.m. Bill Polk, Maintenance Department
- Maintenance Quarterly Report - Discussion/Action
- Request for Reclassification - Discussion/Action
6. 7:45 p.m. **BREAK**
7. 8:00 p.m. Allen Keyser, Jefferson County Emergency Services Agency
- Budget Revision to JCESA FY20 Budget - Discussion/Action
8. 8:15 p.m. Interviews and Appointments:
- Jefferson County Emergency Services Agency - One 3-year term for Citizen Representative ending June 20, 2020; one 2-year term ending for Fire Representative; and one 2-year term for EMS Representative - Discussion/Action
- Summit Point Library Committee - One 5-year term ending June 30, 2024 - Discussion/Action
- Bolivar-Harpers Ferry Public Library Board - One 5-year term ending June 30, 2024
- Jefferson County Parks and Recreation Commission - One unexpired term ending June 30, 2021 and Four 3-year terms ending June 30, 2022 - Discussion/Action

9. 8:45 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 WV Supreme Court of Appeals #19-0412 (appealed from 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 potential reimbursement of former PSD Board member William Strider and/or Strider LLC for successful defense of ethics complaint - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #19-AA-1 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #17-C-94 - Discussion/Action
10. Peter Dougherty, Sheriff
- Approval of JAG Grant Application - Discussion/Action
 - Court Security Grant Form Updates - Discussion/Action
 - Animal Control Position - Discussion/Action
 - Deputy Position - Discussion/Action

NEW BUSINESS

11. Request from Harpers Ferry-Bolivar Town Foundation to use the large parking lot behind the Courthouse for a John Brown bus tour on October 19, 2019 from 10am to 3pm - Discussion/Action
12. Ratify letter of support for the BUILD grant application being submitted by Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) - Discussion/Action
13. Review Ambulance Fee billing of customer for 2014-2019 - Discussion/Action
14. Appoint Jefferson County Broadband Planning Team - Discussion/Action
15. Discuss replacing JCDA Board member - Discussion/Action (PN)

COUNTY ADMINISTRATOR REPORTS

- Discuss changing current practice to ensure compliance with Rule 8(d) if the Administrative Rules for the Magistrate Courts of West Virginia - Discussion/Action

COUNTY COMMISSION REPORTS

15. ADJOURN

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Jefferson County Historic Landmarks Commission Quarterly Report

CORRESPONDENCE/INFORMATION

Disbursement of Wireless E-911 Subscriber Fees.

Correspondence received from Timothy Swanson regarding Shannondale one way out.

Impact Fee Status Report for June 2019.

Various transfer of funds from Office of Impact Fees General Account.

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

Wednesday, June 19, 2019

A meeting of the Jefferson County Commission was held on Wednesday, June 19, 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 Wednesday, June 19, 2019 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Compton to approve the June 6, 2019 Regular Meeting Minutes as with noted correction. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Ms. Tabb to approve the Requisition for June 19, 2019 in the amount of \$41,773.58 to include requisition no. 19016. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	CHECK AMOUNT
81828	P/R DED	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 4,850.07
81829	P/R DED	AMERIFLEX	\$ 114.00
81830	P/R DED	APRIL BLAKER	\$ 2,107.05
81831	425	BERKELEY GLASS INC	\$ 193.00
81832	401	BEST BEST & KRIEGER LLP	\$ 1,011.50

81833	P/R DED	BUREAU OF CHILD SUPPORT		\$	169.39
81834	425	CAPITAL ELECTRIC		\$	432.06
81835	424	CENTRAL ELEVATOR INSPECTION SERVICES LLC		\$	160.00
81835	425	CENTRAL ELEVATOR INSPECTION SERVICES LLC		\$	640.00
81836	402	CLERK OF JEFFERSON COUNTY COMMISSION		\$	64.80
81837	P/R DED	EFTPS IRS TAXES		\$	92,983.59
81838	P/R DED	EMPOWER RETIREMENT		\$	2,190.00
81839	700	FEDEX		\$	63.78
81840		FIFTH THIRD BANK		\$	105,344.10
81841	717	GUTTMAN OIL CO		\$	4,101.75
81842	P/R DED	HELEN M MORRIS TRUSTEE		\$	543.86
81843	405	JACKIE SMITH, COURT REPORTER		\$	77.00
81844	P/R DED	JASON MICKEY		\$	429.31
81845	P/R DED	JEFFERSON SECURITY BANK		\$	4,705.00
81846	403	LAURA STORM		\$	17.14
81847	405	MATTHEW HARVEY		\$	160.08
81848	P/R DED	NATIONWIDE RETIREMENT SOLUTIONS		\$	849.00
81849	403	PROGRESSIVE PRINTING AND GRAPHICS		\$	38.00
81850	425	RC AIR AND MOLD SOLUTIONS		\$	150.00
81851	425	RC AIR AND MOLD SOLUTIONS		\$	295.00
81852	405	RELX INC.		\$	1,100.00
81853	P/R DED	RETIREE HEALTH BENEFIT TRUST		\$	8,922.00
81854	P/R DED	RHONDA WILLINGHAM		\$	1,968.03
81855	717	RICE TIRES CO		\$	127.18
81856	404	SOFTWARE SYSTEMS INC		\$	878.00
81857	401	SOFTWARE SYSTEMS INC		\$	22,616.28
81858	P/R DED	THE HARTFORD		\$	2,362.20
81859	405	TRACY P HERRON-RICE		\$	916.30
81860	404	W.B. MASON CO. INC		\$	599.96
81861	P/R DED	WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$	16,018.97
81862	P/R DED	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$	43,232.27
81863	704	WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$	94,570.00
81864	402	XEROX CORPORATION		\$	1,035.15
81865	GEN-004	SHERIFF OF JEFFERS CO GENERAL SCHOOL - 004		\$	34,409.00
TOTAL				\$	450,444.82

Motion by Ms. Noland to approve the Accounts Payable for June 13, 2019 in the amount of \$450,444.82. Motion seconded and unanimously approved.

CHECK NUMBER	DEPT	VENDOR NAME	CHECK AMOUNT
81866	712	AT&T	\$ 180.28
81867	424	BOLAND TRANE SERVICES INC	\$ 270.00
81867	425	BOLAND TRANE SERVICES INC	\$ 6,018.00
81868	425	CAPITAL ELECTRIC	\$ 89.09
81869	700	CHARLES VANGILDER	\$ 26.92
81870	700	CITY OF CHARLES TOWN	\$ 505.07
81871	700	CORPORATION OF SHEPHERDSTOWN	\$ 827.77
81872	700	DARYLL WIMER	\$ 10.67
81873	712	EASTERN PANHANDLE INVESTIGATIONS	\$ 1,000.00
81874	717	GUTTMAN OIL CO	\$ 3,948.77
81875	712	HEATHER KETCHENS	\$ 85.00
81876	424	J.C. EHRLICH	\$ 34.00
81876	425	J.C. EHRLICH	\$ 668.00
81877	700	JEANNA HOLLER	\$ 28.96
81878	716	JIM ROBINSON FORD LINCOLN INC.	\$ 25,998.00
81879	712	LANGUAGE LINE SERVICES	\$ 165.64
81880	700	MATTHEW LISTON	\$ 22.28
81881	405	NEIL ZAHRADNIK	\$ 127.00
81882	401	NEOPOST USA INC.	\$ 527.30
81883	428	PREMIER CONSTRUCTION GROUP LLC	\$ 3,920.00
81884	425	R.E. MICHEL CO. LLC	\$ 823.47
81885	700	RANSON POLICE DEPT	\$ 2,785.87
81886	425	RC AIR AND MOLD SOLUTIONS	\$ 395.00
81887	700	RONALD DANTZIC	\$ 20.04
81888	ALLOC	SHERIFF OF JEFFERSON COUNTY	\$ 100,755.00
81889	404	SOFTWARE SYSTEMS INC	\$ 2,353.92
81890	406	SOFTWARE SYSTEMS INC	\$ 79.00
81890	402	SOFTWARE SYSTEMS INC	\$ 332.00
81890	404	SOFTWARE SYSTEMS INC	\$ 878.00
81890	428	SOFTWARE SYSTEMS INC	\$ 217.00
81891	700	TYLER PAYTON	\$ 10.55
81892	716	VA DEPT OF AGRICULTURE & CONSUMER SERVICES	\$ 521.20

81893	440	VITAL SIGNS		\$ 595.00
81894	424	WV DIVISION OF LABOR		\$ 90.00
81894	425	WV DIVISION OF LABOR		\$ 360.00
81895	700	WV SHERIFFS ASSOCIATION		\$ 2,200.00
81896	408	WV STATE TAX DEPARTMENT		\$ 12,172.72
81897	401	XEROX CORPORATION		\$ 186.32
81897	402	XEROX CORPORATION		\$ 106.53
81897	403	XEROX CORPORATION		\$ 227.22
81897	404	XEROX CORPORATION		\$ 71.10
81897	405	XEROX CORPORATION		\$ 410.00
81897	406	XEROX CORPORATION		\$ 71.10
81897	425	XEROX CORPORATION		\$ 106.53
81897	440	XEROX CORPORATION		\$ 126.42
81897	440	XEROX CORPORATION		\$ 203.87
81897	700	XEROX CORPORATION		\$ 337.22
81897	712	XEROX CORPORATION		\$ 367.62
81897	716	XEROX CORPORATION		\$ 120.57
81898	GRANT	JEFFERSON DAY REPORT CENTER		\$ 10,913.50
TOTAL				\$ 182,289.52

Motion by Ms. Tabb to approve the Accounts Payable for June 19, 2019 in the amount of \$182,289.52. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECK		14-Jun-19	
CHECK #	FUND	VENDOR	CHECK AMOUNT
563	HD/O8	ATTENTI	\$ 2,979.20
564	HD/O8	CDA	\$ 372.00
655	HD/O8	PREMIER INTEGRUTY	\$ 560.00
656	HD/O8	TOTAL ID SOLT.	\$ 525.00
733	AV/56	FIFTH THIRD BANK	\$ 3,895.00
314	O57	JEFFERSON CO FARMLD	\$ 78,762.39
218	VF/O63	SECRETARY OF STATES OFFICE	\$ 344.31
1188	IP/249	SHERIFF JEFFERSON CO -SCHOOL	\$ 196,975.35
1189	IP/249	SHERIFF JEFFERSON CO - LAW	\$ 3,865.71

1190	IP/249	SHERIFF JEFFERSON CO - PARKS	\$	15,118.95
1191	IP/249	SHERIFF JEFFERSON CO - EMS	\$	1,653.71
TOTAL				
			\$	305,051.62

Motion by Ms. Noland to approve the Manual Checks for June 14, 2019 in the amount of \$305,051.62. Motion seconded and unanimously approved.

21-Jun-19		MANUAL CHECKS		
Check#	Fund	VENDOR		Amount
486	CS/2	EASTRIDGE HEALTH SYSTEM	\$	300.00

Motion by Mr. Compton to approve the Manual Checks for June 21, 2019 in the amount of \$300.00. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Compton to approve the Payroll for June 13, 2019 in the amount of \$260,517.12. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was provided by the following list of individuals. Please review the video archives of this meeting to review the comments received: Peter Onoszko, Priscilla Browning, Terri Storer, Mark Everhart, Dan Casto, Ray Bruning, Tom Adsot, Terry Courtwright, Regina Smith, Diane Blust, Matt McKinney, Jack Hefestay, Ramon Wesling, Mark Wesling, Roger Forshee, and David Tabb.

PRESENTATIONS

1. Jacqueline Shadle, County Clerk and Gail Magaha, Chief Deputy Clerk
 - a. Approval of Depository Bonds for Fiscal Year 2019-2020
 - **Motion by Ms. Tabb to approve the Depository Bonds for 2019-2020 as presented for BB&T, the Bank of Charles Town, Jefferson Security Bank, and United Bank. Motion seconded and unanimously approved.**

b. Approval of Employment for Assistant Deputy Clerk

- **Motion by Ms. Noland to approve the employment of Heather Day as Deputy Clerk in the County Clerk's Office at a salary of \$33,000 during the 90 day probationary period with an increase to \$35,000 contingent upon the advice of the financial director. Motion seconded and unanimously approved.**

2. Pete Dougherty, Sheriff – Approval of Court Security Grant Contract

- **Motion by Mr. Compton to accept the award of funding from the Court Security Grant and authorize the President to sign the documents. Motion seconded and unanimously approved.**

3. Kathy Skinner, Jefferson County Board of Education – requested assistance from the Jefferson County Clerk's Office of Elections and Voter Registration to hold a special election in October 2019.

- **Motion by Ms. Noland to enter into Executive Session to receive legal advice. Motion seconded and passes on a vote of 4-1 with Mr. Lorenzetti opposing.**
- **Motion by Ms. Noland to deny the request for assistance by the Jefferson County Board of Education to hold a special election on Saturday, October 26, 2019 for the purpose of placing a bond call before the voters to fund necessary educational facilities. Motion seconded and passes on a vote of 4-1 with Commissioner Lorenzetti opposing.**

4. **Russell Burgess, Director, IT Department**

- a. Approval of Information Technology Department Job Descriptions for Level 1 through Level 3 Support/Helpdesk Technician
 - **Motion by Ms. Noland to approve the Information Technology Job Descriptions for Level 1 through Level 3 Support/Helpdesk Technician. Motion seconded and unanimously approved.**
- b. 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.

7. The Commission adjourned at 9:23 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

REQUISITIONS TO BE APPROVED

July 18, 2019

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
Engineering, P&Z, GIS	19023	\$ 55,950.00	Potesta & Assoc., Inc.	Sinkhole Mitigation/Lagoon Decomm.
Sheriff's Office	19024	\$ 35,190.40	TNVC Inc.	Night Vision Binoculars
TOTAL		\$ 91,140.40		

TNVC INC.

1050 Nevada St.
 Suite 405
 Redlands, Ca. 92374

Invoice

Date	Invoice #
6/12/2019	352358-G

Bill To
Jefferson County Sheriff's Office 102 Industrial Blvd., Suite 100 Kearneysville, WV 25430

Ship To
Jefferson County Sheriff's Office Attn: Vincent Tiong 102 Industrial Blvd., Suite 100 Kearneysville, WV 25430

P.O. No.	Terms	Due Date	Ship Via	FOB
NVG Grant	Net 30	7/12/2019		

Quantity	Item	Description	Rate	Amount
4	TNVC-TNSENTIN...	TNVC TNV/Sentinel Gen3 Binocular Night Vision Device - L3 Infinity, Black	7,345.00	29,380.00
10	WLCX-L4SHRD3LB...	Wilcox L4 Lightweight Modular Three Hole Shroud w/ Lanyard - Black	116.44	1,164.40
10	WLCX-L4G24B	Wilcox L4 G24 Mount w/ Low Profile Breakaway Base - Black	455.00	4,550.00
1	TNVC-TSSM-3-GL	TNVC T-Shirt - Men's WASP Logo (Vintage Black, Gray Print) (L)	0.01	0.01
	FedEx	FedEx Ground	95.99	95.99
All gear shipped except TNVC-TSSM-3-GL FedEx Package 1 Tracking #: 507892510031678 Shipped on 06/12/19 TNVC-TSSM-3-GL shipped USPS 06/19/19				

Phone #	E-mail	Web Site	Sales Tax (0.0%)	\$0.00
(909) 796-7000	sales@tnvc.com	http://www.tnvc.com	Total	\$35,190.40
			Payments/Credits	\$0.00
			Balance Due	\$35,190.40

7/9/19

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 396,466.19	\$ 30.60	\$ 396,496.79
	\$ -		
6.2% Tax Payable OASDI	\$ 23,589.36	\$ 1.74	\$ 23,591.10
1.45% Tax Payable HI	\$ 5,516.94	\$ 0.41	\$ 5,517.35
Fed Withholding	\$ 37,644.04	\$ 1.82	\$ 37,645.86
WV State Withholding	\$ 17,070.04	\$ 1.25	\$ 17,071.29
PERS Retirement Deduct 4.5%	\$ 9,953.22	\$ 1.38	\$ 9,954.60
PERS Retirement Deduct 6%	\$ 4,087.17		\$ 4,087.17
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%	\$ 6,532.93		\$ 6,532.93
457 - Nationwide	\$ 849.00		\$ 849.00
457I - Empower	\$ 1,720.00		\$ 1,720.00
457R - Roth	\$ 470.00		\$ 470.00
MD State Tax	\$ 625.31		\$ 625.31
D/VF	\$ 1,619.35		\$ 1,619.35
VA. State Tax	\$ 109.77		\$ 109.77
COLONIAL(PLUS)	\$ 81.60		\$ 81.60
Total Deductions	\$ 133,483.55	\$ 6.60	\$ 133,490.15
Net Wages Total	\$ 262,982.64	\$ 24.00	\$ 263,006.64
Payroll Date	27-Jun-2019		

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 405,142.24	\$ -	\$ 405,142.24
	\$ -		
6.2% Tax Payable OASDI	\$ 24,104.10	\$ -	\$ 24,104.10
1.45% Tax Payable HI	\$ 5,637.24	\$ -	\$ 5,637.24
Fed Withholding	\$ 37,718.22	\$ -	\$ 37,718.22
WV State Withholding	\$ 17,451.94	\$ -	\$ 17,451.94
PERS Retirement Deduct 4.5%	\$ 10,070.40	\$ -	\$ 10,070.40
PERS Retirement Deduct 6%	\$ 4,254.80		\$ 4,254.80
Hosp. Pre-Tax	\$ 14,359.50		\$ 14,359.50
Cancer/ICU Pre-Taxed	\$ 299.85		\$ 299.85
Cancer/ICU Not Pre-Taxed	\$ 1,295.22		\$ 1,295.22
Optional Life Not Pre-Taxed	\$ 1,918.08		\$ 1,918.08
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%	\$ 7,045.03		\$ 7,045.03
457 - Nationwide	\$ 849.00		\$ 849.00
457I - Empower	\$ 1,870.00		\$ 1,870.00
457R - Roth	\$ 620.00		\$ 620.00
MD State Tax	\$ 621.63		\$ 621.63
D/VF	\$ 1,707.31		\$ 1,707.31
VA. State Tax	\$ 148.67		\$ 148.67
COLONIAL(PLUS)	\$ 81.60		\$ 81.60
Total Deductions	\$ 135,970.84	\$ -	\$ 135,970.84
Net Wages Total	\$ 269,171.40	\$ -	\$ 269,171.40
Payroll Date	11-Jul-2019		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

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

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

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

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

Exonerations – Discussion/Action

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

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

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

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

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

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jacki Shadle**

Department or Organization: **County Clerk**

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

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

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Employment Approval for Assistant 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

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

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

DATE REQUESTED: 1ST CHOICE July 18th, 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 (304) 728-3210

AGENDA REQUEST FORM
www.jeffersoncountyvva.org



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

Estimation of amount of time needed for appointment: 5 minutes
Date Requested – 1st Choice: July 19, 2019
If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)
Date Requested – 2nd Choice: [Click here to enter text](#)

Subject (*Wording to be placed on agenda*): Two Complete Bond Release requests
1. UFP Ranson, LLC – Universal Forest Products Ranson Plant Addition (File #S05-14)
2. Howard Shockey & Sons, Inc. – TeMa USA Manufacturing Facility Burr Business Park (File #S18-01)

Please provide the County Commission with a description of your request or presentation, including any background information:
1. Complete release of Performance Bond #929-639-671 with Western Surety Company, Chicago, IL construction bond security for UFP Ranson, LLC – Universal Forest Products Ranson Plant Addition (File #S05-14)
2. Complete release of Performance Bond No. 106707803 with Travelers Casualty and Surety Company of America construction bond security for Howard Shockey & Sons, Inc. – TeMa USA Manufacturing Facility Burr Business Park (File #S18-01)

Is this a funding request? Y/NO
If so, how much? \$[Click here to enter text](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
1. I authorize a complete release of Performance Bond #929-639-671 with Western Surety Company in the amount of \$242,023.00 construction bond amount for UFP Ranson, LLC – Universal Forest Products Ranson Plant Addition (File #S05-14).
2. I authorize a complete release of Performance Bond No. 106707803 with Travelers Casualty and Surety Company of America in the amount of \$453,032.00 construction bond amount for Howard Shockey & Sons, Inc. – TeMa USA Manufacturing Facility Burr Business Park (File #S18-01)

Attach supporting documents for request, or request may be denied:
Construction Bond Release Letter
Bond Release Request Report
Site Map
Is equipment needed? Projector Y/NO Internet/Wi Fi Y/NO Telephone for conference call Y/NO
Contact information:
Email address: engineering@jeffersoncountyvva.org Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Patricia A. Noland

VICE PRESIDENT
Jane M. Tabb

COMMISSIONER
Caleb Wayne Hudson

COMMISSIONER
Josh Compton

COMMISSIONER
Ralph Lorenzetti

July 18, 2019

Mr. Scott Bravata
Western Surety Company
333 S. Wabash Avenue
Chicago, IL 60604

RE: Performance Bond #929-639-671, dated July 11, 2017 Construction Bond Surety for UFP Ranson, LLC – Universal Forest Products Ranson Plant Addition (PC File #S05-14).

Dear Mr. Bravata:

The Jefferson County Commission authorizes a complete release of the remaining \$242,023.00 construction bond amount for UFP Ranson, LLC – Universal Forest Products Ranson Plant Addition (PC File #S05-14). This project is located at 249 16th Avenue. The site is in compliance with the approval and bonding of the current Site Plan File #S18-04.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Performance Bond, originally issued in the amount of \$242,023.00. Please contact the Engineering Office at (304)-728-3257 if you have any questions.

Sincerely,

Patricia Noland, President
Jefferson County Commission

PN:rfb

cc: Mr. David L. Williams, Jr., CIC, CRM
UFP Ranson, LLC
249 16th Avenue
Ranson, WV 25438
Department of Engineering

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received 06 / 26 / 2019 J.C.P.C. File No. 505 - 14

Consultant/Engineer/Firm Name PENNONI ASSOC, INC.

Mailing Address: 208 CHURCH ST SE

City: LEESBURG State: VA Zip: 20175

Contact Person: IAN MORRIS Phone: 703-777-3616

Project/Subdivision Name: UNIVERSAL FOREST PRODUCTS

Section/Phase: RED-LINE REVISION Lots: _____

Review Comments:

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

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

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

_____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: WITH THE APPROVAL OF SITE PLAN S18-04,
THE SITE IS NO LONGER IN VIOLATION, & THIS BOND IS
NO LONGER REQUIRED

Approved for:
BOND RELEASE
 By: [Signature] 07/01/2019
County Engineer Date

Original Bond Amt. \$ 210,455 + 15% Cont. \$ 31,568 = Total Original Bond Amt \$ 242,023

Total Current Bond Amount \$ 242,023.00

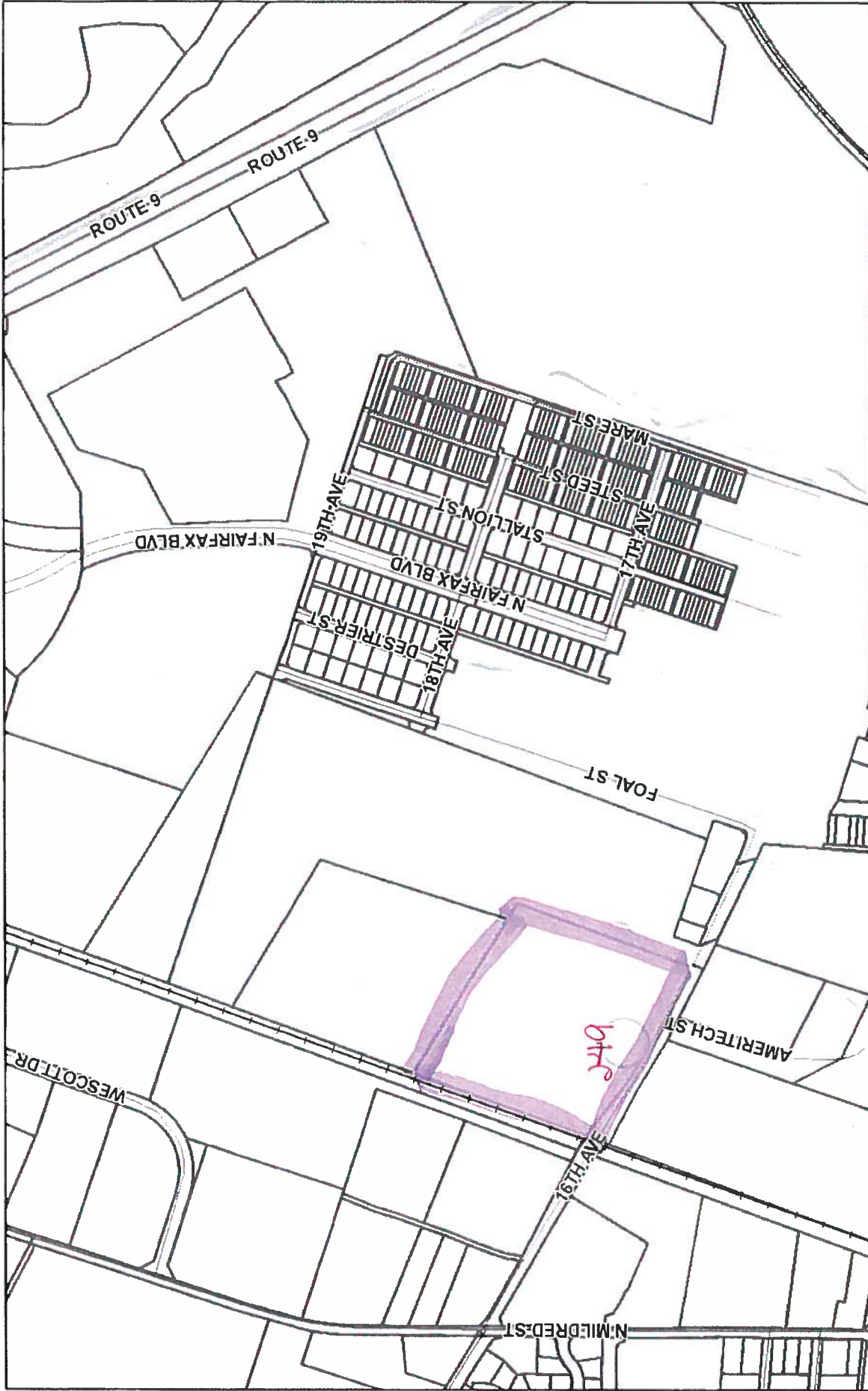
Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

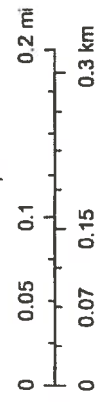
Reviewed By: Joseph W. Keut Title: L.D.I.

Signature: [Signature] Date: 07 / 01 / 2019

Viewer Map



1:9,028



July 9, 2019



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

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COMMISSIONER
Caleb Wayne Hutson

COMMISSIONER
Josh Compton

COMMISSIONER
Ralph Lorenzetti

July 18, 2019

Mr. Chad Warren Johnson, Attorney-in-Fact
Travelers Casualty and Surety Company of America
9954 Mayland Drive, Suite 6100
Richmond, VA 23233

RE: Performance Bond No. 106707803 dated March 9, 2018, Construction Bond Surety for Howard Shockey & Sons, Inc. – TeMa USA Manufacturing Facility Burr Business Park (File #S18-01).

Dear Mr. Johnson:

The Jefferson County Commission authorizes a complete release of \$453,032.00 from the construction bond amount for Howard Shockey & Sons, Inc. – TeMa USA Manufacturing Facility Burr Business Park (File #S18-01). This project is located at 395 Steeley Way within the Burr Business Park. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Performance Bond No. 10707803 originally issued in the amount of \$453,032.00. Please contact the Jefferson County Department of Engineering, Planning & Zoning – Office of Engineering at (304) 728-3257 if you have any questions.

Sincerely,

Patricia Noland, President
Jefferson County Commission

PN:rfb

cc: Jeff Mohn, Project Manager
Howard Shockey & Sons, Inc.
1057 Martinsburg Pike
Winchester, VA 22603
Department of Engineering, Planning & Zoning
Office of Engineering

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 06 / 07 / 2019 J.C.P.C. File No S18 - 01

Consultant/Engineer/Firm Name: SMOCKEY

Mailing Address: 1057 MARTINSBURG PIKE

City: WINCHESTER State: VA Zip: 22603

Contact Person: JEFF MOHN Phone: 540+532-9476

Project/Subdivision Name: TEMA SITE PLAN

Section/Phase: _____ Lots _____

Review Comments:

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

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

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

_____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: ALL WORK APPEARS TO BE COMPLETE,
AND IN COMPLIANCE WITH THE APPROVED SITE PLAN

Approved for:
BOND RELEASE
 By [Signature] 07/02/2019
County Engineer Date

Original Bond Amt. \$ 393,941 + 15% Cont. \$ 59,091 = Total Original Bond Amt. \$ 453,032

Total Current Bond Amount \$ 453,032.00

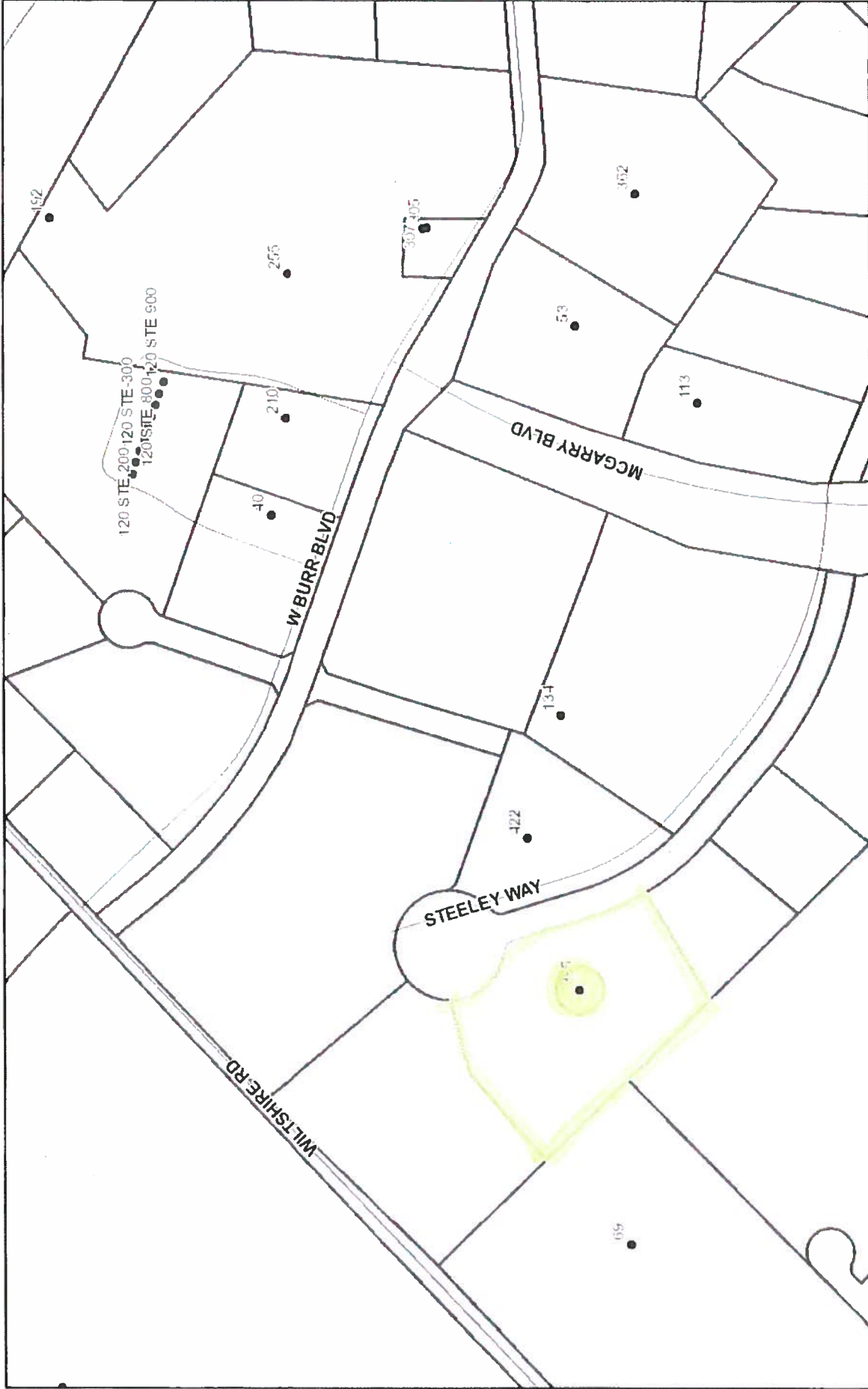
Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: JOSEPH W. KENT Title: L.D.I.

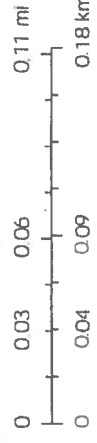
Signature: [Signature] Date: 07 / 02 / 2019

Viewer Map



July 9, 2019

1:4,514



Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS,

Me
Copyright 2017

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Bill Polk

Department or Organization: **Maintenance Department**

Estimation of amount of time needed for appointment: 15-30 minutes

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

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

Date Requested – 2nd Choice:

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

- Maintenance Quarterly Report
- Request for Reclassifications – Discussion/Action

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

- Quarterly Report Attached

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? NO

Contact information:

Email address: bpolk@jeffersoncountywv.org

Phone Number: 304-728-3355

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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

Jefferson County Maintenance Department
Quarterly Report
April 2019 – June 2019

Completed Work Orders:

The Maintenance Department completed the following work orders for April 1, 2019 – June 30, 2019. Work orders are completed on every task performed by maintenance employees.

Work orders completed for calls for service.....	321
Work orders completed for preventive tasks.....	925
Work orders completed for preventive auto maintenance... .	132
Work orders completed for auto mechanic equipment.....	24
Work Orders completed for walk-ins for auto mechanic.....	46
Total work orders completed for April 1st – June 30st, 2019.....	1448

On-Call Personnel Call Outs and Overtime:

On-call maintenance staff was called out during off-hours a total of 11 times for this quarter resulting in 22 hours of overtime. Maintenance staff worked a total of 80.5 hours of overtime in this quarter. There was increased overtime this quarter due to winter weather.

Phone Calls:

Office staff received 1,539 incoming phone calls for this quarter.

Copy Paper & Office Supplies:

Maintenance staff delivered 80 cases of copy paper and various office supplies during this quarter.

Summary of Various Tasks and/or Special Projects:

- Visitor's Center: The work is progressing on this project.
- Hunter House Windows: This project is still ongoing.
- Courthouse Paint/Brick Project: The contractor began work on this project this quarter.
- Remediation of the mold in an office in the Mason Building has been completed.
- Air purifiers were installed in the former location of the Tax Office. Cleaning was completed prior to the install.
- The Building Committee met twice this quarter to discuss the County's downtown campus.
- Laura Kuhn has been working with Russell Burgess and our phone system vendor for the conversion to the Mitel Telephone Platform. The phone conversion should be complete within the next few months.
- We have been working with the State Highway Department on the tower site on the Blue Ridge.
- We have not had to call the small, local A/C vendor. The units are being repaired and replaced at a 1/3 of the cost.
- The Assessors bathroom was remodeled.
- Street signs were replaced and/or repaired.
- Annual elevator inspections were performed and passed.
- Lead removal was performed at the shooting range.
- A couple buildings around town have been visited and looked at.
- We are working with the City of Charles Town on parking issues.
- The gasoline usage for this quarter was 16,602.79 gallons at a cost of \$42,342.10.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Allen Keyser

Department or Organization: **Jefferson County Emergency Services Agency**

Estimation of amount of time needed for appointment: 15 mins

Date Requested – 1st Choice: **7/18/19**

*If a specific date is needed, please provide reason for specific date: **Necessary to proceed with staffing plan.***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Budget revision to JCESA FY20 budget

Please provide the County Commission with a description of your request or presentation, including any background information:
The agency requests the Commission's approval to increase full-time headcount beyond what was originally estimated in the budget request, using funds already allocated in the FY20 JCESA budget. No additional funding is required to execute.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request: \$0

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
Approve the JCESA request to increase full-time employee headcount to 34

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

If not attached, explain: Financial reports can be provided/discussed as needed.

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

Contact information:

Email address: akeyser@jcesa.org

Phone Number: 304-728-3287 x5201

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

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

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews and Appointments:**

- ✦ **Jefferson County Emergency Services – one three year term for Citizen Representative ending June 30, 2022; one two year term for Fire Representative; and one two year term for EMS Representative – Discussion/Action**
- ✦ **Summit Point Library Committee – one five year term ending June 30, 2024**
- ✦ **Bolivar-Harpers Ferry Public Library Board – one five year term ending June 30, 2024**
- ✦ **Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2021 and four three year terms ending June 30, 2022.**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

Jefferson County Emergency Services Agency Board - one three-year term for Citizen Representative, ending June 30, 2022.

Per the Ordinance to Dissolve and Reconstitute the Jefferson County Emergency Services Agency: Section 3 - Joint Emergency Services Board

(f) No citizen member of the Board may provide fire service or emergency ambulance service in Jefferson County. Nor may any member of the Board have any immediate family member who provides fire service or emergency ambulance service in Jefferson County.

(g) No member of the Board, nor their immediate family member, shall have any interest in any firm, partnership, corporation or association engaged in the business of providing ambulance or fire service, nor in the manufacture, sale or lease of ambulance or fire equipment or facilities. For purposes of this ordinance, immediate family member shall mean a spouse or other person with whom a member is living as husband and wife and any child or children, grandchild or grandchildren and parent or parents.

(h) Employees of the Agency are not eligible to serve as members of the Board.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 p.m. on Friday, May 25, 2018. Applications received after the deadline will not be considered.

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

June 17, 2019

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

RE: Jefferson County Emergency Services Agency Board

Dear Commissioners,

I am writing to express my interest in being reappointed to serve on the Jefferson County Emergency Services Agency (JCESA) Board as a Citizen Representative for a term of three years, with the term expiring on June 30, 2022.

I currently serve in the capacity of Citizen Representative on the JCESA Board and was appointed in June of 2018, taking my oath to serve on June 4, 2018. While serving on the Board this past year, I have taken on the subcommittees serving as Chair of the Audit Committee and Chair of the Policies and Operations Committee.

As a citizen and native of Jefferson County, I have thoroughly enjoyed servicing my community and county. The Board has accomplished many great things over the past year, and there is more to be done. I would be humbled and honored to continue to serve and toward moving Jefferson County Emergency Services forward.

The attached resume supports my extensive experience in human resources, operations, and project management. I am requesting my credentials, and my current term served be presented and considered for my reappointment.

Sincerely,



Tricia E. Worden

TRICIA WORDEN, PHR, SHRM-CP

(703) 674-9761
triciaeworden@gmail.com

189 Cool Glen Circle
Harpers Ferry, WV 25425

PROFESSIONAL SUMMARY

A high-impact Human Resource (HR) consultant with a strong ability to identify challenges and implement solutions that mitigate risks and promotes growth for businesses. A certified HR professional with experience and expertise in Human Capital, Operations, and Project Management within IT, non-profits, and managed services industries. An HR leader who serves as a change-agent in the business environment by promoting positive employment practices that put the 'human' back in human resources, while protecting the company.

EXPERIENCE

Blue Ridge Community and Technical College

Adjunct Professor (Online) - HR

January 2019 – May 2019

Instruct, guide, and manage students learning outcomes through assignments, discussion board engagement, and application as related to a level II Human Resource Management course. The course provides a more in-depth knowledge and application of Human Resource Management with topics that include small and large HR considerations, the legal environment, staffing, recruiting, performance, conflict resolution, and benefits. The student should be able to think through critically, and problem solve employment issues and challenges with varying degrees of complexity, using various HR competencies.

- Develop a 16-week curriculum and lesson plan encompassing level II HR considerations.
- Communicate and engage with students online through Blackboard, Outlook, and BRIDGE.
- Critique and grade discussion boards, essays, and assignments.

Next Generation HR Solutions – HR Consulting

Owner, HR Consultant

September 2016 - present

Provide HR services that improve operational efficiency, allowing owners to focus on business development and revenue generating tasks. Work closely with small business owners to develop policies, procedures, and guidelines that enable them to better manage their employees, while reducing exposure for their business. Coach owners on managing the simplest to the most complex employment issues.

- Recruiting & Hiring – develop hiring strategies that focus on acquiring talent that complements an organization through full life-cycle recruiting and on-boarding initiatives.
- Benefits Management & Administration – explore and implement benefits programs that makes sense for an organization's budget and that helps retain top talent.
- Handbooks & SOPs – develop handbooks or standard operating procedures manual that provide clear guidance as to how the organization conducts business, both internally and externally while remaining compliant with labor laws.
- HR Management – assist organization's with developing programs that address complaints, conflict resolution, rewards & recognition, and disciplinary action.

ScienceLogic, Inc. – Network Monitoring Software

Director, Human Resources

May 2010 – August 2016

Successfully built a Human Resources department for a start-up where one did not previously exist. Effectively grew the organization's headcount with a five-year historical human capital growth of 403%. Led the HR due diligence for three of four rounds of VC funding from investors, including NEA, Intel, and Goldman Sachs.

- Management – managed a team of three including Office Administrator, HR Coordinator, and HR Specialist using agile methods of Project Management to deliver effective and efficient HR services.
- On-boarding – designed and implemented a detailed orientation and onboarding program. Successfully designed and implemented an ambassador and mentor program that complemented the on-boarding program.
- Benefits Administration – implemented and managed a costs savings benefits plan.
- Talent Acquisition – implemented a plan for recruiting top talent using various social media resources. Saved the company approximately \$132K in the first year of recruiting by moving recruiting initiatives in-house.
- Conflict resolution – effectively managed conflict resolution, conducted and documented investigations, mitigated risks, served as advisor and mentor to employees, management, and C-level executives.

TRICIA WORDEN, PHR, SHRM-CP

- Compliance – managed immigration initiatives around H1b Visas, F1, B1, travel visas and green cards as well as conducting annual fraud risk, code of conduct training, EEOC, handled FMLA claims, and ACA reporting. Led a major initiative of drafting, updating, and implementing the corporate handbook
- Culture – developed and implemented many internal initiatives around building a collaborative, fun, yet productive corporate culture. Implemented a Corporate Social Responsibilities program allowing employees and the company to give back to the community.
- Performance Management – implemented a rewards and recognition program that included performance evaluations, coached managers on completing and delivering evaluations. Also coached management on documenting disciplinary actions up to and including termination when necessary. Evaluated compensation and benefits through market analysis.
- File Management – implemented of a HR filing system using HR best practices to meet compliance guidelines.

MicroStrategy – Business Intelligence Software

Sales Program/Operations Administrator

October 2006 – May 2010

Responsible for managing day-to-day sales operations of a worldwide sales team which included teams in the U.S., Canada, Latin America, Europe, Asia Pacific and the Middle East & Africa.

- Performance Management - managed quarterly business reviews (QBRs) to measure performance against KPIs.
- Incentive Program - planned and managed annual quota club as well as quarterly and annual sales rewards & recognition programs.
- Training & Development - managed and evaluated sales training.
- Budget - responsible for P&L for worldwide sales team.

Serco, N.A. – Managed Services Provider

Operations/Project Manager

June 2004 – October 2006

Responsible for assisting in managing the integration of acquired government contractor (RCI) with managed services provider. Managed day-to-day operations of the transportation business unit including business development initiatives directly supporting the start-up of the new business unit at the completion of the integration process.

- Recruiting - recruited personnel to fulfill commitments outline in the proposals and/or contracts.
- Policies & Procedure Development – developed policies and procedures to assist in implementing the values and mission of parent company to the acquired company.
- Proposal Development – developed and managed a competitive analysis database to support proposal initiatives, applied project management principles to proposal development,
- Merger & Acquisition - managed integration of field/contract offices of RCI with Serco's business initiatives.
- Operational Management - created and produced key reports and recommendations supporting business issues for the executive team.

EDUCATION, CERTIFICATIONS, AND CONTINUING EDUCATION

Bachelor of Science in Business Administration Liberty University, Lynchburg, VA

PHR – HR Certification Institute

SHRM-CP – Society of Human Resource Management

BOARDS, COMMITTEES, AND AFFILIATIONS

Board of Directors, Jefferson County Emergency Services Agency (JCESA)

Chair, Audit Committee, JCESA

Chair, Policies & Operations Committee

Board of Governors, Eastern Panhandle Business Association

Jefferson County Chamber of Commerce

Leadership Jefferson XIII – Class of 2019

Martinsburg – Berkeley County Chamber of Commerce

Leadership Berkeley Class of 2018 Alumni

Jefferson County
Fire and Rescue Association
PO Box F
Shepherdstown, WV 25443
Email; middlewayvfc@aol.com

Jefferson County Commission

At the June 2019 JCFRA regular meeting we voted and approved to request that Bob Faas and Craig Simpson who both where appointed to unexpired terms be re-appointed to the JCESA Board. They both have now gotten their feet under them and have a good understanding of the operations of the JCESA and its relationship with the JCFRA and Jefferson County Fire Companies.

Sincerely,

A handwritten signature in black ink, appearing to read 'M Mood', with a large, sweeping flourish at the end.

Michael Mood

Chairman

JCFRA

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

Summit Point Library Committee: one five-year term ending June 30, 2024.

Bolivar-Harpers Ferry Public Library Board: one five-year term ending June 30, 2024.

Jefferson County Parks and Recreation Commission: one unexpired term ending June 30, 2021 and four three-year terms ending June 30, 2022.

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

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

June 28, 2019

Received

JUL 02 2019

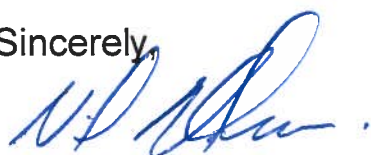
Jefferson County Commission

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

Dear Jefferson County Commission,

I would like to renew my membership as a Board of Director of the South Jefferson Public Library.

Sincerely,



Nick DiGennaro

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

Summit Point Library Committee: one five-year term ending June 30, 2024.

Bolivar-Harpers Ferry Public Library Board: one five-year term ending June 30, 2024.

Jefferson County Parks and Recreation Commission: one unexpired term ending June 30, 2021 and four three-year terms ending June 30, 2022.

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

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

Jessica Carroll

From: Jodi Welty-Robinson <jweltyrobinson@yahoo.com>
Sent: Monday, July 1, 2019 9:48 PM
To: Jessica Carroll
Subject: BHFPL Letter of Intent.

Jodi M. Welty-Robinson
12 Welty Hill
Harpers Ferry, WV 25425
(304) 283-4634
jweltyrobinson@yahoo.com

July 1, 2019

Jefferson County Commission,

I would like this letter to serve as my intent to remain as an active member of the Bolivar-Harpers Ferry Public Library (BHFPL) Board of Trustees. During my tenure as a board member I have served in the capacity as the board's Treasurer working alongside the other four members. Due to my full time employment at Harpers Ferry Middle School, I can conveniently sign library checks and other library documents during my lunch hour or after school. As a board member I have only missed one meeting due to illness. I submitted to the other board members the first ever library travel and mileage policy for it's employees. I also provided the board several edits and updates to the existing policies and procedures manual that was submitted to the WV Library Commission which had not been done in several years. The board revised the library's technology code to bring it up to state standards, additionally the board rewrote the longevity pay policy so it conformed with state regulations. I volunteered at the National Book Festival in Washington DC, at the WV Library Commission's booth in 2018 and plan on doing so again in 2019. We successfully hired a new Library Director who has a Library of Science Bachelor degree. Lastly, the library is in the process of making several maintenance updates and I would like to maintain my tenure to see these projects to completion.

Sincerely,

Jodi M. Welty-Robinson.

Susan D Cardella

952 Persimmon Lane/ Shepherdstown, WV 25443

loverofcats50@gmail.com

301-639-8098

July 15, 2019

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

Dear Jefferson County Commission:

I am hereby submitting this letter of interest to serve as a member of the Bolivar/Harpers Ferry Library Board, or of the Summit Point Library Board. I have attached a statement of my qualifications.

As you will see from my resume, I worked for Frederick County Public Libraries for eighteen years, in both children's and adult services. In addition, I was an adjunct instructor at Frederick Community College for fourteen years. I am a life-long lover of libraries, an avid reader, and have an extremely strong belief in the power of reading at every age. I spent several years taking my oldest granddaughter to Babies with Books, and encouraging her to become a reader. In addition, it is my personal pride that my only child, my son Dan, is also an avid reader, and, like myself, has a book filled home.

I look forward to answering any questions the Commission members may have at the upcoming meeting of the Jefferson County Commission.

Sincerely,

Susan Cardella

S U S A N

C A R D E L L A

952 Persimmon Lane/ Shepherdstown WV 25443

loverofcats50@gmail.com

301-639-8098

QUALIFICATIONS

- Eleven years experience as both a public librarian for Frederick County Public Libraries, and as an adjunct instructor at FCC.
- A "knock your socks off" reputation for **customer service**.
- Expertise in the use of a relational database.
- **Strong communication skills, both written and verbal.**

EDUCATION

- **Hood College, Frederick, Maryland.**
Bachelor of Arts, Secondary Education and Art History, 1999.
Summa cum laude.
- **Frederick Community College, Frederick, Maryland.**
Associate of Arts, General Studies, 1989. *Graduated with high honors.*

EMPLOYMENT

Frederick County Public Libraries,

October 2000 – June 2018 (retired)

Library Associate II

- **Responsive customer service for a diverse population is the core of this position.** Utilizing insight and analysis in order to provide appropriate information and materials to people of all ages.
- **Maintaining knowledge of library policies and procedures.**
- **Maintaining knowledge of available materials and databases, and quickly retrieving information from them.**
- **Accurately maintaining customer and program statistics for branch, and providing them to library administration.**
- **Training new and substitute staff.**
- **Daily use of Sirsi, a relational database (database of library customers and materials).**

continued

Cardella, page 2

Frederick Community College, Fall 2000–present.

Adjunct Instructor - Art History and Humanities.

- Demonstrating the relevance and cultural significance of art history and the humanities.
- Communicating clearly to students.
- Developing appropriate course lectures, handouts, and assignments.
- Choosing and organizing visuals for lectures and PowerPoint.
- Promoting a spirit of fun and confidence in students.
- Possessing personal dedication and support to students.
- Scheduling and participating in museum field trips.

INTERESTS

Gardening, horticulture, textiles, art history, history, local architecture, sustainable agriculture.

URLs

Sample of writing:

http://www.fredericknewspost.com/sections/sports/display_comments.htm?StoryID=57203

Feature article on page 4 and 5:

<http://www.fcpl.org/information/programs/2008/bookmark/fall08.pdf>

BILL GILLETTE

47 Jasmine Pl., Harpers Ferry, WV 25425 | 301-538-6468 | wkgille@gmail.com

July 15th, 2019

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

Dear Jefferson County Commission:

Please consider this my letter of interest in serving as a member of the Bolivar/Harpers Ferry Library Board. I have attached a statement of my qualifications.

Through my career-long involvement with libraries and education as a scientist, I have developed a passion for outreach and advocacy when it comes to the critical role libraries play in our society. From developing a love of books and reading, to providing information resources at a neighborhood level, libraries represent a unique opportunity to nurture our children, support our citizens, and provide easy access to a wealth of information to the broad public.

I look forward to answering any questions the Commission members may have at the upcoming meeting of the Jefferson County Commission.

Sincerely,

Bill Gillette

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

Summit Point Library Committee: one five-year term ending June 30, 2024.

Bolivar-Harpers Ferry Public Library Board: one five-year term ending June 30, 2024.

Jefferson County Parks and Recreation Commission: one unexpired term ending June 30, 2021 and four three-year terms ending June 30, 2022.

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

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

Sandra McDonald

From: Gene Taylor <donetay@gmail.com>
Sent: Monday, July 15, 2019 2:11 PM
To: Sandra McDonald
Subject: Staying on Park and Rec Commission

I am very interested in staying on the Park and Rec Board. I will not be able to attend the meeting on Thursday. I will be getting an operation at Johnhopkins Hospital the same day.

Clifford E Taylor

JEFFERSON COUNTY COMMISSIONERS

JULY 10, 2019

DEAR COMMISSIONERS,

As one of the current members on the board for Parks and Recreation it provides me an opportunity to assist in shaping parks and recreation activities for the entire community. To see the specific goals that have been identified for the upcoming years including developing a niche market strategy, revamping, updating policies and procedures provides a sense will being knowing that the decisions that are made on the board not only provides guidance for the community but assist in minimizing the trials and tribulation for those who are currently working for the Jefferson County Parks and Recreation Division.

Thank you for taking the time to read this letter and to reconsider me to be a part of the board for Parks and Recreation's in Jefferson County for another term. I am available to discuss any questions you may have. You can reach me by phone at 240-354-4495 or via email: Lanae10640@gmail.com

Johnson, Lanae Y Ms USAG
106 Victoria Lane,
Charles Town, WV 25414

[Pick the Date]

Heather Morgan McIntyre

165 Butler Street, Charles Town, WV 25414

Cell: 304-676-5363

E-mail: hmorgan1224@comcast.net; heather@jeffersoncountywvchamber.org

June 12, 2019

Jefferson County Commission

PO Box 250

Charles Town, WV 25414

Dear County Commissioners,

I am writing this letter of interest to you to ask to be appointed for another term to the Jefferson County Parks and Recreation Commission. I have served on this board for several years and I have enjoyed being part of the commission. I try to volunteer my time as much as my schedule allows. Over the years I feel that Parks and Recreation has worked hard to bring more activities to the children and adults of Jefferson County.

Thank you for your consideration of my appointment to the Jefferson County Parks and Recreation Commission.

Sincerely,



Heather M. McIntyre

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Heather Morgan McIntyre

Mobile Phone
Home Telephone Number: 304-676-5363

Work Address: 201 E. Washington St., Charles Town, WV 25414

Work Phone Number: 304-725-2055

Mobile Phone Number: Same as above

E-mail Address: hmorgan1224@comcast.net

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: Executive Director

Education: High School Jefferson High School

College n/a

Trade/Business School n/a

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

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

Address:

165 Butler Street
Charles Town, WV 25414

Magisterial District: _____

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

Involvement in the County
volunteering time
work well with others

Organization Memberships and Positions Held : Secretary of J.C. Parkox Recreation

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

Date:	Offense:
	<u>N/A</u>

Statement: _____

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

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

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

Signature: [Signature] Date: 6/12/19

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

June 27, 2019

Jefferson County Commission
PO Box 250
Charles Town, WV 25414

Dear Commissioners:

I am writing to submit my name as a candidate for the Parks and Recreation Commission. I had previously had to resign my position on the board due to my wife's health. Sadly, she passed away earlier this year; so, I am requesting to be appointed again to an open seat.

I have served previously on the Commission and have been instrumental in supporting parks and recreation for countless years in Jefferson County. I now have the time and desire to once again help make the Parks system in Jefferson County one of the best in the state.

I appreciate your consideration.

James Pierson
49 Serenity Lane
Ranson, WV 25438



CATHERINE JOZWIK

47 Jasmine Pl, Harpers Ferry, WV 25425

July 15, 2019

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

Dear Jefferson County Commissioners,

Please consider this my letter of interest in serving as a member of the Jefferson County Parks and Recreation Commission. I have attached a statement of my qualifications.

As residents of Jefferson County for over 17 years, my family has participated in many programs offered by the Jefferson County Parks and Recreation Department and enjoyed even more of the spaces maintained by the County on a regular basis. Like many Jefferson County residents, the natural beauty of this County first attracted us to the area, but it is the community, fostered, in part, by the excellent Parks and Recreation programs and green spaces, that keeps us here. As the current President of the newly formed Eastern Panhandle Green Coalition, I have a strong interest in protecting and expanding the green spaces and associated activities that make Jefferson County the perfect place to visit and raise a family.

Please contact me by email (jozwikC@gmail.com) if you have any questions. Otherwise, I look forward to answering any questions you may have at the upcoming meeting of the Jefferson County Commission on July 18th.

Sincerely,

Catherine Jozwik



CATHERINE JOZWIK

47 Jasmine Pl, Harpers Ferry, WV 25425

SUMMARY

As a long-time resident of Jefferson County, I am dedicated to preserving the unique qualities of Jefferson County that contribute to our enviable quality of life. The Jefferson County Parks and Recreation Department contributes greatly to the vibrancy of our County, both through the maintenance of parks and facilities for a wide variety outdoor and indoor experiences as well as the community programs sponsored by the JCPRC. My family relies on the resources provided by the JCPRC on a regular basis, whether it is a romp in the dog park, swimming lessons at Jefferson Memorial Pool, soccer games and trips around the fitness path at Hite Park, or an epic Nerf battle at the Sam Michaels Community Center. I also have extensive connections throughout the County as I have been an active volunteer with several community organizations. Most recently, as President of the Eastern Panhandle Green Coalition, I have worked extensively with organizations and individuals concerned over the preservation of the stunning outdoor resources of Jefferson County. Additionally, through my career as a molecular biologist (B.S. University of Wyoming; Ph.D. North Carolina State) studying pulmonary disorders, I am well-aware of the impact of exercise and outdoor spaces on human health. Through both my career and my volunteer activities, I have extensive experience managing diverse, large teams working on complex problems including staff management, conflict resolution and dispute resolution.

CURRENT COMMUNITY ACTIVITIES

President, Eastern Panhandle Green Coalition

Government Events Committee Chairperson, Concerned Citizens Against Rockwool

Docent Corps Member, St Peter's Catholic Church, Harpers Ferry

Religious Education Instructor, St James Catholic Church, Charles Town

Secretary, Cub Scouts Pack 83/Boy Scouts Troop 83, Harpers Ferry

Secretary, Meadowbrook Farm, Home Improvement Association

June 26, 2019

To: Jefferson County Commission

From: David M. Dinges

RE: Jefferson County Parks and Recreation Commission

Commissioners,

My name is David M. Dinges and I would like to notify the Commission of my interest in the new Jefferson County parks and Recreation Commission position, 3-year term.

I've been a resident of Jefferson County since 1991. I am married to Shannon Franks Dinges who is a lifelong resident of Jefferson County. We have 7 children, with ages ranging from 31 to 12. We reside in Kearneysville.

I have been coaching multiple sports since 1991, with my administrative roles beginning in 1998. I have held numerous positions throughout my career with well respected area organizations that have provided me the opportunities to gain valuable experience that will be an asset with the Jefferson County Parks and Recreation Commission. Please see my attached resume.

As you can see, I have a wealth of sports and administrative experience both as a coach and an elected official.

It would be my honor to serve on the Jefferson County parks and Recreation Commission.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "David M. Dinges". The signature is stylized with a large, circular initial "D" and a cursive "M".

David M. Dinges

David M. Dinges

245 Summer Grove Drive
Kearneysville, WV 25430
(215) 459-4008 - Cell
DMDinges@gmail.com

Professional Experience

CSX Transportation, August 16, 1993 - Present

- Brakeman/ Conductor, 1993- Present
- Locomotive Engineer, 1994 - Present
- Yardmaster, 2000 - 2005
- Trainmaster, 2005 - 2010

Frederick County Public Schools (MD), November 1991 - June 1992

- Assistant Boys Basketball Coach, Middletown High School, 1991 - 1992
- Assistant Baseball Coach, Middletown High School, 1992

Jefferson County Schools (WV), November 2009 - Present

- Head Girls Basketball Coach, Harpers Ferry Middle School, 2009 - 2010
- Assistant Boys Basketball Coach, Shepherdstown Middle School, 2011 - 2012
- Assistant Football Coach, Jefferson High School, 2012
- Assistant Boys Basketball Coach, Shepherdstown Middle School, 2012 - 2013
- Head Boys Basketball Coach, Shepherdstown Middle School, 2013 - 2014
- Assistant Baseball Coach, Jefferson High School, 2013 - Present
- Game Manager, Shepherdstown Middle School, 2017 - Present

Berkeley County Schools (WV), August 2010 - November 2010

- Assistant Football Coach, Musselman High School, 2010
- Assistant Baseball Coach, Musselman High School, 2012

Brotherhood of Locomotive Engineers and Trainmen (BLET), July 2015 - Present

- Secretary - Treasurer and Legislative Representative, Local Division 181, July 2015 - Present
- 1st Vice Local Chairman and 1st Alt. Delegate to the National Division, Local Division 181, September 2018 - Present
- Chairman, Maryland State Legislative Board, July 2016 - Present

United States Sports Specialty Association, USSSA

- WV Assistant State Director, Baseball, 2012 - Present
- WV Fast Pitch Director, Softball, 2012 – Present
- WV Multi Sport State Director, BB/VB/LC/FP/GF/FF, 2015 – Present

USA Baseball – Capital NTIS, 2015 – 2018

- West Virginia State Sectional Coordinator, 2015 – 2018

Valley Baseball League, Collegiate Summer Baseball

- Purcellville Cannons, Assistant Baseball Coach, 2019 - Present

Education

- Middletown High School, Middletown, Maryland
- 1989 Graduate

Certification/ Training

- Locomotive Engineer Training School, CSXT, 1994
- Yardmaster Training School, CSXT, 2000
- West Virginia Secondary Schools Activities Commission Component, 2009
- Sport First Aid, American Sport Education Program, 2009
- Coaching Principles, American Sport Education Program, 2009
- Concussion in Sports, National Federation of State High School Associations, 2011
- Sportsmanship, National Federation of State High School Associations, 2011
- The Role of the Parent in Sports, National Federation of State High School Associations, 2011
- Concussion in Sports v1.0, National Federation of State High School Associations, 2011
- Fundamentals of Coaching Basketball, National Federation of State High School Associations, 2011
- Fundamentals of Coaching, National Federation of State High School Associations, 2011
- **Accredited Interscholastic Coach – Basketball, National Federation of State High School Associations, 2011**
- **Accredited Interscholastic Coach – Football, National Federation of State High School Associations, 2012**
- Certified in CPR and AED, American Safety and Health Institute, 2012
- A Guide to Heat Acclimatization and Heat Illness Prevention, National Federation of State High School Associations, 2013
- Concussion in Sports v2.0, National Federation of State High School Associations, 2013
- WV Concealed Pistol/ Revolver License, 2012 - Present
- **Accredited Interscholastic Coach – Baseball, National Federation of State High School Associations, 2013**

- Certified in CPR and AED, Keep The Beat Training, 2014
- Athletic Injury Prevention, Professional Sports Care and Rehab, 2014

Administration/ Coaching Experience (Volunteer)

Brunswick Railroaders Little League, 1998 - 2004

- Safety Officer/ Equipment Manager, 1998 - 2004
- Assistant Baseball Coach, 1998 - 2004

Jefferson County Little League, 2008 - 2012

- Safety Officer, 2008
- Assistant Baseball Coach, 2008
- President, 2009
- Treasurer, 2010
- Safety Officer/ Equipment Manager, 2011 - 2012
- Manager - Baseball, 2009 - 2012

West Virginia Wild Baseball Club, Inc., 2011 - Present

- President/ Co-Founder, 2011 - Present
- Head Coach - 12U Baseball, 2011 - 2012, 2018 - 2019
- Head Coach - 13U Baseball, 2012 - 2013
- Head Coach - 8U Baseball, 2013 - 2014

Fielder's Choice Baseball Club, Inc., 2015 - 2017

- Head Coach - 8U Baseball, 2014 - 2016
- Head Coach - 9U Baseball, 2015 - 2016
- Head Coach - 10U Baseball, 2016 - 2017
- Head Coach - 11U Baseball, 2017

The Game Changer, 2018 - Present

- Head Coach - 11U Baseball, 2018
- Head Coach - 12U Baseball, 2018

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pete Dougherty

Department or Organization: JCSO

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

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

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Approve JAG Grant Application
Court Security Grant Form Updates
Animal Control Position
Deputy Position

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

The JAG grant for \$15,000 is to offset the expenses of the PRO placed at JHS.

The Court Security Grant that was previously awarded requested that we update the submission forms to reflect the award amount.

There is a vacant Animal Control position (Boyle). We have identified a candidate to fulfill the position.

There is a vacant Deputy position (Windle). We have identified a candidate to fulfill the position.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

I move to approve the JAG grant application and authorize the president to affix her signature.

I move to approve the updated Court Security Grant information and authorize the president to affix her signature.

I move to approve the hire of for the position of Animal Control Officer.

I move to approve the hire of for the position of Deputy.

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

If not attached, explain:

Is equipment needed?

Projector Y/N

Internet/Wi Fi Y/N

Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization:

Estimation of amount of time needed for appointment:

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

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

Date Requested – 2nd Choice:

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

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

1. Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, 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 #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 potential reimbursement of former PSD board member William Strider and/or Strider LLC for successful defense of ethics complaint. Discussion/Action.
8. Discussion of Jefferson County Circuit Court Civil Action #19-AA-1. Discussion/Action.
9. Discussion of Jefferson County Circuit Court Civil Action #17-C-94. Discussion/Action.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Chris Craig

Department or Organization:

Estimation of amount of time needed for appointment: 20 minutes

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

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval to Use Jefferson County downtown campus parking lot for John Brown bus tour group – Discussion/Action**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address: ccraig@laurellodge.com

Phone Number: 304-433-1260

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, June 18, 2019 10:05 AM
To: JCCInfo
Subject: Jefferson County Commission, WV: Meeting Room Use

A new entry to a form/survey has been submitted.

Form Name: Meeting Room Use
Date & Time: 06/18/2019 10:05 AM
Response #: 12
Submitter ID: 3960
IP address: 98.233.188.54
Time to complete: 7 min. , 19 sec.

*

Survey Details

Page 1

1. Date Requested

10/19/2019

2. Meeting Time

10 am to 3 pm

3. Organization Name

Harpers Ferry-Bolivar Town Foundation

4. Purpose of Meeting

This is not a request for a room, but rather permission to use the large parking lot behind the courthouse for a John Brown bus tour we are planning. Participants would park and meet a bus at the lot. After a tour of approximately 3 hours and an optional downtown lunch afterward, participants would depart. This tour is a fundraiser for the HF-Bolivar Town Foundation and would include Brown sites in Harpers Ferry, Charles Town, and in between.

5. Brief Description of Your Organization

The Town Foundation is a 501(c)3 organization that works on preservation and economic development in our two towns. This particular fundraiser would be to benefit work on the former First Zion Baptist Church building.

6. Please Check All Boxes that Apply to Your Organization

Is a not-for-profit organization

Can provide a certificate of Insurance

Thank you,
Jefferson County Commission, WV

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

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

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

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

Ratify letter of support for the BUILD grant application being submitted by Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) - Discussion/Action

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

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

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

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

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

If not attached, explain: [Click here to enter text.](#)

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

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Patricia A. Noland

VICE PRESIDENT
Jane M. Tabb

COMMISSIONER
Caleb Wayne Hudson

COMMISSIONER
Josh Compton

COMMISSIONER
Ralph Lorenzetti

**The Honorable Elaine L. Chao
Secretary
United States Department of Transportation
1200 New Jersey Avenue, Southeast
Washington, DC 20590**

Dear Secretary Chao:

The Jefferson County Commission is pleased to support the joint BUILD grant application being submitted by Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEP MPO) and the West Virginia Division of Highways (WVDOH). This application is for the US 340 widening project from the West Virginia/Virginia state line to the existing expressway in Charles Town, WV for funding through the 2019 Better Utilizing Investments to Leverage Development (BUILD) discretionary grant program.

This BUILD 2019 application is for the completion of the widening of approximately 4.50 miles of US 340 from WV/VA state line to Charles Town Road in Jefferson County, West Virginia. The current estimated construction cost is \$60,000,000. The HEP MPO in partnership with the WVDOH is requesting a BUILD 2019 Grant for the abovementioned project in the amount of \$25,000,000.

If funded, this project will provide needed infrastructure investment to better connect rural and urban areas in our community.

Thank you for your consideration.

**Patricia A. Noland, President
Jefferson County Commission**

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

BUILD Discretionary Grants

U.S. Transportation Secretary Elaine L. Chao Announces Availability of \$900 Million in Infrastructure Grant Funds

WASHINGTON – The U.S. Department of Transportation (DOT) has formally announced a Notice of Funding Opportunity (NOFO) to apply for \$900 million in discretionary grant funding through the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants program.

“These BUILD Transportation grants will provide needed infrastructure investment to better connect rural and urban communities around our nation,” said U.S. Secretary of Transportation Elaine L. Chao.

Fiscal Year 2019 BUILD Transportation grants are for investments in surface transportation infrastructure and will be awarded on a competitive basis to projects that will have a significant local or regional impact. BUILD funding can support roads, bridges, transit, rail, ports or intermodal transportation.

To reflect the Administration’s ongoing effort to rebalance past under-investment in rural America, DOT intends to award up to 50% of BUILD Transportation grant funding to projects located in rural areas that align well with the selection criteria. The FY 2019 BUILD program’s selection criteria gives special consideration to projects that emphasize improved access to reliable, safe, and affordable transportation for communities in rural areas. This includes projects that improve infrastructure condition, address public health and safety, promote regional connectivity, facilitate economic growth or competitiveness, deploy broadband as part of an eligible transportation project, or promote energy independence.

Selection criteria encompass safety, economic competitiveness, quality of life, state of good repair, innovation and partnerships with a broad range of stakeholders.

The Consolidated Appropriations Act of 2019 made available \$900 million for National Infrastructure Investments, otherwise known as BUILD grants. For this round of BUILD grants, the maximum grant award is \$25 million, and no more than \$90 million can be awarded to a single State.

To provide technical assistance to a broad array of stakeholders, DOT is hosting a series of webinars during the FY 2019 BUILD grant application process. Details and registration information regarding these webinars will be made available at <https://www.transportation.gov/BUILDgrants/outreach>.

The deadline to submit an application for the FY 2019 BUILD Transportation Discretionary Grants program is July 15, 2019.

To view the NOFO, click [here](#).

Updated: Tuesday, April 23, 2019

[Submit Feedback >](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Dawn Weimer/Stephanie Grove

Department or Organization: JCC

Estimation of amount of time needed for appointment: 10 mins

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

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

Date Requested – 2nd Choice: **August 1, 2019**

Subject (*Wording to be placed on agenda*): Review billing of customer 2014-2019

Please provide the County Commission with a description of your request or presentation, including any background information: Customer was billed for two commercial properties since 2014 but no business is on property, it is residential. (Verified with assessor's office.)

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

If so, how much? \$

Provide exact financial impact/request:

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

We approve/deny a refund in the amount of \$_____ to the customer.

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: Dawn Weimer

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Duplicate Jefferson County Ambulance Fee Receipt

LACEY JOHN H & CAROLYN J
HOLCOMB

Account No. 9211

PO BOX 3329
SHEPHERDSTOWN, WV 25443

Fee Year	Ticket No.	District / Map / Parcel / Card	Description	Amount
2014	10401	10 3A 0008 0000 0000 1	GERMAN ST	\$85.00
2014	10402	04 2 0060 0000 0000 1	LT #20 (21.91 AC) VALLEY VIEW	\$170.00
Total:				\$255.00

Paid: 2014-10-23 13:41:34 By: Check #: 1567 Received By: cindy

Please examine your receipt carefully and be sure it covers all fees due.



Duplicate Jefferson County Ambulance Fee Receipt

LACEY JOHN H & CAROLYN J
HOLCOMB

Account No. 9211

PO BOX 3329
SHEPHERDSTOWN, WV 25443

Fee Year	Ticket No.	District / Map / Parcel / Card	Description	Amount
2014	10401	10 3A 0008 00000000 1	GERMAN ST	\$85.00
2014	10402	04 2 0060 00000000 1	LT #20 (21.91 AC) VALLEY VIEW	\$170.00
Total:				\$255.00

Paid: 2014-10-23 13:41:09 By: Check #: 9103 Received By: cindy

Please examine your receipt carefully and be sure it covers all fees due.



Duplicate Jefferson County Ambulance Fee Receipt

LACEY JOHN H & CAROLYN J
HOLCOMB

Account No. 9425

PO BOX 3329
SHEPHERDSTOWN, WV 25443

Fee Year	Ticket No.	District / Map / Parcel / Card	Description	Amount
2015	10311	10 3A 0008 0000 0000 1	GERMAN ST	\$85.00
2015	10312	04 2 0060 0000 0000 1	LT #20 (21.91 AC) VALLEY VIEW	\$170.00
Total:				\$255.00

Paid: 2015-08-27 11:50:17 By: Check #: 1648 Received By: jcarroll

Please examine your receipt carefully and be sure it covers all fees due.



Duplicate Jefferson County Ambulance Fee Receipt

LACEY JOHN H & CAROLYN J
HOLCOMB

Account No. 9425

PO BOX 3329
SHEPHERDSTOWN, WV 25443

Fee Year	Ticket No.	District / Map / Parcel / Card	Description	Amount
2015	10311	10 3A 0008 00000000 1	GERMAN ST	\$85.00
2015	10312	04 2 0060 00000000 1	LT #20 (21.91 AC) VALLEY VIEW	\$170.00
Total:				\$255.00

Paid: 2015-08-27 11:50:17 By: Check #: 1648 Received By: jcarroll

Please examine your receipt carefully and be sure it covers all fees due.



Duplicate Jefferson County Ambulance Fee Receipt

LACEY JOHN H & CAROLYN J
HOLCOMB

Account No. 9425

PO BOX 3329
SHEPHERDSTOWN, WV 25443

Fee Year	Ticket No.	District / Map / Parcel / Card	Description	Amount
2016	10311	10 3A 0008 0000 0000 1	GERMAN ST	\$85.00
2016	10312	04 2 0060 0000 0000 1	LT #20 (21.91 AC) VALLEY VIEW	\$170.00
Total:				\$255.00

Paid: 2016-08-11 10:52:20 By: Check #: 1969 Received By: cswiger

Please examine your receipt carefully and be sure it covers all fees due.



Duplicate Jefferson County Ambulance Fee Receipt

LACEY JOHN H & CAROLYN J
HOLCOMB

Account No. 9425

PO BOX 3329
SHEPHERDSTOWN, WV 25443

Fee Year	Ticket No.	District / Map / Parcel / Card	Description	Amount
2016	10311	10 3A 0008 00000000 1	GERMAN ST	\$85.00
2016	10312	04 2 0060 00000000 1	LT #20 (21.91 AC) VALLEY VIEW	\$170.00
Total:				\$255.00

Paid: 2016-08-11 10:52:20 By: Check #: 1969 Received By: cswiger

Please examine your receipt carefully and be sure it covers all fees due.



Duplicate Jefferson County Ambulance Fee Receipt

LACEY JOHN H & CAROLYN J
HOLCOMB

Account No. 9425

PO BOX 3329
SHEPHERDSTOWN, WV 25443

Fee Year	Ticket No.	District / Map / Parcel / Card	Description	Amount
2017	10311	10 3A 0008 0000 0000 1	GERMAN ST	\$85.00
2017	10312	04 2 0060 0000 0000 1	LT #20 (21.91 AC) VALLEY VIEW	\$170.00
Total:				\$255.00

Paid: 2017-08-29 13:59:09 By: Check #: 9670 Received By: dweimer

Please examine your receipt carefully and be sure it covers all fees due.



Duplicate Jefferson County Ambulance Fee Receipt

LACEY JOHN H & CAROLYN J
HOLCOMB

Account No. 9425

PO BOX 3329
SHEPHERDSTOWN, WV 25443

Fee Year	Ticket No.	District / Map / Parcel / Card	Description	Amount
2017	10311	10 3A 0008 00000000 1	GERMAN ST	\$85.00
2017	10312	04 2 0060 00000000 1	LT #20 (21.91 AC) VALLEY VIEW	\$170.00
Total:				\$255.00

Paid: 2017-08-29 13:59:09 By: Check #: 9670 Received By: dweimer

Please examine your receipt carefully and be sure it covers all fees due.



Duplicate Jefferson County Ambulance Fee Receipt

LACEY JOHN H & CAROLYN J
HOLCOMB

Account No. 9425

PO BOX 176
SHEPHERDSTOWN, WV 25443

Fee Year	Ticket No.	District / Map / Parcel / Card	Description	Amount
2018	10311	10 3A 0008 0000 0000 1	GERMAN ST	\$45.00
2018	10312	04 2 0060 0000 0000 1	LT #20 (21.91 AC) VALLEY VIEW	\$170.00
Total:				\$215.00

Paid: 2018-08-15 14:23:34 By: - Check #: 2164 2074 Received By: dweimer

Please examine your receipt carefully and be sure it covers all fees due.



Duplicate Jefferson County Ambulance Fee Receipt

LACEY JOHN H & CAROLYN J
HOLCOMB

Account No. 9425

PO BOX 176
SHEPHERDSTOWN, WV 25443

Fee Year	Ticket No.	District / Map / Parcel / Card	Description	Amount
2018	10311	10 3A 0008 00000000 1	GERMAN ST	\$45.00
2018	10312	04 2 0060 00000000 1	LT #20 (21.91 AC) VALLEY VIEW	\$170.00
Total:				\$215.00

Paid: 2018-08-15 14:23:34 By: - Check #: 2164 2074 Received By: dweimer

Please examine your receipt carefully and be sure it covers all fees due.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: [Click here to enter text.](#)

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

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

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

Subject (*Wording to be placed on agenda*): **Appoint Jefferson County Broadband Planning Team – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:
[Click here to enter text.](#)

Is this a funding request? Yes
If so, how much? \$19,759.00 Matching Funds

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
Motion to approve the Jefferson County Broadband Planning Team- Discussion/Action

Commissioner Noland
Commissioner Lorenzetti
Stephanie Grove, Administrator
Sandy McDonald, Deputy County Administrator
Lynn Goodwin, Development Authority
Jeff Polczynski, Communications
Todd Fagan, GIS
Bill Clark and Jennifer Wishmyer, Regional Council Staff

Attach supporting documents for request, or request may be denied.
If not attached, explain: [Click here to enter text.](#)

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

Contact information:
Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Patsy Noland, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **July 18, 2018**

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

Subject (*Wording to be placed on agenda*): **Discuss replacing JCDA Board member - Discussion/Action**

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

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

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

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

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

If not attached, explain: [Click here to enter text.](#)

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

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

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

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

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

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

- **Discuss changing current practice to ensure compliance with Rule 8(d) of the Administrative Rules for the Magistrate Courts of West Virginia—Discussion/Action**

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

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

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

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

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

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)



Quarterly Report

April 1, 2019 – June 30, 2019

1. Projects Undertaken

- a. Civil War Battlefield Preservation in Jefferson County – Ongoing
 - i. Shepherdstown Battlefield properties acquisition and management – ongoing
- b. Peter Burr Farm improvements and programing - ongoing
- c. *Our History, Our Community* Endowment Campaign - ongoing
- d. Snow Hill/Poor House Marketing – ongoing
- e. WV GeoExplorer project – sponsor, fundraise, and coordinate - ongoing
- f. Duffields Depot –building stabilization - ongoing
- g. Concept Plan reviews in conjunction with JC Planning Department - ongoing
- h. Verification of JCHLC historic sites inventory data - ongoing
- i. Hosting an AmeriCorps Member Meaghan Papeika – ongoing
- j. Designation of JC Landmark – *Rose Lawn*
- k. Text amendment to ILP to include - Delay of Demolition Ordinance - ongoing
- l. Designation of NR Landmark – *McMurrin Farm* - Now on review at SHPO
- m. Designation of NR Landmark – *The Rocks*- Now on review at SHPO
- n. Designating the *Jefferson County Courthouse*, as a National Historic Landmark – The National Capital Region of the NPS is taking the lead.
- o. Design guidelines for Middleway – on review
- p. *Washington Homes* brochure – on review

2. Projects Completed

- a. Demolition of the Eyler house on the Shepherdstown Battlefield April 17th
- b. Park Day April 6th
- c. FY-17 and FY-18 single audits - Complete April 2019

3. Projects Proposed

- a. Development of historic preservation curriculum for fourth and eighth graders in conjunction with JC Schools

Submitted by
Martin Burke
Chair, JCHLC

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323



Phone: (304) 340-0300
Fax: (304) 340-0325

RECEIVED

JUN 14 2019

County Commission
of Jefferson County, WV

June 10, 2019

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

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$231,804.37 representing a disbursement of Wireless E-911 subscriber fees **will be mailed directly from the West Virginia State Auditor's Office.** This amount is your County's share of the fees remitted to the Public Service Commission for the months of March, April, and May 2019. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-511, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in black ink, appearing to read "Sandra Mitchell".

Sandra Mitchell
Budget & Finance Manager

SM:kp

Sandra McDonald

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Monday, June 17, 2019 7:32 AM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 06/17/2019 7:32 AM
Response #: 905
Submitter ID: 3959
IP address: 96.73.179.62
Time to complete: 13 min. , 19 sec.

Survey Details

Page 1

1. Name

Timothy Swanson

2. Email

tswanson@davisconstruction.com

3. Questions or Concerns

I live in Shanondale and have great concerns about Fire and one Way out. The fire work ordnance has opened up the wooded area to amatures sending off commercial fire works in back yards, when the warnings on these fireworks clearly state DO NOT USE IN WOODED Areas!.

Allowing this to be legal is jeopardizing lives and property. And in saying this, allowing this to go on makes the people responsible with the ordnance approval for any destruction and loss of lives.

You need to change this ordnance before a tragic incident occurs!

Please to do something, People lack the skills or the knowledge of the dangers or just don't care!

Sincerely
Tim Swanson

4. Would you like to receive email notifications from Jefferson County?

Yes

Thank you,
Jefferson County Commission, WV

Impact Fee Status Report

June 2019

Office of Impact Fees

Summary

Date Range: Saturday 1 through Sunday 30 June 2019

Report Date: 1 July 2019

Process Number Range: 1900105-1900127

Total Applications: 23

Total Non-Exempt: 22

Of which:

Commercial: 0

Residential: 22

Of which:

County: 12

Municipal: 10

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 1

Municipal: 0

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

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 30 June 2019	1	0	22	23
Fees collected		\$0.00	\$140,812.00	\$140,812.00
<i>Of which</i>				
School Impact Fee			\$127,886.00	\$127,886.00
Law Enforcement Fee		\$0.00	\$2,016.00	\$2,016.00
Parks & Recreation Fee			\$9,834.00	\$9,834.00
EMS Fee		\$0.00	\$1,076.00	\$1,076.00

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

Description	Amount
Opening Statement Balance (1 June 2019)	\$217,613.72
June Deposits (1 – 30 June 2019)	\$140,812.00
School May Transactions (withdraws via transfer on 17 June 2019)	(\$196,975.35)
Law May Transactions (withdraws via transfer on 17 June 2019)	(\$3,865.71)
Parks & Rec May Transactions (withdraws via transfer on 17 June 2019)	(\$15,118.95)
EMS May Transactions (withdraws via transfer on 17 June 2019)	(\$1,653.71)
Interest Earned (30 June 2019)	\$78.54
Ending Statement Balance (30 June 2019)	\$140,890.54
<i>Outstanding Credits (deposits through 1 July 2019)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 June 2019)	\$3,220,762.62
May Transactions (deposits via transfer on 17 June 2019)	\$196,975.35
Interest Earned (30 June 2019)	\$1,361.37
Ending Balance (30 June 2019)	\$3,419,099.34

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

Description	Amount
Opening Balance (1 June 2019)	\$138,898.63
May Transactions (deposits via transfer on 17 June 2019)	\$3,865.71
Interest Earned (30 June 2019)	\$57.82
Ending Balance (30 June 2019)	\$142,822.16

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

Description	Amount
Opening Balance (1 June 2019)	\$182,194.01
May Transactions (deposits via transfer on 17 June 2019)	\$15,118.95
Interest Earned (30 June 2019)	\$77.78
Ending Balance (30 June 2019)	\$197,390.74

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

Description	Amount
Opening Balance (1 June 2019)	\$20,889.58
May Transactions (deposits via transfer on 17 June 2019)	\$1,653.71
Interest Earned (30 June 2019)	\$8.90
Ending Balance (30 June 2019)	\$22,552.19

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

Description	Amount
Office of Impact Fees General Account	\$140,890.54
School Impact Fee Account	\$3,419,099.34
Law Enforcement Fee Account	\$142,822.16
Parks & Recreation Impact Fee Account	\$197,390.74
EMS Impact Fee Account	\$22,552.19
Total Impact Fees	\$3,922,754.97

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

Table 8. Pending June 2019 Fee Transfers /1

Account	30 June 2019 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$3,419,099.34	\$127,957.46	\$3,547,056.80
Law Enforcement Fee Account	\$142,822.16	\$2,016.79	\$144,838.95
Parks & Recreation Impact Fee Account	\$197,390.74	\$9,839.50	\$207,230.24
EMS Impact Fee Account	\$22,552.19	\$1,076.79	\$23,628.98
Total Impact Fees	\$3,781,864.43	\$140,890.54	\$3,922,754.97

/1 This table represents each of the impact fee category account totals as of 30 June 2019 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in June 2019 are listed in table 1 of the General Account (3111776); these transactions will be processed in July 2019. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

610

Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Saturday 1 through Sunday 30 June 2019

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											
1900118	06/17/2019	Jackson, Jr.	Willard	04 Harpers Ferry	1106	562	13E	93	\$0.00	06/17/2019	Form 200

Category Count: 1

Category Total

\$0.00

Non-Exempt Applications

1900105	06/03/2019	Lars	Jameelah Reyes	10 Shepherdstown	1221	374	3B	3	\$6,848.00	06/03/2019	N/A
1900106	06/03/2019	Lars	Jameelah Reyes	10 Shepherdstown	1221	374	3B	4	\$6,848.00	06/03/2019	N/A
1900107	06/04/2019	K Hovnanian		08 Ranson Corp	1133	476	8D	11A	\$6,255.00	06/04/2019	N/A
1900108	06/04/2019	K Hovnanian		08 Ranson Corp	1133	476	8D	18F	\$6,255.00	06/04/2019	N/A
1900109	06/04/2019	K Hovnanian		08 Ranson Corp	1133	476	8D	23F	\$6,255.00	06/04/2019	N/A
1900110	06/07/2019	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	68	\$6,423.00	06/07/2019	N/A
1900111	06/10/2019	Lindberg	Eric and Stacy	02 Charles Town	1018	71	6A	24	\$6,423.00	06/10/2019	N/A
1900112	06/10/2019	Casto	Daniel and	06 Kabletown	1216	107	13	2.7	\$6,423.00	06/10/2019	N/A
1900113	06/10/2019	Kidwell, III	Clarence	06 Kabletown	1208	578	13	2.18	\$6,423.00	06/10/2019	N/A
1900114	06/11/2019	Ginalick	Matthew	09 Shepherdstown	1120	273	12	11.19	\$6,423.00	06/11/2019	N/A
1900115	06/12/2019	Gladhill	Maurice	02 Charles Town	952	565	4	19	\$6,423.00	06/12/2019	N/A
1900116	06/12/2019	David Lutman	Lutman Land	02 Charles Town	1220	217	10A	62	\$6,423.00	06/12/2019	N/A
1900117	06/12/2019	Hayslette	Justin	02 Charles Town	1217	677	10B	22	\$6,423.00	06/12/2019	N/A
1900119	06/17/2019	Johan	Antony	06 Kabletown	1124	457	22	14.34	\$6,423.00	06/17/2019	N/A
1900120	06/18/2019	K Hovnanian		08 Ranson Corp	1133	476	8D	10A	\$6,255.00	06/18/2019	N/A
1900121	06/24/2019	Tracey Crim	T. Lane Homes,	08 Ranson Corp	1207	509	1	25	\$6,255.00	06/24/2019	N/A
1900122	06/24/2019	Gladhill	Maurice	02 Charles Town	952	565	4	19	\$6,423.00	06/24/2019	N/A
1900123	06/24/2019	K Hovnanian		08 Ranson Corp	1133	476	8D	17F	\$6,255.00	06/24/2019	N/A
1900124	06/24/2019	K Hovnanian		08 Ranson Corp	1133	476	8D	19F	\$6,255.00	06/24/2019	N/A
1900125	06/24/2019	Skubon	Garrick	06 Kabletown	1207	363	9E	14-15	\$6,423.00	06/24/2019	N/A
1900126	06/24/2019	Underhill	Pamela	05 Harpers Ferry	754	137	1	32	\$6,255.00	06/24/2019	N/A
1900127	06/27/2019	Propst	Paul	09 Shepherdstown	1222	636	21	17.5	\$6,423.00	06/27/2019	N/A

Category Count: 22	Category Total	\$140,812.00
TOTAL APPLICATIONS: 23	Grand Total	\$140,812.00

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 1 July 2019
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Schools Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of June 2019.

This transfer consists of two components:

- Impact Fee Process Numbers **1900105** through **1900127**, inclusive. Within this range there were 22 non-exempt impact fee payments. This amounts to **\$127,886.00**.
- Interest earned by the Office of Impact Fees General Account in June 2019 amounts to **\$78.64**, of which **\$71.46** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is **\$127,957.46**.

Check # 1192

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 19025

Date: 7/1/2019

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description	Amount
Impact Fee payments collected for month of June 2019 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582).	\$127,886.00
Interest earned by the Office of Impact Fees General Account June 2019.	\$71.46
Impact Fee Process Numbers 1900105 through 1900127, inclusive. Within this range, there were 22 non-exempt impact fee payments.	
Total: \$127,957.46	

Notes/Comments Transfer of funds into School Impact Fee Account (3107582).

Check Number: 1192

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 1 July 2019
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of June 2019.

This transfer consists of two components:

- Impact Fee Process Numbers **1900105** through **1900127**, inclusive. Within this range there were 12 non-exempt impact fee payments. This amounts to **\$2,016.00**.
- Interest earned by the Office of Impact Fees General Account in June 2019 amounts to **\$78.54**, of which **\$0.79** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$2,016.79.

Check # 1193

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice**Number:** 19026**Date:** 7/1/2019**Bill To:**

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number**Vendor Number**

Description	Amount
Impact Fee payments collected for month of June 2019 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120).	\$2,016.00
Interest earned by the Office of Impact Fees General Account June 2019.	\$0.79
Impact Fee Process Numbers 1900105 through 1900127, inclusive. Within this range, there were 12 non-exempt impact fee payments.	
Total:	\$2,016.79

Notes/Comments Transfer of funds into Law Enforcement Impact Fee Account (3120120).**Check Number:** 1193

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 1 July 2019
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of June 2019.

This transfer consists of two components:

- Impact Fee Process Numbers **1900105** through **1900127**, inclusive. Within this range there were 22 non-exempt impact fee payments. This amounts to **\$9,834.00**.
- Interest earned by the Office of Impact Fees General Account in June 2019 amounts to **\$78.54**, of which **\$5.50** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is \$9,839.50.

Check # 1194

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice**Number:** 19027**Date:** 7/1/2019**Bill To:**

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number**Vendor Number****Description****Amount**

Impact Fee payments collected for month of June 2019 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808). \$9,834.00

Interest earned by the Office of Impact Fees General Account June 2019. \$5.50

Impact Fee Process Numbers 1900105 through 1900127, inclusive. Within this range, there were 22 non-exempt impact fee payments.

Total: \$9,839.50**Notes/Comments** Transfer of funds into Parks & Recreation Impact Fee Account (3122808).**Check Number:** 1194

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 1 July 2019
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's EMS Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of June 2019.

This transfer consists of two components:

- Impact Fee Process Numbers **1900105** through **1900127**, inclusive. Within this range there were 22 non-exempt impact fee payments. This amounts to **\$1,076.00**.
- Interest earned by the Office of Impact Fees General Account in June 2019 amounts to **\$78.54**, of which **\$0.79** is attributed to fees collected for EMS.

As per the attached invoice, the total amount of this transfer is **\$1,076.79**.

Check # **1195**

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 19028

Date: 7/1/2019

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of June 2019 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County EMS Impact Fees Bank Account (3122816).	\$1,076.00
Interest earned by the Office of Impact Fees General Account June 2019.	\$0.79
Impact Fee Process Numbers 1900105 through 1900127, inclusive. Within this range, there were 22 non-exempt impact fee payments.	

Total: \$1,076.79

Notes/Comments Transfer of funds into EMS Impact Fee Account (3122816).

Check Number: 1195

Impact Fee Status Report

June 2019

Office of Impact Fees

Summary

Date Range: Saturday 1 through Sunday 30 June 2019

Report Date: 1 July 2019

Process Number Range: 1900105-1900127

Total Applications: 23

Total Non-Exempt: 22

Of which:

Commercial: 0

Residential: 22

Of which:

County: 12

Municipal: 10

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 1

Municipal: 0

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

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 30 June 2019	1	0	22	23
Fees collected		\$0.00	\$140,812.00	\$140,812.00
<i>Of which</i>				
School Impact Fee			\$127,886.00	\$127,886.00
Law Enforcement Fee		\$0.00	\$2,016.00	\$2,016.00
Parks & Recreation Fee			\$9,834.00	\$9,834.00
EMS Fee		\$0.00	\$1,076.00	\$1,076.00

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

Description	Amount
Opening Balance (1 June 2019)	\$20,889.58
May Transactions (deposits via transfer on 17 June 2019)	\$1,653.71
Interest Earned (30 June 2019)	\$8.90
Ending Balance (30 June 2019)	\$22,552.19

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

Description	Amount
Office of Impact Fees General Account	\$140,890.54
School Impact Fee Account	\$3,419,099.34
Law Enforcement Fee Account	\$142,822.16
Parks & Recreation Impact Fee Account	\$197,390.74
EMS Impact Fee Account	\$22,552.19
Total Impact Fees	\$3,922,754.97

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

Table 8. Pending June 2019 Fee Transfers /1

Account	30 June 2019 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$3,419,099.34	\$127,957.46	\$3,547,056.80
Law Enforcement Fee Account	\$142,822.16	\$2,016.79	\$144,838.95
Parks & Recreation Impact Fee Account	\$197,390.74	\$9,839.50	\$207,230.24
EMS Impact Fee Account	\$22,552.19	\$1,076.79	\$23,628.98
Total Impact Fees	\$3,781,864.43	\$140,890.54	\$3,922,754.97

/1 This table represents each of the impact fee category account totals as of 30 June 2019 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in June 2019 are listed in table 1 of the General Account (3111776); these transactions will be processed in July 2019. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

Category Count: 22	Category Total	\$140,812.00
TOTAL APPLICATIONS: 23	Grand Total	\$140,812.00