

**AGENDA  
JEFFERSON COUNTY COMMISSION  
THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2019  
THURSDAY, AUGUST 1, 2019  
9:30 A.M.**

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

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- July 18, 2019

**APPROVAL OF REQUISITIONS**

- August 1, 2019

**APPROVAL OF ACCOUNTS PAYABLE**

- July 25, 2019
- August 1, 2019

**APPROVAL OF MANUAL CHECKS**

- July 26, 2019
- August 2, 2019

**APPROVAL OF PAYROLL**

- July 25, 2019

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT (20 minutes)**

## **PRESENTATIONS**

1.     **10:00 a.m.**   **Angie Banks, Assessor**
  - Exonerations - Discussion/Action
  - Apportioned/Split Tickets - Discussion/Action
  
2.     **10:15 a.m.**   **Anita and Michael Henderson**
  - Appeal 2018 Tax Assessment - Discussion/Action
  
3.     **10:30 a.m.**   **Michelle Gordon, Finance Director**
  - Review and Approval of FY2020 State Budget Revision 1 for the General Fund - Discussion/Action
  - Review and Approval of FY2020 State Budget Revision 1 for the Coal Severance Fund - Discussion/Action
  - Review of FY2020 Budget to Actual as of 6/30/19 - Discussion/Action
  
4.     **10:45 a.m.**   **BREAK**
  
5.     **11:00 a.m.**   **Russell Burgess, Information Technology**
  - Request approval for new Information Technology Intern - Tyler Amick - Discussion/Action
  
6.     **11:15 a.m.**   **Stephen S. Allen, Jefferson County Office of Homeland Security and Emergency Management - Director**
  - Approval of 2018 Jefferson County Emergency Operation Plan (EOP) - Discussion/Action
  
7.     **11:30 a.m.**   **Alex Beaulieu, Zoning Administrator**
  - To provide an overview of the proposed Zoning Ordinance Text Amendment (ZTA 19-02) to change Churches from "Not Permitted" to "Conditional Use" in the Industrial Commercial zoning district and to request the County Commission to schedule a Public Hearing per WV Code §8A-7-8 - Discussion/Action
  - Requesting a total refund of the zoning variance fee for Roger and Helen Gilley - Discussion/Action
  
8.     **11:45 a.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 Jefferson County Circuit Court Civil Action #19-AA-1 - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #19-C-96 - 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

## **NEW BUSINESS**

9. Easements across property and jurisdictional boundaries - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

## **COUNTY COMMISSION REPORTS**

10. ADJOURN

## **CORRESPONDENCE/INFORMATION**

Notices of Intent to Appoint to the Regional Airport Authority and the Jefferson County Building Commission.

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



## Minutes

### Jefferson County Commission

Thursday, July 18, 2019

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A meeting of the Jefferson County Commission was held on Thursday, July 18, 2019 during the second quarterly session in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Josh Compton, Caleb Hudson, Ralph Lorenzetti, Patricia Noland, and Jane Tabb. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, July 18, 2019 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

**Motion by Mr. Compton to approve the June 19, 2019 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.**

#### APPROVAL OF REQUISITIONS

**Motion by Ms. Tabb to approve the Requisitions for July 18, 2019 in the amount of \$91,140.40 to include Requisition Nos. 19023 and 19024. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

CHECK	VENDOR		AMOUNT
81900	ALBERT HOCKMAN		\$ 847.98
81901	AUTOZONE		\$ 135.96
81902	BUREAU OF CHILD SUPPORT		\$ 169.39

81903	CERVIS TECHNOLOGIES INC		\$ 1,500.00
81904	CITY OF CHARLES TOWN		\$ 20.00
81905	COMPTROLLER OF MARYLAND		\$ 1,253.39
81906	DEBRA A YOUNG		\$ 223.85
81907	DELTA DENTAL OF WV		\$ 6,547.46
81908	EFTPS IRS TAXES		\$ 95,862.76
81909	EMPOWER RETIREMENT		\$ 2,190.00
81910	FEDEX		\$ 375.52
81911	GLEN KILMER		\$ 992.35
81912	GUTTMAN OIL CO		\$ 19,133.42
81913	HELEN M MORRIS TRUSTEE		\$ 543.86
81914	JEFFERSON SECURITY BANK		\$ 4,705.00
81915	LAURA STORM		\$ 115.85
81916	MAZZITTI & SULLIVAN EAP		\$ 936.00
81917	MILLENIUM INSURANCE GROUP		\$ 900.00
81918	NATIONWIDE RETIREMENT SOLUTIONS		\$ 849.00
81919	POTOMAC EDISON		\$ 65.17
81920	RICE TIRES CO		\$ 1,088.84
81921	TODD FAGAN		\$ 2,250.00
81922	TOWN OF BOLIVAR		\$ 3,067.41
81923	VA DEPT OF TAXATION		\$ 1,040.38
81924	WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 15,755.84
81925	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 500.00
81926	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 42,974.99
81927	WV STATE TAX DEPT		\$ 33,688.44
81928	VOIDED CHECK		
81929	JEFFERSON CO EMERGENCY SERVICE AG		\$ 200,000.00
<b>TOTAL</b>			<b>\$ 437,732.86</b>

**Motion by Ms. Noland to approve the Accounts Payable for June 27, 2019 in the amount of \$437,732.86. Motion seconded and unanimously approved.**

Check#	VENDOR	Amount
81932	AHA-ARTS & HUMANITIES ALLIANCE	\$ 1,935.28
81933	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 3,233.60
81934	AMERICAN PAYROLL ASSOCIATION	\$ 254.00
81935	BERKELEY PRINTING & DESIGN	\$ 164.20
81936	BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	\$ 20,625.00
81937	CAYLIN ROBERT VALENTINE	\$ 184.00

81938		CITY OF CHARLES TOWN		\$ 4,000.00
81939		COLONIAL LIFE		\$ 163.20
81940		EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY		\$ 5,000.00
81941		FRANKLIN & PROKOPIK P.C.		\$ 2,632.50
81942		GUTTMAN OIL CO		\$ 2,671.97
81943		HIGHMARK WV		\$ 200,501.59
81944		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		\$ 2,865.66
81945		JEFFERSON CO EMERGENCY SERVICES AGENCY		\$ 557,836.75
81946		JEFFERSON CO CONVENTION AND VISITORS BUREAU		\$ 48,381.97
81947		JEFFERSON COUNTY DEVELOPMENT AUTHORITY		\$ 26,500.00
81948		JEFF CO PARKS & RECREATION COMMISSION		\$ 104,526.03
81949		JEFFERSON DAY REPORT CENTER		\$ 37,502.50
81950		JENNIFER LEMON		\$ 87.33
81951		JESSICA CARROLL		\$ 530.80
81952		JOSEPH GRANTHAM		\$ 770.01
81953		NATIONAL VISION ADMIN.		\$ 1,821.84
81954		OLD CHARLES TOWN LIBRARY		\$ 22,125.00
81955		ROBERT L PETERSON SR		\$ 3.24
81956		SHEPHERDSTOWN PUB LIBRARY		\$ 20,625.00
81957		SOUTH JEFFERSON PUBLIC LIBRARY		\$ 20,625.00
81958		TERRY PALMER		\$ 2,250.00
81959		THE HARTFORD		\$ 3,851.12
81960		THE HARTFORD		\$ 2,324.10
81961		WVU WEST VIRGINIA UNIVERSITY		\$ 3,700.00
<b>TOTAL</b>				<b>\$ 1,097,691.69</b>

**Motion by Ms. Noland to approve the Accounts Payable for July 2, 2019 in the amount of \$1,097,691.69. Motion seconded and unanimously approved.**

Check#		VENDOR		Amount
81963		WVCORP		\$ 186,575.50
81964		JEFFERSON DAY REPORT CENTER		\$ 16,703.37
<b>TOTAL</b>				<b>\$ 203,278.87</b>

**Motion by Ms. Noland to approve the Accounts Payable for July 11, 2019 in the amount of \$203,278.87. Motion seconded and unanimously approved.**

CHECK #		VENDOR	CHECK AMOUNT
81965		ALEXANDRA BEAULIEU	\$ 1,528.13
81966		AMANDA MASTERS	\$ 116.00
81967		AMERIFLEX	\$ 114.00
81968		BEST BEST & KRIEGER LLP	\$ 1,848.50
81969		BUREAU OF CHILD SUPPORT	\$ 169.39
81970		CAYLIN ROBERT VALENTINE	\$ 184.00
81971		DEBRA A YOUNG	\$ 223.61
81972		DIANN BROWN	\$ 1,815.49
81973		EFTPS IRS TAXES	\$ 97,200.90
81974		ELECTION SOURCE	\$ 1,748.81
81975		ELIZABETH JUNE BOWERS	\$ 1,177.77
81976		EMPOWER RETIREMENT	\$ 2,490.00
81977		FIFTH THIRD BANK	\$ 103,865.70
81978		GLOBAL SCIENCE & TECHNOLOGY INC.	\$ 1,625.00
81979		HELEN M MORRIS TRUSTEE	\$ 543.86
81980		HOPE THOMPSON	\$ 133.06
81981		JASON MICKEY	\$ 2,669.70
81982		JEFFERSON COUNTY FAIR ASSOCIATION	\$ 200.00
81983		JEFF CO PARKS & RECREATION COMMISSION	\$ 10,000.00
81984		JEFFERSON SECURITY BANK	\$ 4,705.00
81985		JEFFERSON CENTER	\$ 100.00
81986		JESSICA ASHLEY	\$ 85.00
81987		JESSICA CARROLL	\$ 163.00
81988		LANGUAGE LINE SERVICES	\$ 65.52
81989		MARGARET GAINEY	\$ 859.32
81990		MARY K THOMPSON	\$ 2,159.68
81991		MATTHEW BENDER	\$ 194.16
81992		MONROE SYSTEMS FOR BUSINESS	\$ 48.27
81993		NEIL ZAHRADNIK	\$ 227.36
81994		NATIONWIDE RETIREMENT SOLUTIONS	\$ 849.00
81995		RELX INC.	\$ 1,100.00
81996		RETIREE HEALTH BENEFIT TRUST	\$ 8,922.00
81997		RICCI MCINTYRE	\$ 328.85
81998		TRACY P HERRON-RICE	\$ 15.40
81999		US POSTAL SERVICE	\$ 20,000.00
82000		VICTOR C LUPIS III	\$ 1,140.57
82001		VICTORIA MYERS	\$ 1,093.76
82002		WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 16,990.94
82003		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 500.00
82004		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 43,795.32

82005		WV STATE BAR	\$	2,150.00
82006		XEROX CORPORATION	\$	502.28
TOTAL			\$	333,649.35

**Motion by Ms. Noland to approve the Accounts Payable for July 18, 2019 in the amount of \$333,649.35. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

MANUAL CHECK JUNE 28, 2019			
Check#	Fund	VENDOR	Amount
734	AV/56	MILLERS OFFICE PRODUCTS	\$ 173.76
1720	CO/246	TYLER TECH	\$ 3,825.00
			<b>\$3,998.76</b>

**Motion by Ms. Tabb to approve the Manual Checks for June 28, 2019 in the amount of \$3,998.76. Motion seconded and unanimously approved.**

**5-Jul-19**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
735	AV/56	GLOBAL SCIENCE & TECH		\$ 18,387.97
487	HD/O8	ASHPAUGH & SCULCO CPA'S		\$ 1,200.00
488	HD/O8	JEFF CO COMMUNITY MINISTRIES		\$ 2,500.00
1192	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 127,957.46
1193	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 2,016.79
1194	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 9,839.50
1195	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 1,076.79
<b>TOTAL</b>				<b>\$ 162,978.51</b>

**Motion by Ms. Noland to approve the Manual Checks for July 5, 2019 in the amount of \$162,978.51. Motion seconded and unanimously approved.**

19-Jul-19

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
736	AV/56	FIFTH THIRD BANK		\$ 388.91
737	AV/56	GLOBAL SCIENCE & TECH		\$ 750.00
344	MC/O5	VICKI D'ANGELO		\$ 245.94
1721	CO/246	TYLER TECH		\$ 637.00
659	HD/O8	ATTENTI US INC		\$ 2,918.40
660	HD/O8	CDA		\$ 360.00

**Motion by Mr. Compton to approve the Manual Checks for July 19, 2019 in the amount of \$5,300.25. Motion seconded and unanimously approved.**

### **APPROVAL OF PAYROLL**

**Motion by Mr. Compton to approve the Payroll for June 27, 2019 in the amount of \$263,006.64. Motion seconded and unanimously approved.**

**Motion by Ms. Tabb to approve the Payroll for July 11, 2019 in the amount of \$269,171.40. Motion seconded and unanimously approved.**

### **PUBLIC COMMENT**

Public comment was made by the following individuals: Tim Ross, David Tabb, Jay Mansfield, Sharon Wilt, Catherine Jozwick, Mike Kinneal, and Ross Morgan. Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

### **PRESENTATIONS**

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

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Charles A. Conner	RE	Middleway	20886	\$2,428.20

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 20886 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Ryan Rogers	PP	Ranson	800000536-S	\$85.48

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 800000536-S as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Mary Ann Marino	PP	Shepherdstown	316676	\$98.68

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 316676 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Dennis & Linda Fellows	PP	Charles Town District	301760	\$46.38

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 301760 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Selma J. Fleming	PP	Charles Town District	301796	\$16.23

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 301796 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Charles F. Riley	RE	Shepherdstown	28964	\$234.96

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 28964 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Brittney L. Sitely	PP	Middleway	313519	\$71.90

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 313519 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Jeremy Sitely	PP	Middleway	313520	\$74.22

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 313520 as presented. Motion seconded and unanimously approved.**

2. Jacki Shadle, County Clerk – requested approval of employment for Assistant Clerk position.

- **Motion by Ms. Noland to approve the employment of Edgar Conn as an Assistant Clerk in the County Clerk’s Office at a salary of \$30,000.00 effective July 29, 2019. Motion seconded and unanimously approved.**

3. Peter Dougherty, Sheriff

a. Approval of JAG Grant Application

- **Motion by Mr. Compton to approve the JAG Grant Application as presented by the Sheriff’s Office. Motion seconded and unanimously approved.**

- b. Court Security Grant Form Updates
    - **Motion by Mr. Compton to approve the Court Security Grant Application and authorize the President of the Commission to sign the associated documents. Motion seconded and unanimously approved.**
  
  - c. Animal Control Position
    - **Motion by Ms. Tabb to approve the hire of Danielle Duckett as an Animal Control Officer at a Step I, Grade IV – Salary of \$37,488.00 effective August 5, 2019. Motion seconded and unanimously approved.**
  
  - d. Deputy Position
    - **Motion by Ms. Noland to approve the hire of Matthew Harper as a deputy within the Jefferson County Sheriff's Department at a salary of 43,635.00, effective August 5, 2019. Motion seconded and unanimously approved.**
4. Lynn Fields, Probate Office
- a. Quarterly Review to Approve/Close Estates
    - **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
    - **Motion by Mr. Compton to approve estates opened since last quarterly review and to close estates that have met the requirements from last quarter. Motion seconded and unanimously approved.**
  
  - b. Probate in Solemn Form, Estate of James E. Taylor, Deceased
    - **Motion by Mr. Hudson to approve the Probate in Solemn Form the last will and testament of James E. Taylor, deceased. Motion seconded and unanimously approved.**
    - **Motion by Ms. Tabb to adjourn as a Fiduciary Reviews Board. Motion seconded and unanimously approved.**
5. Roger Goodwin, Chief County Engineer – requested the approval of the following two complete bond releases:
- a. UFP Ranson, LLC – Universal Forest Products Ranson Plant Addition (File#S05-14)

- **Motion by Ms. Noland to 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). Motion seconded and unanimously approved.**

b. Howard Shockey & Sons, Inc. – TeMa USA Manufacturing Facility Burr Business Park (File #S18-01)

- **Motion by Mr. Compton to 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). Motion seconded and unanimously approved.**

6. **Bill Polk, Director, Department of Maintenance**

a. Maintenance Quarterly Report

b. Request for Reclassification

- **Motion by Ms. Tabb to enter into Executive Session regarding a personnel matter. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

7. The Commission recessed for break at 7:45 pm.  
The Commission reconvened at 8:00 pm.

8. Allen Keyser, Director, Jefferson County Emergency Services Agency – requested a budget revision to JCESA FY20 Budget.

- **Motion by Ms. Noland to approve the request to increase the Jefferson County Emergency Services Agency full-time employee headcount to 34. Motion seconded and unanimously approved.**

9. Interviews and Appointments

- a. Jefferson County Emergency Services Agency – one three-year term for Citizen Representative ending June 30, 2022; one three-year term for Fire Representative ending June 30, 2022; one three-year term for EMS Representative ending June 30, 2022.

- Ms. Noland offered her nomination for Tricia Worden.
- Mr. Lorenzetti offered his nomination for Karen Phillips.  
After receiving a unanimous vote, Tricia Worden was reappointed to the Jefferson County Emergency Services Agency for a three-year term ending June 30, 2022.
- **Motion by Ms. Noland to reappoint Craig Simpson as the EMS Representative and Bob Faas as the Fire Representative to the Jefferson County Emergency Services Agency each for a three-year term ending June 30, 2022. Motion seconded and unanimously approved.**

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

- Ms. Tabb offered her nomination for Susan Cardella (Commissioners Tabb, Noland, Compton, and Hudson)
- Mr. Lorenzetti offered his nomination for Nick DeGennaro (Commissioner Lorenzetti)

After receiving the majority vote, Susan Cardella was appointed to the Summit Point Library Committee for a five year term ending June 30, 2024.

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

- Ms. Tabb offered her nomination for Bill Gillette (Commissioners Tabb, Compton, and Noland)
- Mr. Lorenzetti offered his nomination for Jodi Welty Robinson (Commissioners Lorenzetti and Hudson)

After receiving the majority vote, Bill Gillette was appointed to the Bolivar-Harpers Ferry Public Library Board.

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

- Mr. Compton offered his nomination for Heather Morgan McIntyre.
- Ms. Tabb offered her nomination for Missy Thompson.
- Mr. Lorenzetti offered his nomination for Catherine Jozwick.

After receiving the majority vote, Missy Thompson was appointed to the Jefferson County Parks and Recreation Commission for one unexpired term ending June 30, 2021.

- Mr. Compton offered his nomination for Jimmy Pierson.
- Ms. Tabb offered her nomination for Gene Taylor.
- Ms. Noland offered her nomination for David Dinges.
- Ms. Tabb offered another nomination for Heather Morgan McIntyre.
- **There being no other nominations, motion by Ms. Noland to appoint Jimmy Pierson, Gene Taylor, David Dinges, and Heather Morgan McIntyre to the Jefferson County Parks and Recreation Commission each for a three year term ending June 30, 2022. Motion seconded and unanimously approved.**

10. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of Jefferson County Civil Action #17-C-282
- Discussion of Renewal of County Cable Franchise Agreement and related issues
  - Discussion of Jefferson County Circuit Court Civil Action#18-C-171
  - Discussion of EEOC Charge #533-2017-00706
  - Discussion and update of Jefferson County Circuit Court Civil Action #18-C-108
  - Discussion of Jefferson County Circuit Court Civil Action #17-C-282
  - Discussion of Jefferson County Circuit Court Civil Action #19-P-69
  - Discussion of and issues regarding potential reimbursement of former PSD Board member William Strider and/or Strider LLC for successful defense of ethics complaints
  - Discussion of Jefferson County Circuit Court Civil Action #19-AA-1
  - Discussion of Jefferson County Circuit Court Civil Action #17-C-94
  - Discussion of and communication with FEMA regarding potential resolution
  - Discussion of US District Court (Northern District) Civil Action #3:18-CV-122
- **Motion by Ms. Tabb to enter into Executive Session to discuss the renewal of the County Cable Franchise Agreement and related issues; Jefferson County Circuit Court Civil Action #19-P-69; Jefferson County Civil Court Action #19-AA-1; and Jefferson County Circuit Court Civil Action #17-C-94. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to approve the Comcast Settlement as provided in the settlement agreement. Motion seconded and passes on a vote of 3-2 with Commissioners Compton and Hudson opposing.**

## 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.

- **Motion by Mr. Compton to deny the request from the Harpers Ferry Bolivar Town Foundation for the use of the parking lot behind the Courthouse on October 19, 2019 from 10am-3pm for the purpose of a John Brown bus tour. Motion seconded and passes on a vote of 4-1 with Mr. Lorenzetti opposing.**

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

- **Motion by Ms. Noland to ratify the letter of support for the BUILD grant application as requested by HEPMPO. Motion seconded and unanimously approved.**

13. Review Ambulance Fee billing of customer for 2014-2019.

- **Motion by Ms. Noland to approve the refund of \$615.00 for John Lacey and Carolyn Holcomb for 2014-2019. Motion seconded and unanimously approved.**

14. Appointment of Jefferson County Broadband Planning Team

- **Motion by Ms. Tabb to appoint the following to the Jefferson County Broadband Planning Team: Patricia Noland, County Commissioner; Ralph Lorentzetti, County Commissioner; Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator; Lyn Goodwin, JCDA; Jeff Polczynski, Communications Director; Todd Fagan, GIS; Bill Clark and Jennifer Wishmyer, Regional Council Staff. Motion seconded and unanimously approved.**

15. Discuss replacing JCDA Board Member

- **Motion by Ms. Noland to enter into Executive Session to receive legal advice regarding a board appointee. Motion dies for lack of a second.**

## COUNTY ADMINISTRATOR REPORTS

- Discuss changing current practice to ensure compliance with Rule 8(d) of the Administrative Rules for the Magistrate Courts of West Virginia - it was the consensus of the Commission to direct the County Administrator to amend the county policy to provide either landline *or* cellular phone service for the Magistrates instead of providing both services and contact the Magistrates to determine which service they prefer.

- **Motion by Ms. Noland to permit Ms. Grove to contact the Magistrates to inquire as to whether they prefer to be reimbursed for their cell phone service or their landline service. Motion seconded and unanimously approved.**

16. The Commission adjourned at 10:37 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

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Patricia A. Noland, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

**REQUISITIONS TO BE APPROVED**

**August 1, 2019**

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
Maintenance	20003	\$ 7,200.00	Mitel	Mitel Phone Conversion
Sheriff's Office	19025	\$ 14,630.00		Insert for Animal Control Vechicle
<b>TOTAL</b>		<b>\$ 21,830.00</b>		



DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 397,746.19	\$ -	\$ 397,746.19
	\$ -		
6.2% Tax Payable OASDI	\$ 23,645.51	\$ -	\$ 23,645.51
1.45% Tax Payable HI	\$ 5,530.05	\$ -	\$ 5,530.05
Fed Withholding	\$ 36,102.65	\$ -	\$ 36,102.65
WV State Withholding	\$ 16,866.68	\$ -	\$ 16,866.68
PERS Retirement Deduct 4.5%	\$ 10,053.27	\$ -	\$ 10,053.27
PERS Retirement Deduct 6%	\$ 4,360.90		\$ 4,360.90
Hosp. Pre-Tax	\$ 14,359.50		\$ 14,359.50
Cancer/ICU Pre-Taxed	\$ 299.85		\$ 299.85
Cancer/ICU Not Pre-Taxed	\$ 1,294.87		\$ 1,294.87
Optional Life Not Pre-Taxed	\$ 1,918.08		\$ 1,918.08
Christmas Club	\$ 4,685.00		\$ 4,685.00
Wage Attach #1	\$ 713.25		\$ 713.25
Wage Attach #3	\$ 500.00		\$ 500.00
DSRS Retirement Deduct 8.5%	\$ 5,989.64		\$ 5,989.64
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	\$ 173.66		\$ 173.66
COLONIAL(PLUS)	\$ 81.60		\$ 81.60
Total Deductions	\$ 132,242.45	\$ -	\$ 132,242.45
Net Wages Total	\$ 265,503.74	\$ -	\$ 265,503.74
Payroll Date	25-Jul-2019		



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



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

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

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

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

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

Exonerations – Discussion/Action

Apportioned/Split Tickets – 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](http://www.jeffersoncountywv.org)



Name: Anita & Michael Henderson

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice:

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

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

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

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

My wife and I resided at 16 Avenel Court for 13 years and 8 months. We both commuted a total of about 5 hours to and from DC for 12+ years. I retired from the Department of Justice 31 Dec 2015, and from the Air National Guard on 9 April 2018. Once I retired my wife asked if we could sell our house and move in closer to Washington, DC to reduce her commute time. Due to my retired Military status we found that we eligible for Military housing which we located on Bolling AFB just south of Washington. We sold the house and signed a lease effective 29 Jun 2018. We moved on 29, 30 June 2018 and were residents of Washington, DC prior to 1 July 2018. We were set to close on the sale of our house on 12 July 2018.

A personal property tax assessment form was forwarded to us from our previous address. When I received it, I spoke to an assessor in the tax assessor's office and informed her that we had relocated effective 30 June 2018. The assessor instructed me to write what I told her on the form and return it. In doing so I made a mental error and instead of indicating we moved effective 30 June 2018 I wrote we moved effective 12 July 2018, which was actually the closing date for the sale of our house.

When I received the Statement of Taxes Due for 2018, I again called the assessor's office and spoke with Angela. When I explained to her that we had moved effective 30 June 2018 she told me I wrote on the assessment form that we moved effective 12 July 2018. I told her I didn't remember reporting that date so she emailed me a copy of the assessment I submitted. When I saw the form, I explained that I must have made a mental mistake. I asked if I could make a change to reflect the correct date. She told me she'd have to check and get back to me. In the mean time as proof of what I was telling her I emailed her copies of our signed lease showing that we took possession of our new residence 29 June 2018, and a page from our closing documents showing that we closing effective 12 July 2018. When I did not receive a response to my email I sent her a follow up and again no response. I called to follow up with her, this time speaking to another assessor as Angela was busy. She took a message to forward to Angela. I then received a message from Angela stating I filed an assessment and her office assessed taxes based on my statement.

Right is right and wrong is wrong. If we were no longer residence of JC prior to the cutoff date for being assessed 2018 personal property taxes it seems JC would have an obligation to right a wrong and cancel the tax assessment. It seem that it would be illegal for JC to bill us for taxes under these conditions.

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 request that the 2018 tax assessment be void and that we be released from this tax obligation. I also don't understand why a decision like this needs to be submitted to the Commission meeting for consideration and determination. Why can't it be reviewed and ruled on prior to the meeting? If you'll review both our property, and personal property tax payment history from 2004 to 2018 you'll find that we paid our taxes with due diligence, and were never a burden to the county.

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

If not attached, explain:

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

Contact information:

Email address: meh5977@gmail.com

Phone Number: 304-820-7501

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

not applicable



**BLB Privatized Housing, LLC**  
**NON-MILITARY HOUSING RESIDENTIAL LEASE**  
**Bolling Family Housing**

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This **NON-MILITARY HOUSING RESIDENTIAL LEASE** (this "Lease") is made this **June 29, 2018** between, BLB Privatized Housing LLC, a Delaware limited liability company ("Landlord"), and **Michael & Anita Henderson** ("Resident") for the premises known as **1512-D Carswell Circle SW, Washington DC 20032** (the "Premises").

**1. TERM:** The term of this Lease shall be for a period of twelve months beginning on **June 29, 2018** (the "Commencement Date") and unless sooner terminated in accordance with this Lease, ending on **June 28, 2019** (the "Original Term"). Thereafter, this Lease shall be automatically renewed on a month-to-month basis except upon the occurrence of one of the following events: 1) Resident gives Landlord written notice of Resident's intention to terminate the Lease at least 30 days before the end of the Original Term or as otherwise provided in this Lease; or 2) Landlord and Resident execute a new lease (the Original Term and any such renewal term are collectively the "Lease Term"). When renewed on a month-to-month basis, Landlord or Resident may terminate this Lease by giving the other party a minimum of 30 days' written notice, which 30-day period shall begin on the date Landlord or Resident receives such written notice.

**2. EARLY TERMINATION BY RESIDENT:** If Resident seeks early termination of the Lease as provided hereafter, Resident shall deliver to Landlord a written notice stating the grounds for early termination together with appropriate documentation supporting the grounds for early termination. For any early termination during the Original Term for reasons not described in this Lease, Resident will be responsible to Landlord for all damages provided by law, including but not limited to Rent due through the end of the Original Term, minus rents paid by a replacement resident (if any). This amount will vary depending upon how long it takes Landlord to find a replacement resident. Therefore, this amount cannot be determined in advance and it is difficult to estimate. To avoid this uncertainty, Resident may choose to exercise an early termination option. Resident may choose to pay a flat fee in advance to terminate this Lease early, rather than remaining liable for Rent due through the end of the Original Term. To exercise this option, Resident must deliver to Landlord at the time of Notice to Vacate:

- a. A written notice stating that Resident has elected to exercise this option;
- b. A lease cancellation fee equal to one month's Rent;
- c. Rent and other amounts due through the accelerated termination date; and
- d. Repayment of any rent concessions taken to include concessions up to the termination date.

Such termination fee, in addition to any prorated rent or other money owed by Resident as a result of Resident's physical damage to the Premises beyond ordinary wear and tear, shall be paid by certified funds at the time Resident submits the required notice. When Landlord has received the written notice and payment, and has signed the notice, the Lease Expiration Date will be amended. The new Lease Expiration Date will be the date specified in the notice which must be at least 30 days after the written election and payment are given to Landlord. Exercise of the early termination option will affect only Resident's Rent obligations after the accelerated termination date; Resident must comply with all other lease obligations.

The notice will not accelerate the Lease Expiration Date if:

**Briel PC Attorneys**  
**ALTA Universal ID 1074997**  
**201 N. George Street, Suite 200**  
**Charles Town, WV 25414**

**File No./Escrow No.:** CT18-06-2202  
**Print Date & Time:** July 12, 2018 at 12:06 PM  
**Officer/Escrow Officer:** Michael E. Briel  
**Settlement Location:** 201 N. George Street Suite 200  
 Charles Town, WV 25414

**Property Address:** 16 Avenel Court  
 Charles Town, WV 25414

**Borrower:** Allen J. Dupree and Julie M. LaMacchia-Dupree  
**Seller:** Anita Henderson and Mike Henderson  
**Lender:** Quicken Loans Inc.  
**Settlement Date:** July 12, 2018  
**Disbursement Date:** July 12, 2018

Seller		Description	Borrower/Buyer	
Debit	Credit		Debit	Credit
<b>Financial</b>				
	\$ 332,000.00	Sale Price of Property	\$ 332,000.00	
		Deposit		\$ 1,000.00
		Loan Amount		\$ 315,400.00
\$ 2,579.64		Seller Credit		\$ 2,579.64
<b>Prorations/Adjustments</b>				
	\$ 26.45	HOA Dues/Assessments 07/12/18-08/01/18	\$ 26.45	
\$ 51.83		County Taxes 07/01/18 to 07/12/18		\$ 51.83
\$ 1.05		Invoice-Ambulance Fee 2018-19 07/01/18-06/30/19	\$ 33.95	
<b>Loan Charges to Quicken Loans Inc.</b>				
		Origination Fee	\$ 3,154.00	
		Underwriting Fee	\$ 250.00	
		Prepaid Interest \$38.33 per day from 07/12/18 to 08/01/18	\$ 766.60	
<b>Other Loan Charges</b>				
		Appraisal Fee to Amrock Inc	\$ 560.00	
		Credit Report to Equifax Mortgage Solutions	\$ 14.46	
		Flood Determination Fee to CoreLogic Flood Services	\$ 10.50	

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



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

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

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

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

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

- Review and Approval of FY2020 State Budget Revision 1 for the General Fund
- Review and Approval of FY2020 State Budget Revision 1 for the Coal Severance Fund
- Review of FY2020 Budget to Actual as of 6/30/19

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? \$ **NA**

Provide exact financial impact/request:

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

- Motion to accept FY20 State Budget Revision 1 for the General Fund
- Motion to accept FY20 State Budget Revision 1 for the Coal Severance Fund

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



Ora Ash, Director  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26302  
 Phone: 627-2415 ext. 5114  
 Fax: 627-2417

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER

**2020**

FY

**001**

FUND

**2**

REV. NO.

**1 of 1**

PG. OF NO.

Person To Contact Regarding

Budget Revision: **Michelle Gordon**  
 Phone: **304-724-8425**  
 Fax: **304-725-7916**

Jefferson County Commission  
 GOVERNMENT ENTITY  
 P.O. Box 250  
 STREET OR PO BOX  
 Charles Town 25414  
 CITY ZIP CODE

COUNTY

Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	4,685,057	711,842		5,396,899
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 711,842

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
698	Transfers/Reim. (Audit Findings)	214,024	711,842		925,866
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures 711,842

APPROVED BY THE STATE AUDITOR  
 BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Director, Local Government Services Division

AUTHORIZED SIGNATURE OF ENTITY \_\_\_\_\_ APPROVAL DATE \_\_\_\_\_

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 1st Day of August 2019, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2020 budget revision number #1 to the General County Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

\_\_\_\_\_, and duly seconded by \_\_\_\_\_  
the vote was as follows:

Ralph Lorenzetti	_____
Jane Tabb	_____
Patricia Noland	_____
Caleb Hudson	_____
Josh Compton	_____

Whereupon, Commissioner Noland declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Patricia Noland, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

\_\_\_\_\_  
Patricia Noland, President  
Jefferson County Commission

Jefferson County Commission  
State Budget Revision JE

**Budget Revision #1 of General Fund FY20**

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>
Record Adjustment for FY19 Ending Fund Balance and FY20 Beginning Fund Balance			
Unencumbered Fund Balance	001.299001	711,842	
Transfer to Capital Outlay Fund	001698.456609	711,842	

**Jefferson County**  
Charles Town, West Virginia

P 1  
glbalsht

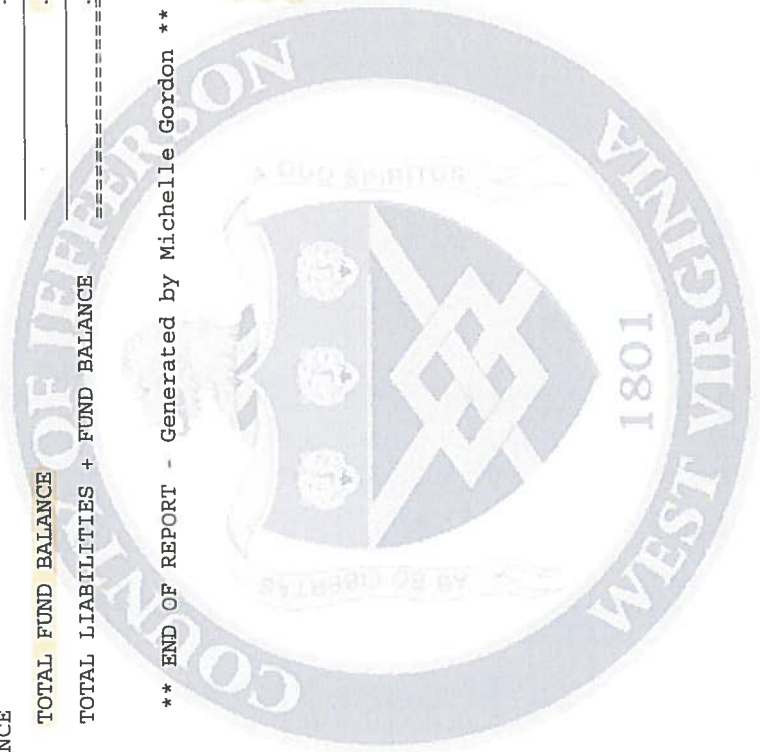
Jefferson County, WV - Production  
CHARACTER BALANCE SHEET FOR 2019 13

07/24/2019 12:42  
mgordon

FUND: 001	GENERAL FUND	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>			
CHAR	DESCRIPTION		
01	CASH	.00	4,974,672.41
02	TAXES RECEIVABLE	.00	733,683.74
03	OTHER CURRENT ASSETS	.00	204,589.61
04	DUE FROM OTHER FUNDS	.00	34,186.49
05	DUE FROM OTHER GOVTS	.00	437,151.76
	<b>TOTAL ASSETS</b>	.00	6,384,284.01
<b>LIABILITIES</b>			
CHAR	DESCRIPTION		
02	TAXES RECEIVABLE	.00	-520,827.34
10	VOUCHERS PAYABLE	.00	-230,525.67
11	PAYROLL PAYABLE	.00	-236,031.88
	<b>TOTAL LIABILITIES</b>	.00	-987,384.89
<b>FUND BALANCE</b>			
CHAR	DESCRIPTION		
20	FUND BALANCE	.00	-5,396,899.12
	<b>TOTAL FUND BALANCE</b>	.00	-5,396,899.12
	<b>TOTAL LIABILITIES + FUND BALANCE</b>	.00	-6,384,284.01

\*\* END OF REPORT - Generated by Michelle Gordon \*\*

FY19 Ending FB 5,396,899  
Less FY20 FB Beg Bud 4,685,057  
-----  
FY20 Adjustment 711,842



**Jefferson County**  
Charles Town, West Virginia

P 1  
bgnrpts

Jefferson County, WV - Production  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20201 FY2019-2020 OPERATING BUDGET

FOR PERIOD 12

ACCOUNTS FOR:

GENERAL FUND

	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 ADOPTED	PCT CHANGE
001 GENERAL FUND							
001 299001 FB-UNAS-BD	.00	-4,634,541.00	-5,186,147.00	.00	-4,634,541.00	-4,685,057.00	-9.7%
TOTAL GENERAL FUND	.00	-4,634,541.00	-5,186,147.00	.00	-4,634,541.00	-4,685,057.00	-9.7%
TOTAL GENERAL FUND	.00	-4,634,541.00	-5,186,147.00	.00	-4,634,541.00	-4,685,057.00	-9.7%
GRAND TOTAL	.00	-4,634,541.00	-5,186,147.00	.00	-4,634,541.00	-4,685,057.00	-9.7%

\*\* END OF REPORT - Generated by Michelle Gordon \*\*



**Jefferson County**  
Charles Town, West Virginia

P 1  
bgnyrpts

Jefferson County, WV - Production  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20201 FY2019-2020 OPERATING BUDGET

FOR PERIOD 12

ACCOUNTS FOR:

GENERAL FUND	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 ADOPTED	PCT CHANGE
001698 TRANSFERS TO OTHER FUNDS							
001698 456609 TRF CO FD	971,200.00	83,980.00	600,755.00	600,755.00	83,980.00	214,024.00	-64.4%
TOTAL TRANSFERS TO OTHER FUN	971,200.00	83,980.00	600,755.00	600,755.00	83,980.00	214,024.00	-64.4%
TOTAL GENERAL FUND	971,200.00	83,980.00	600,755.00	600,755.00	83,980.00	214,024.00	-64.4%
GRAND TOTAL	971,200.00	83,980.00	600,755.00	600,755.00	83,980.00	214,024.00	-64.4%

\*\* END OF REPORT - Generated by Michelle Gordon \*\*



Ora Ash, Director  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26302  
 Phone: 627-2415 ext. 5114  
 Fax: 627-2417

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER

**2020**

FY

**002**

FUND

**1**

REV. NO.

**1 of 1**

PG. OF NO.

Jefferson County Commission

GOVERNMENT ENTITY

Person To Contact Regarding

Budget Revision: **Michelle Gordon**

P.O. Box 250

STREET OR PO BOX

Phone: **304-724-8425**

Fax: **304-725-7916**

Charles Town

25414

CITY

ZIP CODE

COUNTY

Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	77,770	51,150		128,920
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

51,150

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	125,570	51,150		176,720
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

51,150

APPROVED BY THE STATE AUDITOR

BY:

Director, Local Government Services Division

Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 1st day of August, 2019, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2020 budget revision number #1 to the Coal Severance Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

\_\_\_\_\_, and duly seconded by \_\_\_\_\_  
the vote was as follows:

Ralph Lorenzetti	_____
Jane Tabb	_____
Patricia Noland	_____
Caleb Hudson	_____
Josh Compton	_____

Whereupon, Commissioner Noland declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Patricia Noland, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

\_\_\_\_\_  
Patricia Noland, President  
Jefferson County Commission

Jefferson County Commission  
State Budget Revision Entry

Budget Revision #1 of Coal Severance Fund FY20

Description	GL acct	Increase	Decrease	
Assigned Fund Balance	002.298002	51,150		Adj year end fund balance
Co Comm Prof Services	002401.422300	51,150		Adj year end fund balance

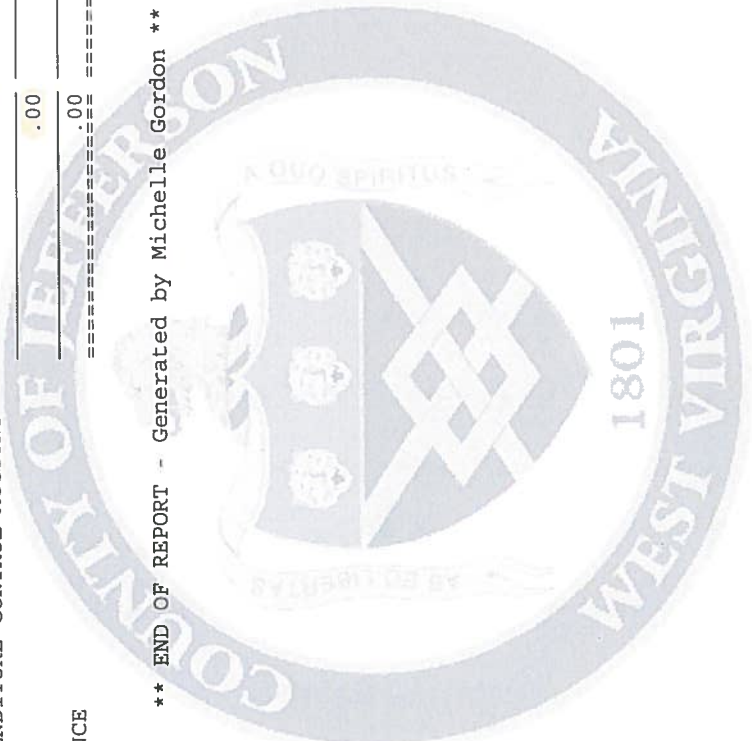
Totals 102,300 -

07/24/2019 11:57 Jefferson County, WV - Production  
mgordon BALANCE SHEET FOR 2019 13

FUND: 002 COAL SEVERANCE FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>			
002	101 CASH-COAL SEVERANCE FUND	.00	132,020.44
	TOTAL ASSETS	.00	132,020.44
<b>LIABILITIES</b>			
002	200 AP CONTROL ACCOUNT	.00	-1,200.00
002	202 VOUCHERS PAYABLE	.00	-1,900.00
	TOTAL LIABILITIES	.00	-3,100.00
<b>FUND BALANCE</b>			
002	280 FUND BALANCE-RESERVE FOR ENCUMB	.00	2,800.00
002	282 FUND BALANCE-RESERVE CY ENCUMB	.00	-2,800.00
002	285 APPROPRIATIONS	.00	-250,221.00
002	286 ESTIMATED REVENUES	.00	250,221.00
002	299 FUND BALANCE-UNRESERVED	.00	-159,321.13
002	300 REVENUE CONTROL ACCOUNT	.00	-119,329.25
002	400 EXPENDITURE CONTROL ACCOUNT	.00	149,729.94
	TOTAL FUND BALANCE	.00	-128,920.44
	TOTAL LIABILITIES + FUND BALANCE	.00	-132,020.44

\*\* END OF REPORT - Generated by Michelle Gordon \*\*

FY19 Ending FB 128,920  
Less FY20 Budget 77,770  
-----  
FY20 Adjustmt 51,150



**Jefferson County**  
Charles Town, West Virginia

P 1  
bgnyrpts

Jefferson County, WV - Production  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

FOR PERIOD 12

07/24/2019 12:14  
mgordon

PROJECTION: 20201 FY2019-2020 OPERATING BUDGET

ACCOUNTS FOR:

COAL SEVERANCE FUND	2019 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 ADOPTED	PCT CHANGE
002 COAL SEVERANCE FUND							
002 298002 FB-ASGN-BD	.00	-95,121.00	-159,321.00	.00	-95,121.00	-77,770.00	-51.2%
002 305T00 COAL SV TX	-110,340.41	-90,000.00	-90,000.00	-118,407.27	-90,000.00	-90,000.00	.0%
002 365I10 INTEREST	-1,036.48	-900.00	-900.00	-921.98	-900.00	-900.00	.0%
TOTAL COAL SEVERANCE FUND	-111,376.89	-186,021.00	-250,221.00	-119,329.25	-186,021.00	-168,670.00	-32.6%
002401 COUNTY COMMISSION							
002401 422300 PROF SVCS	33,466.60	129,021.00	106,192.00	28,451.60	129,021.00	125,570.00	18.2%
TOTAL COUNTY COMMISSION	33,466.60	129,021.00	106,192.00	28,451.60	129,021.00	125,570.00	18.2%
002598 TRANSFERS TO OTHER FUNDS							
002598 456601 TRF GEN FD	70,000.00	25,000.00	77,529.00	77,528.34	25,000.00	.00	.0%
TOTAL TRANSFERS TO OTHER FUN	70,000.00	25,000.00	77,529.00	77,528.34	25,000.00	.00	-100.0%
002715 AMBULANCE AUTHORITY							
002715 456700 TRF OTH GV	17,000.00	17,000.00	17,000.00	.00	17,000.00	17,000.00	.0%
TOTAL AMBULANCE AUTHORITY	17,000.00	17,000.00	17,000.00	.00	17,000.00	17,000.00	.0%
002801 MENTAL HEALTH							
002801 456700 TRF OTH GV	17,052.81	15,000.00	15,000.00	12,050.00	15,000.00	15,000.00	.0%
TOTAL MENTAL HEALTH	17,052.81	15,000.00	15,000.00	12,050.00	15,000.00	15,000.00	.0%
002908 COMMUNITY CENTER							
002908 456800 CONT-OTH	.00	.00	4,000.00	4,000.00	.00	10,000.00	150.0%
TOTAL COMMUNITY CENTER	.00	.00	4,000.00	4,000.00	.00	10,000.00	150.0%
002909 HISTORICAL COMMISSION							
002909 456700 TRF OTH GV	.00	.00	500.00	500.00	.00	.00	.0%
TOTAL HISTORICAL COMMISSION	.00	.00	500.00	500.00	.00	.00	-100.0%
002953 PUBLIC TRANSPORTATION							
002953 456700 TRF OTH GV	.00	.00	30,000.00	30,000.00	.00	1,100.00	-96.3%
TOTAL PUBLIC TRANSPORTATION	.00	.00	30,000.00	30,000.00	.00	1,100.00	-96.3%
TOTAL COAL SEVERANCE FUND	26,142.52			33,200.69			

**Jefferson County**  
Charles Town, West Virginia

P 2  
bgnyrpts

Jefferson County, WV - Production  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

07/24/2019 12:14  
mgordon

PROJECTION: 20201 FY2019-2020 OPERATING BUDGET

FOR PERIOD 12

ACCOUNTS FOR:

COAL SEVERANCE FUND

	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 ADOPTED	PCT CHANGE
GRAND TOTAL	26,142.52	.00	.00	33,200.69	.00	.00	.0%

\*\* END OF REPORT - Generated by Michelle Gordon \*\*



**Jefferson County Commission**  
 FY2019 General Fund Revenues & Expenditures  
 As of 06/30/2019  
 Expenditures by Department

Description	FY2019 Budget	FY2019 YTD	Budget	% Rec'd/ Exp'd	FY2018 YTD	YTD Actual	% Rec'd/ Exp'd
		Actual As of 06/30/19	Variance Favorable/ (Unfavorable)		Actual As of 06/30/18	FY19-FY18 Variance Favorable/ (Unfavorable)	
<b>Beginning Fund Bal-Budget</b>							
<b>Total Beginning Fund Bal-Budget</b>	(5,186,147)						
<b>Revenues</b>							
AD VALOREM TAXES	(14,114,752)	(13,843,675)	(271,077)	98.08%	(13,551,915)	291,760	2.15%
BUILDING PERMIT FEES	(340,335)	(298,666)	(41,669)	87.76%	(275,866)	22,800	8.26%
CHARGES FOR SERVICES	(40,000)	(40,000)	-	100.00%	-	40,000	-100.00%
CHARGES TO OTHER ENTITIES	-	-	-	0.00%	(70,098)	(70,098)	-100.00%
CIRCUIT CLERKS EARNINGS	(64,000)	(59,453)	(4,547)	92.89%	(45,786)	13,666	29.85%
CONTRIBUTIONS FR OTH ENTITIES	-	(220)	220	100.00%	(36,430)	(36,210)	-99.40%
COUNTY CLERKS EARNINGS	(199,100)	(173,781)	(25,319)	87.28%	(223,629)	(49,848)	-22.29%
EMERGENCY 911 FEES	(1,889,100)	(1,556,652)	(332,448)	82.40%	(1,760,952)	(204,301)	-11.60%
FEDERAL GRANTS	(504,458)	(324,325)	(180,133)	64.29%	(624,424)	(300,099)	-48.06%
FEDERAL PMT IN LIEU OF TAXES	(20,000)	(19,296)	(704)	96.48%	(17,593)	1,703	9.68%
FILING FEES	-	(4,941)	4,941	100.00%	-	4,941	-100.00%
FRANCHISE AGREEMENTS	(544,000)	(409,310)	(134,690)	75.24%	(522,938)	(113,628)	-21.73%
GAIN/LOSS ON SALE-FIXED ASSETS	-	-	-	0.00%	(10,726)	(10,726)	-100.00%
GAS & OIL SEVERANCE TAX	(85,640)	(85,562)	(78)	99.91%	(62,174)	23,388	37.62%
HORSE & DOG RACING TAX	(12,440)	(9,681)	(2,759)	77.82%	(10,098)	(417)	-4.13%
HOTEL OCCUPANCY TAX	(769,000)	(771,493)	2,493	100.32%	(738,360)	33,132	4.49%
INTEREST EARNED	(31,900)	(36,882)	4,982	115.62%	(31,436)	5,446	17.32%
IRP FEES (INTERST REG PLAN)	(15,000)	(18,789)	3,789	125.26%	(15,680)	3,108	19.82%
MISCELLANEOUS REVENUE	(4,700)	(6,724)	2,024	143.06%	(9,071)	(2,347)	-25.87%
MISECLLANEOUS REVENUE	(41,058)	(23,171)	(17,887)	56.43%	(40,710)	(17,539)	-43.08%
OTHER GRANTS	(19,250)	(66,086)	46,836	343.31%	(20,000)	46,086	230.43%
PROCEEDS FR BOND RESTRUCTURING	-	-	-	0.00%	(40,226)	(40,226)	-100.00%
PROPERTY TRANSFER TAX	(795,380)	(759,477)	(35,903)	95.49%	(970,973)	(211,496)	-21.78%
PROSECUTING ATTY EARNINGS	(1,600)	(2,133)	533	133.31%	(1,550)	583	37.61%
REGIONAL JAIL REIMB	(100,000)	(97,087)	(2,913)	97.09%	(112,557)	(15,470)	-13.74%
REIMBURSEMENTS	(233,600)	(208,272)	(25,328)	89.16%	(230,065)	(21,792)	-9.47%
RENTS	(348,380)	(305,041)	(43,339)	87.56%	(318,490)	(13,449)	-4.22%
SHERIFFS COMMISSION	(11,600)	(11,514)	(86)	99.26%	(11,581)	(67)	-0.58%
SHERIFFS EARNINGS	(191,200)	(190,623)	(577)	99.70%	(195,596)	(4,973)	-2.54%
SHERIFFS SERVICE OF PROCESS	(18,700)	(17,051)	(1,649)	91.18%	(20,016)	(2,964)	-14.81%
TABLE GAMES	(544,200)	(635,682)	91,482	116.81%	(634,044)	1,638	0.26%
TAX PENALTIES	(297,950)	(308,187)	10,237	103.44%	(287,868)	20,319	7.06%
VIDEO LOTTERY	(2,941,500)	(2,999,873)	58,373	101.98%	(3,038,420)	(38,547)	-1.27%
WASTE COAL	(5,563)	(5,562)	(1)	99.99%	-	5,562	-100.00%
WINE & LIQUOR TAX	(49,180)	(43,303)	(5,877)	88.05%	(17,243)	26,060	151.13%
<b>Total Revenues</b>	(24,233,586)	(23,332,512)	(901,074)	96.28%	(23,946,515)	(614,003)	-2.56%
<b>Expenditures</b>							
401- COUNTY COMMISSION	1,960,202	1,886,296	73,906	96.23%	1,803,308	(82,988)	4.60%
402- COUNTY CLERK	717,489	674,642	42,847	94.03%	689,210	14,569	-2.11%
403- CIRCUIT CLERK	627,607	618,638	8,969	98.57%	603,737	(14,901)	2.47%
404- SHERIFF AND TREASURER	536,285	502,000	34,285	93.61%	534,898	32,898	-6.15%
405- PROSECUTING ATTORNEY	1,826,075	1,804,676	21,399	98.83%	1,802,123	(2,553)	0.14%
406- ASSESSOR	544,394	529,945	14,449	97.35%	503,027	(26,918)	5.35%
407- ASSESSORS VALUATION FUND	515,250	508,508	6,742	98.69%	489,362	(19,146)	3.91%
408- STATEWIDE COMPUTER NET	54,871	41,287	13,584	75.24%	54,879	13,592	-24.77%

**Jefferson County Commission**  
 FY2019 General Fund Revenues & Expenditures  
 As of 06/30/2019  
 Expenditures by Department

Description	FY2019 Budget	FY2019 YTD	Budget	% Rec'd/ Exp'd	FY2018 YTD	YTD Actual	% Rec'd/ Exp'd
		Actual As of 06/30/19	Variance Favorable/ (Unfavorable)		Actual As of 06/30/18	FY19-FY18 Variance Favorable/ (Unfavorable)	
412- AGRICULTURAL AGENT	139,711	121,977	17,734	87.31%	104,774	(17,203)	16.42 %
413- ELECTIONS COUNTY CLERK	353,093	311,982	41,111	88.36%	314,493	2,511	-0.80 %
415- MAGISTRATE COURT	3,000	1,996	1,004	66.54%	2,365	368	-15.58 %
424- COURTHOUSE (MAINTENANCE)	1,073,001	1,062,016	10,985	98.98%	1,025,702	(36,314)	3.54 %
425- OTHER BUILDINGS	636,700	620,221	16,479	97.41%	666,808	46,587	-6.99 %
428- IT DATA PROCESSING	442,110	401,360	40,750	90.78%	363,558	(37,803)	10.40 %
429- REGIONAL DEVELOPMENT AUTH	19,795	19,794	1	100.00%	19,794	-	0.00 %
431- DEVELOPMENT AUTHORITY	553,714	553,549	165	99.97%	505,337	(48,212)	9.54 %
440- ENGINEERING	1,451,948	1,375,402	76,546	94.73%	1,342,956	(32,446)	2.42 %
697- CONT/TRF OTHER STATUTORY ENT	-	3,067	(3,067)	100.00%	-	(3,067)	-100.00 %
700- SHERIFF LAW ENFORCEMENT	4,438,816	4,258,387	180,429	95.94%	4,191,733	(66,654)	1.59 %
701- SHERIFF SVC OF PROCESS	18,700	18,700	-	100.00%	23,122	4,422	-19.12 %
704- REGIONAL JAIL	1,850,000	1,204,513	645,487	65.11%	1,582,600	378,087	-23.89 %
711- HOMELAND SECURITY	284,579	232,476	52,103	81.69%	222,794	(9,682)	4.35 %
712- COMMUNICATIONS CENTER	2,009,014	1,802,855	206,159	89.74%	1,791,156	(11,698)	0.65 %
713- FIRE DEPARTMENTS	665,000	665,000	-	100.00%	665,000	-	0.00 %
715- AMBULANCE AUTHORITY	2,084,791	2,102,376	(17,585)	100.84%	2,024,472	(77,904)	3.85 %
716- ANIMAL CONTROL	316,355	266,829	49,526	84.34%	221,007	(45,822)	20.73 %
717- CENTRAL GARAGE	313,358	300,200	13,158	95.80%	317,514	17,314	-5.45 %
800- LOCAL HEALTH DEPT	79,980	79,980	-	100.00%	79,550	(430)	0.54 %
900- PARKS AND RECREATION	745,402	742,886	2,516	99.66%	728,587	(14,299)	1.96 %
903- ARTS AND HUMANITIES	15,380	15,369	12	99.93%	14,767	(601)	4.07 %
909- HISTORICAL COMMISSION	25,306	25,257	49	99.81%	21,867	(3,390)	15.50 %
911- VISITORS BUREAU	384,500	384,213	287	99.93%	383,280	(932)	0.24 %
916- LIBRARIES	330,000	330,000	-	100.00%	330,000	-	0.00 %
953- PUBLIC TRANSPORTATION	20,000	20,000	-	100.00%	20,000	-	0.00 %
<b>Total Expenditures</b>	25,036,426	23,486,397	1,550,029	93.81 %	23,443,781	(42,617)	0.18 %

**Transfers To/(From) Other Funds**

698- TRANSFERS TO OTHER FUNDS	600,755	600,755	-	100.00%	971,200	370,445	-38.14 %
GENERAL SCHOOL FUND REIMB	(264,000)	(307,276)	43,276	116.39%	(266,698)	40,578	15.21 %
TRANSFERS FROM ASSR VAL FUND	(515,250)	(510,200)	(5,050)	99.02%	(485,329)	24,870	5.12 %
TRANSFERS FROM OTHER FUNDS	(124,820)	(147,917)	23,097	118.50%	(233,213)	(85,296)	-36.57 %
<b>Total Transfers To/(Fr) Other Funds</b>	(303,315)	(364,638)	61,323	120.22 %	(14,040)	350,598	2,497.06 %

**Fund Balance-Budget**

<b>Total Ending Fund Bal-Budget</b>	4,686,622
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**Fund Balance**

BEGINNING FUND BALANCE	(5,186,147)	(5,186,147)
NET USE OF FUNDS-(SURPLUS)/DEFICIT	(210,752)	-
<b>Total Fund Balance</b>	(5,396,899)	(5,186,147)

**Jefferson County Commission**

FY2019 General Fund Revenues & Expenditures

As of 06/30/2019

Expenditures by Object

Description	FY2019 Budget	FY2019 YTD	Budget	% Rec'd/ Exp'd	FY2018 YTD	YTD Actual FY19-FY18	
		Actual As of 06/30/19	Variance Favorable/ (Unfavorable)		Actual As of 06/30/18	Variance Favorable/ (Unfavorable)	% Rec'd/ Exp'd
<b>Beginning Fund Bal-Budget</b>							
<b>Total Beginning Fund Bal-Budget</b>	(5,186,147)						
<b>Revenues</b>							
TAX REVENUE	(14,114,752)	<b>(13,843,675)</b>	(271,077)	98.08%	(13,551,915)	291,760	2.15 %
OTHER TAX REVENUE	(2,015,153)	<b>(1,983,266)</b>	(31,887)	98.42%	(2,086,716)	(103,451)	-4.96 %
INTERGOVERNMENTAL	(543,708)	<b>(409,707)</b>	(134,001)	75.35%	(662,017)	(252,309)	-38.11 %
GAMING REVENUE	(3,485,700)	<b>(3,635,555)</b>	149,855	104.30%	(3,672,464)	(36,909)	-1.01 %
LICENSES AND PERMITS	(340,335)	<b>(298,666)</b>	(41,669)	87.76%	(275,866)	22,800	8.26 %
CHARGES FOR SERVICES	(3,315,780)	<b>(2,777,222)</b>	(538,558)	83.76%	(3,109,633)	(332,410)	-10.69 %
FINES AND FORFEITURE	(100,000)	<b>(97,087)</b>	(2,913)	97.09%	(112,557)	(15,470)	-13.74 %
MISCELLANEOUS REV	(286,258)	<b>(242,957)</b>	(43,301)	84.87%	(439,671)	(196,714)	-44.74 %
INTEREST REVENUE	(31,900)	<b>(44,157)</b>	12,257	138.42%	(35,512)	8,645	24.34 %
TRANSFERS IN	-	<b>(220)</b>	220	100.00%	(165)	55	33.33 %
<b>Total Revenues</b>	<b>(24,233,586)</b>	<b>(23,332,512)</b>	<b>(901,074)</b>	<b>96.28 %</b>	<b>(23,946,515)</b>	<b>(614,003)</b>	<b>-2.56 %</b>
<b>Expenditures</b>							
<b>PERSONNEL SERVICES</b>							
FICA	812,095	<b>764,085</b>	48,010	94.09%	748,933	(15,152)	2.02 %
HEALTH INSURANCE	2,159,818	<b>2,141,585</b>	18,233	99.16%	1,960,414	(181,171)	9.24 %
RETIREMENT	1,044,688	<b>1,009,451</b>	35,237	96.63%	1,066,828	57,377	-5.38 %
SALARIES	10,566,924	<b>10,437,721</b>	129,203	98.78%	10,263,547	(174,174)	1.70 %
<b>PERSONNEL SERVICES</b>	<b>14,583,525</b>	<b>14,352,842</b>	<b>230,683</b>	<b>98.42%</b>	<b>14,039,722</b>	<b>(313,120)</b>	<b>2.23 %</b>
<b>CONTRACTUAL SERVICES</b>							
ADVERTISING/LEGAL PUBS	36,500	<b>18,009</b>	18,491	49.34%	27,773	9,764	-35.16 %
AUDIT COSTS	35,000	<b>23,481</b>	11,519	67.09%	35,000	11,519	-32.91 %
BANK CHARGES	750	<b>514</b>	236	68.54%	624	109	-17.55 %
BLDG/ EQPT RENTAL	22,600	<b>21,866</b>	734	96.75%	25,246	3,379	-13.38 %
CONTRACTED SERVICES	253,006	<b>185,449</b>	67,557	73.30%	216,819	31,370	-14.47 %
COURT COSTS AND DAMAGES	9,750	<b>9,338</b>	413	95.77%	2,369	(6,969)	294.19 %
DUES AND SUBSCRIPTIONS	45,124	<b>37,372</b>	7,752	82.82%	33,377	(3,995)	11.97 %
INSURANCE AND BONDS	511,072	<b>493,399</b>	17,673	96.54%	477,334	(16,066)	3.37 %
INSURANCE PREMIUM RETIREE	89,152	<b>94,080</b>	(4,928)	105.53%	73,512	(20,568)	27.98 %
MAINT/REP AUTO	5,000	<b>313</b>	4,687	6.26%	18,625	18,312	-98.32 %
MAINT/REP BLDG & GROUNDS	27,000	<b>29,010</b>	(2,010)	107.44%	26,426	(2,583)	9.78 %
MAINT/REP EQUIPMENT	218,117	<b>198,242</b>	19,875	90.89%	104,854	(93,388)	89.07 %
OTHER FEES AND TAXES	7,102	<b>8,069</b>	(967)	113.62%	904	(7,165)	792.71 %
POSTAGE	121,670	<b>92,368</b>	29,302	75.92%	105,264	12,895	-12.25 %
PRINTING	21,250	<b>14,503</b>	6,747	68.25%	14,594	91	-0.62 %
PROFESSIONAL SERVICES	353,075	<b>339,052</b>	14,023	96.03%	302,949	(36,103)	11.92 %
REFUNDING ERRONEOUS PMTS	-	<b>294</b>	(294)	100.00%	312	18	-5.64 %
REMITTANCE FEES COLLECTED	-	-	-	0.00%	167	167	-100.00 %
TELEPHONE	227,473	<b>205,977</b>	21,496	90.55%	231,208	25,231	-10.91 %
TRAINING AND EDUCATION	53,539	<b>29,259</b>	24,280	54.65%	32,900	3,641	-11.07 %
TRAVEL	63,493	<b>29,426</b>	34,067	46.35%	33,892	4,466	-13.18 %
UTILITIES	401,700	<b>370,472</b>	31,228	92.23%	433,059	62,587	-14.45 %

**Jefferson County Commission**

FY2019 General Fund Revenues & Expenditures

As of 06/30/2019

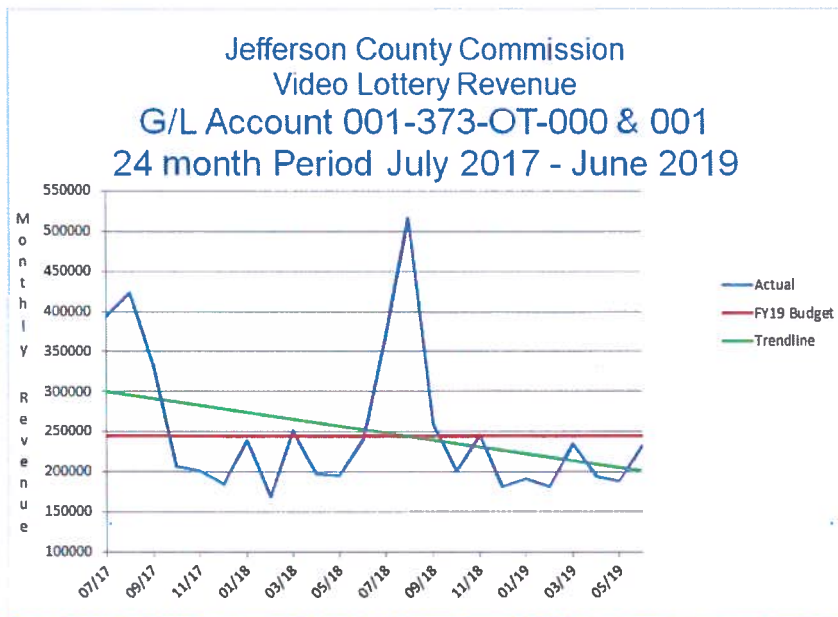
Expenditures by Object

Description	FY2019 Budget	FY2019 YTD		%	FY2018 YTD Actual As of 06/30/18	YTD Actual FY19-FY18	
		Actual As of 06/30/19	Budget Variance Favorable/ (Unfavorable)			Variance Favorable/ (Unfavorable)	% Rec'd/ Exp'd
CONTRACTUAL SERVICES	2,502,373	2,200,495	301,878	87.94%	2,197,206	(3,289)	0.15 %
<b>COMMODITIES</b>							
AUTO SUPPLIES	233,258	239,724	(6,466)	102.77%	197,853	(41,870)	21.16 %
C/F PRISONERS REG JAIL FEE	1,850,000	1,204,513	645,487	65.11%	1,582,600	378,087	-23.89 %
CHARGES BY OTHER GOV UNITS	54,871	41,287	13,584	75.24%	54,879	13,592	-24.77 %
COMPUTER HARDWARE	87,546	86,426	1,120	98.72%	56,062	(30,364)	54.16 %
COMPUTER SOFTWARE	69,610	67,172	2,438	96.50%	17,153	(50,019)	291.60 %
ERROR-NO CATEGORY	-	100	(100)	100.00%	-	(100)	-100.00 %
INFORMATION TECH SUPPORT	55,790	46,173	9,617	82.76%	54,630	8,457	-15.48 %
LICENSE AND ANNUAL FEES	76,847	45,834	31,013	59.64%	41,261	(4,573)	11.08 %
MATERIALS AND SUPPLIES	547,151	294,749	252,402	53.87%	447,284	152,536	-34.10 %
RECORD BOOKS	21,067	18,610	2,457	88.34%	3,303	(15,306)	463.37 %
UNIFORMS	35,300	37,525	(2,225)	106.30%	34,774	(2,751)	7.91 %
COMMODITIES	3,031,440	2,082,113	949,327	68.68%	2,489,801	407,688	-16.37 %
<b>CAPITAL OUTLAY</b>							
C/O - EQUIPMENT	258,589	187,988	70,601	72.70%	173,638	(14,350)	8.26 %
CAPITAL OUTLAY	258,589	187,988	70,601	72.70%	173,638	(14,350)	8.26 %
<b>CONTRIBUTIONS TO OTH</b>							
CONTRIBUTION TO OTH AGENCY	269,493	269,493	1	100.00%	256,010	(13,483)	5.27 %
CONTRIBUTION TO OTH GOV UNIT	4,391,006	4,393,467	(2,461)	100.06%	4,287,403	(106,063)	2.47 %
CONTRIBUTIONS TO OTH	4,660,499	4,662,959	(2,460)	100.05%	4,543,413	(119,546)	2.63 %
<b>Total Expenditures</b>	25,036,426	23,486,397	1,550,029	93.81 %	23,443,781	(42,617)	0.18 %
<b>Transfers To/(Fr) Other Funds</b>							
TRANSFERS IN	(904,070)	(965,393)	61,323	106.78%	(985,240)	(19,847)	-2.01 %
TRANSFERS OUT	600,755	600,755	0	100.00%	971,200	370,445	-38.14 %
<b>Total Transfers To/(From) Other Funds</b>	(303,315)	(364,638)	61,323	120.22 %	(14,040)	350,598	2,497.06 %
<b>Fund Balance-Budget</b>							
<b>Total Ending Fund Bal-Budget</b>	4,686,622						
<b>Fund Balance</b>							
BEGINNING FUND BALANCE	(5,186,147)		(5,186,147)				
NET USE OF FUNDS-(SURPLUS)/DEFICIT	(210,752)		-				
<b>Total Fund Balance</b>	(5,396,899)		(5,186,147)				

	Actual Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Change from FY12	
						%	Cumulative
FY12	4,269,886	4,269,886	4,700,000	3.6%	355,824		
FY13	3,632,491	3,632,491	4,100,000	-14.9%	302,708		(637,395)
FY14	3,365,543	3,365,543	3,303,301	-7.3%	280,462		(904,343)
FY15	3,237,305	3,237,305	3,224,793	-3.8%	269,775	-24.2%	(1,032,581)
FY16	3,263,264	3,263,264	3,114,553	0.8%	271,939	-23.6%	(1,006,622)
FY17	3,183,192	3,183,192	3,140,000	-2.5%	261,667	-25.5%	(1,086,694)
FY18	3,038,421	3,038,421	3,020,000	-4.5%	265,266	-28.8%	(1,231,465)
FY19	2,999,871	2,999,871	2,941,500	-3.2%	245,125	-29.7%	(1,328,386)
FY20			2,868,000	-2.5%			(1,401,886)
			Avg Dec FY15-18	-2.5%			(5,899,100)
			Avg Dec FY12-18	-4.1%			

Video Lottery Revenue  
FY19 Projected Revenue

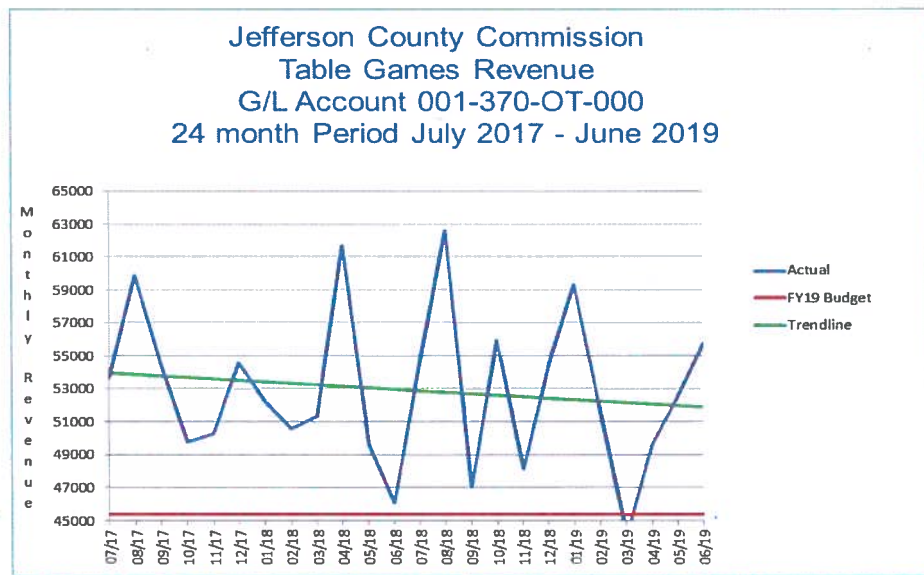
Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY19 Total Revenue	FY19 Budget	Projected Variance	Decrease Over PY
07/18	368,126						-7.0%
08/18	516,675						-3.0%
09/18	260,484						28.6%
10/18	202,078						-19.5%
11/18	245,768						-5.3%
12/18	181,508						-5.9%
01/19	192,174						-4.1%
02/19	181,645						-4.2%
03/19	235,512						16.0%
04/19	194,613						-25.6%
05/19	189,553						-8.0%
06/19	231,735						20.0%
<b>Totals</b>	<b>2,999,871</b>			<b>2,999,871</b>	<b>3,020,000</b>	<b>(20,129)</b>	



	Act Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Decrease from FY12	
						%	Cumulative
FY12	1,596,516	1,596,516	920,000	35.2%	133,043		
FY13	1,556,473	1,556,473	1,800,000	-2.5%	129,706		(40,043)
FY14	1,032,251	1,032,251	1,163,539	-33.7%	86,021		(564,265)
FY15	891,153	891,153	943,444	-13.7%	74,263	-44.2%	(705,363)
FY16	853,009	853,009	790,000	-4.3%	71,084	-46.6%	(743,507)
FY17	736,572	736,572	740,000	-13.2%	61,381	-53.9%	(859,944)
FY18	634,044	634,044	617,700	-13.9%	52,837	-60.3%	(962,472)
FY19	635,683	635,683	544,200	-11.9%	52,974	-60.2%	(960,833)
FY20			479,400	-11.9%			
			Avg Dec FY15-18	-11.3%			(3,875,594)
			Act Dec FY17-18	-13.9%			

Table Games Revenue  
FY19 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY19 Total Revenue	FY19 Budget	Projected Variance	Decrease Over PY
07/18	54,749						-14.3%
08/18	62,625						-22.5%
09/18	47,040						-14.0%
10/18	55,942						-26.6%
11/18	48,159						-20.8%
12/18	54,459						-10.7%
01/19	59,303						-12.5%
02/19	51,549						-20.9%
03/19	44,118						-0.4%
04/19	49,596						10.0%
05/19	52,422						-8.4%
06/19	55,721						-17.2%
<b>Totals</b>	<b>635,683</b>			<b>635,683</b>	<b>544,200</b>	<b>91,483</b>	



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



Name: **Russell Burgess**

Department or Organization: **Information Technology**

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

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

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

Date Requested – 2<sup>nd</sup> Choice: **August 15, 2019**

Subject (*Wording to be placed on agenda*): **Request Approval for new Information Technology Intern Tyler Amick**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**Requesting approval for Tyler Amick to start internship with Information Technology Department to meet graduation requirements for Blue Ridge Community and Technology College, with approved stipend amount of \$10 per hour for 100 hours of internship. The internship requirements is for 150 hours, however we have previously set the maximum paid hours/amount to be \$10 per hour for 100 hours.**

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

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

Provide exact financial impact/request: **\$1,000 from Information Technology Department Budget**

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: **Russell Burgess**

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

Phone Number: **(304) 728-5605**

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



# Tyler Amick

Tyler Amick  
215 East 10<sup>th</sup> Avenue, Ranson WV  
[tyleramick01@gmail.com](mailto:tyleramick01@gmail.com)  
P#: 304-870-4015

Hello,

I recently learned about your internship program, and I believe I would be a suitable candidate for it. I am certified by CompTIA in their A+, Network+ and Security+ programs. I also have years of hands on experience with Linux, Windows, and consumer-grade desktop hardware. I have some knowledge of server-grade equipment.

I am looking to gain real world experience with IT. I want to learn how to operate the equipment and software found in a real production environment. I plan on using any skills that I acquire to build a career in IT.

I am pursuing an Associate's degree in IT and Cyber Security, and have completed almost all of the associated coursework. I have to complete 5 more classes to earn my degree.

-Sincerely, Tyler Amick

# TYLER AMICK

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215 East 10<sup>th</sup> Avenue, Ranson, WV 25438  
304-240-0686 | tyleramick01@gmail.com

## OBJECTIVE

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College student looking for a position that allows me to apply my skills in IT to help the Jefferson County Commission.

## SKILLS & ABILITIES

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- CompTIA A+ Certified
- CompTIA Network+ Certified
- CompTIA Security+ Certified
- TestOut Security Pro Certified
- TestOut Client Pro Certified
- 6 years of Linux experience
- Can maintain (and replace) legacy hardware/software
- Currently learning to use Docker (and eventually Kubernetes)

## EXPERIENCE

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- 2015-                      Bench Technician, *Self-Employed*
- Repaired computers as a teenager for extra money.
  - Mainly hardware repair, such as replacing hard drives, screens, etc.
  - Some software repair, generally from corruption. “dism /online /restorehealth /cleanup-image” normally fixes most issues.

## EDUCATION

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- 2017-2020              Associate’s degree in IT and Cyber Security, Blue Ridge Community and Technical

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



Name: Stephen S. Allen, Director

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

Estimation of amount of time needed for appointment: 10 minutes

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

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

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

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

Approval of the 2018 Jefferson County Emergency Operation Plan (EOP)

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

Each year, we are required to update at least 4 annexes within our Emergency Operations Plan. This year, the annexes were: Emergency Support Function 2 – Communications, ESF 3 – Public Works, and ESF 13 – Public Safety and Security as well as the addition of ESF 11 - Agriculture and Natural Resources. The Dam Failure and Terrorism Response Annexes are also included in this update.

Is this a funding request? No

If so, how much? N/A

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

I move to approve the updates to the 2018 Emergency Operations Plan including the addition of ESF 11 - Agriculture and Natural Resources.

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

If not attached, explain: The entire 2018 EOP is in the Deputy County Administrator's Office for the County Commissioners to review. This document is "For Official Use Only" and is not a public document.

Attachment:

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

Contact information:

Email address: [sallen@jeffersoncountywv.org](mailto:sallen@jeffersoncountywv.org). Phone Number: 304-728-3290

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

Click here to enter text.



# JEFFERSON COUNTY EMERGENCY OPERATIONS PLAN PROMULGATION STATEMENT – RESOLUTION

**WHEREAS** preparedness to cope with the effects of a disaster includes many diverse but interrelated elements which must be woven into an integrated emergency management system involving all departments of local government and private support agencies, as well as the individual citizen.

**AND WHEREAS** planning for population protection must be a cooperative effort to avert or minimize the effects of natural, technological, and/or man-made disasters, protect lives and property, and restore the stricken area to its pre-disaster status with a minimum of social and economic disruption.

**AND WHEREAS** many agencies from local, state and federal sources may be involved in emergency response and management, thus requiring a consistent nationwide approach to ensure these agencies work together in their full capacity regardless of the cause, size or complexity of disasters. The National Incident Management System (NIMS) provides for this approach, and the *Jefferson County Emergency Operations Plan* was developed to be responsive to federal requirements contained in the NIMS and is subject to approval by the State of West Virginia and the Federal Emergency Management Agency (FEMA).

**SO AS A RESULT**, pursuant to the State Emergency Services Act (West Virginia Code, Chapter 15, Article 5, as amended), Jefferson County has established the Jefferson County Homeland Security and Emergency Management, and that the Homeland Security and Emergency Management is, to the limits of its capabilities, responsible for the disaster preparedness activities within Jefferson County.

**NOW THEREFORE IT IS RESOLVED, ORDERED AND DETERMINED** that the County Commission of Jefferson County does hereby approve and adopt the *Jefferson County Emergency Operations Plan*, which is filed in the Office of the County Commission at the Courthouse in Charles Town, West Virginia, and which is incorporated herein by this reference.

**PASSED AND ADOPTED** by the County Commission of Jefferson County, State of West Virginia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

## SIGNATURES

\_\_\_\_\_  
County Commission President

\_\_\_\_\_  
County Commissioner

\_\_\_\_\_  
County Commissioner

\_\_\_\_\_  
County Commissioner

\_\_\_\_\_  
County Commissioner

\_\_\_\_\_  
JCHSEM Director



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



**Name:** Alexandra Beaulieu, Zoning Administrator

**Department or Organization:** Department of Engineering, Planning and Zoning

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

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

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

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

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

To provide an overview of the proposed Zoning Ordinance Text Amendment (ZTA 19-02) to change Churches from “Not Permitted” to “Conditional Use” in the Industrial Commercial zoning district and to request the County Commission to schedule a Public Hearing per WV Code §8A-7-8.

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

On June 11, 2019 Pastor Tanie Guy petitioned the Jefferson County Planning Commission to amend Appendix C: Principal Permitted and Conditional Uses Table of the Zoning Ordinance to change the provision for Churches in the Industrial Commercial zoning district from “Not Permitted” to “Conditional Use”.

On July 9, 2019 the Planning Commission held a Public Hearing to receive public input on the proposed text amendment. One public comment was made in support of the proposed amendment. The Planning Commission, by a vote of 7-0, found that the proposed amendment was consistent with the Envision Jefferson 2035 Comprehensive Plan and recommended that the draft text amendment be forwarded to the County Commission for the purpose of holding a public hearing.

**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):**

I move to schedule a public hearing on \_\_\_\_\_, 2019 at \_\_\_ a.m./p.m. to receive input on the proposed amendment to the Jefferson County Zoning Ordinance (ZTA19-02).

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

- Staff Memo to Planning Commission dated 07-09-19 for background information
- Petition from Pastor Tanie Guy dated June 3, 2019
- Proposed Text Amendment to Appendix C of the Zoning Ordinance (ZTA19-02)

**If not attached, explain:**

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

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

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





## JEFFERSON COUNTY, WEST VIRGINIA

### Office of Planning and Zoning

116 East Washington Street, 2<sup>nd</sup> Floor

P.O. Box 716

Charles Town, WV25414

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

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

[zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

Phone: (304) 728-3228

Fax: (304) 728-8126

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### MEMO

**TO: Planning Commission**

**FROM: Alexandra Beaulieu, Zoning Administrator**

**DATE: 07-09-19**

**RE: ZTA19-02, Churches in the Industrial-Commercial Zoning District**

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Recently, Staff was made aware that a church had been operating out of a building in the Burr Industrial Park. Currently, Churches are listed as “Not Permitted” in the Industrial Commercial zoning district in Appendix C of the Zoning Ordinance.

The Church would like to come into compliance with the County’s requirements. In order for the church to continue operating from their current location, Staff advised that the first step to coming into compliance would be to request a text amendment to change churches from “Not Permitted” to either “Permitted” or “Conditional Use” in the Industrial-Commercial zoning district.

Staff recommended that the request should be to amend the Ordinance to allow churches to process via a Conditional Use Permit which would allow the opportunity for the Board of Zoning Appeals to evaluate each application on its own merits based on public input and surrounding uses. For example, the subject property is surrounded primarily by commercial uses and not industrial uses. In some instances, allowing an institutional use to locate within an industrial area may not be appropriate, which is why Staff advised against amending Appendix C to allow churches in the Industrial-Commercial zoning district by right.

Staff found that the proposed text amendment is consistent with the Comprehensive Plan’s recommendation to “Encourage the adaptive reuse of existing buildings and previously used sites within Jefferson County in context with their surroundings, paying particular attention to brownfield and greyfield sites.” (Urban Level Development Recommendations [Goal 1] Recommendation 10, page 32.) Staff did not identify any conflict with the Plan with regard to new construction of churches in the Industrial Commercial Zone via the Conditional Use Permit process.

With regard to the subject church, if the proposed text amendment is approved, the next step would be to apply for a Conditional Use Permit, subject to a Public Hearing before the Board of Zoning Appeals.

**The Planning Commission’s role** is to receive input from the public and to determine whether the proposed text amendment is consistent with the Envision Jefferson 2035 Comprehensive Plan. Following the public hearing, the Planning Commission will finalize the draft text amendment and make a recommendation to the County Commission. Once the Planning Commission forwards their recommendation to the County Commission, the County Commission is required to hold a Public Hearing to receive additional public input.

This text amendment reflects revisions to Appendix C, Principal Permitted and Conditional Uses Table.

**Attachments:**

- Urban Level Development Recommendations (Goal 1) from the Envision Jefferson 2035 Comprehensive Plan
- ZTA19-02, Churches in the Industrial-Commercial Zoning District

## Land Use Classifications as shown on the Future Land Use Guide

The land use classifications on the Existing Land Use Map and Future Land Use Guide were developed throughout the planning process and may not relate precisely to a single zoning classification. These land use classifications are intended to provide guidance to the County and Planning Commissions when considering owner initiated zoning map amendments (rezoning requests). According to Chapter 8A of the West Virginia State Code, as amended, the County Commission can approve any zoning ordinance map or text amendment by finding that the request is consistent with the Comprehensive Plan. For zoning map amendments in areas outside of growth areas shown on the Future Land Use Guide, this Plan recommends that the County Commission can further determine that a requested zoning map amendment is consistent with the balance of the Plan by receiving evidence and making a finding that the zoning map amendment is for the economic well-being of Jefferson County; or by finding that there is an error or under scrutinized property on the Future Land Use Guide; or a change in the neighborhood; or any other circumstance that may have been missed when considering the Future Land Use Guide; and/or that environmental impacts have been considered. Detailed information regarding the land use classifications as shown on the Existing Land Use Map and Future Land Use Guide and discussed in the following recommendations can be found in Appendix G – Land Use Map Classifications.

### 1.A. Urban Level Development Area

Land use and infrastructure are intertwined and in turn affect each other. This section is primarily focused on the land use recommendations for the urban areas. More information on infrastructure can be found in the section titled “Economic Development, Employment, and Infrastructure” on page 64.

Much of the development that has taken place in recent decades has taken place outside of the traditional boundaries of the municipalities of the County. In fact, over 76% of the County’s population resides outside the municipalities. In some cases, development has taken place on land either annexed into municipalities or adjacent to existing incorporated areas, with some residential development disconnected from the adjacent municipalities with large gaps of open land that may or may not be farmed at present. This form of development can affect the viability of agricultural activities (due to noise, smell, and access issues) as well as creating the need to provide infrastructure services to outlying areas which has proven costlier than developments located closer to the existing urban core of the County.

As communities have looked more closely at the cost of extending services to developments constructed further from existing fire, police, water and sewer facilities, many communities have recognized the need to rethink their land use plans and planning processes to favor residential and commercial development in closer proximity to these services.

This Plan recommends that new development will take place in areas where infrastructure exists and the extension of services to growth in outlying areas will occur in accordance with the goals and objectives of this Plan. By encouraging higher densities within the Urban Growth Boundaries and Preferred Growth Areas and working closely with municipalities, the best result can be accomplished by providing opportunities for development within these areas with established infrastructure systems. It should be noted that these statements are not about reducing development; it is about growing in a fashion that more efficiently uses existing infrastructure and services.

While the Jefferson County Commission may not have a fiduciary responsibility to provide some of these services or the authority for some services provided, such as public utility systems and the road network, citizens of the County are impacted by the cost of these services. Any land use policy that Jefferson County adopts will have an impact on other agencies such as water and sewer providers, law enforcement, fire and rescue, EMS, and the West Virginia Division of Highways (WVDOH). Appropriate placement of utilities and roads can concentrate those resources in a way that the cost of providing those services decreases in proportion to the number of residents who use those features. The WVDOH has noted that the ability to provide roadway improvements in a concentrated area is a better use of their limited resources.

In addition to the provision of water and sewer services in a community, one of the key differentiations between urban areas and rural areas is the proximity of residents to community facilities such as parks, schools, community centers, fire and police facilities, and libraries. In urbanized areas, community facilities are typically located in close proximity to neighborhoods. In some cases, schools, playing fields, recreational facilities, and libraries share parking and/or stormwater infrastructure with two or more uses being located within the same building or site. These facilities are connected to neighborhoods via sidewalk, bike or trail networks and serve as anchors for the neighborhood and its residents. In many cases, the school playgrounds and fields also serve, either formally or informally, as a park space for the neighborhood. Conversely, as the growth of communities has become more decentralized over the last several decades, the location of community facilities has followed this pattern.

As new neighborhoods are connected into the water and sewer networks, a large number of subdivisions have their own pump station to move sewer from their area to the main treatment facility. While this is partially a result of current regulations that do not allow for public utilities to expand facilities until there is demand present, the pattern has been cited by local public service officials as one that adds to the cost of both maintaining and operating the existing system. This also results in a capacity issue to serve all the developments. For existing developments that are on well and septic, there may be opportunities to connect to public water and sewer, dependent upon the residents' wishes or any necessary public safety and health requirement.

The WVDOH is responsible for the construction and maintenance of nearly all publicly owned roadways in the state, including all roadways located outside of municipalities.

The remaining roadways are privately owned and are maintained by the residents of a community, by owners of properties adjoining a roadway, or by members of a Homeowners Association (HOA).

Since West Virginia county governments have little control over the roadways in their jurisdiction, planning for interconnectivity of developments requires creative solutions. HOAs are reluctant to allow automobile traffic that is not generated by the subdivision to utilize their road system because they are not contributing to the maintenance costs. When an accident occurs where there is not interconnectivity, drivers are unable to be rerouted away from the main roads/entrances and rescue vehicles are forced to work through the stalled traffic to get to the accident site. Conversely, in a more connected development, the side streets would serve as a valve to the main roadway while also being used as a way for rescue vehicles to get to an accident site.

With this in mind, it is important for Jefferson County to work with the West Virginia Division of Highways, land developers, and homeowners associations in order to be in a position to better connect neighborhoods via an enhanced street network including walking, biking, or trail paths and to provide for a more efficient public utility system. Additional information regarding transportation can be found in the “Economic Development, Employment, and Infrastructure Element (includes Transportation)” on page 64.

### **Redevelopment**

There are numerous examples, both locally and nationally, of existing buildings that have been repurposed and retrofitted to meet modern needs. Examples range from large barns that have been repurposed for small local business or into apartment buildings to factories that have been reutilized as mixed-use facilities incorporating housing, offices and retail. More modern buildings have been repurposed as churches, schools, or public libraries with the ability for adaptive reuses presenting many applications.

In many cases, the repurposing of a building not only benefits the community by redefining the fabric of a neighborhood, but tends to be less costly than new construction once financial incentives are factored into the total cost. The reuse of older buildings also benefits the environment by retaining a building that might otherwise end in a landfill, saving the use of new building materials, and not developing on existing farmland or open space. With abandoned or underutilized structures, the concept of reutilization and revitalization is something that should be explored; however, at times the State Building Code makes rehabilitation of existing structures difficult.

In some areas of Jefferson County there are buildings that may avail themselves to be converted into residential structures. While some, like the upper levels of stores in the municipalities and villages are available, other buildings, such as former warehouses and other such structures and barns, require additional creativity to recognize as potential dwellings. By providing guidance and directing potential developers to

structures that might be fit for adaptive reuse for housing, it is anticipated that some of the older structures in Jefferson County could be retained and have a new life.

### **Urban to Rural Transition**

Due to annexation and changes in building practices across our Country since World War II, there is less delineation between downtown areas and the rural areas of the community. This is due to suburban residential and highway commercial development patterns with individual access and parking along major corridors leading from traditional downtowns. With the approval of Urban Growth Boundaries (UGB) and Preferred Growth Areas (PGA) as a part of Envision Jefferson 2035, an opportunity exists to work with the municipalities to create and implement a series of design principles that reflect the nature of the existing communities, while ensuring an appropriate transition between town and country inside the UGBs and PGAs. In instances where a municipal boundary abuts an area designated for Rural Land Use and the Agricultural Economy as defined in this section, page 36, it is expected such areas shall be rural.

In an effort to guide land development in the municipalities, UGBs, and PGAs, the following are recommendations to achieve this goal.

<b>Urban Level Development Recommendations (Goal 1)</b>	
<b>1.</b>	Recognize the existing vested rights, development entitlements, and permitted density levels on properties in Jefferson County.
	a. No property's zoning status will be changed as part of this Plan.
<b>2.</b>	Recognize that the County Commission has the authority to make land use decisions including Zoning Map Amendments based upon the finding of consistency with the Future Land Use Guide and the recommendations of this Plan; the County Commission may determine that petitions or decisions for zoning map amendments are consistent with the Comprehensive Plan if any of the following conditions are met after the entire Plan is taken into consideration:
	a. Economic Well-Being of the County; or
	b. Error or Under Scrutinized Property on the Future Land Use Guide; or
	c. Change in Neighborhood; or
	d. Any Other Circumstance that the Governing Body determines should have been considered when drafting the Future Land Use Guide; and/or
	e. Environmental impacts are considered.
<b>3.</b>	Identify opportunities for small area plans and involve key stakeholders.
<b>4.</b>	In coordination with the Jefferson County Development Authority, utility providers, and other agencies, extend natural gas services and alternative energy sources into Jefferson County and encourage the extension of these services into new subdivisions to provide access to alternatives for heating and cooking uses.
<b>5.</b>	Create urban level land uses within the municipalities, UGBs, PGAs, or Villages through rezoning that is consistent with the Plan recommendations.
	a. Direct new urban level residential developments to locate in preferred areas within the municipalities, UGBs, PGAs, or Villages where water and sewer services are available.
	b. Reduce application fees for urban level development located within the areas desired for urban future growth.
	c. Establish a greater variety of zoning district options (in commercial, residential, and mixed-use zoning categories) that adhere to predictability of land use options and outcomes based on the Plan recommendations.
	d. Consider the utilization of alternatives to use-separated (Euclidean) zoning within the UGB and PGA, such as the SmartCode adopted by the City of Ranson or performance based zoning to achieve the desired land used goals.
	e. Update the County's zoning regulations in a way that balances flexibility of use for property owners and developers while preserving the quality of life for residents.

	<p>f. Streamline development review and permitting policies by establishing a two tiered system that would allow greater power for staff review for projects of a certain size or smaller scale, etc.</p>
6.	<p>Require new urban level development to provide opportunities for multi-modal accessibility and to occur in a manner that enables connectivity to existing street and infrastructure networks or for future connectivity as development is extended to municipalities, UGBs, PGAs, or Villages.</p>
	<p>a. Create and implement the results of small area studies that would address the potential provision of infrastructure, accessibility, place making, and community facilities.</p>
	<p>b. Require viable integration of multi-modal accessibility to facilities as part of new development plans.</p>
	<p>c. In coordination with the West Virginia Division of Highways, identify key corridors where publicly owned roadways might be beneficial to the overall development of the County.</p>
	<p>d. Coordinate with existing property owners/HOA's to extend existing roadway corridors when possible to connect into adjoining neighborhoods or new development. At a minimum, this may include pedestrian, non-motorized vehicle, and/or emergency access ways.</p>
7.	<p>Encourage the location of new infrastructure (water, sewer, utilities) within municipalities, UGBs, PGAs, or Villages.</p>
	<p>a. Direct new development to be contained in municipalities, UGBs, PGAs, Villages, and areas zoned for Residential Growth (RG), where public water and sewer will be available.</p>
	<p>b. In designating where public utilities are to be delivered, enable public utility providers the ability to right size the infrastructure needed as development occurs, while considering the ability of current and future customer base to assume the debt for the infrastructure.</p>
	<p>c. Encourage that new investment by public entities be focused toward the municipal areas, including the UGBs and the PGAs.</p>
8.	<p>Encourage the location of new community public facilities (such as schools, libraries, parks) within Municipalities, UGBs, PGAs, or Villages.</p>
	<p>a. Encourage the clustering of development so that the developer retains their density while dedicating community facilities.</p>
	<p>b. Locate and integrate new neighborhoods so that existing community centers, schools, parks, or libraries serve the needs of the new development.</p>
	<p>c. Whenever possible, construct community facilities in areas served by public water and/or sewer.</p>

9.	Develop incentives for the protection of historic, cultural and/or natural resources during site development.
	a. Allow the applicant the ability to achieve permitted density and/or intensity on a site while allowing for the protection of the desired resource.
	b. Allow opportunities for development to take place at a higher density/intensity than might be otherwise be possible to offset the cost associated with protection of these resources.
10.	Encourage the adaptive reuse of existing buildings and previously used sites within Jefferson County in context with their surroundings, paying particular attention to brownfield and greyfield sites.
	a. Identify specific sites and structures where adaptive reuse could occur that will assist with the redevelopment of brownfields and greyfield areas where the existing building(s) can be rehabilitated. (using sites from <i>Ranson Renewed</i> as an example)
	b. Identify and obtain funding mechanisms to remediate sites and encourage the utilization of these areas.
	c. Collaborate with the development community and interested environmental associations that can assist the County in amending its development provisions to encourage universal design, energy efficiency, and enhanced on- or off-site storm water retention.
11.	Reduce stormwater runoff, nutrients, sediment, and waste materials that reach the Potomac and Shenandoah Rivers, as well as other water bodies through development oversight provisions.
	a. Amend the parking requirements to support walkable and/or transit oriented communities per the land development standards based on site design and site amenities.
	b. Allow developers the option to provide fewer than the minimum required parking spaces if it can be determined that sufficient mitigation measures are in place.
12.	Development on US 340 South should limit any land uses of a higher intensity than current zoning allows to the area between the existing US 340 right-of-way and the proposed preferred alignment right-of-way.
	a. The area to the east of the preferred alignment is to remain zoned Rural, except the intersection of Myerstown Road and the proposed preferred alignment.
	b. Once a Record of Decision is published by the West Virginia Division of Highways, within 18 months, the Departments of Planning and Zoning should begin an updated land use plan for this area to reflect the commitment on the part of the state to construct the new four lane road.

	<p>c. Require that confirmation from public service providers be submitted, as a part of the application, stating that public water and sewer infrastructure can be provided to the proposed property to be rezoned (including cost), before any zoning map amendments occur in this area.</p>
13.	<p>Develop design criteria and access management standards for the WV 45 corridor west of the Shepherdstown Preferred Growth Area and within the Shepherdstown Growth Management Boundary to the Jefferson/Berkeley County line.</p>
	<p>a. Ensure that any new development or redevelopment along this corridor occur in a manner that recognizes and enhances the gateway aspect of this corridor.</p>
	<p>b. Require that an additional setback from the road right-of-way be set aside to allow for a roadway widening improvement easement, a pedestrian easement to include a hard surface trail, a landscaping strip wide enough to support large canopy trees, and the subsequent start of the development. This commitment of land shall not affect the overall permitted density and may require adjustments elsewhere in the development plan. This easement area shall be required whether or not the land is conveyed to a public agency.</p>
	<p>c. Require that developments be configured to eliminate lots having individual access onto WV 45. Lots shall use common access easements or rights-of-way to gain access to the state right-of-way.</p>
14.	<p>Require all commercial/industrial zoning map amendment requests to utilize new zoning categories adopted on June 1, 2014 (or later) and discourage the use of the existing Residential-Light Industrial-Commercial (R-LI-C) District as a zoning category for zoning map amendment requests.</p>
	<p>a. Encourage any development in a zone that permits mixed use to be developed according to the Mixed Residential/Commercial or Mixed Office/Commercial ratios found in the land use category recommended by this Plan, unless otherwise provided in the Zoning Ordinance.</p>
15.	<p>Develop new non-rural residential zoning categories in line with the residential land use categories recommended by this Plan and require that all non-rural residential zoning map amendment requests utilize the new categories, after the creation of such new residential zoning districts.</p>
16.	<p>Collaborate with state legislators to amend WV Code 8A to allow conditions to be imposed meeting specified requirements on proposed zoning map amendments.</p>
	<p>a. Encourage the state legislature to include adaptive reuse of historic structures in State Building Code.</p>

# ASCENSION

73 Edmond Rd., Suite 2  
Kearneysville, WV. 25425

RECEIVED

JUN 03 2019

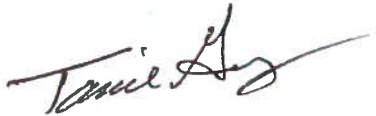
JEFFERSON COUNTY PLANNING,  
ZONING & ENGINEERING

June 3, 2019

Dear Planning Commission,

We are a tenant at 73 Edmond Rd, which is in a complex of business offices. The zoning for this complex is Industrial Commercial (IC) which does not permit a church to operate. We are requesting a text amendment to Appendix C: Principle Permitted and Conditional Uses Table to change the Land Use for a Church in the IC zoning from Not Permitted (NP) to Conditional Use (CU).

Thank you for your consideration.



Pastor Tanie Guy  
Church Administrator  
304 930 1161 (O)  
304 886 5409 (C)

**APPENDIX C: PRINCIPAL PERMITTED AND CONDITIONAL USES TABLE**<sup>23, 29, 32, 33, 35, 37</sup>

Land Use	NC	GC	HC	LI	MI	PND <sup>1</sup>	OC	R	RG	RLIC	IC	V	Additional Standards
<b>Residential Uses</b>													
Accessory Agricultural Dwelling Unit	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.15
Dwelling, Single Family	CU	NP	NP	NP	NP	P	NP	P	P	P	NP	P	
Dwelling, Single Family, Small Lot	CU	NP	NP	NP	NP	P	NP	NP	P	P	NP	P	
Dwelling, Two Family	CU	NP	NP	NP	NP	P	NP	P	P	P	NP	P	
Dwelling, Duplex	CU	NP	NP	NP	NP	P	NP	NP	P	P	NP	P	
Dwelling, Townhouse	CU	NP	NP	NP	NP	P	P	NP	P	P	NP	CU	
Dwelling, Multi-Family	CU	NP	NP	NP	NP	P	P	NP	P	P	NP	CU	
Day Care Center, Small	P	NP	NP	NP	NP	P	NP	P	P	P	P	P	
In-Law Suite	NP	NP	NP	NP	NP	P	NP	P	P	P	NP	P	Sec. 8.15
Mixed Use Building	P	NP	NP	NP	NP	P	P	NP	CU	P	NP	P	
Mobile Home Park	NP	NP	NP	NP	NP	NP	NP	NP	P	P	NP	NP	
Model Homes/Sales Office	P	CU	NP	NP	NP	P	NP	P	P	P	NP	NP	Sec. 8.10
<b>Home Uses</b>													
Home Occupation, Level 1	P	NP	NP	NP	NP	P	P	P	P	P	P	P	Art. 4A
Home Occupation, Level 2	P	NP	NP	NP	NP	P	P	P	P	P	P	P	Art. 4A
Cottage Industry	P	NP	NP	NP	NP	P	NP	P	P	P	P	P	Art. 4A
<b>Institutional Uses</b>													
Airport	NP	NP	NP	P	P	NP	NP	CU	NP	CU	CU	NP	
Airfield, Private/Helipad	NP	NP	NP	NP	NP	NP	NP	CU	NP	CU	CU	NP	
Church	P	P	P	P	CU	P	P	P	P	P	NP	P	
Convention Center	NP	P	P	P	CU	P	P	CU	CU	P	CU	NP	
Cultural Facility	P	P	P	P	CU	P	P	P	P	P	P	P	
Day Care Center, Large	P	P	P	P	CU	P	P	CU	P	P	P	CU	
Electric Vehicle Charging Station	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Elementary or Secondary School	P	P	CU	CU	NP	P	P	P	P	P	NP	CU	
Essential Utility Equipment	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 4.7
Group Residential Facility	P	P	P	NP	NP	P	CU	P	P	P	NP	P	
Group Residential Home	P	P	P	NP	NP	P	CU	P	P	P	NP	P	
Heliport	NP	CU	CU	P	P	CU	CU	NP	NP	CU	CU	NP	
Hospital	NP	P	P	P	CU	P	P	P	P	P	NP	NP	
Nature Center and Preserve	NP	NP	NP	NP	NP	P	NP	P	CU	P	NP	P	
Nursing or Retirement Home	CU	P	P	P	NP	P	P	CU	P	P	NP	CU	
Park	P	P	P	P	NP	P	P	P	P	P	NP	P	
Performing Arts Theater	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Preschool	P	P	CU	CU	CU	P	P	P	P	P	NP	CU	
Public Safety Facility	P	P	P	P	P	P	P	P	P	P	P	P	
Publicly Owned Facility	P	P	P	P	P	P	P	P	P	P	P	CU	
Recycling Drop-Off Center	CU	P	P	P	P	P	P	NP	NP	P	P	NP	
Residential Care Home	P	P	P	NP	NP	P	CU	P	P	P	NP	P	
School, College or University	NP	P	P	P	NP	P	P	CU	CU	P	NP	NP	
School, Vocational or Professional	NP	P	P	P	NP	P	P	CU	CU	P	P	NP	
Vocational and Training Facility for Adults	P	P	P	P	P	P	P	P	P	P	NP	NP	

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



Name: Alexandra Beaulieu

Department or Organization: Office of Planning and Zoning

Estimation of amount of time needed for appointment: 5 minutes

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

If a specific date is needed, please provide reason for specific date: Applicant's fee has been deposited into County's account.

Date Requested – 2<sup>nd</sup> Choice: Next available meeting.

Subject (*Wording to be placed on agenda*): Requesting a total refund of the zoning variance fee for Roger and Helen Gilley. Applicant withdrew variance application after the fee was deposited but before any legal notices were posted.

Please provide the County Commission with a description of your request or presentation, including any background information:  
The Gilleys submitted an application for a zoning variance along with the required \$150 fee. They later withdrew their application. The fee had already been deposited by the Office of Planning and Zoning in accordance with the State Auditor's requirements.

Is this a funding request? Y / N  
If so, how much? \$150.00

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):  
I move to recommend a full refund of the \$150.00 Zoning Variance fee to Roger and Helen Gilley.

Attach supporting documents for request, or request may be denied.  
If not attached, explain: N/A

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

Contact information: Email address: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org) Phone Number: 304-728-3228

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

Click here to enter text.





# JEFFERSON COUNTY, WEST VIRGINIA

## Office of Planning and Zoning

116 East Washington Street, 2<sup>nd</sup> Floor

P.O. Box 338

Charles Town, WV 25414

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

Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)  
[zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

Phone: (304) 728-3228  
Fax: (304) 728-8126

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### MEMO

**TO:** County Commission of Jefferson County  
**FROM:** Alexandra Beaulieu, Zoning Administrator  
**DATE:** August 1, 2019  
**RE:** Roger Gilley Variance Application Fee Refund Request

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Roger and Helen Gilley placed an accessory structure on their property without obtaining a building permit. When they came in to apply for a permit, it was determined that they had located the structure too close to the rear property line; they applied for a Zoning Variance to request a setback reduction for the rear property line setback.

The applicant's later determined they could relocate the structure to comply with the setback exception in Section 9.7, which allows an accessory structure to be as close as six feet from the rear property line. The applicants withdrew their request prior to placing a legal ad with the Spirit and before any placards were created; therefore, Staff is requesting a full refund for the Gilleys.



# County Commission of Jefferson County, West Virginia

Step 1: Select Payments      Step 2: Review and Submit      Step 3: Confirmation and Receipt

## Step 3: Confirmation and Receipt

### Result: Payment Authorized

### Confirmation Number: 61688775

Your payment has been authorized successfully and payment will be processed.

Jefferson County Sheriff Tax Office thanks you for your payment. For questions about your account, please call 304-728-3253. Thank you for using our bill payment services.

Please save or print a copy of this receipt for record keeping purposes.

### My Bills

Description	Amount
Taxes payment of \$41.87 on Account Number 20190724091855893000	\$41.87

### Customer Information

First Name: Jessica  
 Last Name: Carroll  
 Address Line 1: 127 Maple Ave  
 Address Line 2:  
 City: Charles T Own  
 State: West Virginia  
 Zip Code: 25414  
 Phone Number: 304-671-6131  
 Email Address: jesscarroll01@gmail.com

Subtotal:	\$41.87
Convenience Fee:	\$3.95
<b>Total Payment:</b>	<b>\$45.82</b>

### Payment Information

Payment Date: 07/24/2019  
 Card Type: Visa  
 Card Number: \*\*\*\*\*8283

Print

Finished

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



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

Department or Organization:

Estimation of amount of time needed for appointment:

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

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

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

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

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

1. Discussion of renewal of County cable franchise agreement, 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 Jefferson County Circuit Court Civil Action #19-AA-1. Discussion/Action.
8. Discussion of Jefferson County Circuit Court Civil Action #19-C-96. Discussion/Action.
9. 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.

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



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: . \_\_\_\_\_

Date Requested – 1<sup>st</sup> Choice: Aug. 1, 2019

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

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

Subject (Wording to be placed on agenda):

**Easements across property and jurisdictional boundaries**

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

**Explanation of basis for permitting easements across property and jurisdictional boundaries.**

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

Are documents attachments? Yes      No

If not, explain:

Is a projector needed? Yes      No X

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, August 15, 2019 or as soon thereafter as the Commission may decide:

**Regional Airport Authority - one three-year term ending July 2, 2022.**

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

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

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, August 15, 2019 or as soon thereafter as the Commission may decide:

**Jefferson County Building Commission - three (3) five year terms ending July 27, 20124.**

Per West Virginia State Code:

*“No more than two thirds of the total number of members of the board of each commission shall be from the same political party and no member of any such board shall hold any office (other than the office of notary public) or employment under the United States of America, the state of West Virginia, any county or political subdivision thereof, or any political party. All members of any board shall be residents of the county for which appointed.”*

*Interested applicants must not have ties to any local financial agencies or institutions that may potentially bid on projects approved by the members of the Jefferson County Building Commission.*

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 pm on the Monday prior to the proposed appointment date.

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