

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2019**  
**THURSDAY, AUGUST 15, 2019**  
**6:00 P.M.**  
County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- August 1, 2019

**APPROVAL OF REQUISITIONS**

- August 15, 2019

**APPROVAL OF ACCOUNTS PAYABLE**

- August 8, 2019
- August 15, 2019

**APPROVAL OF MANUAL CHECKS**

- August 9, 2019
- August 16, 2019

**APPROVAL OF PAYROLL**

- August 8, 2019

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

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

## **PRESENTATIONS**

1. 6:30 p.m. **Angie Banks, Assessor**
  - Exonerations - Discussion/Action
  - Split Tickets - Discussion/Action
  
2. 6:45 p.m. **Roger Goodwin, Chief County Engineer**
  - Chapel View Subdivision, Phase 2 (JCPC File No. 03-11) - Request for reimbursement of HOA engineering costs to complete site work - Discussion/Action
  
3. 7:00 p.m. **Stephen S. Allen, Jefferson County Office of Homeland Security and Emergency Management - Director**
  - Approval of the 2018 Jefferson County Emergency Operation Plan (EOP) - Discussion/Action
  
4. 7:15 p.m. **Interviews and Appointments to the Regional Airport Authority - one three year term ending July 2, 2022 - Discussion/Action**
  
5. 7:30 p.m. **BREAK**
  
6. 7:45 p.m. **Lyn Goodwin, Interim Director**
  - Consideration of Compensation Adjustment for JCDA Administrative Assistant - Discussion/Action
  
7. 7:45 p.m. **Bill Polk, Maintenance Department**
  - Request for Reclassification - Discussion/Action
  - Request for Approval to advertise a Request for Qualifications for Professional Architectural consulting firm to provide architectural and engineering design services for proposed office space in the 100 block of East Washington Street in Charles Town - Discussion/Action
  
8. 8:00 p.m. **Nathan Cochran, Assistant Prosecuting Attorney**
  - Discussion of renewal of County cable franchise agreement and related issues - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #18-C-171 - Discussion/Action
  - Discussion of EEOC Charge #533-2017-00706 and 533-2019-01397 - Discussion/Action
  - Discussion of and communication with FEMA regarding potential resolution. U.S. District Court (Northern District) Civil Action #3:18-CV-122 - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #19-P-69 -

Discussion/Action

- Discussion of Jefferson County Circuit Court Civil Action #19-AA-1 -

Discussion/Action

## **UNFINISHED BUSINESS**

9. Discuss replacing JCDA Board member - Discussion/Action (PN)

## **NEW BUSINESS**

10. Approval of 2019 Sheriff's Commission - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

- Approval of Poorhouse Farm RFP - Discussion/Action
- Approval of Revision to Policy 305 - Discussion/Action
- Discussion of Payroll workflow and access to payroll information - Discussion/Action
- Discussion of Letter received from Millenium Insurance Group and access to Health Protected Information - Discussion/Action
- Discussion of adding a citizen member to the Broadband Planning Grant Team (RL) - Discussion/Action

## **COUNTY COMMISSION REPORTS**

11. ADJOURN

## **CORRESPONDENCE/INFORMATION**

Notice of Public Hearing, Thursday, August 29, 2019 at 11:00 a.m. regarding the proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA19-02.

Impact Fee Status Report for July 2019.

Email received from Gavin Perry regarding Rockwool - Lagoons, sinkholes, groundwater contamination.

*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, August 1, 2019

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A meeting of the Jefferson County Commission was held on Thursday, August 1, 2019 during the third 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 Caleb Hudson, Ralph Lorenzetti and Jane Tabb. Also present were Sandy McDonald, Deputy County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, August 1, 2019 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Lorenzetti led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

**Motion by Mr. Hudson to approve the July 18, 2019 Regular Meeting Minutes with noted. Motion seconded and unanimously approved.**

#### APPROVAL OF REQUISITIONS

**Motion by Ms. Tabb to approve the Requisitions for August 1, 2019 in the amount of \$21,830.00 to include Requisition Nos. 19025 and 20003. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	CHECK AMOUNT
82011		84 LUMBER	\$ 29.14
82012		ALICE N PAINTER	\$ 1,970.72
82013		AT&T	\$ 150.54

82014		AWVA-ASSOCIATION OF WV ASSESSORS	\$	100.00
82015		BUREAU OF CHILD SUPPORT	\$	169.39
82016		CAPITAL ELECTRIC	\$	1,476.76
82017		COMPTROLLER OF MARYLAND	\$	1,243.26
82018		DAVID BOOBER	\$	1,521.45
82019		DAVID M. CARTER	\$	184.79
82020		DAVID TYLER KEMP	\$	2,048.77
82021		DR. ROBERT E JONES III	\$	1,000.00
82022		EASTERN PANHANDLE REGIONAL PLANNING & DEVELOPMENT	\$	29,973.26
82023		EFTPS IRS TAXES	\$	94,453.77
82024		EMILY MORROW	\$	161.82
82025		EMPOWER RETIREMENT	\$	2,490.00
82026		ESI ELECTRONIC SYSTEMS INC	\$	623.56
82027		FIDELITY POWER SYSTEMS	\$	7,015.00
82028		FISHER AUTO PARTS	\$	949.23
82029		FRANKLIN & PROKOPIK P.C.	\$	1,507.50
82030		GUTTMAN OIL CO	\$	11,149.40
82031		HELEN M MORRIS TRUSTEE	\$	543.86
82032		J.H. CONSULTING LLC	\$	3,750.00
82033		JEFFERSON SECURITY BANK	\$	4,685.00
82034		JEFFERSON RENTAL	\$	5.70
82035		JENNIFER M BROCKMAN	\$	180.01
82036		JESSICA GORMONT	\$	1,020.04
82037		KONE INC.	\$	1,809.75
82038		LAURA STORM	\$	155.03
82039		MARY K THOMPSON	\$	1,079.84
82040		MILLENIUM INSURANCE GROUP	\$	900.00
82041		MOTOROLA SOLUTIONS INC	\$	577.50
82042		MOTOROLA SOLUTIONS INC	\$	636.46
82043		NAPA AUTO PARTS	\$	527.29
82044		NATIONWIDE RETIREMENT SOLUTIONS	\$	849.00
82045		PREMIER CONSTRUCTION GROUP LLC	\$	1,960.00
82046		R.E. MICHEL CO. LLC	\$	253.27
82047		RC AIR AND MOLD SOLUTIONS	\$	1,590.00
82048		RHONDA WILLINGHAM	\$	281.97
82049		RICE TIRES CO	\$	127.18
82050		ROGER GOODWIN	\$	192.40
82051		RUSSELL WILLIAMS	\$	1,939.02
82052		SOFTWARE SYSTEMS INC	\$	1,221.20
82053		STORAGE NETWORKS	\$	4,000.00
82054		TAMMY MOBLEY	\$	4,500.00

82055		TONY HARRIS	\$ 216.00
82056		VANDA NELSON	\$ 89.78
82057		WENDY JENKINS	\$ 2,250.00
82058		WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.	\$ 2,544.00
82059		WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 14,445.56
82060		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 500.00
82061		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 44,023.08
82062		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	\$ 79,564.25
82063		WV STATE TAX DEPT	\$ 34,318.62
82064		WV STATE TREASURER'S OFFICE	\$ 4,800.00
82065		XEROX CORPORATION	\$ 2,334.50
82066		XEROX FINANCIAL SERVICES	\$ 1,377.30
82067		GENERAL CO FUND-JEFFERSON CO COMMISSION -004	\$ 28,816.65
82068		CENTRAL ATLANTIC LEGAL GROUP PLLC	\$ 766.50
<b>TOTAL</b>			<b>\$ 407,049.12</b>

**Motion by Mr. Hudson to approve the Accounts Payable for July 25, 2019 in the amount of \$407,049.12. Motion seconded and unanimously approved.**

CHECK NUMBER		VENDOR NAME	CHECK AMOUNT
82069		AHA-ARTS & HUMANITIES ALLIANCE	\$ 1,393.82
82070		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 3,189.44
82071		BEST BEST & KRIEGER LLP	\$ 257.27
82072		BOLAND TRANE SERVICES INC	\$ 1,763.00
82073		BRYAN PERKINS	\$ 181.31
82074		CAPITAL ELECTRIC	\$ 51.66
82075		CHARLES VANGILDER	\$ 12.77
82076		CHRISTOPHER CROSS	\$ 137.50
82077		COLONIAL LIFE	\$ 163.20
82078		DELTA DENTAL OF WV	\$ 6,547.67
82079		DONNA MASON	\$ 2,250.00
82080		DOUGLAS PITTINGER	\$ 9.69
82081		DUANE DUNN	\$ 1,345.57
82082		GUTTMAN OIL CO	\$ 3,881.11
82083		HIGHMARK WV	\$ 203,034.25
82084		J.C. EHRlich	\$ 702.00
82085		J.D. POWER & ASSOC	\$ 40.00
82086		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$ 2,063.90
82087		JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 34,845.60
82088		JEFF CO PARKS & RECREATION COMMISSION	\$ 31,387.87

82089		JEFFERSON CENTER	\$ 100.00
82090		JOSEPH FORMAN	\$ 61.95
82091		LECTOR DENISE RIDEOUTT	\$ 2,233.61
82092		MARY K. HURLEY	\$ 242.55
82093		MATTHEW LISTON	\$ 7.51
82094		MILLERS SUPPLIES AT WORK	\$ 31.16
82095		NATIONAL VISION ADMIN.	\$ 1,828.78
82096		OLD CHARLES TOWN LIBRARY	\$ 1,500.00
82097		POTOMAC EDISON	\$ 129.79
82098		REBECCA F BURNS	\$ 821.71
82099		RONALD DANTZIC	\$ 27.37
82100		SOFTWARE SYSTEMS INC	\$ 329.50
82101		THE HARTFORD	\$ 2,374.90
82102		THE HARTFORD	\$ 3,907.62
82103		WILLIAM CLARKE	\$ 140.00
82104		WV STATE TAX DEPARTMENT	\$ 16,577.99
82105		XEROX FINANCIAL SERVICES	\$ 249.81
82106		SHERIFF OF JEFFERSON	\$ 200,000.00
<b>TOTAL</b>			<b>\$ 523,821.88</b>

**Motion by Ms. Tabb to approve the Accounts Payable for August 1, 2019 in the amount of \$523,821.88. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

<b>MANUAL CHECKS</b>			
<b>Check#</b>	<b>Fund</b>	<b>VENDOR</b>	<b>Amount</b>
489	CS/2	EASTRIDGE HEALTH SYSTEM	\$ 1,900.00
738	AV/56	MONROE	\$ 175.33
315	FP/57	JEFFERSON CO FARMLAND PROT.	\$ 118,954.13
1722	CO/246	MINGHINI'S	\$ 37,525.00
<b>TOTAL</b>			<b>\$ 158,554.46</b>

**Motion by Ms. Tabb to approve the Manual Checks for July 26, 2019 in the amount of \$163,854.71. Motion seconded and unanimously approved.**

MANUAL CHECKS AUGUST 2, 2019			
Check#	Fund	VENDOR	Amount
661	HD/8	FIFTH THIRD BANK	\$ 56.94
739	AV/56	ESRI	\$ 10,000.00
740	AV/56	PRINT-O-STAT	\$ 548.06
<b>TOTAL</b>			<b>\$ 10,605.00</b>

**Motion by Mr. Lorenzetti to approve the Manual Checks for August 2, 2019 in the amount of \$10,605.00. Motion seconded and unanimously approved.**

### **APPROVAL OF PAYROLL**

**Motion by Mr. Hudson to approve the Payroll for July 25, 2019 in the amount of \$265,503.74. Motion seconded and unanimously approved.**

### **PUBLIC COMMENT**

Public comment was made by the following individuals: Lyn Widmyer, Cathie Burke, Cynthia Rider, Eleanor Finn, Richard Dennis, Nicola Bastian, and David Tabb.

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 and Split Tickets:

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
David Gray/Gray Family Trust	PP	SD	316242	\$16.24

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 316242 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
James Bise & Natalie Bowers	PP	SD	315578	\$13.92

- **Motion by Mr. Hudson to approve the Exoneration for Ticket No. 315578 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Lawrence Toth	PP	SD	317608	248.14

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 317608 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Jeral A. Milton	PP	KD	0000310893	\$6.96

- **Motion by Mr. Lorenzetti to approve the Exoneration for Ticket No. 0000310893 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Kenneth Page	PP	KD	311012	\$37.11

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 311012 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Ronald Beach	PP	KD	309690	\$350.20

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 309690 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Robert & Alma Hardy	PP	BC	300148	\$89.22

- **Motion by Mr. Lorenzetti to approve the Exoneration for Ticket No. 300148 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
James Patrick Coulter	PP	BC	300082	\$209.92

- **Motion by Mr. Hudson to approve the Exoneration for Ticket No. 300082 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
James Patrick Coulter	PP	BC	300081	\$243.98

- **Motion by Mr. Hudson to approve the Exoneration for Ticket No. 300081 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Mark Castle II	PP	MD	311992	\$83.49

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 311992 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
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Toni Schaefer	PP	CTD	200001150	\$51.69
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- **Motion by Mr. Lorenzetti to approve the Exoneration for Ticket No. 200001150 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Nancy & Gary Taylor	PP	CTD	304597	\$64.94

- **Motion by Mr. Hudson to approve the Exoneration for Ticket No. 304597 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
John & Sandra Geary	PP	HFD	307740	\$245.84

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 307740 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
First Date Merchant Services Corp	RE	RC	314291	\$1,593.90

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 314291 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
John Paul Karman Jr.	RE	CTC	8577	\$2,877.00

- **Motion by Mr. Hudson to approve the Exoneration for Ticket No. 8577 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Floyd & Sheree Everhart	RE	CTD	2398	\$2,695.38

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 2398 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Bryan Bittle	PP	MD	311831	\$243.52
Mackenzie Bittle				\$282.94

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 311831 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Michael Hefner	PP	HFD	307934	\$113.65
Megan Hefner				\$273.67

- **Motion by Mr. Lorenzetti to approve the Exoneration for Ticket No. 307934 as presented. Motion seconded and unanimously approved.**

2. Anita and Michael Henderson, Citizens – requested an appeal of their 2018 Tax Assessment

- **Motion by Ms. Tabb to approve the personal property exoneration for Anita and Michael Henderson, ticket no. 302251, as presented. Motion seconded and unanimously approved.**

3. Michelle Gordon, Finance Director

a. Review and Approval of FY2020 State Budget Revision 1 for the General Fund

- **Motion by Ms. Tabb to approve the FY2020 State Budget Revision 1 for the General Fund as presented. Motion seconded and unanimously approved.**

b. Review and Approval of FY2020 State Budget Revision 1 for the Coal Severance Fund

- **Motion by Mr. Lorenzetti to approve the FY2020 State Budget Revision 1 for the Coal Severance Fund. Motion seconded and unanimously approved.**
- c. Review of FY2020 Budget to Actual as of 6/30/19
4. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
  5. Russell Burgess, Director, Jefferson County Information Technology – requested the approval of an additional IT Intern
    - **Motion by Ms. Tabb to approve Tyler Amick as an intern for the Jefferson County IT Department at \$10/hour for 100 hours. Motion seconded and unanimously approved.**
  6. Stephen Allen, Director, Jefferson County Department of Homeland Security and Emergency Management – requested the approval of the 2018 Jefferson County Emergency Operation Plan
    - This item was postponed until the August 15 regularly scheduled County Commission meeting.
  7. Alexandra Beaulieu, Zoning Administrator
    - a. Provided 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 schedule a public hearing on the amendment per WV Code 8A-7-8
      - **Motion by Ms. Tabb to schedule a public hearing on ZTA 19-02 on Thursday, August 29, 2019 at 11:00 am. Motion seconded and unanimously approved.**
    - b. Requested a total refund of the zoning variance fee for Roger and Helen Gilley
      - **Motion by Ms. Tabb to provide a full refund of \$150.00 Zoning Variance fee to Roger and Helen Gilley. Motion seconded and unanimously approved.**
  8. Nathan Cochran, Assistant Prosecuting Attorney
    - Discussion of Jefferson County Civil Action #17-C-282
    - Discussion of Renewal of County Cable Franchise Agreement and related issues

- Discussion of Jefferson County Circuit Court Civil Action#18-C-171
  - Discussion of EEOC Charge #533-2017-00706
  - 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 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 and communication with FEMA regarding potential resolution
  - Discussion of US District Court (Northern District) Civil Action #3:18-CV-122
- **Motion by Ms. Lorenzetti to direct counsel to write a letter to the State Attorney General regarding reimbursement of successful legal defense fees for ethics violations claims against a county appointed board member. Motion seconded and unanimously approved.**

### **NEW BUSINESS**

9. Easements across property and jurisdictional boundaries
  
  
  
  
  
  
  
  
  
  
10. The Commission adjourned at 11:48 am on a motion by Ms. Tabb. 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 15, 2019

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
Sheriff's Office	20004	\$33,643.28	Executive Emergency Lighting	lighting for 4 new vehicles
	20005	\$16,220.00	Digital Ally	new vehicle equipment
	20008	\$7,996.00	MPH Industries	new vehicle equipment
<b>TOTAL</b>		<b>\$ 57,859.28</b>		



**Executive Emergency Lighting LLC**  
 21 Southpaw Lane  
 Shepherdstown, WV 25443 US  
 540-295-1099  
 raymuth.eel@gmail.com  
 emergencylightingllc.com

# Invoice



**BILL TO**  
 Jefferson County Sheriff's Office



**COPY**

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
	07/01/2019	\$33,643.28	07/31/2019	Net 30	

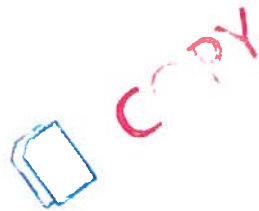
DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/01/2019	<b>Component</b>	TP-E-SM1-US-SS Ford Interceptor SUV Partition 2-SAB-FDUV-SM Bent-Frame Space Maker Partition Mount	4	785.07	3,140.28
07/01/2019	<b>Component</b>	KP-SMUV-SS-BF Ford Interceptor SUV Kick Panel	4	145.60	582.40
07/01/2019	<b>Component</b>	TP-FDUV-LA-RL Ford Interceptor SUV Rear Partition	4	511.59	2,046.36
07/01/2019	<b>Component</b>	WG-FDUV-SET Police Interceptor Window Guard Driver/Passenger	4	228.24	912.96
07/01/2019	<b>Component</b>	GM-SGRF-MNT Troy Products Dual Weapon Mount	4	526.21	2,104.84
07/01/2019	<b>Component</b>	36-2055 Westin Push Bumper Elite (Ford Int SUV 2016) 36-2055PB Westin Pitbar Elite (Ford Int SUV 2016) 36-2055W Westin Wing Wrap Elite (Ford Int SUV 2016) 36-6005C2CH Westin 2 Light Channel Code 3	4	743.79	2,975.16
07/01/2019	<b>Component</b>	FN-4918D Feniex GPL 49 Duo Light Bar	4	1,750.00	7,000.00
07/01/2019	<b>Component</b>	FSM-40-RB Feneix Fusion 40 Degree Dual Color Red/Blue (1 pair with License Plate Bracket)	4	180.00	720.00
07/01/2019	<b>Component</b>	CD3766BW Chase Directional Light, 12 LED (6)Red/(6)Blue (1Pair)	4	158.09	632.36
07/01/2019	<b>Component</b>	MMSU-1 Magnetic Mic Clip	4	35.28	141.12
07/01/2019	<b>Component</b>	C-MCB Havis Mic Bracket (1 Pair)	4	24.72	98.88
07/01/2019	<b>Component</b>	C-VS-2400-INUT-1 2013-2016 Ford Police Int SUV specific 24" console	4	377.06	1,508.24
07/01/2019	<b>Component</b>	C-FP-4 4" Blank Havis Plate	4	18.78	75.12

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/01/2019	<b>Component</b>	C-CUP2-1 Console, Accessory, Cup Holder, 4" Mounting Space	4	37.86	151.44
07/01/2019	<b>Component</b>	C-ARM-102 Side Mount Arm Rest	4	60.88	243.52
07/01/2019	<b>Component</b>	C-AP-0325 3" Accessory Plate, 2.5" Deep	4	42.36	169.44
07/01/2019	<b>Component</b>	DS-PAN-702-2 D/S Panasonic Toughpad FZ-G1 w/Power Supply	4	736.50	2,946.00
07/01/2019	<b>Component</b>	C-MD-302 Universal Monitor Mount	4	360.07	1,440.28
07/01/2019	<b>Component</b>	PKG-KB-102 PKG, KYBRD , IKEY, IP67	4	523.37	2,093.48
07/01/2019	<b>Component</b>	C-HDM-204 8" Heavy Duty Telescoping Pole	4	142.28	569.12
07/01/2019	<b>Component</b>	C-FP-2 Havis 2" Console Plate	4	14.38	57.52
07/01/2019	<b>Component</b>	C-FP-3 Havis 3" Console Plate	4	15.58	62.32
07/01/2019	<b>Component</b>	C-EB25-MMT-1P Havis Console Plate for Motorola Radio	4	29.98	119.92
07/01/2019	<b>Component</b>	C-FP-1 Havis 1" Console Plate	4	13.18	52.72
07/01/2019	<b>Component</b>	Streamlight Stinger LED HPL Rechargeable Flashlight and Charger	4	172.65	690.60
07/01/2019	<b>Component</b>	MR350S4-USB US Global USB Receiver	4	107.97	431.88
07/01/2019	<b>Component</b>	Laird TRAB 4503 UHF 450-470 NHZ Blk Antenna with Cable	4	92.85	371.40
07/01/2019	<b>Component</b>	C-EB40-CCS-1P Console Plate for Whelen Cencom	4	40.23	160.92
07/01/2019	<b>Shipping</b>	Misc. Shipping Fees	4	536.25	2,145.00

This invoice is for the 4 new Interceptor SUV's that are scheduled for delivery and for Up Fit August-September 2019.

BALANCE DUE

**\$33,643.28**





9705 Loiret Blvd  
Lenexa, KS 66219

Invoice	10126455
Date	7/01/2019
Page	1

**End User:**

Jefferson County Sheriff's Department  
Cpl. Vincent Tiong  
102 Industrial Blvd.  
Kearneysville, WV 25430

**Bill To:**

Jefferson County Sheriff's Department  
Cpl. Vincent Tiong  
102 Industrial Blvd  
Kearneysville, WV 25430

**Ship To:**

Jefferson County Sheriff's Department  
Cpl. Vincent Tiong  
102 Industrial Blvd  
Kearneysville, WV 25430

Purchase Order No.	Customer ID	Salesperson	Shipping Method	Payment Terms	Req Ship Date	Master No.
Tiong	JEFWV0	JS	FEDERAL EXPRESS	Net 30	7/01/2019	

Ordered	Shipped	B/O	Item Number	Description	Price	Discount	Ext. Price
4	0	0	002-05030-00	Kit, DRP MNT	\$0.00	\$0.00	\$0.00
4	0	0	002-05145-42	Kit, CAM-10XC Plus Backseat Option w/ Y cable	\$0.00	\$0.00	\$0.00
4	0	0	006-0030	ASSY, CAM Visor MTG Plate, Original	\$0.00	\$0.00	\$0.00
4	0	0	012-00035-00	Premium Package Option	\$500.00	\$0.00	\$2,000.00
4	0	0	012-00042-00	ProServ-Activation Fee	\$30.00	\$0.00	\$120.00
4	0	0	CAR TYPE	Type of Car This Order Will Be Used On	\$0.00	\$0.00	\$0.00
4	0	0	K001-00081-00	DVM-800 Complete Kit, V2	\$3,495.00	\$0.00	\$13,980.00

Thank you for your business!

Subtotal	\$16,100.00
Misc	
Tax	\$0.00
Freight	\$120.00
Total Discount	\$0.00
<b>Total</b>	<b>\$16,220.00</b>

Questions? Contact AR@digitalallyinc.com or 913-814-7774

Please Remit Payment to:

P.O. Box 413183

Kansas City, MO 64141-3183

Submit Payments Online: [www.digitalallyinc.com/payments](http://www.digitalallyinc.com/payments)



# Invoice

07/01/2019

## Sunny Communications, Inc

12980 W. Cedar Drive  
Lakewood, CO 80228  
Phone: 720-459-7557  
Email: info@sunnycommunications.com

80300



### Bill To:

Jefferson County Sheriff Dept  
102 Industrial Blvd  
Suite 100  
Kearneysville, WV 25430  
Phone: 304-261-9106  
Email: vtiong@jcsdww.com

### Ship To:

Jefferson County Sheriff Dept  
102 Industrial Blvd  
Suite 100  
Kearneysville, WV 25430

Contact: Victor Tiong  
PO Number: Approved Vincent Tiong

Customer: Jefferson County Sheriff Dept.

Seller	Payment Terms	FOB Point	Carrier	Ship Service	Requested Ship Date
Zac	NET 30	Origin	UPS		06/28/2019

Item #	Type	Number / Description	Unit Price	Qty Ordered	Total Price
1	Sale	Motorola XTL2500 UHF 380-470 800ch 40W - M21QSM9PW1AN Flash of 500088-001484-7 Complete Kits Dash No Programming 90 Day Warranty	\$ 675.00	4 ea	\$ 2,700.00
2	Sale	ADP Encryption - ADP Encryption	\$ 100.00	4 ea	\$ 400.00
3	Shipping	Shipping & Handling - Shipping	\$ 55.00	1 ea	\$ 55.00

<b>Subtotal:</b>	<b>\$ 3,155.00</b>
<b>Sales Tax:</b>	<b>\$ 0.00</b>
<b>Total:</b>	<b>\$ 3,155.00</b>

Approval: \_\_\_\_\_ Date: \_\_\_\_\_



MPH Industries, Inc  
 316 East 9th Street  
 Owensboro KY 42303  
 Phone: 888-689-9222  
 Fax: 270-685-6288  
 Email: creditdept@mpdinc.com

Remittance Options:		
Remit checks to:	MPH Industries, Inc. 2090 Reliable Parkway Chicago, IL 60686 USA	
Remit Electronic Payment to:	MPD, Inc. for benefit of MPH Industries, Inc. PNC Bank, National Association Account #: 4212836852	Routing #: 041000124 Swift Code: PNCCUS33
CC Payment:	creditdept@mpdinc.com or call 270-685-6374	

Tracking #: 1Z4X04930399002179

**INVOICE: 6008475**

Page: 1 of 2  
 Date: 7/22/2019

**Sold To:**  
 JEFFERSON CO SHERIFF'S OFFICE  
 102 INDUSTRIAL BLVD  
 SUITE 100  
 KEARNEYSVILLE WV 25430  
 USA

**Ship To:**  
 CORPORAL TIONG  
 JEFFERSON COUNTY SHERIFF'S  
 OFFICE  
 102 INDUSTRIAL BLVD  
 SUITE 100  
 KEARNEYSVILLE WV 25430  
 USA

Customer #: 254144	PO Number: VINCENT TIONG	Terms: NET 30 DAYS
Sales Rep: Brandy Atherton	Ordered: 6/21/2019	Ship Via: UPS Ground
Packing Slip: 5968	Order Number: 589716	Ship Date: 7/22/2019

Legal Number: 6008475

Line	Part Number/Description	Qty Ord	Qty Shipped	Unit Price	Ext Price
1	BEE3-2KA-C BEE III standard radar with two Ka-band antennas, basic kit with corded remote, tuning forks and manual Sales Kit	4.00 EA	4.00EA	1,999.00/1	7,996.00
		<i>PO Number:</i> VINCENT TIONG			

-----Kit Components-----			
Display Seq	PartNum	Description	Qty. Per Parent
1.001	988114	MANUAL,BEE III,2016	1.00 EA
1.002	990664	DISPLAY ASSY,BEE III	1.00 EA
SerialNumber		664018003, 664018004, 664018005, 664018006	
1.003	990971	REMOTE,BEE-III,WIRED	1.00 EA
SerialNumber		971004794, 971004795, 971004796, 971004797	
1.004	990653	ANT ASSY,BEE III,Ka BAND	2.00 EA
SerialNumber		653041820, 653041821, 653041822, 653041823, 653041824, 653041825, 653041826, 653041827	
1.005	910527	REFERENCE,QUICK,BEE COREL FILE	1.00 EA
1.006	950980	HOLDER ASSY,REMOTE,BLK,BEE&ENF	1.00 EA
1.007	903397004	FORK,TUNING,20 MPH, Ka1,2017Hz	1.00 EA
1.008	903397010	FORK,TUNING,50 MPH,Ka1,5041Hz SEE 908726	1.00 EA
1.009	991222	COUNT,BEE3,Ka,CQ	1.00 EA
SerialNumber		122201857, 122201858, 122201859, 122201860	

*Warranty:* 2 Year OEM Warranty

*Warranty:* 2 Year OEM Warranty

2	951389 BRKT,CRADLE,BEE/ENF Line Ref. 11	4.00 EA	4.00EA	0.00/1	0.00
		<i>FITS</i> 951-369,387,524,721 <i>PO Number:</i> VINCENT TIONG			
3	951250 BRKT ASSY for BEE/ENF Cradle (951389)FITS ON 950955 AND 951089 Line Ref. 12	4.00 EA	4.00EA	0.00/1	0.00
		<i>PO Number:</i> VINCENT TIONG			
4	950963 BRKT.ASSY,ANT,CLAM.W/L Line Ref. 13	4.00 EA	4.00EA	0.00/1	0.00
		<i>PO Number:</i> VINCENT TIONG			



MPH Industries, Inc.  
 316 East 9th Street  
 Owensboro KY 42303  
 Phone: 888-689-9222  
 Fax: 270-685-6288  
 Email: creditdept@mpdinc.com

Remittance Options:		
Remit checks to:	MPH Industries, Inc. 2090 Reliable Parkway Chicago, IL 60686 USA	
Remit Electronic Payment to :	MPD, Inc. for benefit of MPH Industries, Inc. PNC Bank, National Association Account #: 4212836852	Routing #: 041000124 Swift Code: PNCCUS33
CC Payment:	creditdept@mpdinc.com or call 270-685-6374	

**INVOICE: 6008475**

Page: 2 of 2  
 Date: 7/22/2019

5	950916G05 CABLE ASSY,ANT,18in Line Ref. 14	SEE DWG 950916	4.00 EA	4.00EA	0.00/1	0.00
				<i>PO Number:</i>	VINCENT TIONG	
6	950916G04 CABLE ASSY,ANT,240in Line Ref. 15	SEE DWG 950916	4.00 EA	4.00EA	0.00/1	0.00
				<i>PO Number:</i>	VINCENT TIONG	
7	550004 \$0 Shipping per contract Line Ref. 16		4.00 EA	4.00EA	0.00/1	0.00
				<i>PO Number:</i>	VINCENT TIONG	
8	951659 BRKT,PYT 2,INTRCPTR,EXPLR,2012 Line Ref. 17 <i>Warranty: 2 Year OEM Warranty</i>		4.00 EA	4.00EA	0.00/1	0.00
				<i>PO Number:</i>	VINCENT TIONG	

Shipped Qty Total: 32

Total: 7,996.00 USD

<i>Payment Schedule</i>		
	<i>Due Date</i>	<i>Amount</i>
1	8/21/2019	7,996.00
	<i>Total</i>	7,996.00

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 402,285.85	\$ -	\$ 402,285.85
	\$ -		
6.2% Tax Payable OASDI	\$ 23,929.07	\$ -	\$ 23,929.07
1.45% Tax Payable HI	\$ 5,596.36	\$ -	\$ 5,596.36
Fed Withholding	\$ 36,737.64	\$ -	\$ 36,737.64
WV State Withholding	\$ 17,115.33	\$ -	\$ 17,115.33
PERS Retirement Deduct 4.5%	\$ 10,029.84	\$ -	\$ 10,029.84
PERS Retirement Deduct 6%	\$ 4,453.60		\$ 4,453.60
Hosp. Pre-Tax	\$ 14,439.50		\$ 14,439.50
Cancer/ICU Pre-Taxed	\$ 299.85		\$ 299.85
Cancer/ICU Not Pre-Taxed	\$ 1,247.83		\$ 1,247.83
Optional Life Not Pre-Taxed	\$ 1,977.33		\$ 1,977.33
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%	\$ 6,470.96		\$ 6,470.96
457 - Nationwide	\$ 849.00		\$ 849.00
457I - Empower	\$ 1,990.00		\$ 1,990.00
457R - Roth	\$ 640.00		\$ 640.00
MD State Tax	\$ 628.73		\$ 628.73
D/VF	\$ 1,707.31		\$ 1,707.31
VA. State Tax	\$ 130.46		\$ 130.46
COLONIAL(PLUS)	\$ 81.60		\$ 81.60
Total Deductions	\$ 134,222.66	\$ -	\$ 134,222.66
Net Wages Total	\$ 268,063.19	\$ -	\$ 268,063.19
Payroll Date	8-Aug-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 15, 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: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Engineering Department**

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

Date Requested – 1<sup>st</sup> Choice: **August 15, 2019**

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

Subject (*Wording to be placed on agenda*): **Chapel View Subdivision, Phase 2 (JCPC File No. 03-11) – Request for reimbursement of HOA engineering costs to complete site work.**

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

The developer of the Chapel View Subdivision, Orchard Knolls, LLC, defaulted on their bonding agreement and failed to complete all the site improvements. As a result, the county commission called-in the bond on August 12, 2010. The bond amount of \$226,263.78 was placed in a bank escrow account (no. xxxx1527) at the Bank of Charles Town for use toward completion of the site improvements.

In February, 2019, the county commission and the Chapel View Subdivision HOA agreed that the HOA could move ahead with managing the completion of the site improvements in order to speed up the process. They have since hired CTL Engineering, Inc., from Morgantown, WV, to help them bid the work and oversee the completion of the work. CTL Engineering, Inc., has completed a scope of work, estimated quantities and provided a cost estimate.

The Chapel View HOA recently received a proposal from CTL Engineering of West Virginia, Inc. to move ahead with developing the bid documents and construction plans. CTL will also provide construction administration and construction monitoring services. The total proposal cost is \$30,630.00. The Chapel View HOA accepted CTL's proposal. However, CTL requires payment of a \$15,000.00 retainer fee prior to commencing work on the project.

Under the agreement between the Chapel View Subdivision HOA and the Jefferson County Commission, the County Commission will still hold the bond funds in the bank escrow account and issue payment for the work from the available funds upon receipt of approved invoices. The Engineering office will provide general oversight to ensure that the funds are expended only for sitework related expenses.

The Chapel View Subdivision HOA is requesting payment from the escrowed bond funds to pay the \$15,000 retainer fee to CTL. The current balance in the bond escrow account is \$211,428.82. The Engineering office recommends approval of the payment to the Chapel View Subdivision HOA for CTL Engineering of West Virginia, Inc.'s. retainer fee, so they will commence the work.



Revised: May 21, 2019

Mr. Clifford A. Conklin  
Chapel View Home Owners Association, Inc.  
101 Rustling Leaf Place  
Kearneysville, WV 25430  
[chapelviewhoavicepresident@gmail.com](mailto:chapelviewhoavicepresident@gmail.com)  
Cell Phone: (615) 542-4360

Mr. Richard A. Sussmann  
Property Management People, Inc. (PMP)  
340 Edmond Road, Suite E  
Kearneysville, WV 25430  
[richard.sussmann@pmpbiz.com](mailto:richard.sussmann@pmpbiz.com)  
Phone: (681) 252-0217 Ext. 9002

**Reference:** Chapel View Subdivision  
Remediation of Deficiencies  
Jefferson County, West Virginia  
CTL Engineering Contract No.: 18100057MOR  
Change Order No.1

RECEIVED  
RECEIVED

~~JUL 31 2019~~  
AUG 1 2019

Dear Mr. Conklin and Mr. Sussmann;

JEFFERSON COUNTY  
ENGINEERING, PLANNING AND ZONING  
JEFFERSON COUNTY  
ENGINEERING, PLANNING AND ZONING

CTL Engineering of West Virginia, Inc. (CTL) is pleased to submit this proposal to the Chapel View Home Owners Association, Inc. for additional Civil Site Design Services associated with the remediation of current deficiencies as described within this proposal. The subject location is known as the Chapel View Subdivision, with engineering services focused on the Jefferson County portion of the development. The site area is situated near the coordinates of Latitude: 39° 23' 06.60" N, and Longitude: -77° 55' 23.66" W. CTL will provide the necessary Civil Design Services to develop the site design plans consisting of various site improvements of the subject location and as described within this proposal. These services will be provided by CTL professionals located out of the Morgantown, West Virginia office with Construction Observation being provided out of the Manassas, Virginia office.

**Scope of Services:**

This Scope of Services for the Civil Site Design Services associated with the Chapel View Subdivision located in Jefferson County, West Virginia consists of:

- CTL will coordinate a meeting with Chapel View Home Owners Association to discuss the Priority Items previously provided and evaluate the beneficial elements previously described with respect to available budget. The intent of the meeting is to insure HOA is in agreement on CTL's recommendations and discuss the most benefit to the community including how to proceed.
- Following the meeting, CTL will proceed with the developing the construction documents as directed by the HOA and shall consist of the agreeable priorities of various site improvements, CTL will develop final documents consisting of:
  - i. Cover Sheet
  - ii. General Notes Sheet
  - iii. Existing Conditions
  - iv. Improvement Plans
  - v. Construction Details
  - vi. Bid Form and Specifications
- Chapel View Home Owners Association along with Property Management People (PMP) will present the drawings to the Jefferson County Engineer and Jefferson County Planning Commission for review and approval. CTL will provide responses to comments received from Jefferson County and provide recommended modifications to construction plans.

**Construction Administration**

Note: The following are for Budgetary Allowances

Description	Items	Rate	Units	
Project Engineer				
Review and Responses to RFIs	4.00	\$135.00	/ Hr	\$540.00
Project Engineer				
Attendance of 3 Construction Progress Meetings by conference call, or e-mail (Site Visit will not be provided)	6.00	\$135.00	/ Hr	\$810.00
<b>Total for Construction Administration =</b>				<b>\$1,350.00</b>

**Construction Observation (Supplied out of CTL Office, Manassas, Virginia)**

Note: The following are for Budgetary Allowances

Description	Items	Rate	Units	
Project Manager (Administration and Support)	30.00	\$135.00	/ Hr	\$4,050.00
Technician (Observation Anticipated 12 Days at 10 hrs / day)	120.00	\$67.00	/ Hr	\$8,040.00
Mileage (12 Trips at 150 miles round trip)	1,800.00	\$0.65	/ Mile	\$1,170.00
<b>Total for Construction Observation =</b>				<b>\$13,260.00</b>



COPY

CHANGE ORDER

Change Order Number : 1

Change Order Type : Field Estimate Date of Existing Contract : 06/14/2019 Change Order Date : 06/14/2019

<b>Client Name</b>	: Chapel View Home Owners Association, Inc.	<b>Project Name</b>	: Chapel View Subdivision
<b>Client Address</b>	: Property Management People, Inc. 340 Edmond Road, Suite E Kearneysville-25430 WV-USA	<b>Project Address</b>	:  Martinsburg-WV Berkeley County-USA
<b>Client Contact</b>	: Richard Sussmann	<b>Project No</b>	: 18 10 0057 MOR -
<b>Client Designation</b>	:	<b>Project Site Phone</b>	:
<b>Client Fax</b>	: 304-725-5986	<b>Client Phone</b>	: 681-252-0217 x9002

We hereby agree to make the change(s) specified below :

NOTE : This Change Order becomes part of the existing contract in conformance with the same.

CTL hereby agrees to make the changes specified above at this price \$ + 30,630.0

Previous Contract Amount \$ 12,000.00

Revised Contract Amount \$ 42,630.00

Authorized Signatory (CTL)

Gregory Foreman

Printed Name

Project Manager

Title

Authorized Signatory (CLIENT)

Richard A. Sussmann

Printed Name

Community Manager

Title

6/5/19

Date of Acceptance

Accepted : The above unit rates, prices and specification of this change order are satisfactory and are hereby accepted. All work to be performed under the same terms and conditions as specified in original contract unless otherwise stipulated. CTL shall not be held liable for the damages or consequential damage(s) resulting from the delays caused by this Change Order, if any. If this Change Order is not returned within 10 days, the Change Order will be considered as accepted and is in force unless CTL is otherwise notified in writing.



COPY

**MINUTES**  
**CHAPEL VIEW HOMEOWNER'S ASSOCIATION, INC.**  
**Board of Directors Meeting**  
**Wednesday, June 5, 2019**

**Board of Directors Present:**

Barbara Fuller, President  
Cliff Conklin, Vice-President

**Board Members Absent:**

**Others Present:**

Richard Sussmann, PMP Community Manager.

**I. Call to Order:**

- A. The meeting was called to order at 7:06 p.m. by Fuller and was held at 340 Edmond Rd, Suite E, and Kearneysville, WV, 25430.
- B. MOTION by Conklin, seconded by Fuller to approve the Agenda as written. Motion carried.

**II. General Community Issues:**

- A. There were no homeowners present, and Donnie Carpenter resigned from the Board of Directors. Donnie's service was appreciated, and the Board wished him well.
- B. The remaining meetings for 2019 are August 7<sup>th</sup> (2020 Budget Discussion), October 2<sup>nd</sup> (2020 Budget Approval), and December 4<sup>th</sup> (Annual membership meeting).

**III. Association Business/Action Items:**

- A. The following topics were discussed: additional storm water rip-rap rocks needed, volunteers to transplant willow tree clippings and the need for more stone on the shoulders throughout the community.
- B. PMP presented the financial summary report through April 30, 2019.
- C. MOTION by Conklin, seconded by Fuller, to appoint Donald Tompkins to the vacant Board position, left by Donnie Carpenter's resignation. Motion carried.
- ➔ D. MOTION by Conklin, seconded by Fuller, to approve CTL Engineering's second proposal (Phase 2) and retainer request. Motion carried.

**IV. Executive Session:**

- A. MOTION by Conklin, seconded by Fuller, to adjourn the regular business meeting so the Board could meet in executive session to discuss matters of delinquent assessments and covenant enforcement. The motion passed unanimously at 7:45 p.m.

**V. Return to Open Session:**

- A. The Board returned to open session at 7:51 p.m.
- B. MOTION by Conklin, seconded by Fuller, to approve T&T's recommendations to proceed with all collection cases. Motion carried.

**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~~ August 15, 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: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **August 15, 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*): **Interview/Appointment to the Regional Airport Authority – one three-year term ending July 2, 2022 – Discussion/Action**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



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.



## Jessica Carroll

---

**From:** Neil Doran <ndoran@flymrb.com>  
**Sent:** Friday, August 2, 2019 12:06 PM  
**To:** Stephanie Grove; Jessica Carroll  
**Cc:** Nicolas Diehl; Dan Zappe  
**Subject:** RE: Need for Zappe appointment letter

Ms. Grove,

I just wanted to send you a quick message to remind the commission of the need for an appointment letter for Mr. Dan Zappe to serve with the E WVRAA.

His 3 year appointment expired on 07/02/2019 and we need this new 2019-2022 appointment letter for our files in advance of the August 12<sup>th</sup> meeting so he can participate.

The continued presence of a Jefferson County representative is critical to a "regional" airport authority such as ours, especially when the aircraft flight paths affect residents of your county and the airport's presence boosts your economy and assists your corporate recruitment efforts.

MRB is your airport too.

Mr. Zappe's skill and expertise as a pilot are also most welcomed and needed by the E WVRAA.

Please let me know if you need anything more from me. Contact me with any questions.

Thank you.



**Neil R. Doran, CM, ACE**

airport manager – eastern wv regional airport authority

Eastern West Virginia Regional - Shepherd Field (KMRB)

170 Aviation Way - Suite 105, Martinsburg, WV 25405

T: (304) 263-2106, ext. 2 F: (304) 267-6350

[ndoran@flymrb.com](mailto:ndoran@flymrb.com) - [www.FlyMRB.com](http://www.FlyMRB.com) - [facebook.com/EWVRAA](https://facebook.com/EWVRAA)

\*\*\*\*\* CONFIDENTIALITY NOTICE \*\*\*\*\* This message may contain confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute, forward or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.



## Jessica Carroll

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**From:** zappedan <zappedan@reagan.com>  
**Sent:** Friday, August 2, 2019 1:12 PM  
**To:** Jessica Carroll; 'Neil Doran'  
**Cc:** Stephanie Grove; 'nic@flymrb.com'  
**Subject:** RE: Need for Zappe appointment letter

Hello Ms. Carroll,

I am still interested in serving on the EWVRAA authority.

Regards,

Dan Zappe

Sent from my T-Mobile 4G LTE Device

----- Original message -----

**From:** Jessica Carroll <jcarroll@jeffersoncountywv.org>  
**Date:** 8/2/19 09:23 (GMT-08:00)  
**To:** 'Neil Doran' <ndoran@flymrb.com>  
**Cc:** Stephanie Grove <sgrove@jeffersoncountywv.org>, "nic@flymrb.com" <nic@flymrb.com>, "zappedan@reagan.com" <zappedan@reagan.com>  
**Subject:** RE: Need for Zappe appointment letter

Mr. Dornan –

Please be advised that, per County policy, Mr. Zappe has been notified of his term expiration and the term has been advertised to the public in the event others are interested in applying. This matter is scheduled for the August 15 County Commission agenda, at which time the Commission will be making an appointment to the board.

Mr. Zappe will need to contact me in writing (via e-mail or US mail) by Monday, August 12 stating he wishes to remain serving on the EWVRAA.

Once the Commission has taken action on this matter, I will be happy to forward a letter of appointment you. Please let me know if you have any questions.



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



Name: **Lyn Goodwin, Interim Director**

Department or Organization: **Jefferson County Development Authority**

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

Date Requested – 1<sup>st</sup> Choice: **August 15, 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*): **Consideration of Compensation Adjustment for JCDA Administrative Assistant – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**At the June 16, 2019 JCDA board meeting, motion passed for interim director to work with county administrator to determine compensation for other employees that have seen additional duties due to being short staffed.**

**After reviewing the job description for the position and identifying additional responsibilities and accountability for the position due to current short staffing, I am recommending a 10 percent salary increase for the JCDA Administrative Assistant. I am also requesting that the increase be retroactive to July 1, 2019.**

Is this a funding request? Y/N **No additional funding is needed. This action is budget neutral due to the current vacant position at the JCDA.**

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*):  
**Move to authorize a 10 percent salary adjustment for the JCDA Administrative Assistant, retroactive to July 1, 2019.**

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

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

Contact information:

Email address: **lyngoodwin@jcda.net**

Phone Number: **304-728-3255**

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



**Jefferson County, West Virginia  
Job Description**

<b>Position Title:</b>	Administrative Assistant	<b>Grade Level:</b>	III
<b>Department</b>	County Administration, Development Authority,	<b>Date:</b>	July 1, 2019
<b>Reports to:</b>	Department Head	<b>FLSA Status</b>	NE

**Statement of Duties:** The employee performs administrative and clerical services in support of the operation of the Development Authority. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general supervision of the Executive Director, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently without specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances that are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further guidance. Reviews and checks of the employee’s work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self certifying, for example, requiring accounts to balance before proceeding.

**Supervisory Responsibility:** Employee, as a regular and continuing part of the job, does not routinely supervise other employees.

**Confidentiality:** Employee has access to some confidential information obtained during performance of regular position responsibilities such as: **personnel records, lawsuits,** and client or department records.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include adverse public relations, jeopardize programs, **or monetary loss due to lost real estate sales.**

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties that generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** The work environment is typical of any office, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

Jefferson County Development Authority,  
Administrative Assistant  
07/01/2019

**Jefferson County, West Virginia**  
**Job Description**

**Nature and Purpose of Public Contact:** Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks, **lawyers, engineers, architects, contractors** and/or developers. **Also, handling requests, complaints and inquiries from existing business park lot owners and tenants.** More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

**Occupational Risk:** Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Serves the public through answering telephone calls, greeting visitors to the Development Authority office and responding to inquiries from **board members**, county offices and members of the public.
2. Transcribes minutes of meetings, prepares reports and agenda for meetings of the Development Authority **and committees**; ensures the accurate and timely recording of minutes.
3. Performs secretarial and administrative duties including, but not limited to, preparing correspondence, data entry, faxing, photocopying, picking up and delivering mail, filing, scheduling appointments, and ordering supplies and equipment.
4. Maintains department files, **maps, project files, contract documents, loan documents, financial statements, budget reports, and personnel files.**
5. Processes accounts payable/receivable, bank reconciliation, and bookkeeping duties **(including JCDA bond and loan payments)** for the department **and the Farmland Protection Board. Receive and process West Virginia Small Business Development Center – business coach cost reimbursements.**
6. **Administer and monitor land/facilities lease agreements and lease payments within the business park.**
7. Performs clerical tasks **and research** as assigned.

Jefferson County Development Authority,  
Administrative Assistant  
07/01/2019

**Jefferson County, West Virginia  
Job Description**

**Recommended Minimum Qualifications:**

**Education and Experience:** High School degree with three to five (3-5) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Drivers license and Notary Public may be required.

**Knowledge, Abilities and Skill:**

**Knowledge:** Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of the Internet **and network** in support of department operations.

**Abilities:** Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information.

**Skills:** Proficient personal computer **technical** skills, mathematical skills, recordkeeping, clerical and **bookkeeping** skills, written and oral communication skills. Effective customer service skills.

**Physical and Mental Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.

**Motor Skills:** Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

**Visual Demands:** Visual demands include constantly reading documents for general understanding and for analytical purposes, routinely reviewing non-written materials such as **maps and plans, which may require the ability to determine color differences.**



**AGENDA REQUEST FORM**  
**www.jeffersoncountywv.org**



Name: Bill Polk

Department or Organization: **Maintenance Department**

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

Date Requested – 1<sup>st</sup> Choice: ~~July 18, 2019~~ **August 15, 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*):

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

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

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

Is equipment needed? NO

Contact information:

Email address: bpolk@jeffersoncountywv.org

Phone Number: 304-728-3355

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

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



Name: **Bill Polk**

Department or Organization: **Jefferson County Building Committee**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **August 15, 2019**

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

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

Subject (*Wording to be placed on agenda*): **Request for Approval to Advertise a Request for Qualifications for Professional Architectural/Consulting Services for the Proposed County Complex Project**

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

**The Building Committee has met several times and has drafted a Request for Qualifications in order to select a qualified architectural consulting firm to provide architectural and engineering design services for proposed office space in the 100 block of East Washington Street in Charles Town.**

Is this a funding request?    NO

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

**Move to approve the Requests for Qualifications for Professional Architectural/Consulting Services for the proposed county complex project.**

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

If not attached, explain:

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

Contact information:

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

Phone Number: 304-728-3355

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

not applicable



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

**Jefferson County Commission**  
**County Complex Project**

The Jefferson County Commission (JCC), (Owner) is accepting Statements of Qualification from interested qualified Architectural consulting firms detailing the firm's qualifications, technical expertise, management and staffing capabilities, references, and related prior experience with similar projects; for the purpose of selecting a firm to provide architectural and engineering design services for the demolition of existing buildings, the design of a 40,000 square-foot Office building, parking facilities and related site work in the County Courthouse Complex (100 block of East Washington Street, Charles Town) in Jefferson County, West Virginia.

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

**1. Design:**

- a. Meet with the JCC to discuss the scope and type of building and amenities to be constructed.
- b. Submit design development drawings for a 40,000 square-foot office building to the JCC for review and comment.
- c. Incorporate the JCC's comments and prepare construction drawings and bid documents.
- d. Prepare a study of the current space needs for affected departments and employees; and, a future space needs assessment for 10 and 20 years in the future. *See Attachment "Jefferson County Space Assessment" for current information.*
- e. Prepare a cost estimate and conceptual plan for:
  - i. Demolition of existing buildings,
  - ii. Temporary relocation of existing County offices with 2 options:
    - 1) phasing in the relocation of offices with a phased in demolition and construction, and a phased in construction timeline
    - 2) complete relocation of offices during demolition and construction; and,
  - iii. Construction of the new building and recommendations regarding the best method to satisfy parking needs (i.e. parking lot, parking structure, etc) with a construction timeline for both options in 1. d. ii.
- f. Include site engineering design, conceptual and construction drawings in accordance with all applicable Jefferson County land development regulations.
- g. Locate all utility lines, easements & rights-of-way existing on the site and delineate them on the site plan.
- h. Determine any historical constraints involved with historical structures such as the Courthouse building (100 E Washington Street, Charles Town, WV 25414), the Hunter House buildings (124 E Washington Street, Charles Town, WV 25414), or other buildings of historical significance in the proposed area (100 Block of E Washington Street, Charles Town, WV 25414).
- i. Provide site development cost estimate and a construction timeline for the future County Complex. The estimate must also include the cost and estimated drawdown timeline for budgeting purposes.

- j. Provide professional services cost estimate for space needs assessment outlined in 1.d. and the conceptual plan completion outlined in 1.e. The estimate(s) must also include the cost and estimated drawdown timeline for budgeting purposes.
- k. Obtain all planning, zoning, and building permit approvals.
- l. Obtain all applicable state and federal permits and approvals.

## **2. Bidding & Contract Award:**

- a. Prepare Advertisement for Bids.
- b. Conduct pre-bid conference and issue necessary addenda in response to questions.
- c. Review bids for completeness, bid bond requirements, and proper West Virginia contractor's licensing, etc. Provide bid tabulation to owner and recommend contractor. Manage the contractor selection process.
- d. Facilitate negotiations if necessary.
- e. Issue Notice of Award.
- f. Receive and review payment & performance bonds and insurance documents for completeness and execute the agreement between the Owner & Contractor.
- g. Return bid bonds & Issue Notice to Proceed.

## **B. Project Schedule:**

The architectural and engineering conceptual design part of the project is expected to commence upon selection of the Architect by the Jefferson County Commission.

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

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

The total construction cost of the project is anticipated to be more than \$250,000. Therefore, procurement of professional services will be in accordance with West Virginia State Code 5G-1-3, et seq.

The JCC shall evaluate the statements of qualifications, performance data and other material submitted by the interested firms; and then rank in order of preference, no less than three professional firms deemed most highly qualified to provide the services required. The JCC shall then commence scope of service and price negotiations with the highest professional firm for the architectural and engineering services. If the JCC is unable to negotiate a satisfactory contract with the professional firm considered most qualified, at a fee determined to be fair and reasonable, price negotiations with the firm of second choice shall commence, and so on.....

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

**D. Qualifications Statement Submission:**

The Consultant's Qualifications Statement must contain four (4) parts: An original, seven (7) copies, and a PDF file of their qualifications statement. Submit all parts in an envelope to:

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

Attention: Stephanie Grove, County Administrator

Phone: 304-724-8425

The Statement of Qualifications shall be received by 4:00 pm, Monday, September 30, 2019.

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

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

JEFFERSON COUNTY CURRENT SPACE FOR WASHINGTON STREET COMPLEX						
Building	Departments	Number of Employees	Location	Approx. Square Feet	Comments	
Courthouse	County Clerk	10	100 E Washington St Charles Town	10,600		
	Circuit Judge	4				
Moffet/Reiniger	Assessor	15	104-112 E Washington St Charles Town	8,100	The Assessor's office also has seasonal employees. The Tax Office vacated this space and are now housed in the Smoot Bldg temporarily.	
	Probation	9				
	Vacant Tax	0				
Smoot	Tax	6	114 E Washington St Charles Town	950	Temporary office space	
Mason	Engineering, Planning, GIS	18	116 E Washington St Charles Town	7,750	The Maintenance Department also maintains office space and storage areas here	
	IT Department	3				
	Maintenance	4				
Hunter House	County Commission	5	124 E Washington St Charles Town	3,750		
	Prosecuting Attorney-Civil Div	2				
Maintenance	Mailroom	1	104 N Samuel St Charles Town	900	This building is shared by the Mailroom employee and Maintenance staff and is located directly behind the Hunter House on Samuel Street.	
	Maintenance	4				
<b>Total Square Footage</b>				<b>32,050</b>		

**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 15, 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. **1533-2019-01397 - 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 Jefferson County Circuit Court Civil Action #19-P-69. Discussion/Action.
6. Discussion of Jefferson County Circuit Court Civil Action #19-AA-1. 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: **Patsy Noland, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **July 18, 2018**

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

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

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text.](#)



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



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **August 15, 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*): **Approval of 2019 Sheriff's Commission – 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*):

**Motion to approve the computation of the 2019 Sheriff's Commission**

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.](#)





# Office of Sheriff and Treasurer of Jefferson County

Law Enforcement Office  
102 Industrial Blvd  
Kearneysville, WV 25430  
304-728-3205  
Fax: 304-728-3299

Tax Office  
PO Box 9  
Charles Town, WV 25414  
304-728-3220  
Fax: 304-728-4034

July 31, 2019

Jefferson County Commission  
124 East Washington St  
Charles Town WV 25414

Re: Sheriff's Commission

Dear Commissioners:

Attached is a copy of the computation of the 2019 Sheriff's Commission report for your approval.

Should you have any questions or are in need of additional information, please don't hesitate to ask.

Sincerely,

Peter H. Dougherty  
Sheriff and Treasurer  
Jefferson County



08/01/2019  
14.50.28

Sheriff's Commission  
Sheriff of JEFFERSON County, West Virginia  
07/01/2018-06/30/2019  
Total Sheet

Current Year Taxes	34,042,769.53
Additional Levies	<u>89,824.45</u>
A. Total Taxes Levied	34,132,593.98
Less: Exoneration without refund & Bankruptcy	-10,224.50
Exoneration with refund	<u>-4,403.43</u>
B. Total Net Levy	34,117,966.05
Less: Ending Accounts Receivable	<u>-1,956,239.55</u>
C. Net Current Year Taxes	32,161,726.50
Less: 85% of Net Levy	<u>-29,000,271.14</u>
D. Current Year Taxes over 85%	3,161,455.36
Less: 5% of Net Levy	<u>-1,705,898.30</u>
E. Collections over 90% Level	1,455,557.06
Less: 5% of Net Levy	<u>-1,705,898.30</u>
F. Collections over 95% Level	-250,341.24
2.5% of Collections over 85% Level	79,036.38
1.0% of Collections over 90% Level	14,555.57
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>93,591.95</u>
Total Sheriff's Commission (\$15,000 or less)	15,000.00 =====

08/01/2019  
14.50.28

Sheriff's Commission  
Sheriff of JEFFERSON County, West Virginia  
07/01/2018-06/30/2019  
Levying Body-STATE

Current Year Taxes	230,815.85
Additional Levies	<u>600.68</u>
A. Total Taxes Levied	231,416.53
Less: Exoneration without refund & Bankruptcy	-73.23
Exoneration with refund	<u>-31.65</u>
B. Total Net Levy	231,311.65
Less: Ending Accounts Receivable	<u>-13,178.73</u>
C. Net Current Year Taxes	218,132.92
Less: 85% of Net Levy	<u>-196,614.90</u>
D. Current Year Taxes over 85%	21,518.02
Less: 5% of Net Levy	<u>-11,565.58</u>
E. Collections over 90% Level	9,952.44
Less: 5% of Net Levy	<u>-11,565.58</u>
F. Collections over 95% Level	-1,613.14
2.5% of Collections over 85% Level	537.95
1.0% of Collections over 90% Level	99.52
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>637.47</u>
Portion of Sheriff's Commission paid	<u>102.10</u> =====

08/01/2019  
14.50.28

Sheriff's Commission  
Sheriff of JEFFERSON County, West Virginia  
07/01/2018-06/30/2019  
Levying Body-COUNTY CURRENT

Current Year Taxes	13,202,671.06
Additional Levies	<u>34,356.55</u>
A. Total Taxes Levied	13,237,027.61
Less: Exoneration without refund & Bankruptcy	-4,191.30
Exoneration with refund	<u>-1,812.61</u>
B. Total Net Levy	13,231,023.70
Less: Ending Accounts Receivable	<u>-753,828.69</u>
C. Net Current Year Taxes	12,477,195.01
Less: 85% of Net Levy	<u>-11,246,370.15</u>
D. Current Year Taxes over 85%	1,230,824.86
Less: 5% of Net Levy	<u>-661,551.19</u>
E. Collections over 90% Level	569,273.67
Less: 5% of Net Levy	<u>-661,551.19</u>
F. Collections over 95% Level	-92,277.52
2.5% of Collections over 85% Level	30,770.62
1.0% of Collections over 90% Level	5,692.74
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>36,463.36</u>
Portion of Sheriff's Commission paid	<u>5,839.83</u> =====

08/01/2019  
14.50.28

Sheriff's Commission  
Sheriff of JEFFERSON County, West Virginia  
07/01/2018-06/30/2019  
Levying Body-SCHOOL CURRENT

Current Year Taxes	17,911,316.01
Additional Levies	<u>46,609.57</u>
A. Total Taxes Levied	17,957,925.58
Less: Exoneration without refund & Bankruptcy	-5,686.13
Exoneration with refund	<u>-2,459.07</u>
B. Total Net Levy	17,949,780.38
Less: Ending Accounts Receivable	<u>-1,022,676.73</u>
C. Net Current Year Taxes	16,927,103.65
Less: 85% of Net Levy	<u>-15,257,313.32</u>
D. Current Year Taxes over 85%	1,669,790.33
Less: 5% of Net Levy	<u>-897,489.02</u>
E. Collections over 90% Level	772,301.31
Less: 5% of Net Levy	<u>-897,489.02</u>
F. Collections over 95% Level	-125,187.71
2.5% of Collections over 85% Level	41,744.76
1.0% of Collections over 90% Level	7,723.01
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>49,467.77</u>
Portion of Sheriff's Commission paid	<u>7,922.57</u> =====

08/01/2019  
14.50.28

Sheriff's Commission  
Sheriff of JEFFERSON County, West Virginia  
07/01/2018-06/30/2019  
Levying Body-Municipal-BOLIVAR CORP

Current Year Taxes	105,634.37
Additional Levies	<u>205.91</u>
A. Total Taxes Levied	105,840.28
Less: Exoneration without refund & Bankruptcy	.00
Exoneration with refund	<u>.00</u>
B. Total Net Levy	105,840.28
Less: Ending Accounts Receivable	<u>-5,009.63</u>
C. Net Current Year Taxes	100,830.65
Less: 85% of Net Levy	<u>-89,964.24</u>
D. Current Year Taxes over 85%	10,866.41
Less: 5% of Net Levy	<u>-5,292.01</u>
E. Collections over 90% Level	5,574.40
Less: 5% of Net Levy	<u>-5,292.01</u>
F. Collections over 95% Level	282.39
2.5% of Collections over 85% Level	271.66
1.0% of Collections over 90% Level	55.74
1.5% of Collections over 95% Level	<u>4.24</u>
Total	<u>331.64</u>
Portion of Sheriff's Commission paid	<u>51.56</u> =====

08/01/2019  
14.50.28

Sheriff's Commission  
Sheriff of JEFFERSON County, West Virginia  
07/01/2018-06/30/2019  
Levying Body-Municipal-CHARLES TOWN CORP

Current Year Taxes	1,166,012.22
Additional Levies	<u>4,143.28</u>
A. Total Taxes Levied	1,170,155.50
Less: Exoneration without refund & Bankruptcy	-38.17
Exoneration with refund	<u>.00</u>
B. Total Net Levy	1,170,117.33
Less: Ending Accounts Receivable	<u>-76,596.90</u>
C. Net Current Year Taxes	1,093,520.43
Less: 85% of Net Levy	<u>-994,599.73</u>
D. Current Year Taxes over 85%	98,920.70
Less: 5% of Net Levy	<u>-58,505.87</u>
E. Collections over 90% Level	40,414.83
Less: 5% of Net Levy	<u>-58,505.87</u>
F. Collections over 95% Level	-18,091.04
2.5% of Collections over 85% Level	2,473.02
1.0% of Collections over 90% Level	404.15
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>2,877.17</u>
Portion of Sheriff's Commission paid	<u>469.34</u> =====

08/01/2019  
14.50.28

Sheriff's Commission  
Sheriff of JEFFERSON County, West Virginia  
07/01/2018-06/30/2019  
Levying Body-Municipal-HARPERS FERRY CORP

Current Year Taxes	64,454.01
Additional Levies	<u>119.96</u>
A. Total Taxes Levied	64,573.97
Less: Exoneration without refund & Bankruptcy	-102.53
Exoneration with refund	<u>-99.96</u>
B. Total Net Levy	64,371.48
Less: Ending Accounts Receivable	<u>-3,857.50</u>
C. Net Current Year Taxes	60,513.98
Less: 85% of Net Levy	<u>-54,715.76</u>
D. Current Year Taxes over 85%	5,798.22
Less: 5% of Net Levy	<u>-3,218.57</u>
E. Collections over 90% Level	2,579.65
Less: 5% of Net Levy	<u>-3,218.57</u>
F. Collections over 95% Level	-638.92
2.5% of Collections over 85% Level	144.96
1.0% of Collections over 90% Level	25.80
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>170.76</u>
Portion of Sheriff's Commission paid	<u>27.51</u> =====

08/01/2019  
14.50.28

Sheriff's Commission  
Sheriff of JEFFERSON County, West Virginia  
07/01/2018-06/30/2019  
Levying Body-Municipal-RANSON CORP

Current Year Taxes	1,180,291.08
Additional Levies	<u>3,616.48</u>
A. Total Taxes Levied	1,183,907.56
Less: Exoneration without refund & Bankruptcy	-36.00
Exoneration with refund	<u>.00</u>
B. Total Net Levy	1,183,871.56
Less: Ending Accounts Receivable	<u>-68,281.27</u>
C. Net Current Year Taxes	1,115,590.29
Less: 85% of Net Levy	<u>-1,006,290.83</u>
D. Current Year Taxes over 85%	109,299.46
Less: 5% of Net Levy	<u>-59,193.58</u>
E. Collections over 90% Level	50,105.88
Less: 5% of Net Levy	<u>-59,193.58</u>
F. Collections over 95% Level	-9,087.70
2.5% of Collections over 85% Level	2,732.49
1.0% of Collections over 90% Level	501.08
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>3,233.55</u>
Portion of Sheriff's Commission paid	518.59 =====

08/01/2019  
14.50.28

Sheriff's Commission  
Sheriff of JEFFERSON County, West Virginia  
07/01/2018-06/30/2019  
Levying Body-Municipal-SHEPHERDSTOWN CORP

Current Year Taxes	181,574.46
Additional Levies	<u>172.11</u>
A. Total Taxes Levied	181,746.57
Less: Exoneration without refund & Bankruptcy	-96.81
Exoneration with refund	<u>.00</u>
B. Total Net Levy	181,649.76
Less: Ending Accounts Receivable	<u>-12,810.10</u>
C. Net Current Year Taxes	168,839.66
Less: 85% of Net Levy	<u>-154,402.30</u>
D. Current Year Taxes over 85%	14,437.36
Less: 5% of Net Levy	<u>-9,082.49</u>
E. Collections over 90% Level	5,354.87
Less: 5% of Net Levy	<u>-9,082.49</u>
F. Collections over 95% Level	-3,727.62
2.5% of Collections over 85% Level	360.93
1.0% of Collections over 90% Level	53.55
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>414.48</u>
Portion of Sheriff's Commission paid	<u>68.50</u> =====

08/01/2019  
14.50.28

Sheriff's Commission  
Sheriff of JEFFERSON County, West Virginia  
07/01/2018-06/30/2019  
Levying Body-Undistributed

Current Year Taxes	.47
Additional Levies	<u>-.09</u>
A. Total Taxes Levied	.38
Less: Exoneration without refund & Bankruptcy	-.33
Exoneration with refund	<u>-.14</u>
B. Total Net Levy	-.09
Less: Ending Accounts Receivable	<u>.00</u>
C. Net Current Year Taxes	-.09
Less: 85% of Net Levy	<u>.08</u>
D. Current Year Taxes over 85%	-.01
Less: 5% of Net Levy	<u>.00</u>
E. Collections over 90% Level	-.01
Less: 5% of Net Levy	<u>.00</u>
F. Collections over 95% Level	-.01
2.5% of Collections over 85% Level	.00
1.0% of Collections over 90% Level	.00
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>.00</u>
Portion of Sheriff's Commission paid	<u>.00</u> =====



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

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **August 15, 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*):

- 1) Approval of Poorhouse Farm rfp
- 2) Approval of Revision to Policy 305-
- 3) Discussion of Payroll workflow and access to payroll information
- 4) Discussion of Letter Received from Millenium Insurance Group and access to Health Protected Information

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.](#)



<i>Jefferson County Policies &amp; Procedures</i>			
Policy Name:	Purchase Order and Invoice Policy	Approved:	Rev 08-08-2019
Policy Number:	305	Author:	Grove
Associated:		Previous Version approved 1-17-2019	

### 1.0 **Purpose**

The purpose of this Policy is to provide a uniform procedure for processing all purchase orders and invoices for Jefferson County. Additionally, the policy will establish consistent procedures for the Jefferson County Clerk's Office, the Sheriff's Tax Office, and the Jefferson County Commission's Office. These procedures are intended to provide safeguards for maintaining the quality and integrity of the accounts payable and cash disbursement system.

### 2.0 **Authority**

The County Clerk, Sheriff, and Finance Director (this team is referred to as "County") shall be responsible for the implementation and interpretation of this policy, as well as enforcement of this policy in accordance with the WV State Auditor. The County shall issue, maintain and update any procedure, control and form needed to ensure compliance with this policy and any WV State or Federal Code.

### 3.0 **Definitions**

- AP means accounts payable (which includes payroll deduction checks)
- PO means Purchase Order
- Purchase Request means an internal document notifying the County Clerk and Commission offices of items to be ordered or services to be rendered.
- Vendor means a business or individual that provides a product or service to the County.

### 4.0 **Vendors**

All vendors must be authorized by the Jefferson County, County Clerk's Office. Parties seeking to obtain qualified vendor status with the County of Jefferson must complete and return Form W-9: Request for Taxpayer Identification Number and Certification.

Applicable forms can be found on the Jefferson County website or by contacting the County Clerk's Office. Once vendors have been authorized, the Clerk's Office creates a new vendor in the county financial record keeping system which assigns a unique number to the vendor. Only vendors who have been authorized by the Jefferson County Clerk's Office will be paid by Jefferson County.

### 5.0 **Purchase Orders, PCard & Invoice Processing**

A purchase order is to be used for items which have a cost of \$5,000 or greater. *Please note* that items should not be purchased separately to avoid the \$5,000 limit when ordering in bulk. For example, a department needing five computers at \$1,000 each should not

purchase the computers separately to avoid the PO policy. All purchases of goods or services at or above \$5,000 require the approval of the County Commission.

The process for Purchase Orders (PO) at or above \$5,000 is as follows:

- The **Purchase Requisition** is to be completed in the financial system, Tyler Munis. All fields must be completed including the budget expenditure line item(s) from which the expense should be paid. The expenditure account number on the Purchase Requisition must represent the appropriate account classification for the item being purchased or it will be rejected.
- The Purchase Requisition is automatically submitted by the system to the Commission Staff to be included on the next Commission Meeting Agenda.
- Once the Purchase Requisition is approved by the Commissioners, Commission Staff will electronically approve it in the financial system. They system will **automatically convert to a Purchase Order (PO)**.
- The originating department may obtain approved copies of the PO for vendor distribution or for reference by accessing the financial system or by contacting Accounts Payable.
- **ONLY after the PO has been approved by the Commission, should the originator of the PO purchase the item(s).** Once the item(s) is/are purchased and an invoice is received, department staff should enter the invoice into the financial system for payment referencing the PO number. Accounts Payable will then process the payment. A check, along with the invoice will be mailed to the vendor. (See also *6.0 Payment Process* of this policy) Accounts Payable will keep an electronic copy of the invoice and the purchase order for their files for auditing purchases.
- All purchases must be for reasonable and necessary costs. No purchases shall be made in excess of the PO amount approved by the Commission, unless the difference is strictly due to state tax and shipping costs.
- (See also *Financial Policy 318 – Bidding and Contract Policy* for additional guidelines.)

The process for invoices and PCard purchases without Purchase Orders (purchases less than \$5,000 or invoices that do not require a PO) are as follows:

- **PCard transactions** will be imported weekly by the AP Clerk into the financial system. PCard administrators in each department will be electronically notified when a PCard transaction for their department has been imported. The administrator must ensure that the PCard transaction is coded to the correct expenditure account and electronically attach receipts or other documents supporting that PCard transaction. (See also *Financial Policy 304-Purchasing Card Procedures* for additional PCard purchase guidelines.)
- **Non PCard invoices** are to be entered into the financial system by the appropriate department personnel. The paper invoice (all pages, front and back) should then be scanned and electronically attached to the invoice entry screen. After it has been released, the invoice will be electronically approved by the department manager or person designated by the department manager. This electronic signature provides the authorization that it was approved by the department for payment. The expenditure account coding in the system for the invoice to be paid must represent the appropriate account classification for the item being purchased. For example: if

supplies are coded to professional services the invoice will be declined for misclassification of the expenditure type.

The paper invoice for payroll deduction checks processed through accounts payable includes but is not limited to original invoices from all vendors (all pages, front and back), reconciliation reports and the payroll deduction reports that show the actual amount withheld from employee pay for each deduction. The first page of all payroll deduction invoices must be attached separately and marked as **CONFIDENTIAL for Accounts Payable**. The remaining invoice pages with sensitive employee detail, the deduction report, reconciliation report or other documents pertinent to that transaction must also be attached as a document(s) in the system AND must be marked as **CONFIDENTIAL for BOTH Accounts Payable and for Payroll**.

When coding invoices that are sent to AP for entry, departments are required provide a manual approval on the face of the invoice and must write the appropriate expenditure account code in the following format on the invoice XXXXXX-XXXXXX. Where the first set of numbers represent the organization code (org code) or fund and department number and the second set of numbers represents the object code of the expenditure. For example: if the Sheriff's Office was purchasing supplies the coding would be 001700-434100. In this example 001700 is the org code or fund and department number of the Sheriff's Office and 434100 is the expenditure object number for office supplies. If any department is paying an invoice from a fund other than the General Operating Budget of the County then it needs to be clearly written on the invoice which fund is being charges, as an example the Coal Severance Fund.

- **Reimbursement requests** must be submitted with an expense report, along with itemized receipts and supervisor's approval. (See also *Financial Policy 316 – Meal Per Diem Policy* AND *Financial Policy 302 – Travel Expenses Policy* for additional guidelines.)
- If the **budgeted line item does not have the necessary funds to pay the invoice**, the invoice will not be processed for payment. It will be the purchaser's responsibility to complete a budget revision request in the financial system, and obtain the electronic approvals of the Finance Director and/or the Commission. The Department Manager may also have to appear before the Commission to have monies moved within the budget to accommodate the purchase.
- Payments will not be made from monthly statements unless the department attaches the detail to the statement (the individual invoices or individual receipts).
- Any request for payment not submitted in the appropriate format is subject to being held by the Accounts Payable Department pending resolution of the Department Manager.
- Any **late charges** will be charged to the department that incurred the purchase. These late charges include late charges incurred by late submission of invoices; invoices that are being held for lack of budgeted funds; or requests for payments that are being held because they are in the wrong format.
- Departments should refrain from using credit cards other than the County issued PCard. Other credit cards include but are not limited to credit cards issued by Staples and Home Depot. Any rewards program incentives from any credit card other than the PCard are to be used only for authorized County purchases.

If an invoice that is entered for payment requires that a **remittance stub** or other documentation be sent with the check to the vendor at time of payment, that field must be checked in the system during invoice entry and back up must be sent to the AP Clerk. Additionally, utility invoices and invoices that impact **multiple departments will be allocated and entered for payment by the AP Clerk**. The original invoice of those types should be forwarded to the AP Clerk.

**If there are insufficient funds within a department's overall department budget to purchase the item, AND a budget transfer is NOT APPROVED by the Commission, then it is the responsibility of the purchaser to either return the product or be personally responsible.**

### ***Exceptions to Purchase Orders***

- 1) *Emergency Purchases*: If the purchase is a required emergency for continued employee productivity or our citizens' use of our services and buildings, the maintenance department manager (in conjunction with the County Administrator) has the authority to spend up to \$10,000, if time is of the essence. Examples of exceptions would be, but not limited to, heating and air conditioning of the buildings, elevators for the public, car repairs for the deputies, or weather emergencies. If the purchase is above \$10,000, the maintenance department manager would be required to email the Commissioners to seek a majority approval.
- 2) *Grant Purchases*: If the purchase is a grant funded item and is time sensitive in order to meet grant obligation date deadlines, the department manager (in conjunction with the County Administrator) has the authority to spend up to \$10,000, if time is of the essence. If the purchase is above \$10,000, the department manager would be required to email the Commissioners to seek a majority approval. (See also *Financial Policy 317 –Grant Policy* for additional guidelines.)

**Either exception requires the department manager to submit the PO through the agenda at the next regularly scheduled meeting to receive formal approval / ratification.**

## **6.0 Payment Process**

*AP and Payroll Checks*: The AP staff in conjunction with the Sheriff's Tax Office or the Sheriff's designee shall balance payables each week, and print checks and EFT files from the AP and Payroll Clerks. Printed checks AND the AP or payroll (PR) listing with AP invoices AND the AP or PR check register will first be reviewed, certified and approved by the County Clerk. Next, the printed checks AND the AP or PR Listing AND the AP or PR check register will be reviewed, certified and approved by the Sheriff's Tax Office. ~~Lastly, the County Commissioners or the Commission's designee shall review, certify and approve the AP and/ or payroll (PR) listing with AP invoices AND the AP or PR check register. Lastly, a listing of accounts payable checks paid shall be approved by the Commission at the next regularly scheduled commission meeting. That listing shall lump all employee HRA (Health Reimbursement Account) payments into one line item listed as "HRA REIMBURSEMENT PAYMENTS" with no reference to the employee name(s) in order to maintain compliance with employee privacy laws.~~

- Checks shall be printed on check stock purchased from Tyler financial services with the appropriate bank approved security features.
- Checks shall be printed using printers designated specifically for check printing and must use MICR toner.
- The County Clerk's office shall safeguard and secure in a locked storage area the blank check stock.
- The check signature keys shall be segregated from the check stock.
- The County has been issued ~~two-three~~ (32) check signature keys from Tyler financial services. One is held by the County Clerk, ~~and~~ a second key is held by the Sheriff's Tax Office, and the third key is held by the County Commission's office.
- Check signature keys shall be safeguarded and secured in locking storage areas. The Clerk or Sheriff will distribute the key to the appropriate AP or PR clerk in order to print checks. Printed checks, the corresponding check register and the check signature key must be returned to the Clerk or Sheriff for certification and approval.
- In the Clerk or Sheriff's absence, the County Clerk and/or Sheriff may designate an appropriate staff member to safeguard and distribute the check signature key, and / or certify the printed checks, AP or PR listing, and the corresponding check register. **The designated person may not be the AP clerk or the Payroll clerk.**
- Checks will be printed with facsimile signatures of approved check signers.
- Payroll bank transfer and payroll electronic funds transfer checks needed for the payroll process are time sensitive and as such will require a shortened workflow. Those checks include the bi-weekly funding transfer from General County bank account to the Payroll bank account, and periodic electronic funds transfers to government agencies and vendors for tax, retirement and other employee withholdings. To ensure that the Tax Office receives the transfer information for cash balancing in a timely manner, the electronic workflow approval shall consist of the County Administrator (approving on behalf of the County Commission), the County Clerk, and the Finance Director. Transfer checks must also be included in the listing of accounts payable checks paid and that list shall be approved by the Commission at the next regularly scheduled commission meeting (see 6.0 Payment Process paragraph 1 above).

Once approval is made, the Sheriff's Tax Office or the Sheriff's designee shall return all payments to the AP or Payroll Clerk to be mailed or distributed directly to the vendor or employee. A vendor may pick up the check directly from the Clerk's Office, if approved by the County Clerk.



**NOTICE OF PUBLIC HEARING**  
**Thursday, August 29, 2019 at 11:00 AM**

The Jefferson County Commission has scheduled a Public Hearing on the proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA19-02. The text amendment, in accordance with WV Code §8A and Article 12 of the Zoning Ordinance, proposes a revision to Appendix C Principal Permitted and Conditional Uses Table. The purpose of this amendment is to change the classification for “Churches” from “Not Permitted” (NP) to “Conditional Use” (CU) within the Industrial Commercial zoning district, which would allow a church to be established on a parcel zoned Industrial Commercial via the Conditional Use Permit process, subject to a Public Hearing before the Board of Zoning Appeals.

Oral or written comments can be provided at the hearing, **11:00 AM Thursday, August 29, 2019** in the Charles Town Library meeting room at 200 E. Washington St., at the side entrance on Samuel St. You may also submit written comments to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) or to PO Box 250, Charles Town, WV 25414.

A copy of the proposed text amendment is available at the Office of Planning & Zoning and on the County’s website at: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org). If you have any questions, please call the Office of Planning & Zoning at 304-728-3228.

By Order of the Jefferson County Commission  
Patsy Noland, President

# Impact Fee Status Report July 2019

## Office of Impact Fees

### Summary

Date Range: Monday 1 through Wednesday 31 July 2019

Report Date: 1 August 2019

Process Number Range: 1900128-1900139

Total Applications: 12

Total Non-Exempt: 12

*Of which:*

Commercial: 3

Residential: 9

*Of which:*

County: 10

Municipal: 2

Total Exempt: 0

*Of which:*

Commercial: 0

Residential: 0

*Of which:*

County: 0

Municipal: 0

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

**Table 1. Form 100 Tallies**

	Exempt	Commercial	Residential	Total
1 – 31 July 2019	0	3	9	12
Fees collected		\$46.00	\$57,807.00	<b>\$57,853.00</b>
<i>Of which</i>				
School Impact Fee			\$51,723.00	<b>\$51,723.00</b>
Law Enforcement Fee		\$1.00	\$1,512.00	<b>\$1,513.00</b>
Parks & Recreation Fee			\$4,122.00	<b>\$4,122.00</b>
EMS Fee		\$45.00	\$450.00	<b>\$495.00</b>

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

Description	Amount
Opening Statement Balance (1 July 2019)	\$140,890.54
July Deposits (1 – 31 July 2019)	\$57,853.00
School June Transactions (withdraws via transfer on 10 July 2019)	(\$127,957.46)
Law June Transactions (withdraws via transfer on 10 July 2019)	(\$2,016.79)
Parks & Rec June Transactions (withdraws via transfer on 10 July 2019)	(\$9,839.50)
EMS June Transactions (withdraws via transfer on 10 July 2019)	(\$1,076.79)
Interest Earned (31 July 2019)	\$25.21
<b>Ending Statement Balance (31 July 2019)</b>	<b>\$57,878.21</b>
<i>Outstanding Credits (deposits through 1 August 2019)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 July 2019)	\$3,419,099.34
June Transactions (deposits via transfer on 10 July 2019)	\$127,957.46
Interest Earned (31 July 2019)	\$1,490.51
<b>Ending Balance (31 July 2019)</b>	<b>\$3,548,547.31</b>

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

Description	Amount
Opening Balance (1 July 2019)	\$142,822.16
June Transactions (deposits via transfer on 10 July 2019)	\$2,016.79
Interest Earned (31 July 2019)	\$61.26
<b>Ending Balance (31 July 2019)</b>	<b>\$144,900.21</b>

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

Description	Amount
Opening Balance (1 July 2019)	\$197,390.74
June Transactions (deposits via transfer on 10 July 2019)	\$9,839.50
Interest Earned (31 July 2019)	\$86.78
<b>Ending Balance (31 July 2019)</b>	<b>\$207,317.02</b>

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

Description	Amount
Opening Balance (1 July 2019)	\$22,552.19
June Transactions (deposits via transfer on 10 July 2019)	\$1,076.79
Interest Earned (31 July 2019)	\$9.91
<b>Ending Balance (31 July 2019)</b>	<b>\$23,638.89</b>

**Table 7. Total Impact Fees as of 1 August 2019/1**

Description	Amount
Office of Impact Fees General Account	\$57,878.21
School Impact Fee Account	\$3,548,547.31
Law Enforcement Fee Account	\$144,900.21
Parks & Recreation Impact Fee Account	\$207,317.02
EMS Impact Fee Account	\$23,638.89
<b>Total Impact Fees</b>	<b>\$3,982,281.64</b>

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

**Table 8. Pending July 2019 Fee Transfers /1**

Account	31 July 2019 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$3,548,547.31	\$51,745.44	\$3,600,292.75
Law Enforcement Fee Account	\$144,900.21	\$1,513.76	\$146,413.97
Parks & Recreation Impact Fee Account	\$207,317.02	\$4,123.76	\$211,440.78
EMS Impact Fee Account	\$23,638.89	\$495.25	\$24,134.14
<b>Total Impact Fees</b>	<b>\$3,924,403.43</b>	<b>\$57,878.21</b>	<b>\$3,982,281.64</b>

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



# Form 100 Transaction Summary

## Jefferson County Government – Office of Impact Fees

*Impact Fee Applications Processed between dates Monday 1 through Wednesday 31 July 2019*

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
<b>Exempt Applications</b>											

**Category Count: 0** **Category Total**    \$0.00

**Non-Exempt Applications**

1900128	07/03/2019	David Lutman	Lutman Land	09 Shepherdstown	1222	577	17	4.9	\$6,423.00	07/03/2019	N/A
1900129	07/03/2019	David Lutman	Lutman Land	09 Shepherdstown	1222	577	17	4.1	\$6,423.00	07/03/2019	N/A
1900130	07/18/2019	David Lutman	Lutman Land	06 Kabletown	1222	574	9A	15	\$6,423.00	07/18/2019	N/A
1900131	07/19/2019	Miller	James	02 Charles Town	1210	177	13	4.12	\$6,423.00	07/19/2019	N/A
1900132	07/19/2019	Olson	Kenneth	06 Kabletown	1122	11	22	14.40	\$6,423.00	07/19/2019	N/A
1900133	07/19/2019	MC2	Mark Cerasi	02 Charles Town	1196	327	1	141	\$2.00	07/19/2019	N/A
1900134	07/24/2019	Regenberg	Peter	08 Ranson Corp	1197	652	12	1.3	\$32.00	07/24/2019	N/A
1900135	07/26/2019	Regenberg	Peter	08 Ranson Corp	1197	652	12	1.3	\$12.00	07/26/2019	N/A
1900136	07/26/2019	Hathaway	David	02 Charles Town	1224	555	23B	227	\$6,423.00	07/26/2019	N/A
1900137	07/29/2019	Marshall-	Amanda	07 Middleway	1207	506	7	5.17	\$6,423.00	07/29/2019	N/A
1900138	07/29/2019	David Lutman	Lutman Land	07 Middleway	1214	382	8	1.15	\$6,423.00	07/29/2019	N/A
1900139	07/30/2019	Young	James	09 Shepherdstown	.	.	7	6.10	\$6,423.00	07/30/2019	N/A

**Category Count: 12** **Category Total**    \$57,853.00

**TOTAL APPLICATIONS: 12** **Grand Total**    \$57,853.00

**Sandra McDonald**

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**From:** Gavin Perry <gavarch@gmail.com>  
**Sent:** Thursday, August 08, 2019 11:02 AM  
**Subject:** [Possible Spam] Fwd: Rockwool - Lagoons, Sinkholes, Water Contamination  
**Attachments:** Rockwool-Lagoons, Sinkholes, Groundwater Contamination, 08 08 2019.pdf  
**Importance:** Low

*The extracts below are taken from the attached report. Please read the report. Thank you; Gavin.*

### **CONCLUSION**

The report details the sinkholes which have formed inside the proposed lagoons. **The danger to the underground water supply is from the sinkholes which have NOT YET FORMED.** Rockwool's construction documents note that the lagoons will be built in a location that has **"POTENTIAL SINKHOLE RISK"**.

**Rockwool's lagoon design is INADEQUATE AND INAPPROPRIATE both for karst terrain and at the headwaters of streams in Jefferson County. Pages 6 to 10 contain recommendations and guidelines for stormwater and lagoons designed and built on karst terrain in the Chesapeake Bay watershed.**

**It is almost certain that sinkholes will open up under the lagoons,** rupture the lining, split open the seams; and waste materials stored in the lagoons will flow into and contaminate the underground water supply. The consequence of the failure of the lagoon liners is clearly demonstrated by the 1990s dye test.

### **RECOMMENDATION**

Because of the complexities of designing lagoons in karst terrain, it is recommended that the **Jefferson County Water Advisory Committee or the Jefferson County Commission** contract with an independent karst-qualified engineering firm to provide **Design Review Services** of Rockwool's stormwater and waste lagoon for regulatory and code compliance and the use of best practices.

# **ROCKWOOL – LAGOONS, SINKHOLES, GROUNDWATER CONTAMINATION**

August 8, 2019; G.A Perry, Architect, LEED AP; gavarch@gmail.com

## **CONTENTS**

Introduction; Conclusion; Recommendation; Questions and Concerns; Rockwool's Lagoon Design; Comments on Rockwool's Lagoon Design; Lagoon Design Requirements and Recommendations; Background Information; Sinkholes on Rockwool Property; Sinkholes on Nearby Properties.

## **INTRODUCTION**

The Rockwool factory in Ranson WV will include a number of above ground lagoons to hold stormwater runoff and waste materials from the mineral wool manufacturing process. Rockwool's documents refer to these as "rainwater collection ponds, reuse ponds and basins". In this report all four are referred to as "lagoons". It is estimated that the lagoons are approximately 72,000, 65,000, 10,000 and 5,000 square feet. The number of lagoons, areas and volume of liquids stored them need to be confirmed by Rockwool.

**Water quality threats from the Rockwool factory are real and are very serious. Of great concern and danger to the local community is the possibility that sinkholes will open up under the lagoons, rupturing the lagoon lining or joints, allowing toxic waste materials to drain into and contaminate the groundwater. Water for 80% of the County residents, businesses and farms comes from private wells.**

Jefferson County geology consists primarily of karst (limestone) and includes large numbers of sinkholes. Karst is very susceptible to sinkhole formation. Sinkholes have direct connections to the groundwater which flows rapidly in karst. The headwaters for a number of streams are located in the vicinity of the Rockwool factory.

## **CONCLUSION**

The report details the sinkholes which have formed inside the proposed lagoons. **The danger to the underground water supply is from the sinkholes which have NOT YET FORMED.** Rockwool's construction documents note that the lagoons will be built in a location that has **"POTENTIAL SINKHOLE RISK"**.

**Rockwool's lagoon design is INADEQUATE AND INAPPROPRIATE both for karst terrain and at the headwaters of streams in Jefferson County. Pages 6 to 10 contain recommendations and guidelines for stormwater and lagoons designed and built on karst terrain in the Chesapeake Bay watershed.**

**It is almost certain that sinkholes will open up under the lagoons, rupture the lining, split open the seams; waste materials stored in the lagoons will flow into and contaminate the underground water supply. The consequence of the failure of the lagoon liners is clearly demonstrated by the 1990s dye test.**

## **RECOMMENDATION**

Because of the complexities of designing lagoons in karst terrain, it is recommended that the **Jefferson County Water Advisory Committee or the Jefferson County Commission** contract with an **independent karst-qualified engineering firm to provide Design Review Services** of Rockwool's stormwater and waste lagoon for regulatory and code compliance and the use of best practices.

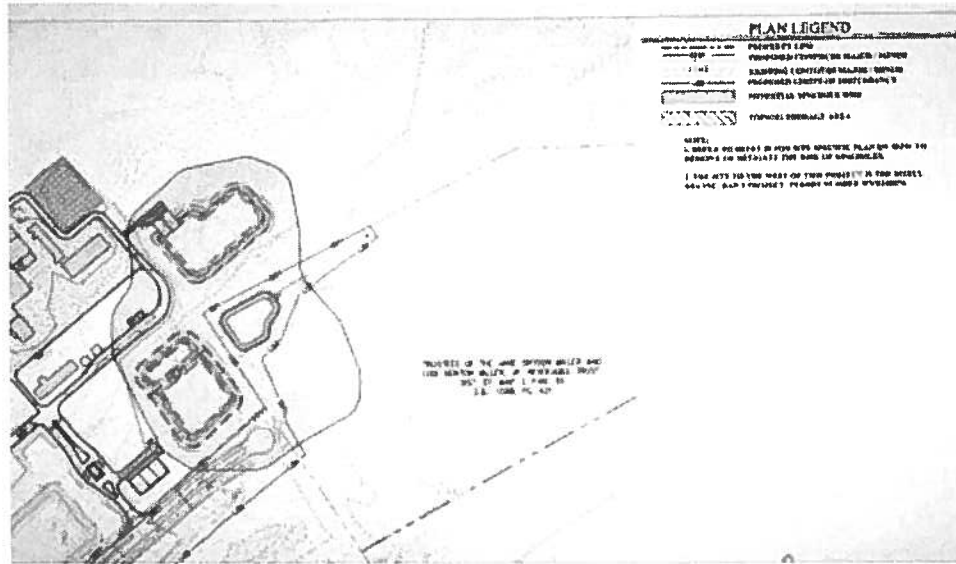
**QUESTIONS AND CONCERNS**

1. How many lagoons will be constructed and what is the purpose of each lagoon?
2. Which chemicals and hazardous materials will be stored, in what quantities and for how long in each lagoon?
3. Where will the coal ash be stored and how will it be disposed of.?
4. Which materials transported by truck and stored outside of the factory will end up in the stormwater lagoon due to leaks and spills?
5. What is the area and volume of liquids held in each lagoon?
6. Are the lagoons designed for historic rainfall levels? If they are only designed for the 1 and 10 year flood, they will overflow in the 25- 50- or 100-year events. Monitoring wells should be located where the contaminated water leaves Rockwool's property
7. Where will the materials held in each lagoon flow if the lagoons overflow?
8. Are the lagoons designed to hold hazardous waste materials?
9. Will a monitoring system be installed under the liners of each lagoon to detect leaks?
10. Who will be notified if a leak in the lagoon is detected?
11. Will Rockwool or the County government monitor local wells, springs and runs to detect water contamination?
12. Will there be systems in place to alert County residents to water contamination when it is detected?
13. Will there be an action plan to respond to water contamination when it is detected?
14. How often will the residue waste material in the lagoons be removed and how will it be disposed of?
15. At the end of the life of the factory, who will remove the residue waste material from the lagoons?
16. Does Jefferson County have legal liabilities and financial responsibilities if the groundwater is contaminated by Rockwool?

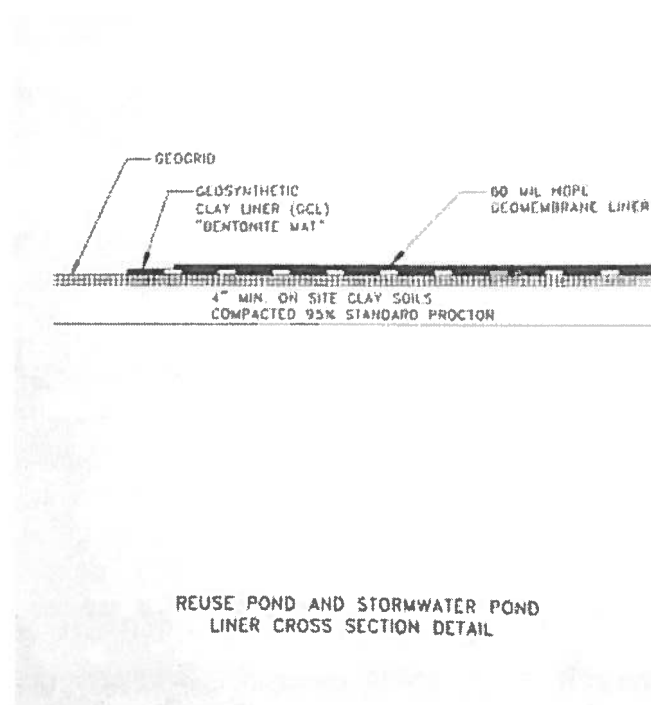
## ROCKWOOL'S LAGOON DESIGN

The drawing and specification below shows Rockwool's proposed lagoon design. The accuracy of the information is required to be verified by Rockwool or the authorities responsible for issuing the building permit.

The drawing below is titled Potential Sinkhole Risk Map and shows the location of the three lagoons. The drawing notes that the lagoons are located in a "POTENTIAL SINKHOLE RISK" area.



The specification and cross section below details the design and construction of the lagoons.



## Rockwool – Lagoons, Sinkholes, Groundwater Contamination

*“October 15, 2018. Rockwool RAN 5 Project – Permanent Pond Liner Cross Section Description  
The attached detail illustrates the updated cross section of the proposed permanent pond liner for  
Sediment Basin 1 and the Reuse Pond. The cross section includes:*

*The proposed subgrade for the liner cross section will be a **compacted layer of on-site cohesive soils with a compacted thickness of at least 4 inches**. No large rock particles, erosion rills or similar shall be visible at the surface. **Soil will be vibratory smooth drum rolled to 95% standard proctor density**. During placement and compaction of this cohesive soil, the **vibratory nature of the compaction should visually reveal voids** near the surface if present. The soil layer will be visually checked prior to application of the geosynthetic liner components for large rock, smoothness and stable conditions.*

*A geogrid layer will be installed for added subgrade stability to **span potential small voids/drop outs in the unlikely event they should occur**. Geogrid will consist of a geosynthetic plastic grid material deployed across the bottom of the permanent pond(s). Geogrid anchoring will be by runout length or in an anchor trench.*

*A geosynthetic clay layer (GCL) will be placed on the interior surface (floor and side slopes) of permanent ponds. The GCL layer (bentonite mat) will consist of a layer of bentonite clay between two layers of geotextile forming a composite material specifically designed for retarding the flow of water using the impermeable nature of bentonite clay. GCL must be deployed during periods of no precipitation to avoid premature expansion of the clay material.*

***A 60 mil high density polyethylene (HDPE) liner** will be installed on top of the installed GCL. The HDPE liner will be installed during periods of no precipitation and during periods of acceptable temperature for proper **heat fusion or extrusion seaming**. **Quality assurance will consist of seam integrity testing**. **Fusion seams will be tested by air pressure**. Where short sections of fusion seams exist or extrusion seaming is necessary, seams shall be tested with vacuum methods.*

*The combination of GCL and 60 mil HDPE will provide a composite liner approach to provide an impermeable barrier to keep water from moving into the subsurface. Geosynthetic material will be installed in accordance with manufacturers published recommendations and accepted industry practices.*

*The liner system will be installed during weather conditions suitable for installation of the various components **after repair of the identified sinkhole(s)**.”*

## **COMMENTS ON ROCKWOOL’S LAGOON DESIGN**

1. Rockwool specification states that in **“the unlikely event that small voids/drop outs will form”**. The facts are that by October 2018, **10 sinkholes were found on site**, some of them many feet in diameter and located in the lagoons. Since then, **many more sinkholes have been found** on the site or near the site. See the following pages for photos of the sinkholes.
2. The increase of **impervious surface** area due to roads, parking lots and buildings will produce a much greater rate and volume of runoff. **More runoff greatly increases the risk of new sinkhole formation.**
3. It is **highly likely that more sinkholes will be formed**, caused by the excavation, blasting and pile driving required to construct the foundations of the smokestacks and the heavy equipment required to build the smokestacks.
4. Rockwool drawings show the lagoons located in a **“potential sinkhole risk”** area. The drawings do not show how the **risk from sinkholes is to be mitigated.**
5. Rockwool specification states that the geogrid layer will **“span potential small voids”**. The sinkholes found in the lagoon location were not small. **They vary in size from inches to ten plus feet in diameter.**
6. Rockwool specification states **“compacted layer of on-site cohesive soils with a compacted thickness of at least 4 inches”**. It is recommended in the Stormwater Design Guidelines that depending on the height of the lagoon above the bedrock, either 24 inches of soil or clay are to be installed under the liner. The soil and clay have specific required properties not found in the on-site soils.
7. Rockwool specification states **“Soil will be vibratory smooth drum rolled to 95% standard proctor density”**. The Stormwater Design Guidelines do not recommend compaction of the soil under the liners.
8. Rockwool specification states **“Quality assurance will consist of seam integrity testing”** Due to the critical nature of the lagoon liners, it is highly recommended that an independent Quality Assurance program be implemented to ensure the lagoons are constructed as designed and detailed in the construction documents.
9. Rockwool **specification states “A 60 mil high density polyethylene (HDPE) liner”** will be installed. The Stormwater Design Guideline notes that 60 mil is the **minimum** thickness for liners. Because of the critical part the liners play in lagoon design, the **minimum should not be the standard that is used.**
10. The drawings or specifications **do not show a leak detection system** to be installed under the lagoon liner.
11. Due to the high probability that the on-site construction activity will cause new sinkholes to be formed, it is recommended that the lagoons be built after the completion of all other on-site construction.

**LAGOON DESIGN REQUIREMENTS AND RECOMMENDATIONS**



**L. Everett & Associates** is an environmental consulting firm, advising clients in the area of soil and groundwater remediation, vapor intrusion, water quality and environmental regulatory compliance. We are hydrogeologists, engineers and geologists who design and manage subsurface site characterization projects and soil and groundwater remediation programs. This work often entails negotiation with environmental regulatory agencies on behalf of clients. We also provide services to law firm clients, advising on technical aspects of environmental lawsuits and serving as expert witnesses.

**James T. Wells, PhD, PG** is an environmental geologist with 20 years of experience in hydrogeology and geochemistry and is a **Professional Geologist, registered by the State of California**. Dr. Wells is the Chief Operating Officer of L. Everett & Associates. He earned a BA in Earth Sciences from Dartmouth College and MS and PhD degrees in Geological Sciences from the University of Washington. He serves on the editorial board of the academic journal, *Environmental Forensics*. **His area of expertise includes groundwater hydrology, environmental forensics and fate and transport of contamination in soil and groundwater.**

Below is the recommendation from Dr. Wells detailing the best way to protect groundwater from contamination caused by leaks from stormwater and waste lagoons.

“Mr. Perry,

We reviewed your write-up about the **planned stormwater and waste lagoons at the proposed Rockwool plant in Ranson, WV**. My colleague, Dr. Lorne Everett has done a lot of work over the years designing vadose zone and groundwater monitoring systems for all sorts of waste facilities like landfills and land treatment units. **We recognize that one of the challenges at this site will be that it's probably not feasible to design a groundwater monitoring network since the karst geology makes it very difficult to understand where releases into the aquifer would go.** We are also not aware of any way to specifically monitor for sinkholes under the lagoons, once they are constructed.

**One level of protection that is employed at hazardous waste sites and other types of landfills is to install two liner systems with a liquid detection system between the layers. This might consist of a sand layer with perforated pipe (like a French drain) all leading to a centralized sump. Something like that might work at this site”.**

Sincerely,  
Jim Wells, PhD, PG”

[www.everettassociates.net](http://www.everettassociates.net)

**ADDITIONAL INFORMATION ON DESIGN REQUIREMENTS, DESIGN GUIDELINES AND BEST PRACTICES FOR STORMWATER AND WASTE LAGOONS CAN BE FOUND IN THE FOLLOWING DOCUMENTS.**



**CSN TECHNICAL BULLETIN No. 1**

**STORMWATER DESIGN GUIDELINES FOR KARST TERRAIN IN THE  
CHESAPEAKE BAY WATERSHED VERSION 2.0**



**Developed by Karst Working Group  
Released June 2009**

### **Purpose of this Supplement**

*This stormwater design supplement has been prepared for engineers, plan reviewers, and public works officials to **guide better stormwater decisions when land is developed in karst regions of the Chesapeake Bay watershed**. Until now, available local and state guidance on this topic has been uneven, sometimes conflicting and certainly not comprehensive. An informal working group has spent the last year developing this guide.*

*It is intended that the Technical Bulletin can be incorporated directly or by reference into local and state land development codes, ordinances, regulations, permits and engineering manuals in the Bay watershed that govern how stormwater is managed in karst terrain. The supplement has been designed as an evolving document so that it can be updated over time to reflect new research, experience and project implementation.*

*Several important caveats apply to this edition. **First, the effect of land development on karst terrain is complex and hard to predict, and requires professional analysis to reduce the risk of geological hazards, damage to infrastructure and groundwater contamination.** Second, the bulletin has been produced to respond to the recent growth pressures in many small communities in the Great Valley, Eastern Panhandle and South Central Pennsylvania. The working group acknowledges that past approaches to stormwater and land development in karst terrain have been inadequate to safeguard the public and the environment.*

*In addition, the working group notes that while communities that incorporate this guidance into their **development review process** can reduce the incidence of infrastructure damage and groundwater contamination, there is always some inherent risk when development occurs on this sensitive terrain. Consequently, the **best local approach is to craft stronger comprehensive land use plans that direct new growth away from karst areas to more appropriate locations** (although it is recognized that this may be problematic for communities that are completely underlain by karst).*

### **Section 1: Why Karst Terrain is Different**

*Three of the major tributaries to the Chesapeake Bay flow through karst country, they are the Susquehanna, the Potomac, and the James River. This band of karst terrain runs through the Bay watershed, and encompasses portions of Maryland, Pennsylvania, Virginia and West Virginia (Figure 1). Karst in the Bay watershed is a dynamic landscape characterized by sinkholes, springs, caves, and a pinnacled, highly irregular soil rock interface that is a consequence of the presence of underlying carbonate rocks such as limestone, dolomite and marble (Denton, 2008).*

*The karst terrain in the Bay watershed is distinct from some other regions (e.g., Florida) in that the bedrock is very ancient and, in many areas, is deeply buried by residual soils. Consequently, many sinkholes form due to collapse of surface sediments caused by the intrusion of stormwater from the surface into deep, underlying voids.*

*<https://www2.washco-md.net/DEM/swm/pdfs/swm-karst-guidelines-CSN.pdf>*

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**Sinkholes and the Engineering and Environmental Impacts of Karst (2005)**



Edited by Barry F. Beck

**Abstract**

*Proceedings of the 10th Multidisciplinary Conference on Sinkholes and the Engineering and Environmental Impacts of Karst, held in San Antonio, Texas, September 24-28, 2005. Sponsored by the Geo-Institute of ASCE; the Edwards Aquifer Authority; P. E. LaMoreaux and Associates, Inc. Cosponsored by the Southwest Research Institute. This Geotechnical Special Publication contains 71 papers dealing with karst topography, which impacts water resources, waste disposal, foundation stability, and a multitude of other geotechnical and environmental issues. The goal of this conference was to share knowledge and experience between disciplines by emphasizing practical applications and case studies. Topics include:*

*Geology and origin of sinkholes and karst;*

*Modeling groundwater flow in karst;*

*Karst hydrology of the Edwards Aquifer;*

*Prevention and remediation of sinkholes and karstic settlement;*

*Foundation and geotechnical engineering in karst;*

*Karst hydrology and dye tracing;*

*Legal issues and government programs related to karst;*

*Geophysical applications to investigating karst; GIS, databases, and other computer applications for karst;*

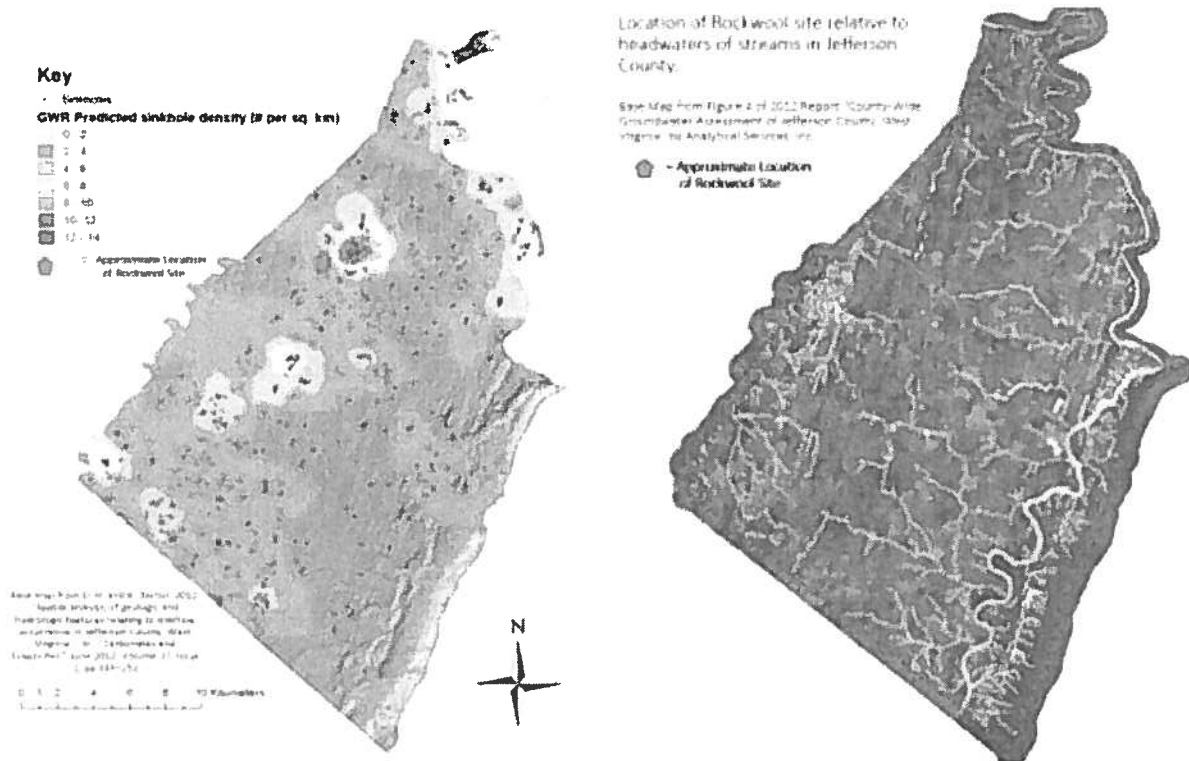
*Karst and sinkholes in evaporites.*

**<https://ascelibrary.org/doi/book/10.1061/9780784407967>**

## **BACKGROUND INFORMATION**

Water for 80% of Jefferson County residents, businesses and farms is obtained from private wells. The location of the Rockwool factory, the sinkholes in Jefferson County and the local hydrology raises the possibility of pollutants entering the groundwater and contaminating wells and springs. **A spill, leaking sewer line or rupture of the lining of the above ground lagoons could result in health and safety issues as the contaminated material moves underground rapidly and is difficult to track and to clean up.**

According to maps by D.H. and K. Doctor in "Carbonates and Evaporates", June 2012, Vol 27, Issue 2, the **highest concentration of sinkholes in Jefferson County is located adjacent to the proposed Rockwool site and the factory site is located at the headwaters of a number of County streams.**

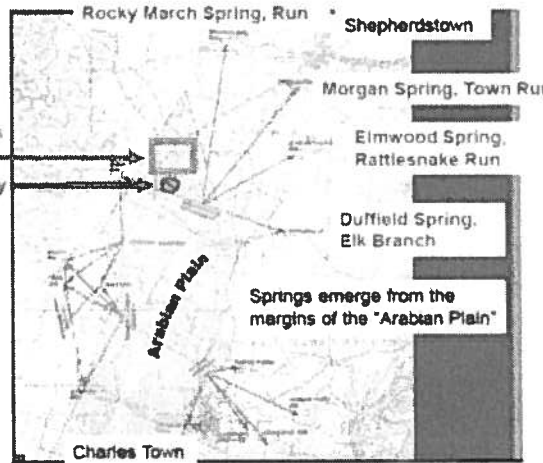


Rockwool – Lagoons, Sinkholes, Groundwater Contamination

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

Water Pollution in the Arabian Plain impacts most of the county

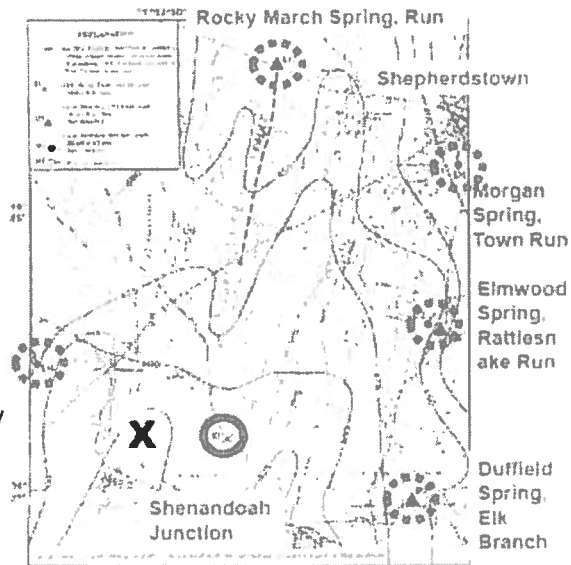
Highest density of sinkholes in the county  
 Proposed Rockwool Factory  
 Small red arrows rapid flow away from Arabian Plain to springs that feed our streams



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

- Injection point
- ✕ Proposed Rockwell Factory
- ⊙ Dye detected weeks later

Detection 2 weeks later at Rocky Marsh and it takes 25 weeks to clear from all locations

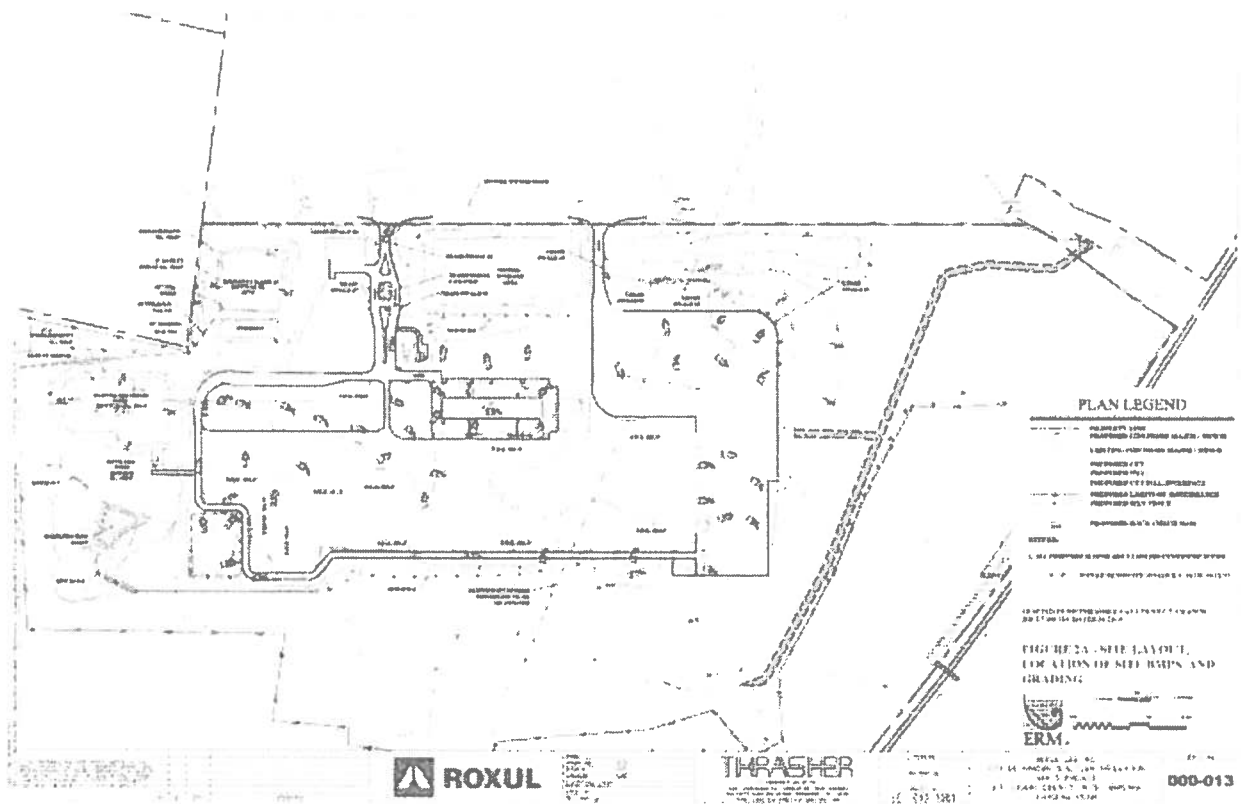


## SINKHOLES ON ROCKWOOL PROPERTY

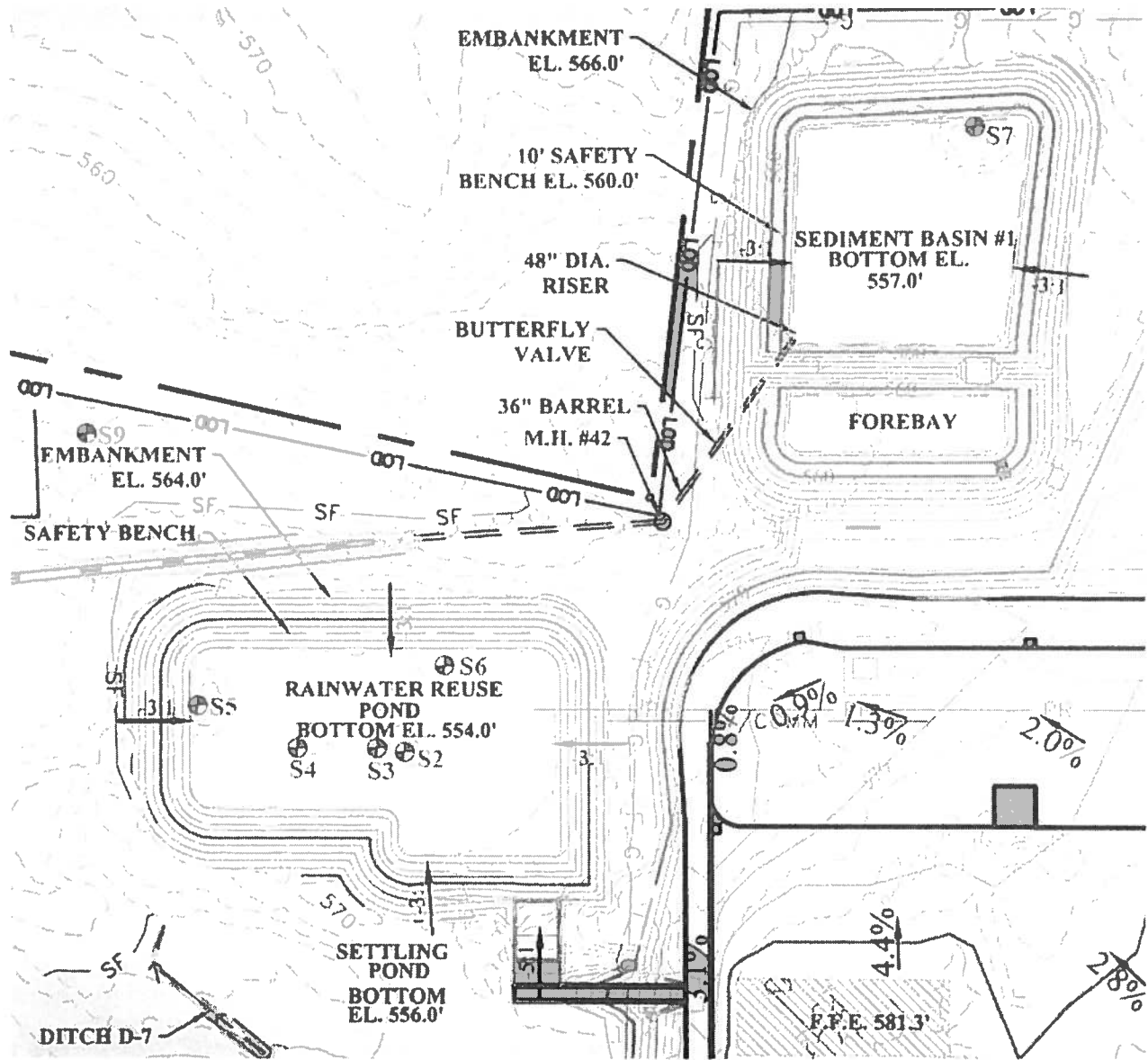
According to recent Permit Applications of 6/22/19 and 7/22/19 by Rockwool to the WVDEP, ten new sinkholes have formed on Rockwool's property. These are in addition to the 10 sinkholes reported in October 2018.

The new sinkholes include five in the Rainwater Reuse Pond, one in the Sediment Basin #1 and one in the Grass Swale #1. They are shown as S2, S3, S4 etc on the plans below.

The new sinkholes are points of entry for contaminants to enter the groundwater.



Rockwool – Lagoons, Sinkholes, Groundwater Contamination



## **Rockwool Factory Site Meets Standards, But New Sinkholes Discovered**

*By Neal Augenstein | @Augenstein WTOP October 18, 2018 5:18 pm*



*One of 10 potential sinkholes discovered on the site of Rockwool factory, being built in Jefferson County, West Virginia. (Photo WV DEP)*

*WASHINGTON — Environmental inspectors at the Rockwool insulation construction site have found 10 potential sinkholes at the Jefferson County, West Virginia location where a controversial 24-hour-a-day manufacturing plant is being built.*

*WTOP has learned inspectors from the West Virginia Department of Environmental Protection “inspected 8 potential sinkholes that have been discovered,” during an Oct. 2 review of the former apple orchard, where the heavy industry factory is being built, near state Route 9.*

*Two more sinkholes were found in an Oct. 11 inspection, but the WV DEP also determined the Denmark-based company had satisfactorily corrected conditions that had resulted in “unsatisfactory” rating during a Sept. 11 inspection, and had taken steps to mitigate the new sinkholes.*

*When the factory is completed, Rockwool will melt basalt rocks into molten lava, which is spun into fiber used in the manufacturing of stone wool insulation. The West Virginia factory will be the company’s second plant in the U.S. — the other in Byhalia, Mississippi.*

*In addition to concerns about emissions from the plants stacks — one being 21 stories high — opponents to the factory say the company is failing to ensure protection from stormwater runoff.*

*Residents and environmental advocates worry that much of West Virginia’s topography includes karst, which can be slowly dissolved by water.*

*Jefferson County Vision, an advocacy group which has filed a lawsuit opposing the factory, has been critical of the company’s protection of nearby groundwater.*

*“Sinkholes are problematic because they connect surface water to groundwater, allowing sediment and any potential contaminants to enter the drinking water supply,” JCV board member Lori Maloney told WTOP.*

*“Sinkholes were recently found in a water reuse pond and also in sediment ponds, which defeats the purpose of each.”*

Rockwool – Lagoons, Sinkholes, Groundwater Contamination

*“Sediment ponds are specifically constructed to protect stream and ground water quality by capturing and slowing down the release of sediment-laden water from the site; any new, unmitigated sinkholes are potential avenues to contaminate drinking water supplies.”*

**General Permit No WV 0115924 – WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION, WV/NPDES CONSTRUCTION STORMWATER PERMIT**

The sinkholes below were recorded in the above report, dated 10/02/2018. The report shows that during the excavation for the lagoons, sinkholes were found in the actual location of the lagoons.



**Overview of 5 potential sinkholes in the reuse pond.**



**Four sinkholes pictured in the reuse pond.**

Rockwool – Lagoons, Sinkholes, Groundwater Contamination



**Fifth potential sinkhole pictured in the reuse pond.**



**Sinkhole in Basin #1**

Rockwool – Lagoons, Sinkholes, Groundwater Contamination



**Sinkhole # 7 capped under concrete drop inlet structure.**

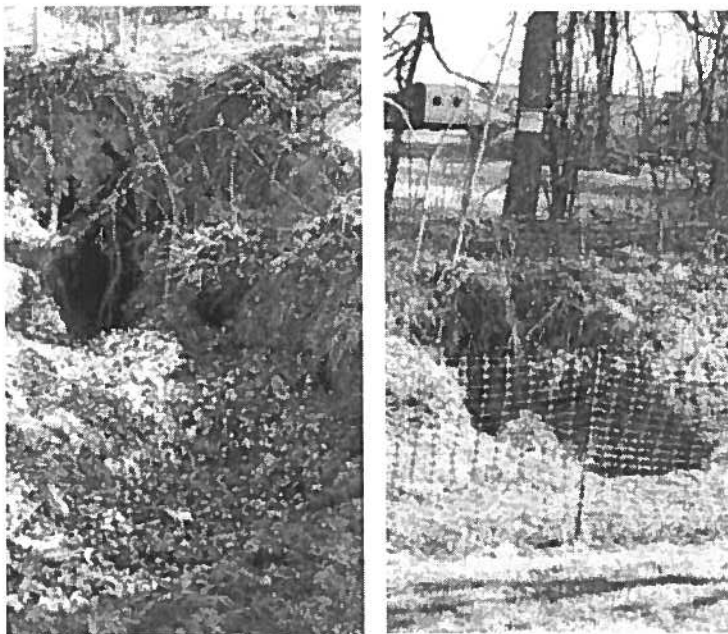


**Sinkhole in basin #2.**

**SINKHOLES ON NEARBY PROPERTIES**



**Sinkholes – Rt. 9 Bike Path, Kearneysville to Coast Guard Roads, March 2019, (Photos: T. Cannon)**



**Sinkholes - North Jefferson Elementary School, November 2018. (Photos, S. Wilt).**

Rockwool – Lagoons, Sinkholes, Groundwater Contamination



**Sinkholes - Rt. 9 Bike path between Northport Ave., Kearneysville (Photos; S. Writ)**



**Sinkholes - Rt. 9 Bike path between Northport Av., Kearneysville (Photos; S. Writ)**