

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2020
THURSDAY, FEBRUARY 20, 2020
6:00 P.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- January 30, 2020
- February 6, 2020

APPROVAL OF REQUISITIONS

- February 20, 2020

APPROVAL OF ACCOUNTS PAYABLE

- February 13, 2020
- February 20, 2020

APPROVAL OF MANUAL CHECKS

- February 14, 2020
- February 21, 2020

APPROVAL OF PAYROLL

- February 6, 2020

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT (20 minutes)

PRESENTATIONS

1. 6:30 p.m. Jennifer Myers, Jefferson County Parks and Recreation Commission
- Jefferson County Parks and Recreation presentation of 2019 annual report
- Discussion/Action
2. 6:45 p.m. Ronda Eddy, Director - Jefferson Day Report Center, Inc.
- Community Corrections Grant Application FY21 - Discussion/Action
3. 7:00 p.m. Lyn Goodwin, Jefferson County Development Authority
- Burr Business Park Lot Option - Discussion/Action
4. 7:30 p.m. **BREAK**
5. 7:45 p.m. City of Ranson representative for the Jefferson County Development Authority - Discussion/Action
6. 8:00 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues - Discussion/Action
- Discussion of EEOC Charge #533-2017-00706 and 533-2019-01397 - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #19-P-69 - Discussion/Action
- Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282) - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #19-AA-1 - Discussion/Action
- Report by Counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues, and matters related thereto - Discussion/Action

NEW BUSINESS

7. Legislative Updates

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

8. **ADJOURN**

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

Engineering Office Quarterly Update Report - 4th Quarter, 2019.

CORRESPONDENCE/INFORMATION

Notice of Workshop on February 26, 2020 at 7:00 p.m.

Correspondence received from the West Virginia Culture and History regarding the approved grant award to purchase a large format color document scanner to digitize oversize books and maps.

Correspondence received from Terrence Kramer regarding support for public libraries in Jefferson County.

Correspondence received from Jennifer Tillett regarding a thank you for Wendy Schutz being helpful and accommodating.

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, January 30, 2020

A meeting of the Jefferson County Commission was held on Thursday, January 16, 2020 during the first quarterly session in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Josh Compton, Caleb Hudson, Ralph Lorenzetti, Patricia Noland and Jane Tabb. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; Jacqueline Shadle, Clerk of the County Commission; and Jim Eddy, Bailiff. (An audio tape of the Thursday, January 16, 2020 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the January 16, 2020 Regular Meeting Minutes as presented/amended. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Compton to approve the requisitions for January 30, 2020 in the amount of \$89,106.39 to include requisition nos. 20024, 20025 and 20026. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK #		VENDOR NAME		AMOUNT
82778		ADVANCE PUBLIC SAFETY, LLC		\$ 6,820.00
82779		AT&T		\$ 212.13
82780		AUTOZONE		\$ 7.99
82781		BIDDLE CONSULTING GROUP		\$ 607.99
82782		BOLAND TRANE SERVICES INC		\$ 1,771.00
82783		BUREAU OF CHILD SUPPORT		\$ 169.39
82784		CAPITAL LIGHTING & SUPPLIES		\$ 986.32
82785		CITY OF CHARLES TOWN		\$ 193.24
82786		COMPTROLLER OF MARYLAND		\$ 1,115.58
82787		EFTPS IRS TAXES		\$ 97,135.64
82788		EMPOWER RETIREMENT		\$ 2,450.00
82789		FIDELITY POWER SYSTEMS		\$ 437.90
82790		GUTTMAN OIL CO		\$ 5,858.48
82791		JEFFERSON SECURITY BANK		\$ 4,900.00
82792		NENA NATIONAL EMERGENCY NUMBER ASSOC		\$ 284.00
82793		NATIONWIDE RETIREMENT SOLUTIONS		\$ 849.00
82794		PATRIOT FIRE AND SECURITY		\$ 3,600.00
82795		POTOMAC EDISON		\$ 3,313.70
82796		POTOMAC EDISON		\$ 23.23
82797		POTOMAC EDISON		\$ 27,601.80
82798		RC AIR AND MOLD SOLUTIONS		\$ 445.00
82799		SOFTWARE SYSTEMS INC		\$ 1,278.50
82800		MOOREFIELD POLICE DEPARTMENT		\$ 468.66
82801		VA DEPT OF AGRICULTURE & CONSUMER SERVICES		\$ 120.00
82802		VITAL SIGNS		\$ 595.00
82803		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 15,988.26
82804		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 44,294.25
82805		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 500.00
82806		WV STATE TAX DEPARTMENT		\$ 35,503.06
82807		XEROX CORPORATION		\$ 3,423.12
TOTAL				\$ 260,953.24

Motion by Ms. Noland to approve the Accounts Payable for January 23, 2020 in the amount of \$260,953.24. Motion seconded and unanimously approved.

CHECK #	VENDOR NAME	AMOUNT
82808	APRIL BLAKER	\$ 336.34
82809	ATLANTIC OCCUPSYCH INC.	\$ 590.00
82810	BERKELEY GLASS INC	\$ 84.40
82811	DIANN BROWN	\$ 3,250.00
82812	DUSTIN TABLER	\$ 268.84
82813	JASON MICKEY	\$ 434.63
82814	KONE INC.	\$ 1,809.75
82815	OX PAPERBOARD CO	\$ 35.00
82816	POTOMAC EDISON	\$ 46.72
82817	VICTORIA MYERS	\$ 2,169.28
82818	WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.	\$ 6,730.00
82819	XEROX FINANCIAL SERVICES	\$ 249.81
82820	GENERAL CO COMMISSION -004	\$ 18,001.65
TOTAL		\$ 34,006.42

Motion by Mr. Compton to approve the Accounts Payable for January 30, 2020 in the amount of \$34,006.32. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

Motion by Ms. Noland to approve the Manual Checks for January 24, 2020 in the amount of \$42,010.32. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
765	AV/56	GLOBAL SCIENCE & TECH		\$ 940.25
766	AV/56	MILLER'S SUPPLIES AT WORK		\$ 38.07
1740	CO/246	SOFTWARE SYSTEMS		\$ 41,032.00
TOTAL				\$ 42,010.32

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
500	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 1,200.00

Motion by Mr. Compton to approve the Manual Checks for January 31, 2020 in the amount of \$1,200.00. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Tabb to approve the Payroll for January 23, 2020 in the amount of \$272,265.47. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was made by the following individuals: Judy Robison, Lee Dody, Ray Sibley, Susan Pipes, and Eleanor Finn. Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

PRESENTATIONS

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

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Michael and Beverly Ryan	PP	CTD	304076	\$32.42

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 304076 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Lawrence and Diane Myers	PP	MD	312573	\$610.80

- **Motion by Ms. Noland to approve the Exoneration for Ticket N. 312573 as presented. Motion seconded and unanimously approved.**
2. Eric Lewis, Greenhouse Wellness WV Dispensaries, LLC. – requested a letter of endorsement for an application for medical cannabis dispensary license to be located in Jefferson County.
 - **Motion by Ms. Noland to state the Jefferson County Commission has no objection to a medical cannabis facility locating in Jefferson County as long as the facility complies with all state and local laws and zoning regulations regarding medical dispensaries. Motion seconded and unanimously approved.**
 3. Interview/Appointment to the North Eastern Regional EMS, Inc. Board – one two year term ending October 31, 2021
 - **Motion by Ms. Tabb to reappoint Craig Horn to the NEREMS, Inc. Board for one two-year term ending October 31, 2021. Motion seconded and unanimously approved.**
 4. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
 5. Lynn Fields, Probate Office
 - a. Request approval of Quarterly Review and Petition to Probate in Solemn Form, amended.
 - **Motion by Ms. Noland to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to approve the Quarterly Review as presented. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to approve the amended Petition to Probate in Solemn Form in the estate of Marian Virginia Washington. Motion seconded and unanimously approved.**
 - b. Removal of Executor in the Estates of Ada and James Hatchett
 - **Motion by Ms. Noland to reappoint Mr. David DeJarnett as the Fiduciary Commissioner to decide the matter of the removal of the Executor in the Estates of Ada and James Hatchett. Motion seconded and unanimously approved.**

- c. Objection to Appointment and Petition for Removal of Administrator in the Estate of Dr. Kriesta Watson, deceased.
 - **Motion be Ms. Noland to appoint first available Fiduciary Commissioner to decide the matter of the removal of Administrator in the Estate of Dr. Kriesta Watson. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to convene in regular session. Motion seconded and unanimously approved.**

- 6. Laura Kuhn, Interim Director of Maintenance – requested the approval of temporary custodial employee and work agreement for staffing services from Choice Staffing, Inc.
 - **Motion by Ms. Tabb to approve the work agreement for staffing services from Choice Staffing, Inc. to provide a temporary custodial employee. Motion seconded and unanimously approved.**

- 7. Nathan Cochran, Assistant Prosecuting Attorney
 - Discussion of Jefferson County Civil Action #17-C-282
 - Discussion of Renewal of County Cable Franchise Agreement, resolution of franchise fee audit and related issues
 - Discussion of Jefferson County Circuit Court Civil Action#18-C-171
 - Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397
 - Discussion of Jefferson County Circuit Court Civil Action #19-C-96
 - Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282)
 - Discussion of EPA Administrative Complaint #04R-19-R3
 - Discussion of Jefferson County Circuit Court Civil Action #19-AA-1
 - Report by Counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board and organization of Jefferson County Emergency Services Agency, including potential structure, financial issues, and matters related therero.
 - **Motion by Ms. Noland to enter into Executive Session to receive legal advice regarding WV Supreme Court #19-0412 and the possible creation of a Jefferson County Fire Board. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**

- 8. The Commission recessed for lunch at 12:15 pm.

UNFINISHED BUSINESS

9. Decision – Zoning Map amendment (rezoning) for the property designated as Tax District: Middleway (07); Tax Map: 2; Parcel: 1.3. The property is located on the southeast corner of Coast Guard Drive and Charles Town Road, near the Jefferson and Berkeley County lines.

- **Motion by Mr. Compton to approve the zoning map amendment as presented and find it consistent with the Comprehensive Plan. Motion seconded and unanimously approved.**

NEW BUSINESS

10. Amendment to Emergency Services Ordinance to add an additional “citizen” voting member to JCESA Board.

- **Motion by Ms. Tabb to amend the Emergency Ambulance Service Fee Ordinance to add an additional voting citizen member. Motion seconded and unanimously approved.**

11. Legislative Updates

12. The Commission adjourned at 1:40 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

Minutes

Jefferson County Commission

Thursday, February 6, 2020

A meeting of the Jefferson County Commission was held on Thursday, February 6, 2020 during the first quarterly session in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Josh Compton, Caleb Hudson, Ralph Lorenzetti, and Jane Tabb. Commissioner Noland was absent with notice. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; Jacqueline Shadle, Clerk of the County Commission; and Jim Eddy, Bailiff. (An audio tape of the Thursday, February 6, 2020 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

APPROVAL OF REQUISITIONS

Motion by Mr. Compton to approve the requisitions for February 6, 2020 in the amount of \$14,700.00 to include requisition nos. 20027. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Mr. Compton to approve the Accounts Payable for February 6, 2020 in the amount of \$77,191.50. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

Motion by Mr. Lorenzetti to approve the Manual Checks for February 7, 2020 in the amount of \$510.47. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was made by the following individuals: Chris Staubs, Cynthia Rider, and David Tabb. Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

PRESENTATIONS

1. Matthew Harvey, Prosecuting Attorney – requested a discussion regarding staffing needs and the hiring of a new employee.
 - **Motion by Ms. Tabb to approve the hire of Mikayla Dodson as a legal assistant at a salary of \$30,000.00, effective immediately.**
2. Pete Dougherty, Sheriff
 - a. COPS Hiring Grant
 - **Motion by Ms. Tabb to approve the submission of the COPS Hiring Grant application for five positions. Motion seconded and unanimously approved.**
 - b. Vehicle Disposition
 - **Motion by Ms. Tabb to approve the disposal of Sheriff's Office vehicles as outlined. Motion seconded and unanimously approved.**
 - c. Bailiff/Trip Guard New Hires
 - **Motion by Ms. Tabb to approve the hiring of the following as part-time bailiffs/trip guards: James Dunn, Edward Hannon, Dale Gattschalk, Jack Jensen, Kristie Grona, Jessica Rolin, Isabella May, Cassie Johnson, and David Wampler. Motion seconded and unanimously approved.**
 - d. Reserve Appointments
 - **Motion by Mr. Compton to approve the appointments of the following Reserve applicants: Jason Busch, Derik Hough, Robert Rodriguez, Joshua Bloom, and Joel Keck. Motion seconded and unanimously approved.**
3. Wayne Bishop, Mayor, Town of Harpers Ferry – provided the Commission and the audience with an update on the status of infrastructure improvements, current projects in design, and the National Park Project Interface.

4. Jacki Shadle, Clerk of the County Commission – requested a budget revision for the Clerk of the County Commission’s Health Insurance budget line item.
 - **Motion by Ms. Tabb to take \$35,000.00 from the Contingency Fund to cover the budget revision for staffing in the County Clerk’s Office. Motion seconded and passes on a vote of 3-2 with Commissioners Noland and Hudson opposing.**
5. Lyn Goodwin, Interim Director, Jefferson County Development Authority – provided the Commission and the audience with a six-month update report on the happenings of the JCDA.
6. Roger Goodwin, Chief County Engineer
 - a. Presentation of Calendar Year 2019 Annual Report for the Office of Impact Fees
 - **Motion by Mr. Lorenzetti to accept the 2019 Annual Report for the Office of Impact Fees, as presented. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to stay the annual inflationary adjustments to the impact fees. Motion seconded and fails on a vote of 2-3 with Mr. Lorenzetti, Mr. Compton, and Ms. Tabb opposing.**
 - b. Presentation of the FY2021 Capital Improvement Plan for the Office of Impact Fees
 - **Motion by Mr. Compton to approve the FY2021 Capital Improvement Plan for the Office of Impact Fees. Motion seconded and unanimously approved.**
7. Nathan Cochran, Assistant Prosecuting Attorney
 - Discussion of Jefferson County Civil Action #17-C-282
 - Discussion of Renewal of County Cable Franchise Agreement, resolution of franchise fee audit and related issues
 - Discussion of Jefferson County Circuit Court Civil Action#18-C-171
 - Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397
 - Discussion of Jefferson County Circuit Court Civil Action #19-C-96
 - Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282)
 - Discussion of Jefferson County Circuit Court Civil Action #19-AA-1

- Report by Counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of structure, financial issues, and matters related thereto
- Discussion of opioid case, potential litigation, and settlement issues with legal counsel – Jefferson County Commission v. Purdue Pharmaceutical, et al – US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170
 - **Motion by Ms. Tabb to enter into Executive Session to receive legal advice on the EEOC charges, WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282), and the opioid case, potential litigation and settlement issues with legal counsel. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to approve the attorney/client privileged documents as discussed in executive session. Motion seconded and unanimously approved.**

8. The Commission recessed for lunch

NEW BUSINESS

9. Legislative Updates

10. Approval of Bid/Contract for a vendor to conduct a broadband feasibility study funded by the Broadband Grant

- **Motion by Ms. Tabb to approve the contract with Design Nine for a Broadband Feasibility Study not to exceed \$45,000.00 pending legal review. Motion seconded and unanimously approved.**

11. Approval of Bid/Contract for Architectural consulting for the purpose of selecting a firm to design a new Courthouse Complex

- **Motion by Ms. Tabb to approve the contract with ZMM for the County Courthouse Complex Project for \$49,500.00, pending legal review. Motion seconded and passes on a vote of 3-1 with Commissioner Compton opposing.**

12. The Commission adjourned at 2:43 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

Jane Tabb, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

REQUISITIONS TO BE APPROVED

February 20, 2020

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
COMMUNICATIONS	20029	\$8,625.00	Priority Dispatch	Annual Service and Support Fee
LAW ENFORCEMENT	20031	\$37,440.00	SELEX	2-ELSAG Plate Hunter
	20033	\$16,220.00	Digital Ally	In-Car Camera Systems
GRAND TOTAL		\$ 62,285.00		



DESCRIPTION	FUND 001 CO.	FUND 003 DOG	TOTAL
Gross Wages	\$405,935.83		\$405,935.83
6.2% Tax Payable OASDI	\$24,170.16		\$24,170.16
1.45% Tax Payable HI	\$5,652.73		\$5,652.73
Fed Withholding	\$37,312.42		\$37,312.42
WV State Withholding	\$17,332.33		\$17,332.33
PERS Retirement Deduct 4.5%	\$10,149.16		\$10,149.16
PERS Retirement Deduct 6%	\$4,745.13		\$4,745.13
Hosp. Pre-Taxed	\$13,772.50		\$13,772.50
Cancer/ICU Pre-Taxed	\$656.33		\$656.33
Cancer/ICU Not Pre-Taxed	\$950.20		\$950.20
Optional Life Not Pre Taxed	\$2,031.30		\$2,031.30
Christmas Club	\$4,870.00		\$4,870.00
Wage Attach #1	\$426.01		\$426.01
Wage Attach #3	\$500.00		\$500.00
DSRS Retirement Deduct 8.5%	\$6,944.02		\$6,944.02
457 - Nationwide	\$849.00		\$849.00
457I - Empower	\$1,900.00		\$1,900.00
457R - Roth	\$615.00		\$615.00
MD State Tax	\$550.63		\$550.63
D/VF	\$1,663.90		\$1,663.90
VA State Tax	\$127.50		\$127.50
Colonial(Plus)	\$81.60		\$81.60
Uniforms			\$0.00
Total Deductions	\$135,299.92	\$0.00	\$135,299.92
Net Wages Total	\$270,635.91	\$0.00	\$270,635.91
Payroll Date	February 6, 2020		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Myers

Department or Organization: **Jefferson County Parks and Recreation Commission**

Estimation of amount of time needed for appointment: 15 min.

Date Requested – 1st Choice: **February 20, 2020**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Jefferson County Parks & Recreation presentation of 2019 annual report.

Please provide the County Commission with a description of your request or presentation, including any background information: The Jefferson County Parks and Recreation Commission will be presenting to the county their 2019 FY annual report as well as an update on 2020 projects and grant awards.

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*):

No motion needed.

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

If not attached, explain: A final copy of the FY annual report is not available as it will need to be approved by the Parks and Recreation Commission at its meeting on February 19th. A copy will be sent immediately following approval.

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

Contact information: Jennifer Myers

Email address: jmyers@jcprc.org

Phone Number: 304-728-3207

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Ronda Eddy, Director

Department or Organization: **Jefferson Day Report Center, Inc.**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice:

If a specific date is needed, please provide reason for specific date: **Thursday, February 20, 2020**

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Community Corrections Grant Application FY 21

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

Seek the Commission approval to submit an application for the FY 21 Community Corrections Grant Application

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*):

Approve the Commission President's signature on grant documents for application submission.

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: Ronda Eddy, Director

Email address: reddy@jeffersondrc.com

Phone Number: (304) 728-3527

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Lyn Goodwin**

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

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

Date Requested – 1st Choice: **February 20, 2020**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Burr Business Park Lot Option – Possible Executive Session/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? **No** Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information: **Lyn Goodwin**

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

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **City of Ranson**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **February 20, 2020**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interview/Appointment to the Jefferson County Development Authority – one three-year term ending April 5, 2023 – 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

City of Ranson



Office of Mayor Keith D. Pierson

312 South Mildred Street
Ranson, West Virginia 25438-1621
Phone (304) 725-1010 | Fax (304) 728-8579
Email: mayor@ransonwv.us

Council Members:

Mike Anderson
Dave Cheshire
Scott Coulter
Donnie Haines
Amanda Stroud
Gene Taylor

RANSON

AT THE CENTER OF OPPORTUNITY

February 4, 2020

Jefferson County Commission
PO Box 250
Charles Town, WV 25414

Dear Jefferson County Commission:

On behalf of the Ranson City Council, I would like to submit the following 3 names: Jason Gore, Amanda Stroud, and James Hamill with a recommendation of Jason Gore to serve as the City's representative for the Jefferson County Development Authority for a 3-year term. Mr. Gore recently retired with over twenty years of emergency services experience with Mount Weather and has been a long-time native in Ranson. I believe his years of experience and expertise will be invaluable to the Jefferson County Development Authority.

I am honored to support Jason and his willingness to represent Ranson and serve in this capacity to help bring economic development and sustainability to Jefferson County.

Sincerely,

Keith D. Pierson
Mayor

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **February 20, 2020**

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

Date Requested – 2nd Choice:

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

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

1. Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues. Discussion/Action.
2. Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397. Discussion/Action.
3. Discussion of Jefferson County Circuit Court Civil Action #19-P-69. Discussion/Action.
4. Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282). Discussion/Action.
5. Discussion of Jefferson County Circuit Court Civil Action #19-AA-1. Discussion/Action.
6. Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto.

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **February 20, 2020**

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

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

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

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](#)

MEMORANDUM

Jefferson County, West Virginia
Offices of Engineering, Building Permits & Inspections, Impact Fees
and
Ordinance Compliance & Floodplain Management

TO: Jefferson County Commission
Stephanie Grove, County Administrator

FROM: Roger Goodwin, PE, CFM
Chief County Engineer

DATE: February 1, 2020

SUBJECT: **Engineering Offices Quarterly Update Report – 4th Quarter, 2019**

1. Projects Undertaken/Underway:

A. Bonding:

- i) Chapel View Subdivision (03-11) – The developer defaulted on their obligation to complete all the required site improvements for the subdivision. Bond funds in the amount of \$225,638.00 are being held in a bank escrow account for the completion of the required site improvements. The HOA indicated that they want to proceed on their own with obtaining an engineer to bid the project for them. **The HOA hired CTL Engineering to prepare the construction bid documents. The Office of Engineering reviewed the documents and the HOA is moving forward with advertising for bids.**

This is the only project remaining to be finished where the developer defaulted on their obligation to build the required site improvements.

B. Property Safety Ordinance:

- i) **The Property Safety Enforcement Agency board currently has eleven active complaints/cases. For three of the cases, a petition/complaint will be filed with the county commission requesting that the county commission take legal action to**

force the property owners to comply with the Property Safety Enforcement Ordinance. The County Commission will then hold a hearing on each case.

C. Ordinance Compliance:

- i) Mason Carter, Ordinance Compliance Officer, is handling approximately 40 active citizen complaints and violations of various ordinances.
- ii) Mason Carter and I are also working with Nathan Cochran, Assistant Prosecuting Attorney, on a response to defendant's request for discovery and preparing for the hearing on an injunction filed in circuit court to halt the creation of a salvage yard, which is a violation of the Salvage Yard Ordinance. The property is located along WV Route 115 (old route 9) on the east side of Kearneysville. **A hearing on this case was held in Circuit Court and the judge ruled that a violation does exist and ordered the property owner, Gasque, to bring the property into compliance.**

D. Floodplain Management:

- i) Mason Carter is working with the GIS Office to scan all FEMA floodplain Letters of Map Amendment (LOMA) and Letters of Map Revision (LOMR) into the GIS mapping system so the information can be more efficiently obtained by staff and citizens for building permits and flood insurance rate purposes.

E. Impact Fees:

- i) Processing impact fee applications for new construction.
- ii) **The Impact Fees Program Specialist prepared the calendar year 2019 Annual Report and the fiscal year 2021 Capital Improvement Plan, for presentation to the County Commission in February 2020; for the following impact fee entities:**
 - **Jefferson County School Board (schools)**
 - **Jefferson County Parks & Recreation (parks)**
 - **Sheriff (law enforcement)**
 - **Emergency Services Agency (EMS/ambulance)**

F. Building Code:

- i) Processing building permit applications and performing inspections.
- ii) **Building Plans Reviewer, Duane Dunn, obtained the following International Code Council (ICC) certifications:**
 - Residential Building Inspector
 - Residential Plans Reviewer
 - Mechanical Inspector
 - Plumbing Inspector
- iii) **We set up an in-house ICC computer testing site for the building inspectors. This site is monitored by ICC remotely via cameras so cheating cannot occur. Prior to this, the building inspectors had to travel to Baltimore to an ICC test site. This eliminates travel time and reduces costs.**

G. Other:

- i) Sink Hole at the Bardane Industrial Park – engineering staff is working with the West Virginia Department of Environmental Protection (WVDEP) on a solution to the sinkhole and waste water treatment plant/lagoon violations. Both are on a parcel of land owned by the Jefferson County Commission.

The WVDEP approved the Lagoon Decommission & Sinkhole Remediation Plan on October 6, 2017. Engineering staff will move forward with advertising a request for proposals (RFP) for a consulting engineering firm to provide design and surveying services for the project.

The County Commission accepted a proposal from Potesta Engineers and Environmental Consultants to engineer the fix to decommission the WWTP lagoon and remediate the sinkhole.

The County Commission signed a contract on July 30, 2018, with Snyder Environmental Services, Inc., to perform the work to decommission the lagoon and remediate the sinkhole. Work began on August 13, 2018. Progress was delayed due to rain and wet weather conditions.

As of December 31, 2019, this project is complete. We are only awaiting a letter from the WVDEP terminating the temporary Construction Stormwater NPDES permit. The two WVDEP

violations no longer exist.

- ii) I am working with Nathan Cochran, assistant prosecuting attorney, on an appeal of the WVDEP order issued to the Emergency Services Agency (ESA), for their facility at 419 16th Avenue in the City of Ranson, by the West Virginia Department of Environmental Protection (WVDEP). The order requires that the ESA bring the site into compliance by applying for an industrial discharge permit for their stormwater runoff from their site. The appeal hearing before the Environmental Quality Board was scheduled for July 27, 2017, but was postponed by the WVDEP.

On September 25, 2017, the WVDEP informed us that they want to come to an agreement that will eliminate the violation and the need for an industrial discharge permit for the stormwater runoff from the site. The existing Stormceptor device will need to be modified by the ESA as part of this agreement. As of December 31, 2019, the Engineering office is still waiting on the letter from the WVDEP formalizing the agreement before we move forward with modifying the device.

- iii) I participated in the Building Committee's architect/engineer consultant selection process for a study on office space needs and possible courthouse annex. Reviewed and commented on the consultant's proposal prior to submission to the County Commission.
- iv) On January 14, 2020, made a PowerPoint presentation at the request of the Zoning Board of Appeals on the purpose of a site plan and the associated land development regulations.
- v) Submitted the Engineering, Planning & Zoning FY 2021 Budget to the finance director.
- vi) Continuing to oversee the rewrite process of the Planning & Zoning land development ordinances.

2. Projects/Training Completed:

- Completed the WV Professional Engineer's Board training on "The Importance of Engineering Licensure & Ethics", on October 2, 2019.
- Completed the West Virginia State Auditor's "Seminar for Municipal and County Boards and Authorities" training on October 3, 2019.
- Completed the "Tiny Houses Part 1 – Planning & Design Considerations, Legality, and the Engineer's Role" continuing education course on November 21, 2019.
- On December 4, 2019, participated in the WVDOH Bike Route Alternatives Study public input meeting.

3. Projects Proposed:

- A. Get the land development standard construction details updated and put into a digital/AutoCAD format, to supplement the requirements of the Subdivision, Zoning, and Stormwater Management ordinances.

4. Items Requiring Commission Attention:

None at this time.

Note: The projects noted above are in addition to maintaining the daily operations of the Office of Building Permits & Inspections, the Office of Impact Fees, administering the land development bonding process, performing land development inspections, performing land development plan reviews for the Planning Commission, administering floodplain management, investigating citizen complaints and carrying out ordinance compliance efforts, and completing statutory continuing education and certification requirements, etc.

S:\engineering\Engineering\ENGINEERING\County Commission - Quarterly Reports\2019 4th Quarter\2019 4th Engineering Quarterly Report 02-01-2020.doc

Jefferson County GIS/Addressing Office

DEPARTMENTAL MEMORANDUM

TO: Roger Goodwin, EPZ Director and Chief County Engineer
FROM: Todd Fagan, GIS Manager
DATE: January 22nd, 2020
SUBJECT: GIS Office Quarterly Update Report- 2019, 4th Quarter



1. PROJECTS COMPLETED

a. Training:

- i. Trained Ordinance Compliance Officer on MyGovernmentOnline Solution Center to track Ordinance Compliance complaints.
- ii. Trained Bonding Officer on MyGovernmentOnline Review Workflow processes.

b. General Staff Support

Agency	Request for service
JC Emergency Communications	Updated CAD mapping data each month, Troubleshoot CAD/Mapping issues, Closed 9 CAD Mapping Support Tickets. Field GPS'd 2 structure foundations, mapped 53 new addresses, removed 8 addresses, added 10 new roads, and renamed 2 existing roads. Renamed highway ramps per dispatch supervisor input. Composed dispatcher training document on new ramp name protocol.
JC IT	Attended monthly IT squad meetings. Updated department website with revised permit applications. Researched ArcServer Workgroup Standard software (w/ MySQL) for future data warehousing and web map publishing. Coordinate scanner/plotter service.
MyGovernmentOnline (permitting, planning, zoning, & code enforcement portal)	Multiple tasks completed including: Processed 41 P&Z applications, 274 permits and issued 133 U&O's; Closed out 13 of 20 requests for support and enhancements. Implemented Solution Center module to track ordinance compliance cases. Back-scanned and input 61 archived and active cases.
JC EP&Z	Updated online staff research map, enabled PDF hyperlinks to permit scans. Conducted staff reviews of 4 Pre-Proposal Conferences, 5 Mergers, 3 Subdivisions, and 4 Site Plans that impact 911 addressing. Coordinated road names with Berkeley County for cross-border development project. Back-scanned 1,399 ILP permit files. Linked permit scans to 1,811 new GIS permit points (ongoing project). Created online utility map for Burr Bardane Park. Collected data for FOIA request.
JC Commission	Created a farm use map. Attended Broadband Grant team meetings.
JC Parks & Rec	Provided maps and data upon request.
JC Health Dept	Provided guidance regarding MyGovernmentOnline permitting system implementation.
JC Clerk	Updated online elections map and provided precinct data to WV Secretary of State office
JC Sheriff	Provided maps for shooting range design, school reunification plan, and building floorplans for active field operations. Field tested Ramp searches in CAD mobile.
JC FPB	Assisted their GIS staff with maps and data.
JC Schools	Assisted bus garage staff with various inquiries.
Public	Handled routine requests from Public re: address verification. Addressing Ordinance interpretation re: re-addressing and appeals. Road sign maintenance: (10 repairs/replacements, 8 new installations). Updated 20 missing roads or addresses in Google Maps, Here.com, and Frontier's master street address database. Filled citizen request for a zoning map.
Ranson	Forecasted addresses for Presidents Pointe. Integrated addressing tasks into Ranson's MGO rental registration, planning/zoning, and code enforcement modules.

Loudoun County	Collaborated on NextGen 911 provisional data boundaries
US Postal Service	Assisted with various addressing questions.
US Census Bureau	All of our addresses appealed to the Census Local Update of Census Addressing (LUCA) program have been accepted. Combine that with the 2181 addresses added during the initial LUCA program and nearly 250 active permits submitted in the New Construction Program, and I am confident that Jefferson County and each municipality is as prepared as possible ahead of the 2020 decennial census.

2. PROJECTS IN PROGRESS

a. Data Maintenance

i. Updating zoning, subdivisions, and emergency response GIS layers with current parcel boundaries.

b. 911 CAD Ongoing technical support for CAD and continued adjustments to modelled data extraction, compilation workflows, mapping content, quickest routing services, address record maintenance, etc.

i. Working with 911 Deputy Director and Dispatcher/Addressing Committee to resolve Ramp searching issues.

ii. Planning a new CAD Flex Mapping module upgrade.

c. IT initiatives

i. Researching latest technology solutions in ArcServer and ArcPro, two GIS platforms which can allow us to better serve staff and public via web mapping applications.

ii. Contributing local, authoritative base map data to ESRI Community Maps program, which is distributed in web mapping applications worldwide and available to our local web maps and 911 applications.

d. MyGovernmentOnline Permitting Software and Content Management System

i. Updated permit reference layer for GIS, including scanning of archived paper permits.

	Number of Permits Scanned	% of total completed	Number of GIS Points Mapped	% of total completed
Previous Total	11,783	32.9%	5,076	14.9%
Updates this Quarter	1,399	3.9%	1,811	5.3%
Overall Progress	13,182	36.8%	6,887	20.2%

ii. Writing "Body of Knowledge" report to summarize and document the MyGovernmentOnline permitting system, including history, vendor selection, implementation, training, utilization, partnerships, return on investment, lessons learned, and next steps for the future.

iii. Staff is examining legacy Act! permit database and P&Z databases for import into MyPermitNow.

iv. Staff have confirmed WV State Code allows for electronic receipt of signatures and digital storage of land development records. Staff is developing policies for Paperwork Reduction, Digital Submissions, Electronic Signatures, and Online Applications.

3. COMMISSION SHOULD BE AWARE OF:

a. Census

i. 2020 Boundary and Annexation Survey (BAS) to be submitted, allowing the County to load new road data to national database.

4. Zoning

i. Staff is preparing the 2019 Zoning map for recordation

**Notice
Jefferson County Commission
Workshop**

The County Commission of Jefferson County will meet and hold a workshop at the Independent Fire Company located at 200 W. 2nd Avenue, Ranson, WV 25438 on Wednesday, February 26th, 2020 at 7:00 p.m.

The purpose of the workshop is to meet with the Jefferson County Fire and Rescue Association to discuss funding solutions.

**By Order of The County
Commission of Jefferson County
Jane M. Tabb, President**



The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300

Randall Reid-Smith, Commissioner

Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562
EEO/AA Employer

February 1, 2020

The Honorable Patsy Noland, President
Jefferson County Commission
P.O. Box 208
Charles Town, West Virginia 25414

Dear President Noland:

The Records Management and Preservation Board recently reviewed your county records grant application and approved a grant award to the Jefferson County Commission to be used as follows:

County Clerk: \$10,000, to purchase a large format color document scanner to digitize oversized books and maps.

On behalf of the Board, we ask that you respond within fifteen days from the date of this letter with your intent to pursue your records project. Please direct your written reply to me by postal mail or e-mail (joe.n.geiger@wv.gov). **This is only an unofficial offer of partial funding and no activities relating to the grant should be undertaken based on this letter.** The county must provide cash matching funds of at least ten percent for all grant expenditures. This grant would be for the fiscal year July 1, 2020-June 30, 2021.

The Records Management and Preservation Board's grant program functions in accordance with Legislative Rule Title 100 Series 1 (100CSR1) and the grant information and application issued September 2019. If you do not think the Board considered and acted fairly on your grant submission, an appeals process is outlined in 100CSR1, 5.8, which is available on-line at <http://www.wvculture.org/history/rmpb/rmpb100-1.html>. If you have any questions regarding the grant appeal process, or if we can provide any technical assistance to address your immediate records management needs, please contact us by telephone at (304) 558-0230, e-mail, or at the postal address provided below.

Sincerely,

Joseph N. Geiger Jr., Director
West Virginia Archives and History

cc: Jacqueline C. Shadle, County Clerk
Stephanie Hunt Grove, County Administrator

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, February 11, 2020 2:57 PM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

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

Form Name: County Commission Contact
Date & Time: 02/11/2020 2:56 PM
Response #: 1111
Submitter ID: 4322
IP address: 208.58.213.23
Time to complete: 5 min. , 25 sec.

Survey Details

Page 1

1. Name

Terrence Kramer

2. Email

terrencekramer@yahoo.com

3. Questions or Concerns

I am writing to urge the County Commission to continue and to even increase its valuable support for public libraries in Jefferson County. Libraries are one of the most important and effective institutions in our society. They serve as public meeting areas, provide critical resources (voting info, tax info, etc) and provide a non-partisan forum to discuss and gather additional information on the important issues confronting our communities.

Please vote for increased funding for our libraries.

Thank you,

Terrence Kramer

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

Yes

Thank you,
Jefferson County Commission, WV

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

From: [Wendy Schutz](#)
To: [Becky Burns](#); [Roger Goodwin](#)
Subject: FW: Jurisdictional Question
Date: Tuesday, February 11, 2020 1:59:49 PM

I just wanted to forward to you guys to toot my own horn 😊

~W~

From: Jennifer Tillett [mailto:jtillett@nbcllc.com]
Sent: Tuesday, February 11, 2020 12:31 PM
To: Wendy Schutz
Subject: RE: Jurisdictional Question

Wendy,

I just wanted to take a minute and thank you. I work with jurisdictions across a number of different states and you are, by far, one of the most helpful and accommodating people with whom I've had the pleasure to work. Thank you for your kindness.

Jennifer Tillett
Land Use Specialist

NETWORK BUILDING + CONSULTING
4435 Waterfront Dr. | Suite 100 | Glen Allen VA | 23060
Mobile: 804.382.3882
Email: jtillett@nbcllc.com

From: Wendy Schutz <wschutz@jeffersoncountywv.org>
Sent: Tuesday, February 11, 2020 12:25 PM
To: Jennifer Tillett <jtillett@nbcllc.com>
Cc: engineering <engineering@jeffersoncountywv.org>
Subject: RE: Jurisdictional Question

Jennifer,

There are five (5) incorporated municipalities with Jefferson County. They are not recognized by their 'city/zip code' as that is completely different and set by the United States Postal Service. They will be recognized by the district they are in as far as location. In other words, when you look at a parcel, it will have one of 10 different districts; they are as follows:

- 01- Bolivar Corporation (Incorporated)
- 02- Charles Town (Unincorporated)
- 03- Charles Town Corporation
- 04- Harpers Ferry (Unincorporated)