

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2020
THURSDAY, MARCH 5, 2020
9:30 A.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

- Board of Review and Equalization - January 30th, February 4th, 6, 11th, 13th, 18th, 2020
- FY 21 Budget Public Forum - February 4, 2020
- Regular Meeting - February 20, 2020

APPROVAL OF REQUISITIONS

- March 5, 2020

APPROVAL OF ACCOUNTS PAYABLE

- February 27, 2020
- March 5, 2020

APPROVAL OF MANUAL CHECKS

- February 28, 2020
- March 6, 2020

APPROVAL OF PAYROLL

- February 20, 2020

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT (20 minutes)

PRESENTATIONS

1. 10:00 a.m. Virgie Moore, Church Without Walls Ministries of Jefferson County
- Request for fee waiver for application related to CUP, Variance, and/or building permit - Discussion/Action
2. 10:15 a.m. Nikki Painter, Elections, County Clerk
- Poll Worker & Alternate Approval - 2020 Primary - Discussion/Action
3. 10:30 a.m. Roger Goodwin, Director & Chief County Engineer and Michelle Mason, Impact Fees Program Specialist
- Impact Fees 2020 Recalculation Study - Request for Proposals (RFP) - Discussion/Action
4. 10:45 a.m. Roger Goodwin, Director & Chief County Engineer
- Complete bond release for Seneca Crossing, LLC - Seneca Crossing Early Grading Permit (File S18-25 & 19-522) - Discussion/Action
- Complete bond release for Family Adventure Resort, LLC - River Riders/Clarion Hotel Connector Roads (S17-04) - Discussion/Action
- Building permit refund Fee for Julio A. Saenz - Discussion/Action
5. 11:00 a.m. Public Hearing - FY2020 HOME Investment Partnership Program
- Nancy Strine, CDBG & HOME Administrator
Resolution approving FY2020 HOME Investment Partnership Program - Discussion/Action
6. 11:15 a.m. Steve Allen, Director - Jefferson County Office of Homeland Security and Emergency Management
- Recommendation from JHSEM Steering Committee for appointments to the JHSEM Steering Committee - Discussion/Action
- Approval of OHSEM to apply for the 2020 State Homeland Security Grant - Discussion/Action
7. 11:30 a.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 WV Supreme Court #20-0012 (from 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

- Review and approve amendments to "Ordinance to Dissolve and Reconstitute The Jefferson County Emergency Agency" and "Bylaws of the Jefferson County Emergency Services Agency" regarding number of board members -

Discussion/ -

- Discussion of Jefferson County Circuit Court Civil Action #20-C-20 -

Discussion/Action

- Discussion of Jefferson County Circuit Court Civil Action #17-C-174 -

Discussion/Action

- Discussion of Jefferson County Circuit Court Civil Action #20-C-26 -

Discussion/Action

8. 11:45 a.m. Break for Lunch

NEW BUSINESS

9. Legislative Updates

10. Discuss Commission Liaison to the Jefferson County Fire and Rescue Association - Discussion/Action (JC)

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

~~~~~ AFTERNOON SESSION ~~~~~

11. 1:30 p.m. Budget Deliberations

12. **ADJOURN**

CORRESPONDENCE/INFORMATION

Notice of Intent to Appoint to the Jefferson County Emergency Services Agency Board.

Correspondence received from CASA of the Eastern Panhandle, Inc.

Correspondence received from the Jefferson County Deputy Sheriff's Association.

Impact Fee Status Report for February 2020.

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.

FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Thursday, January 30, 2020, beginning at 1:30 p.m.

PRESENT: Jane Tabb, Commission President
Ralph Lorenzetti, Commission Vice President
Josh Compton, Commissioner
Caleb Hudson, Commissioner
Patricia Noland, Commissioner

STAFF: Angie Banks, Assessor
June Bowers, Sr. Appraiser
Jessica Carroll, Recording Clerk

In re: 2020 Board of Review and Equalization

President Tabb opened the meeting at 1:32 pm. Angela Banks, Jefferson County Assessor, notified the Commission that no hearings were scheduled for the afternoon.

- **There being no further business, motion by Mr. Compton to recess as a Board of Review and Equalization and reconvene in the same capacity on Tuesday, February 4th, 2020 at 1:30 pm. Motion seconded and unanimously approved.**

Jane Tabbb, COMMISSION PRESIDENT

FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Tuesday, February 4, 2020, beginning at 1:30 p.m.

PRESENT: Jane Tabb, Commission President
Ralph Lorenzetti, Commission Vice President
Josh Compton, Commissioner
Caleb Hudson, Commissioner
Patricia Noland, Commissioner

STAFF: Angie Banks, Assessor
June Bowers, Sr. Appraiser
Jessica Carroll, Recording Clerk

In re: **2020 Board of Review and Equalization**

President Tabb opened the meeting at 1:30 pm. Angela Banks, Jefferson County Assessor, notified the Commission that no hearings were scheduled for the afternoon.

- **There being no further business, motion by Ms. Tabb to recess as a Board of Review and Equalization and reconvene in the same capacity on Thursday, February 6th, 2020 at 1:30 pm. Motion seconded and unanimously approved.**

Jane Tabb, COMMISSION PRESIDENT

FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Thursday, February 6, 2020, beginning at 1:30 p.m.

PRESENT: Jane Tabb, Commission President
Ralph Lorenzetti, Commission Vice President
Josh Compton, Commissioner
Caleb Hudson, Commissioner
Patricia Noland, Commissioner

STAFF: Angie Banks, Assessor
June Bowers, Sr. Appraiser
Jessica Carroll, Recording Clerk

In re: **2020 Board of Review and Equalization**

President Tabb opened the meeting at 1:33 pm. Angela Banks, Jefferson County Assessor, notified the Commission that no hearings were scheduled for the afternoon.

- **There being no further business, motion by Ms. Tabb to recess as a Board of Review and Equalization and reconvene in the same capacity on Tuesday, February 11, 2020 at 1:30 pm. Motion seconded and unanimously approved.**

Jane Tabb, COMMISSION PRESIDENT

FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Tuesday, February 11, 2020, beginning at 1:30 p.m.

PRESENT:

Ralph Lorenzetti, Commission Vice President
Caleb Hudson, Commissioner
Patricia Noland, Commissioner

STAFF:

Angie Banks, Assessor
June Bowers, Sr. Appraiser
Jessica Carroll, Recording Clerk

In re: 2020 Board of Review and Equalization

Vice President Lorenzetti opened the meeting at 1:33 pm. Angela Banks, Jefferson County Assessor, notified the Commission that no hearings were scheduled for the afternoon.

- **There being no further business, motion by Mr. Hudson to recess as a Board of Review and Equalization and reconvene in the same capacity on Thursday, February 13, 2020 at 1:30 pm. Motion seconded and unanimously approved.**

Jane Tabb, COMMISSION PRESIDENT

FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Thursday, February 13, 2020, beginning at 1:30 p.m.

PRESENT:

Jane Tabb, Commission President
Ralph Lorenzetti, Commission Vice President
Josh Compton, Commissioner
Caleb Hudson, Commissioner

STAFF:

Angie Banks, Assessor
June Bowers, Sr. Appraiser
Jessica Carroll, Recording Clerk

In re: **2020 Board of Review and Equalization**

President Tabb opened the meeting at 1:30 pm. Angela Banks, Jefferson County Assessor, notified the Commission that no hearings were scheduled for the afternoon.

- **There being no further business, motion by Ms. Tabb to recess as a Board of Review and Equalization and reconvene in the same capacity on Tuesday, February 18, 2020 at 1:30 pm. Motion seconded and unanimously approved.**

Jane Tabb, COMMISSION PRESIDENT

FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Tuesday, February 18, 2020, beginning at 1:30 p.m.

PRESENT:

Ralph Lorenzetti, Commission Vice President
Caleb Hudson, Commissioner
Patricia Noland, Commissioner

STAFF:

Angie Banks, Assessor
June Bowers, Sr. Appraiser
Jessica Carroll, Recording Clerk

In re: 2020 Board of Review and Equalization

Vice President Lorenzetti opened the meeting at 1:30 pm. Angela Banks, Jefferson County Assessor, notified the Commission that no hearings were scheduled for the afternoon.

- **There being no further business, motion by Ms. Noland to adjourn *sine die* as a Board of Review and Equalization. Motion seconded and unanimously approved.**

Jane Tabb, COMMISSION PRESIDENT

SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Tuesday, February 4, 2020, beginning at 7:00 o'clock p.m.

PRESENT: Jane Tabb, President
Ralph Lorenzetti, V. President
Josh Compton, Commissioner
Caleb Hudson, Commissioner
Patricia Noland, Commissioner
Stephanie Grove, County Administrator
Michelle Gordon, Finance Director
Jessica Carroll, Executive Admin. Assist.

In re: FY21 Public Budget Forum

The meeting was called to order at 7:02 p.m. by Commissioner Tabb.

Michelle Gordon, Finance Director, provided the audience with an overview of the revenue and expenditures for the upcoming fiscal year and a summary of the budget requests for each department and elected official. Ms. Gordon explained that the requests were just that at the moment, but if the County were to fulfill all of the submitted requests, there would be a deficit of approximately 4 million dollars. Ms. Gordon stated the Commissioners would be meeting the week of February 10, 2020 to hear from each department and elected official regarding their budgetary requests for the upcoming fiscal year, and these meetings would be open to the public, streamed live on the website, and archived for later viewing. Ms. Gordon also noted the schedule for the budget talks was currently available on the County website.

Ms. Gordon, Ms. Grove, and the Commissioners then fielded questions from the attendees regarding the information presented.

There being no further business the Commissioners thanked the public for their attendance and the forum adjourned at 7:40 pm.

Jane Tabb, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

Minutes

Jefferson County Commission

Thursday, February 20, 2020

A meeting of the Jefferson County Commission was held on Thursday, February 20, 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; and Jim Eddy, Bailiff. (An audio tape of the Thursday, February 20, 2020 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Compton to approve the January 30, 2019 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the February 6, 2020 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Mr. Compton to approve the Accounts Payable for February 13, 2020, in the amount of \$Motion seconded and unanimously approved.

CHECK #	VENDOR NAME	AMOUNT
82895	BUREAU OF CHILD SUPPORT	\$ 298.16
82896	CASTO & HARRIS INC	\$ 116.30
82897	COMPTROLLER OF MARYLAND	\$ 1,101.26

82898		DOING BETTER BUSINES		\$ 685.06
82899		DR. ROBERT E JONES III		\$ 1,000.00
82900		EFTPS IRS TAXES		\$ 94,066.63
82901		EMILY MORROW		\$ 426.79
82902		EMPOWER RETIREMENT		\$ 2,515.00
82903		GUTTMAN OIL CO		\$ 2,602.97
82904		HIRERIGHT		\$ 16.16
82905		INDEPENDENT FIRE COMPANY		\$ 82,500.00
82906		JEFFERSON CO EMERGENCY SERVICES AGENCY		\$ 1,974.01
82907		JEFFERSON SECURITY BANK		\$ 4,870.00
82908		JEFFERSON CENTER		\$ 100.00
82909		NATIONWIDE RETIREMENT SOLUTIONS		\$ 849.00
82910		POTOMAC EDISON		\$ 45.58
82911		R.E. MICHEL CO. LLC		\$ 362.15
82912		RONALD DANTZIC		\$ 18.31
82913		SCPDC-SOUTH CENTRAL PLANNING & DEVELOPMENT COMM		\$ 13,260.00
82914		SHEPHERDSTOWN FIRE COMPANY		\$ 82,500.00
82915		SHERIFF OF JEFFERSON COUNTY		\$ 2,478.15
82916		TEK ADVISORS, LLC		\$ 4,200.00
82917		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 15,192.53
82918		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 45,331.51
82919		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 500.00
82920		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 627.25
82921		WV STATE TAX DEPARTMENT		\$ 34,126.46
82922		JEFFERSON CO - GENERAL FUND 004		\$ 20,235.23
TOTAL				\$ 411,998.51

Motion by Ms. Noland to approve the Accounts Payable for February 20, 2020 in the amount of \$411,998.51. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
685	HD/8	CDA		\$ 372.00
686	HD/8	FIFTH THIRD BANK		\$ 57.38
769	AV/56	FIFTH THIRD BANK		\$ 365.35
770	AV/56	SEGRA		\$ 594.00

1221	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 123,827.13
1222	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 3,193.83
1223	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 9,867.89
1224	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 1,078.41
TOTAL				\$ 139,355.99

Motion by Mr. Compton to approve the Manual Checks for February 14, 2020 in the amount of \$139,355.99. Motion seconded and unanimously approved.

Check#	Fund	VENDOR	Amount
771	AV/56	PRINT-O-STAT	\$ 190.00

Motion by Mr. Lorenzetti to approve the Manual Checks for February 21, 2020 in the amount of \$190.00. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Compton to approve the Payroll for February 6, 2020 in the amount of \$270,635.91. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was made by the following individuals: David Tabb

Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

PRESENTATIONS

1. Jennifer Myers, Director, Jefferson County Parks and Recreation – presented the Commission and the audience with the 2019 JCPRC annual report.
2. Ronda Eddy, Director, Jefferson Day Report Center – requested the approval of the FY21 Community Corrections Grant Application.

- **Motion by to approve the Commission President's signature on the grant documents for application submission. Motion seconded and unanimously approved.**
3. Lyn Goodwin, Interim Director, Jefferson County Development Authority – Burr Business Park Lot Option
- **Motion by Ms. Noland to enter into Executive Session to discuss contract negotiations and receive legal advice regarding the Burr Business Park Lot Option. Motion seconded and passes on a vote of 3-2 with Commissioners Compton and Lorenzetti opposing.**
 - **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to direct Ms. Goodwin to take the issue discussed in Executive Session back to the full Jefferson County Development Authority Board. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 7:30 pm.
The Commission reconvened at 7:45 pm.
5. Interviews/Appointments to the Jefferson County Development Authority – Ranson Municipality – one three-year term ending April 5, 2023
- **Motion by Mr. Compton to appoint Jason Gore to the Jefferson County Development Authority as the representative for the Ranson Municipality for a three-year term ending April 5, 2023. Motion seconded and unanimously approved.**
6. 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 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
-

Jefferson County Emergency Services Agency; including potential structure, financial issues, and matters related thereto.

NEW BUSINESS

7. Legislative Updates

COUNTY ADMINISTRATOR REPORTS

- Legislative Updates on the following Senate and House Bills: SJR 9, SB 64, SB 209, SB 579, SB 657, HB 2967, HB 4442, HB 4435, HB 4842
 - **Motion by Ms. Noland to direct Ms. Grove to write a Resolution to outline the Commissions concerns and opposition to SJR 9. Motion seconded and unanimously approved.**
 - **Motion by Ms, Noland to authorize Ms. Grove to send a letter of support in favor of SB 163. Motion seconded and unanimously approved.**
- 8. The Commission adjourned at 7:37 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Jane Tabb, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

REQUISITIONS TO BE APPROVED

March 5, 2020

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
CO. CLERK - ELECTIONS	20034	\$180,107.60	Nationwide Capital, LLC	Final Loan Pymt - Election Equip.
COMMUNICATIONS	20035	\$8,625.00	Priority Dispatch	License renewal, service, support
COUNTY COMMISSION	20036	\$25,456.00	Tyler Technologies	General Billing/Citizen Self Service
GRAND TOTAL		\$214,188.60		

Requisitions



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

Requisition: 2020/20036

Released, Michelle Gordon, 02/25/2020

Total Cost: \$26,456.00

Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year*	Requisition Number*	Created Date*
2020	20036	02/25/2020

Department*
 ... View

Commodity
 ... View

Description

Buyer

Type

Purchase order

Review

Needed by

PO Expiration

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

Items (8)

Add Item

Line	Description	Qty	Unit Price	Line Total	GL Account
1	GENERAL BILLING MODULE LICENSE	1.00	\$3,000.00000	\$3,000.00	E (053715-435600-00013) LICENSE AND ANNUAL FEES
2	GENERAL BILLING IMPLEMENTATION COST	1.00	\$3,912.00000	\$3,912.00	E (053715-435600-00013) LICENSE AND ANNUAL FEES
3	GENERAL BILLING DATA CONVERSION 5 YEARS OF HISTORY	1.00	\$4,500.00000	\$4,500.00	E (053715-435600-00013) LICENSE AND ANNUAL FEES
4	GENERAL BILLING - YEAR ONE ANNUAL MAINTENANCE	1.00	\$540.00000	\$540.00	E (053715-435600) LICENSE AND ANNUAL FEES
5	CITIZEN SELF SERVICE LICENSE	1.00	\$6,600.00000	\$6,600.00	E (053715-435600-00013) LICENSE AND ANNUAL FEES
6	CITIZEN SELF SERVICE IMPLEMENTATION COST	1.00	\$5,216.00000	\$5,216.00	E (053715-435600-00013) LICENSE AND ANNUAL FEES
7	CITIZEN SELF SERVICE - YEAR ONE MAINTENANCE	1.00	\$1,188.00000	\$1,188.00	E (053715-435600) LICENSE AND ANNUAL FEES

Michelle Gordon

From: Quinn, Terry <Terry.Quinn@tylertech.com>
Sent: Monday, February 24, 2020 9:11 PM
To: Michelle Gordon
Subject: RE: General Billing
Attachments: Jeff Co WV Gen Billing Quote 2.24.20.pdf

Hi Michelle:
I caught up with Adam and we were able to review the proposal for General Billing (GB), and Customer Self Service (CSS). He authorized me to match the license pricing from the original proposal.

There are a couple of things to point out:

- Services on Citizen Self Service: our implementation team has increased the recommended implementation hours for CSS. What I quoted is our new standard. But we will only bill for actual services delivered, if the full 32 hours is not needed.

- Tyler Cashiering: If the county desires to have a central point of sale type set up for payments, with integrated credit card processing, then you would need the Cashiering module (quoted as optional). Cashiering would also be useful with the Tax Billing module, if you plan to add that in the future. However, if you are comfortable using a separate credit card terminal, you are not required to have the Cashiering module. Want account provider).

- Conversion: we do have an Excel Import built in, that allows you to bring in all outstanding GB bills, as balance-forward bills for the current year, but no payment detail. The import will also create the customer records associated with the bills. But if you want to have multiple years of detail history converted, you would need Tyler to provide the conversion services quoted herein.

If you have any questions, I would be happy to schedule a call with you to walk through this information. Just let me know when is a good time.
Thanks very much,

Terry Quinn
Senior Account Executive
P: 800.772.2260 ext 5147
C: 603.759.6844

www.tylertech.com

From: Michelle Gordon <mgornton@jeffersoncountywv.org>
Sent: Wednesday, February 19, 2020 9:57 AM
To: Quinn, Terry <Terry.Quinn@tylertech.com>
Cc: Stephanie Grove <sgrove@jeffersoncountywv.org>
Subject: General Billing

Hi Terry,

We are ready to move forward with the purchase of General Billing. Adam indicated that he would honor any amounts on the original quote when we were ready. (I am hoping to get tax billing on board during 2020.)

We have 1 cashier who handles general billing at this point. We will convert bill and payment history (is that something I can import to save on cost?). Also, does that include the ability for customers to pay their bills online? We will need that feature as well.

Please send the contract change order.

Thank you,

Michelle

Michelle Gordon
Finance Director, Jefferson County
Jefferson County Commission
124 East Washington Street
PO Box 250
Charles Town, WV 25414
O: 304.724.8425
F: 304.725.5611
mgordon@jeffersoncountywv.org
www.jeffersoncountywv.org

Requisitions



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Requisition: 2020/20034
 Released, Nikki Painter, 02/19/2020

Total Cost: \$180,107.60

Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year* Requisition Number* Created Date*

Type

Department* [View](#)

Purchase order

Commodity [View](#)

Review

Description

Needed by

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

Buyer

PO Expiration

Items (1)

Add Item

Line	Description	Qty	UOM	Unit Price	Line Total	GL Account
1	FINAL LOAN PAYMENT - ELECTION EQUIP	1.00	EACH	\$180,107.60000	\$180,107.60	B (246-101) CASH-CAPITAL OUTLAY FUND

[Notifications \(1\)](#) [Save](#) [Cancel](#)

Requisition 8080/80034

Exhibit "B"
Promissory Note

U.S. \$900,538.00

March 14, 2016

For value received, Jefferson County, West Virginia (the "Borrower"), hereby unconditionally promises to pay to the order of Nationwide Capital, LLC, a Delaware limited liability company (the "Lender"), in lawful money of the United States of America, the principal sum of \$900,538.00, together with interest from and after the date hereof on the unpaid principal balance outstanding at the rate set forth herein.

This Promissory Note (this "Note") is the Note referred to in, and is issued subject to the terms and conditions of, that certain Loan Agreement between Borrower and Lender dated as of the date hereof (as the same may be amended, restated or otherwise modified from time to time, the "Loan Agreement"). All of the terms, covenants and conditions of the Loan Agreement are hereby made a part of this Note and are deemed incorporated herein in full. All capitalized terms used and not defined herein shall have the meanings set forth in the Loan Agreement.

Interest applicable to the principal amount of this Loan evidenced by this Note shall be an amount equal to zero percent (0.00%) per annum. The principal sum, together with interest thereon, shall be paid in five annual installments with the first such annual installment due and payable on Contract Execution. Interest hereunder shall be computed on the basis of actual days elapsed over the period of a 360-day year. For the sake of clarity, payments will be as follows:

\$180,107.60 Due Upon Contract Execution 2016

\$180,107.60 Due on the One (1) Year Anniversary of Contract Execution 2017

\$180,107.60 Due on the Two (2) Year Anniversary of Contract Execution 2018

\$180,107.60 Due on the Three (3) Year Anniversary of Contract Execution 2019

~~\$180,107.60 Due on the Four (4) Year Anniversary of Contract Execution 2020~~

Absent an Event of Default, the principal amount plus accrued interest of this Note shall be due and payable on the date which is forty eight (48) months after the date hereof (the "Maturity Date"). Upon the occurrence and during the continuation of an Event of Default, the outstanding principal balance of this Note shall accrue interest at a rate per annum equal to eighteen percent (18%) until this Note is paid in full. Upon the occurrence and during the continuation of an Event of Default, Lender shall be entitled, at its option, to declare the then outstanding principal balance and accrued interest thereon to be, and the same shall thereupon become, immediately due and payable in the manner and with the effect provided in the Loan Agreement.

Borrower may prepay any principal or interest under this Note; provided, however, such prepayments will be applied to the indebtedness evidenced by this Note so as to reduce the final payment and in no event shall such prepayment eliminate or reduce subsequently scheduled annual payments.

Time is of the essence of this Note. To the fullest extent permitted by applicable law, Borrower, for itself and its successors and assigns, expressly waives presentment, demand, protest, notice of dishonor, and any and all other notices, demands and consents in connection with the delivery, acceptance, performance, default or enforcement of this Note, and hereby consents to any extensions of



Quoted By: Terry Quinn
 Date: 2/24/2020
 Quote Expiration: 8/17/2020
 Quote Name: Jefferson County WV-Gen Billing
 Quote Number: 2020-103504
 Quote Description:

Sales Quotation For
 Jefferson County
 124 E Washington St
 Charles Town, WV 25414-1072
 Phone 3047283205

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Revenue:						
General Billing	\$3,000.00	24	\$3,912.00	\$4,500.00	\$11,412.00	\$540.00
Productivity:						
Citizen Self Service	\$6,600.00	32	\$5,216.00	\$0.00	\$11,816.00	\$1,188.00
TOTAL:	\$9,600.00	56	\$9,128.00	\$4,500.00	\$23,228.00	\$1,728.00

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Self-Service Installation Fee - Client Hosted (Existing Customers)	1	\$1,500.00	\$0.00	\$1,500.00
TOTAL:				\$1,500.00

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$9,600.00	\$1,728.00
Total Tyler Services	\$15,128.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$24,728.00	\$1,728.00
Contract Total	\$26,456.00	

Summary
(Excluding Estimated Travel Expenses)
Estimated Travel Expenses

One Time Fees
\$2,740.00

Recurring Fees

Detailed Breakdown of Conversions (Included in Contract Total)

Description	Unit Price	Unit Discount	Extended Price
General Billing - Bills up to 5 years	\$3,500.00	\$0.00	\$3,500.00
General Billing Std CID	\$1,000.00	\$0.00	\$1,000.00
TOTAL:			\$4,500.00

Optional Tyler Software & Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Tyler Cashiering		32	\$5,216.00	\$0.00	\$16,216.00	\$1,980.00
TOTAL:	\$11,000.00	32	\$5,216.00	\$0.00	\$16,216.00	\$1,980.00

Revenue:

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Customer Approval: _____

Date: _____

Print Name: _____

P.O. #: _____

All primary values quoted in US Dollars

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below:
 - Implementation and other professional services fees shall be invoiced as delivered.
 - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
 - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite.
- Expenses associated with onsite services are invoiced as incurred.

Tyler recommends the use of a 128-bit SSL Security Certificate for any Internet Web Applications, such as the Munis Web Client and the MUNIS Self Service applications if hosted by the Client. This certificate is required to encrypt the highly sensitive payroll and financial information as it travels across the public internet. There are various vendors who sell SSL Certificates, with all ranges of prices.

Conversion prices are based on a single occurrence of the database. If additional databases need to be converted, these will need to be quoted.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Comments

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely, but can be done onsite upon request at an additional cost.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Implementation hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

General Billing library includes: 1 invoice, 1 statement, 1 general billing receipt and 1 miscellaneous receipt.

Tyler's pricing is based on the scope of proposed products and services being obtained from Tyler. Should portions of the scope of products or services be removed by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Development modifications, interfaces and services, where applicable, shall be invoiced to the client in the following manner: 50% of total upon authorized signature to proceed on program specifications and the remaining 50% of total upon delivery of modifications, interface and services.



Bill To
 COUNTY COMMISSION
 124 EAST WASHINGTON ST
 PO BOX 250
 CHARLES TOWN, WV
 25414
 INFO@JEFFERSONCOUNTY.WV.ORG

Vendor
 75-2303920
 TYLER TECHNOLOGIES
 P.O. BOX 203556
 DALLAS, TX 75320

Acct No: 053715.435600.00013
 Review:
 Buyer:
 Status: Released

Requisition 00020036-00 FY 2020
 Page 1

Vendor
 75-2303920
 TYLER TECHNOLOGIES
 P.O. BOX 203556
 DALLAS, TX 75320

Ship To
 COUNTY COMMISSION
 124 EAST WASHINGTON ST
 PO BOX 250
 CHARLES TOWN, WV 25414
 INFO@JEFFERSONCOUNTY.WV.ORG

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
02/25/20	029123				COUNTY COMMISSION

LN Description / Account Qty Unit Price Net Price

001 GENERAL BILLING MODULE LICENSE
 1 053715.435600.00013 1.00 EACH 3000.00 3000.00

002 GENERAL BILLING IMPLEMENTATION COST
 1 053715.435600.00013 1.00 EACH 3912.00 3912.00

003 GENERAL BILLING DATA CONVERSION YEARS OF HISTORY
 1 053715.435600.00013 1.00 EACH 4500.00 4500.00

004 GENERAL BILLING - YEAR ONE ANNUAL MAINTENANCE
 1 053715.435600 1.00 EACH 540.00 540.00

The current billing system used for ambulance fee billing is antiquated and unreliable. We have been without reporting capabilities for almost 2 years.

General Notes



<p>Bill To COUNTY COMMISSION 124 EAST WASHINGTON ST PO BOX 250 CHARLES TOWN, WV 25414 INFO@JEFFERSONCOUNTY.WV.ORG</p>	<p>Vendor 75-2303920 TYLER TECHNOLOGIES P.O. BOX 203556 DALLAS, TX 75320</p>
<p>Acct No: 053715.435600.00013 Review: Buyer: Status: Released</p>	<p>Ship To COUNTY COMMISSION 124 EAST WASHINGTON ST PO BOX 250 CHARLES TOWN, WV 25414 INFO@JEFFERSONCOUNTY.WV.ORG</p>

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
02/25/20	029123				COUNTY COMMISSION

LN	Description / Account	Qty	Unit Price	Net Price
005	CITIZEN SELF SERVICE LICENSE	1.00	6600.00000	6600.00
			EACH	
006	CITIZEN SELF SERVICE IMPLEMENTATION COST	1.00	5216.00000	5216.00
			EACH	
007	CITIZEN SELF SERVICE - YEAR ONE MAINTENANCE	1.00	1188.00000	1188.00
			EACH	
008	Self-Service Installation Fee-Client Hosted (existing customers)	1.00	1500.00000	1500.00
			EACH	



Bill To
 COUNTY COMMISSION
 124 EAST WASHINGTON ST
 PO BOX 250
 CHARLES TOWN, WV
 25414
 INFO@JEFFERSONCOUNTYWV.ORG
 Vendor 75-2303920
 TYLER TECHNOLOGIES
 P.O. BOX 203556
 DALLAS, TX 75320
 Ship To
 COUNTY COMMISSION
 124 EAST WASHINGTON ST
 PO BOX 250
 CHARLES TOWN, WV 25414
 INFO@JEFFERSONCOUNTYWV.ORG

Requisition 00020036-00 FY 2020
 Acct No: 053715.435600.00013
 Review:
 Buyer:
 Status: Released
 Page 3

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
02/25/20	029123				COUNTY COMMISSION

[Requisition Link](#)
 Requisition Total 26456.00

**** General Ledger Summary Section ****
 Account 053715.435600
 AMBULANCE AUTHORITY 053715.435600.00013
 AMBULANCE AUTHORITY 053715.435600.00013
 LICENSE AND ANNUAL FEES 24728.00
 LICENSE AND ANNUAL FEES 24728.00
 Amount Remaining Budget -1278.00
 -24728.00

**** Approval/Conversion Info ****
 Activity Date Clerk
 Approved 02/25/20 Michelle Gordon
 Queued 02/25/20 Sandra McDonald
 Queued 02/25/20 Stephanie Grove
 Pending 02/25/20 Vivian Fields
 Pending Jessica Carroll
 Pending Sandra McDonald

Comment

DESCRIPTION	FUND 001 CO.	FUND 003 DOG	TOTAL
Gross Wages	\$397,278.78	\$30.80	\$397,309.58
6.2% Tax Payable OASDI	\$23,605.82	\$1.91	\$23,607.73
1.45% Tax Payable HI	\$5,520.66	\$0.45	\$5,521.11
Fed Withholding	\$35,808.95		\$35,808.95
WV State Withholding	\$16,794.13		\$16,794.13
PERS Retirement Deduct 4.5%	\$10,099.78	\$3.08	\$10,102.86
PERS Retirement Deduct 6%	\$4,791.65		\$4,791.65
Hosp. Pre-Taxed	\$14,219.50		\$14,219.50
Cancer/ICU Pre-Taxed	\$656.33		\$656.33
Cancer/ICU Not Pre-Taxed	\$950.20		\$950.20
Optional Life Not Pre Taxed	\$2,043.30		\$2,043.30
Christmas Club	\$4,870.00		\$4,870.00
Wage Attach #1	\$298.16		\$298.16
Wage Attach #3	\$500.00		\$500.00
DSRS Retirement Deduct 8.5%	\$6,299.34		\$6,299.34
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	\$138.95		\$138.95
Colonial(Plus)	\$81.60		\$81.60
Uniforms			\$0.00
Total Deductions	\$132,256.90	\$5.44	\$132,262.34
Net Wages Total	\$265,021.88	\$25.36	\$265,047.24
Payroll Date	February 20, 2020		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Virgie Moore

Department or Organization: Church Without Walls Ministries of Jefferson County

Estimation of amount of time needed for appointment: NOT Sure!

Date Requested – 1st Choice: Next Available meeting date - 3/5/20
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Request for Fee waiver for application related to C.U.P. Variance, and/or building permit

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

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: Please see attached.

If not attached, explain:

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

Contact information: Virgie Moore

Email address: Jcwwm@gmail.com Phone Number: 304-839-8491

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

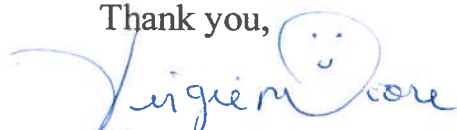
Description of Request, Background Information

On Wednesday, February 26, 2020, representatives of the Church Without Walls Ministries, Jefferson County, Virgie Moore and Janis Wright, met with the Zoning office to receive information and discuss the requirements for using an existing building for outreach ministry purposes to serve those in need.

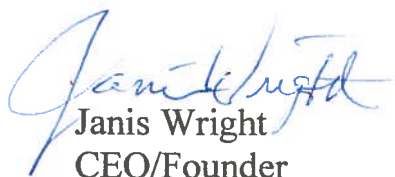
The existing building will be converted from a residential to a commercial use. We realized after the meeting that there will probably be extensive changes to be made in order to meet code requirements and bring the facility up to safety standards.

These changes will definitely be a financial hardship for the ministry, especially since our funds are derived from tax deductible donations and fund raisers. Therefore, we asked that a waiver of the fees please be considered.

Thank you,



Virgie Moore
Pastor



Janis Wright
CEO/Founder



Jefferson County Branch
P. O. Box 471
Charles Town, WV 25414
304-839-8491

Church **Without Walls Ministries** *Building Lives One Brick At A Time*®

The Church Without Walls Ministries, Inc. (CWWM) is a non-profit (501©3) Outreach Ministry to the community. The ministry was birthed in 2003. All outreach activities were held in the Martinsburg, WV, Berkeley County area.

The ministry's purpose and vision are to "Build Lives One Brick at a Time" and to sow seeds of kindness through giving, caring and sharing. The ministry helps those in need by offering "free" food, clothing, financial assistance and other necessities.

The ministry provides support and resources that minister to the spirit, soul and body. Although we are not a 'church', the outreach ministry is "faith based." That means, we trust in God and we do our best to demonstrate His characteristics of Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness and Self-Control. The biblical principles of "planting seeds" and "giving" are what govern everything we do.

Funding is provided through generous monetary donations from individuals, churches, ministries, other non-profits, businesses and fund raising events. Gifts are also received in the form of clothes, food, household items and furniture. Donations are tax-deductible and contribution information is provided upon request.

In 2016, the ministry expanded to the Jefferson County area under the direction of Pastor Virgie Moore. The Martinsburg location closed in 2018 leaving the Jefferson County branch to continue as the central location for both counties. The Jefferson County facility will become an additional resource in serving those in need.

The future ministry home is of personal significance because it was the family home of Pastor Moore and her nine (9) siblings. It is where she was raised and the “home” would continue the legacy of her parents who were also involved in ministry and outreach efforts.

For ministry contact information you may forward emails to jccwwm@gmail.com and also visit past events and activities from the Martinsburg outreaches at www.thechurchwithoutwallsministries.com. The Jefferson County branch will have updated website information as the future outreach location is opened.

State of West Virginia



Certificate

I, Betty Ireland, Secretary of State of the State of West Virginia, hereby certify that

CHURCH WITHOUT WALLS MINISTRIES, INC.

Control Number: 76143

has filed its application for "Certificate of Incorporation" in my office according to the provisions of the West Virginia Code. I hereby declare the organization to be registered as corporation from its effective date of May 19, 2005 until a certificate of dissolution has been filed with Secretary of State.

Therefore, I hereby issue this

CERTIFICATE OF INCORPORATION



*Given under my hand and the
Great Seal of the State of
West Virginia on this day of
May 19, 2005*

Betty Ireland

Secretary of State

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**

Department or Organization: **Elections – County Clerk**

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

Date Requested – 1st Choice: **March 5, 2020**

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

Date Requested – 2nd Choice:

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

Poll Worker & Alternate Approval – 2020 Primary

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

Is this a funding request? **Y/N**

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

Provide exact financial impact/request:

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

To approve the poll workers and alternates as presented for the 2020 Primary Election

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

Democrat Alternates- 2020 Primary			
Name	Phone	Address	Comments
Arabia Anderson	520-227-0418	160 Burnlea Rd Charles Town	Supply Clerk Experience
Odbert Courtney	304-725-1645	503 W washington St, Charles Town	Poll Comm Experience
Charlene Roy	304-702-2146	118 Weirick St, Charles Town	Poll Clerk Experience
Mandy FortKort	581-235-2449	1207 Stallion St, Ranson	emailed interest
Kerri Namolik		313 Canal Way Shepherdstown	
Elizabeth Kerin-Nesbit		234 Barksdale Dr, Charles Town	
JoAnn Bailey	304-724-8889	200 Hackney Ln Charles Town	Worked in December election
Joannette Jenkins	304-279-7059	150 W Academy St Apt 4 Charles Town	
William (Bill) Robinson		523 Prospect Ave, Harpers Ferry	emailed interest
Kenneth (Kip) Page		140 Paddock Pl Charles Town	emailed interest
Carol Payamps	301-524-3884	22 Seaton Ln Charles Town	
Elizabeth Rini	540-533-8515	249 Heritage Dr Shepherdstown	
Charles Riley	304-620-9599	PO Box 215 Kearneysville	No Party Affiliation
Allyson Flint	304-707-7401	91 Oakmont Dr Charles Town	No Party Affiliation
Carrie Cauffman	304-995-7130	376 Martin Payne Rd, Kearneysville	No Party Affiliation
Sora Friedman	802-579-2706	62 Valley Ct, Shepherdstown	in office interest
Kerstin Budlong		237 Gap View Farm Ln, Charles Town	Leigh gave name
Roxanne Augustin	443-766-0074	600 W Liberty St, Charles Town	in office interest
Barbara "Chipp" Huyett		635 Wheatland Rd, Charles Town	Leigh gave name
Christine Herrera	908-892-3904	76 Sparkling Brook Rd, Ranson	No Party Affiliation
Debra Jenkins	304-728-4381	303 S Buchannan St, Ranson	in office interest
Cathy Fisher	681-252-0101	116 W 5th Ave, Ranson	emailed interest
Rosemary Sinclair	239-308-6025	136 Wall St, Charles Town	in office interest
Allison Vega Leon		61 Gentle Breeze Ln, Charles Town	No Party Affiliation; email interest
Victoria Ford	304-707-1902	117 E 2nd Ave, Ranson	called office to be added
Barbara Zaccardi	304-268-5146	685 Gap View Blvd, Harpers Ferry	No Party Affiliation

Democrat Poll Workers
2018 General

Name	Phone #	Address	Notes	Party
Charles Town District				
<i>Precinct #2 Wright Denny Elementary</i>				
<u>Poll Commissioner</u>				
Antoinette Ringgold	304-218-4629	105 Limited Dr Ranson		Dem
<u>Supply Clerk</u>				
Jean Roberts	725-7435	404 S Charles St Charles Town		Dem
<u>Poll Clerk</u>				
Ruth McDaniel	725-2128	546 Eagle Ave Charles Town		Dem
Precinct #3 Charles Town Baptist Church				
<u>Poll Commissioner</u>				
Devona Snyder	725-7874	110 Cooke St Ranson		Dem
<u>Poll Clerk</u>				
Orville Thompson	728-6734	540 Brooke St Charles Town		Dem
Precinct #4A Fellowship Bible Church				
<u>Poll Commissioner</u>				
Janet Jeffries	725-4094	432 S Lawrence St Charles Town		Dem
<u>Supply Clerk</u>				
Vivian Henry	725-0614	302 S George St Ranson		Dem
<u>Poll Clerk</u>				
Karla Eister	283-0368	PO Box 577 Charles Town		Dem
Precinct #4B Fellowship Bible Church				
<u>Poll Commissioner</u>				
Mary Ella Cogle	304-886-1192	857 Mt Hammond Ln Charles Town		Dem
<u>Poll Clerk</u>				
Dottie Ott	886-0431	1510 Flowing Springs Rd Charles Town		Dem

Democrat Poll Workers
2018 General

<u>Precinct #6 Senior Center</u>					
<u>Poll Commissioner</u>					
Dorothy Myers	725-5487	804 Morison St	Charles Town		Dem
<u>Supply Clerk</u>					
Gary Henry	304-725-0614	302 S George St	Ranson		Dem
<u>Poll Clerk</u>					
Tina Spriggs	681-242-0354	150 W Academy St Apt 4,	Charles Town		Dem
Precinct #7 Ranson Elementary School					
<u>Poll Commissioner</u>					
Susie Nicodemus	725-0097	131 Grace St	Kearneysville		Dem
<u>Poll Clerk</u>					
Shirley Henry	725-8631	PO Box 263	Charles Town		Dem
Precinct #12 Jefferson High School					
<u>Poll Commissioner</u>					
Janice Blackford	725-1293	155 Riparian Ln	Ranson		Dem
<u>Supply Clerk</u>					
Teresa Forsyth	304-725-5326	28 Mopsy Ct	Ranson		Dem
<u>Poll Clerk</u>					
Renee Smith	304-279-5549	143 Ranson Estates Cir	Ranson		Dem

Democrat Poll Workers
2018 General

Harpers Ferry District			
<i>Precinct #13 CW Shipley Elementary</i>			
<u>Poll Commissioner</u>			
Mike Jenkins	304-876-0797	4290 Chestnut Hill Rd	Harpers Ferry
<u>Poll Clerk</u>			
Linda Housden	535-2478	57 Fort Hill Rd	Harpers Ferry
<i>Precinct #14 Camp Hill Wesley Church</i>			
<u>Poll Commissioner</u>			
Linda Whittington	304-725-5085	120 S Mildred St.	Charles Town
<u>Supply Clerk</u>			
Jim Eddy	535-8282	263 Mara Rose Ln	Harpers Ferry
<u>Poll Clerk</u>			
Pat Humphreys	885-0192	377 Pointfield Dr	Harpers Ferry
<i>Precinct #15 Harpers Ferry Middle School</i>			
<u>Poll Commissioner</u>			
Judy Carroll	725-1963	214 Veronica Ct	Charles Town
<u>Poll Clerk</u>			
Patricia Morse	304-579-9396	PO Box 1038	Harpers Ferry
<i>Precinct #16 Oakland Methodist Church</i>			
<u>Poll Commissioner</u>			
Shirley Painter	304-728-4383	520 S George St Apt D9	Charles Town
<u>Poll Clerk</u>			
Debbie Gravatt	876-6212	505 Engle Moler Rd	Harpers Ferry
<i>Precinct #17 Blue Ridge Mountain Fire Hall</i>			
<u>Poll Commissioner</u>			
Sunshine Drummond	304-839-3232	408 E 6th Ave	Ranson
<u>Poll Clerk</u>			
Bobbi Blok	725-2488	341 Wren Ln	Harpers Ferry
<i>Precinct #21A Blue Ridge Elementary School</i>			

Democrat Poll Workers
2018 General

<u>Poll Commissioner</u>					
Barbara Smith	725-6307	PO Box 165 Ranson			Dem
<u>Supply Clerk</u>					
Jennifer Farmer	304-728-9543	319 Lakeview Dr, Harpers Ferry			Dem
<u>Poll Clerk</u>					
Judy Ott	676-5617	89 Cottontail Dr Ranson			Dem
<i>Precinct #21B Blue Ridge Elementary School</i>					
<u>Poll Commissioner</u>					
Nancy Schaffer	304-410-5907	PO Box 1130 Charles Town			Dem
<u>Poll Clerk</u>					
Patricia Blevins	725-2234	920 General Rogers Rd Charles Town			Dem

Democrat Poll Workers
2018 General

Kabletown District			
<i>Precinct #19 Charles Town Middle School</i>			
<u>Poll Commissioner</u>			
Ken Fanelli	304-839-7114	1316 Destrier St, Ranson	Dem
<u>Poll Clerk</u>			
Loretta Jones	304-279-3736	333 Pembroke Way Charles Town	Dem
<i>Precinct #20 Citizens Fire Company</i>			
<u>Poll Commissioner</u>			
James Griffith	725-2536	PO Box 482 Charles Town	Dem
<u>Supply Clerk</u>			
Barbara Huyett			Dem
<u>Poll Clerk</u>			
Carolyn Wright	725-7999	276 Hawthornedale Rd Charles Town	Dem
<i>Precinct #22 Summit Point Baptist Church</i>			
<u>Poll Commissioner</u>			
Odbert Courtney	304-725-1645	503 W Washington St, Charles Town	Dem
<u>Poll Clerk</u>			
Joyce Staubs	304-671-4397	215 River Valley Dr Harpers Ferry	Dem
<i>Precinct #23A Country Day School</i>			
<u>Poll Commissioner</u>			
Darla Treat Courtney	304-725-1645	503 W Washington St Charles Town	Dem
<u>Poll Clerk</u>			
Derba Durst	725-6794	6546 Middleway Pike Kearneysville	Dem
<i>Precinct #23B Country Day School</i>			
<u>Poll Commissioner</u>			
Dorothy Sager	304-725-4439	38 Brookline Cir Charles Town	Dem
<u>Supply Clerk</u>			
Nora Drish	725-5256	3190 Summit Point Rd Summit Point	Dem
<u>Poll Clerk</u>			
Paula Bogden	725-2888	PO Box 687 Charles Town	Dem

Democrat Poll Workers
2018 General

Precinct #24 Washington High School			
<u>Poll Commissioner</u>			
Louis Brunswick	725-7892	66 Pigtail Ln Kearneysville	Dem
<u>Supply Clerk</u>			
Jennifer Cogle	433-1067	47 Jefferson Village Dr Ranson	Dem
<u>Poll Clerk</u>			
Roger Dailey	724-7901	863 Pheasant Hill Rd Summit Point	Dem

Democrat Poll Workers
2018 General

Middleway District			
<i>Precinct #25A South Jefferson Elementary</i>			
<u>Poll Commissioner</u>	304-676-7083	2723 Summit Point Rd, Summit Point	Dem
<u>Supply Clerk</u>			
<u>Mary (Rosie) Ring</u>	725-8045	277 King St Kearneysville	Dem
<u>Poll Clerk</u>			
<u>Gwendolyn Twyman</u>	724-2044	2507 Lewisville Rd Summit Point	Dem
<i>Precinct #25B South Jefferson Elementary</i>			
<u>Poll Commissioner</u>			
<u>Michael Bogden</u>	304-725-2888	PO Box 687 Charles Town	Dem
<u>Poll Clerk</u>			
<u>Joyce Pifer</u>	725-3678	7417 Queen St Kearneysville	Dem
<i>Precinct #26 Leetown Methodist Church</i>			
<u>Poll Commissioner</u>			
<u>William Carroll Jr</u>	725-1963	214 Veronica Ct Charles Town	Dem
<u>Poll Clerk</u>			
<u>Deborah Longo</u>	283-3411	146 Paddock Pl Charles Town	Dem
<i>Precinct #27 North Jefferson Elementary School</i>			
<u>Poll Commissioner</u>			
<u>Barbara Branson</u>	876-2903	PO Box 907 Shepherdstown	Dem
<u>Supply Clerk</u>			
<u>Paul Wilt</u>	283-3474	103 N Reymann St Ranson	Dem
<u>Poll Clerk</u>			
<u>Kathy Walls</u>	304-279-3618	519 Van Clevesville Rd Kearneysville	Dem
<i>Precinct #28 First Baptist Church</i>			
<u>Poll Commissioner</u>			
<u>Juliane Ford</u>	725-6135	293 Westwoods Ln Charles Town	Dem
<u>Supply Clerk</u>			
<u>Sharon Hall</u>	725-9318	221 Northwinds Dr Charles Town	Dem

Democrat Poll Workers
2018 General

Poll Clerk				
Leslie Newman	304-261-3337	250 Barksdale Dr	Charles Town	Dem
Precinct #29 TA Lowery Elementary School				
Poll Commissioner				
Judi Brunswick	725-7892	66 Pigtail Ln	Kearneysville	Dem
Poll Clerk				
Rebecca Stokes	725-4098	180 Dianne Ct	Charles Town	Dem

Democrat Poll Workers
2018 General

Shepherdstown District			
<i>Precinct #31 Covenant Baptist Church</i>			
<u>Poll Commissioner</u>			
Lorena Nathan	760-443-9220	105 Limited Dr Ranson	Dem
<u>Supply Clerk</u>			
Dorothy Dyke	304-707-6330	PO Box 38 Ranson	Dem
<u>Poll Clerk</u>			
Sandra Moffett	301-351-3359	153 Casorsa Dr Charles Town	Dem
Precinct #32 Bethel United Methodist Church			
<u>Poll Commissioner</u>			
Velma Greene	304-270-6726	15 Wheat Field Terrace Harpers Ferry	Dem
<u>Poll Clerk</u>			
Kimberly Hamilton	304-671-2498	PO Box 35 Bakerton	Dem
Precinct #33 Trinity Episcopal Church			
<u>Poll Commissioner</u>			
Hali Taylor	617-710-7757	PO Box 819 Shepherdstown	Dem
<u>Supply Clerk</u>			
Amy Silver	304-283-7807	PO Box 285 Charles Town	Dem
<u>Poll Clerk</u>			
Karen Kressin	571-789-6697	87 Appaloosa Way Charles Town	Dem
Precinct #34 Shepherdstown Elementary School			
<u>Poll Commissioner</u>			
Rick Moffett	304-283-6505	153 Casorsa Dr Charles Town	Dem
<u>Supply Clerk</u>			
Locke Wysong	671-2341	PO Box 772 Charles Town	Dem
<u>Poll Clerk</u>			
Jennifer Schultz	304-268-0495	185 McGuire Circle Harpers Ferry	Dem

Democrat Poll Workers
2018 General

<u>Precinct #35A Asbury United Methodist Church</u>			
<u>Poll Commissioner</u>			
Harold Stewart	725-7164	9029 Charles Town Rd Charles Town	Dem
<u>Poll Clerk</u>			
Margaret Housden	876-0686	466 Ridge Rd Shenandoah Jct	Dem
<u>Precinct #35B Asbury United Methodist Church</u>			
<u>Poll Commissioner</u>			
Patrick Coyle	728-7365	1208 Wide Horizon Blvd Kearneysville	Dem
<u>Supply Clerk</u>			
Elizabeth Coyle	728-7365	1208 Wide Horizon Blvd Kearneysville	Dem
<u>Poll Clerk</u>			
Pedro Gonzalez	304-941-8169	63 Monumental Dr Charles Town	Dem

Republican Alternates - 2020 Primary

Name	Phone	Address	Party	Notes
Angela Breedon	540-336-4529	1233 Tusawilla Dr Charles Town	R	Has worked as a Supply Commissioner – 16
Russell Opseth	304-728-0538	70 General Anderson Court Harpers Ferry	R	
Jessica Ashley	681-252-0336	64 Ruby St #5 Shenandoah Junction	R	Has worked as a Supply Commissioner – 4 & 29
Anna Baker	304-728-2091	94 Tiffany Court Harpers Ferry	R	
Ben Baker	304-728-2091	94 Tiffany Court Harpers Ferry	R	
Denise Tartaglia- Forc	304-930-1476	PO Box 954, Charles Town	R	
Doug Parsons	703-728-4091	PO Box 55 Rippon	R	Has worked 22
Kelly Poplar	304-728-0468	282 Independence Ln Summit Point	R	Has worked 23
Alicia Rickard	703-220-8048	93 Clems Drive Ranson	R	Has worked 21
Monte Ridgeway	304-728-7669	24 Ridgeway Ln Harpers Ferry	R	Has worked 21 & 16
Stella Robinson	304-725-6363	15 New Plum Tree Ct Apt 202 Charles T	R	Has worked 2 & 7
Howard Fezell		PO Box 402 Charles Town	R	
Shirley Harris	804-413-1460	77 Colston Rd Charles Town	R	
Edward Clay	304-724-1958	PO Box 312 Charles Town	R	
Eva Boccia	304-820-6724	34275 Charles Town Pike Harpers Ferry	R	Has worked 21
Savannah Crosson	240-626-3748	27 Greenbriar Cir Charles Town	R	
Margaret Greene	240-344-7207	67 General Pender Ct, Harpers Ferry	U	
Kirsten Roberson	703-577-2110	101 Springdale Dr Charles Town	R	
Susannah Pizzi	520-668-5030	526 New Meadow Dr Kearneysville	R	
Charlotte Davis	304-728-8507	48 Cornell Drive Kearneysville	R	Has worked 7
Paula Dougherty	301-639-5531	156 River Cliff Dr Harpers Ferry	R	
Chris Kipp	304-886-4251	PO Box 45 Shenandoah Junction	R	Has worked 21
Shauna Leaton	304-283-7682	PO Box 147 Shenandoah Junction	R	Has worked 21
William (Bill) McMahon	304-283-5570	160 Zachary Taylor St Harpers Ferry	R	Has worked 4
Melinda Maye	304-279-8566	83 Tall Oak Dr Apt 1, Charles Town	R	Has worked 27 & 31

Republican Poll Workers
2018 General Election

Name	Telephone #'s	Address	Notes	Party
Charles Town District				
<i>Precinct #2 Wright Denny Elementary</i>				
<u>Poll Commissioner #1</u>				
Curt Compton	725-6462	206 Pheasant Hill Rd Summit Point		Rep
<u>Poll Clerk #2</u>				
Andrea Compton	540-686-5888	206 Pheasant Hill Rd Summit Point		Rep
Precinct #3 Charles Town Baptist Church				
<u>Poll Commissioner #1</u>				
Daniel Pedraza	571-355-6062	418 S Mildred St Chrls Town		Rep
<u>Supply Commissioner</u>				
Bob Trainor	304-283-2946	774 Crosswinds Court Charles Town		Rep
<u>Poll Clerk #2</u>				
Emma Espinosa	304-707-6921	107 Hancock Ct. Charles Town		Rep
Precinct #4A Fellowship Bible Church				
<u>Poll Commissioner #1</u>				
Jessica Norris	876-3676	143 Potomac Bluffs Ln Harpers Ferry		Rep
<u>Poll Clerk #2</u>				
Frank Stanley	725-7505	181 Nansfield Dr Harpers Ferry		Rep
Precinct #4B Fellowship Bible Church				
<u>Poll Commissioner #1</u>				
Brian Higgs	304-582-0578	53 Beekman Place Charles Town		Rep
<u>Supply Commissioner</u>				
Tim Dye, Jr	304-240-8835	4843 Middleway Pike Apt 200 K-ville		Rep
<u>Poll Clerk #2</u>				
Kevin Tester	304-724-1182	77 Burnlea Rd Charles Town		Rep
Precinct #6 Senior Center				
<u>Poll Commissioner #1</u>				
Joshua Waggoner	304-886-1069	PO Box 489 Kearneysville		Rep
<u>Poll Clerk #2</u>				

Republican Poll Workers
2018 General Election

Angela Hoffman	304-725-2295	4 Bedford Dr Charles Town	Rep
<i>Precinct #7 Ranson Elementary School</i>			
<u>Poll Commissioner #1</u>			
Phyllis Fludine	301-514-6858	137 Barrel Horse Dr Charles Town	Rep
<u>Supply Commissioner</u>			
Todd Baldau	202-577-8854	182 Coventry Ln Harpers Ferry	Ind
<u>Poll Clerk #2</u>			
Cynthia Waggoner	304-725-2893	Po Box 489 Kearneysville	Rep
<i>Precinct #12 Jefferson High School</i>			
<u>Poll Commissioner #1</u>			
Tim Waggoner	304-886-0776	PO Box 489 Kearneysville	Rep
<u>Poll Clerk #2</u>			
Megan Terris	304-596-3754	78 Flopsy Ct Ranson	Rep

Republican Poll Workers
2018 General Election

Harpers Ferry District			
<i>Precinct #13 CW Shipley Elementary</i>			
<u>Poll Commissioner #1</u>	725-7152	143 Potomac Crossing St Charles Town	Rep
<u>Supply Commissioner</u>			
Cheryl Huff	725-4989	743 Chickamauga Dr Charles Town	Rep
<u>Poll Clerk #2</u>			
Melodie Williams	725-7152	143 Potomac Crossing St Charles Town	Rep
Precinct #14 Camp Hill Wesley Church			
<u>Poll Commissioner #1</u>			
Deb Spatola	728-4472	413 Red Bird Lane Harpers Ferry	Rep
<u>Poll Clerk #2</u>			
Michael Buscher	304-582-8725	PO Box 1081 Harpers Ferry	Rep
Precinct #15 Harpers Ferry Middle School			
<u>Poll Commissioner #1</u>			
Susan Keisler	717-688-2692	68 Surrey Dr, Harpers Ferry	Rep
<u>Supply Commissioner</u>			
Tim Collins	304-535-2626	52 Spring St Harpers Ferry	Rep
<u>Poll Clerk #2</u>			
Pam Harmon		791 Chickamauga Dr Harpers Ferry	Rep
Precinct #16 Oakland Methodist Church			
<u>Poll Commissioner #1</u>			
Yeunshin Kim	304-283-5369	PO Box 515 Charles Town	Rep
<u>Supply Commissioner</u>			
Tom Newcomer	304-886-6048	PO Box 515 Charles Town	Rep
<u>Poll Clerk #2</u>			
Stephanie Poe	304-261-8352	434 Gap View Blvd Harpers Ferry	Rep
Precinct #17 Blue Ridge Mountain Fire Hall			
<u>Poll Commissioner #1</u>			
Robert Hoffman	725-2295	4 Bedford Dr Charles Town	Ind

Republican Poll Workers
2018 General Election

<u>Supply Commissioner</u>								
Steve Crowe	304-582-7555	2582 Chestnut Hill Road Harpers Ferry						Rep
<u>Poll Clerk #2</u>								
Jennifer Roberts	728-5171	164 Ruddy Duck Dr Harpers Ferry						Rep
<i>Precinct #21A Blue Ridge Elementary School</i>								
<u>Poll Commissioner #1</u>								
Eva Alexander	304-676-2577	93 Special Orders Ct Harpers Ferry						Rep
<u>Poll Clerk #2</u>								
Daphne Andrews	703-231-7588	120 Eldon Dr Charles Town						Rep
<i>Precinct #21B Blue Ridge Elementary School</i>								
<u>Poll Commissioner #1</u>								
Darryl Boyer	304-876-0776	PO Box 147 Bakerton 25410						Rep
<u>Supply Commissioner</u>								
Mark Wilgenbusch	304-724-6720	48 Revere Dr Charles Town						Rep
<u>Poll Clerk #2</u>								
Misty Davidson	304-279-5685	35 Christopher Ct, Charles Town						Rep

Republican Poll Workers
2018 General Election

Kabletown District			
<i>Precinct #19 Charles Town Middle School</i>			
<u>Poll Commissioner #1</u>			
Judith Cromwell	304-728-8827	254 Turnberry Dr Charles Town	Rep
<u>Supply Commissioner</u>			
Karla Gainey	304-725-7303	215 Jefferson Ave, Charles Town	Rep
<u>Poll Clerk #2</u>			
Lou Pearcy	304-728-8827	254 Turnberry Dr Charles Town	Rep
Precinct #20 Kabletown Methodist Church			
<u>Poll Commissioner #1</u>			
Ginny Hoffman	725-2295	4 Bedford Dr Charles Town	Rep
<u>Poll Clerk #2</u>			
Katie Hoffman	725-2295	4 Bedford Dr Charles Town	Rep
Precinct #22 Summit Point Baptist Church			
<u>Poll Commissioner #1</u>			
Cricket Morgan	304-725-6670	PO Box 130 Rippon	Rep
<u>Supply Commissioner</u>			
Bruce Terris, Sr	304-279-5752	630 New Meadow Dr Kearneysville	Rep
<u>Poll Clerk #2</u>			
Charles Hoffman	304-725-2295	4 Bedford Dr Charles Town	Rep
Precinct #23A Country Day School			
<u>Poll Commissioner #1</u>			
Jerry Sather	304-728-4832	66 Cypress Point Dr Charles Town	Ind
<u>Supply Commissioner</u>			
Deirdre Catterton	703-431-1940	159 Eastland Dr Charles Town	Rep
<u>Poll Clerk #2</u>			
Karen Phillips	571-283-1063	76 Cirrus Way Kearneysville	Rep
Precinct #23B Country Day School			
<u>Poll Commissioner #1</u>			

Republican Poll Workers
2018 General Election

Lori Cascio	571-218-7887	28 Newington Ct N Charles Town	Rep
<u>Poll Clerk #2</u>			
Martin Durst	725-6794	6546 Middleway Pike Kearneysville	Rep
<i>Precinct #24 Washington High School</i>			
<u>Poll Commissioner #1</u>			
Trixie Carter	676-1471	19459 Charles Town Road Harpers Ferry	Rep
<u>Poll Clerk #2</u>			
Mason Carter	676-1471	19459 Charles Town Road Harpers Ferry	Rep

Republican Poll Workers
2018 General Election

Middleway District			
<i>Precinct #25A South Jefferson Elementary</i>			
<u>Poll Commissioner #1</u>			
Joan L. Hough	725-5025	12771 Leetown Road Kearneysville	Rep
<u>Poll Clerk #2</u>			
Marsha Gardner	725-1586	259 King St Kearneysville	Rep
Precinct #25B South Jefferson Elementary			
<u>Poll Commissioner #1</u>			
Lynne Harty		198 Prides Xing Shenandoah Junction	Rep
<u>Supply Commissioner</u>			
Amy Ringer-Flint	304-283-9347	91 Oakmont Drive Charles Town	Rep
<u>Poll Clerk #2</u>			
Barbara Sullivan	876-6774	3658 Bakerton Road Harpers Ferry	Rep
Precinct #26 Leetown Methodist Church			
<u>Poll Commissioner #1</u>			
Kenny Mitchell	304-283-3221	211 Huckleberry Ln, Harpers Ferry	Rep
<u>Supply Commissioner</u>			
Pamela Carroll	304-579-7052	53 Beekman Place Charles Town	Rep
<u>Poll Clerk #2</u>			
Jean Garretson	304-261-0579	69 Ashley Dr Shepherdstown	Rep
Precinct #27 North Jefferson Elementary School			
<u>Poll Commissioner #1</u>			
Robin Carper	725-4522	185 Jefferson Terrace Rd Charles Town	Rep
<u>Poll Clerk #2</u>			
Robyn Painter	728-8210	PO Box 4 Kearneysville	Rep
Precinct #28 First Baptist Church			
<u>Poll Commissioner #1</u>			
Bruce Terris, Jr	304-839-1808	78 Flopsy Ct Ranson	Rep
<u>Poll Clerk #2</u>			
Jayne Metzgar	304-535-3115	PO Box 461 Harpers Ferry	Rep

Republican Poll Workers
2018 General Election

<i>Precinct #29 TA Lowery Elementary School</i>			
<u>Poll Commissioner #1</u>			
Beverly Raines	304-283-6290	125 E View Ct, Charles Town	Rep
<u>Supply Commissioner</u>			
Curtis Gray	301-520-2162	16221 Charles Town Rd, Charles Town	Rep
<u>Poll Clerk #2</u>			
Giordana Baker	728-2091	94 Tiffany Court Harpers Ferry	Rep

Republican Poll Workers
2018 General Election

Shepherdstown District			
<i>Precinct #31 Covenant Baptist Church</i>			
<u>Poll Commissioner #1</u>			
Patricia Hannin	843-706-7056	86 Teakwood Ct Harpers Ferry	Ind
<u>Poll Clerk #2</u>			
Ernest Hannin	843-706-7053	86 Teakwood Ct Harpers Ferry	Rep
Shepherdstown District			
<i>Precinct #32 Bethel United Methodist Church</i>			
<u>Poll Commissioner #1</u>			
John Fludine	216-645-3001	137 Barrel Horse Dr Charles Town	Ind
<u>Supply Commissioner</u>			
John Shoedel	910-797-5700	303 Carriage Dr Harpers Ferry	Rep
<u>Poll Clerk #2</u>			
Tiffany Hamilton	304-671-8997	PO Box 35 Bakerton	Rep
Shepherdstown District			
<i>Precinct #33 Trinity Episcopal Church</i>			
<u>Poll Commissioner #1</u>			
Mike Kressin (Bruce)	304-724-2721	87 Appaloosa Way Charles Town	Ind
<u>Poll Clerk #2</u>			
Karen Kressin	571-789-6697	554 Sylvan Ln Harpers Ferry	Ind
Shepherdstown District			
<i>Precinct #34 Shepherdstown Elementary School</i>			
<u>Poll Commissioner #1</u>			
Madison Cenate	728-6120	138 Scottie Drive Charles Town	Rep
<u>Poll Clerk #2</u>			
Tracey Cenate	728-6120	138 Scottie Drive Charles Town	Rep
Shepherdstown District			
<i>Precinct #35A Shepherdstown Fire Hall</i>			
<u>Poll Commissioner #1</u>			
Trevor Craker	703-999-4073	1435 Engle Moler Road Harpers Ferry	Rep
<u>Supply Commissioner</u>			
Tara Morgan	671-1585	PO Box 1142 Shepherdstown	Rep
<u>Poll Clerk #2</u>			
George Moxley	NIS	56 Starlight Lane Harpers Ferry	Rep

Republican Poll Workers
2018 General Election

Precinct #35B Shepherdstown Fire Hall			
Poll Commissioner #1			
Elisa Moore	304-535-2306	52 General Cobb Ct Harpers Ferry	Rep
Poll Clerk #2			
Barbara Yano	724-5338	468 Ira Way Kearneysville	Rep

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Director & Chief County Engineer**
Michelle Mason, Impact Fees Program Specialist

Department or Organization: **Jefferson County Department of Engineering, Planning & Zoning**
Office of Impact Fees

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

Date Requested – 1st Choice: **March 5, 2020**

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Impact Fees 2020 Recalculation Study – Request for Proposals (RFP)**

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

Impact fees are due for recalculation (5-year cycle). Attached is a Request for Proposals (RFP) to hire a consultant to gather the data, perform the analysis, determine the levels of service, and to recalculate the impact fee amounts.

The Request for Proposals is attached. This request is for County Commission approval to publish/advertise the RFP.

Impact fees will be calculated for: Schools, Parks & Recreation, Law Enforcement, Emergency Services and County Administrative Facilities.

Is this a funding request? **No. Funding to advertise the RFP is in the Department of Engineering, Planning & Zoning Budget**

If so, how much?

Motion Requested: **Yes**

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

Move to authorize issuance of the request for proposals to hire a consultant to recalculate the impact fees.

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: mmason@jeffersoncountywv.org

Phone Number: **304-728-3256**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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REQUEST FOR PROPOSALS

RECALCULATION OF IMPACT FEES & FEE SCHEDULE UPDATE

SPECIFICATIONS AND INSTRUCTIONS



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

Jefferson County Commission
Jefferson County, West Virginia

REQUEST FOR PROPOSALS
for
RECALCULATION OF IMPACT FEES & FEE SCHEDULE UPDATE

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DRAFT

JEFFERSON COUNTY COMMISSION
JEFFERSON COUNTY, WV
NOTICE

REQUEST FOR PROPOSALS

RECALCULATION OF IMPACT FEES & FEE SCHEDULE UPDATE

Notice is hereby given that sealed proposals will be received at the Engineering Department – Office of Impact Fees, until **4:00 PM, Tuesday, April 21, 2020**, local prevailing time, for furnishing all labor, materials and equipment, and performing all work necessary and incidental to: Recalculation of Impact Fees & Fee Schedule Update, in accordance with the specifications and contract documents within.

There will be no pre-proposal meeting. All questions regarding this RFP must be submitted in writing to the Jefferson County Engineering Department - Office of Impact Fees no later than **4:00pm on Tuesday, April 7, 2020**. Questions received after that time will not be addressed. Questions should be emailed to Michelle Mason, Impact Fees Program Specialist, at mmason@jeffersoncountywv.org. All submitted questions and the County's written response to each will be available as an addendum on or before **Tuesday, April 14, 2020**. **Potential bidders are responsible for contacting the Jefferson County Engineering Department – Office of Impact Fees at 304-728-3331 or mmason@jeffersoncountywv.org to request a copy of the addendum.** Bidders must acknowledge receipt of all addenda on the County proposal form which will be submitted with the proposal package.

Proposals shall be addressed and mailed to the:

Jefferson County Engineering Department
Office of Impact Fees
P.O. Box 716
Charles Town, WV, 25414

Or hand delivered or shipped to the physical address of:

Jefferson County Engineering Department
Office of Impact Fees
116 East Washington Street, Suite 100
Charles Town, WV 25414

and shall be labeled:

Jefferson County Impact Fees - Fee Schedule Update

Proposals shall be received by **4:00 PM, Tuesday, April 21, 2020**. One original and two copies of the full proposal package must be provided. They will be opened and the prices read aloud at that time in the Jefferson County Engineering Department conference room. Any Proposer who wishes his proposal to be considered is responsible for making certain that his proposal is received in the Engineering Department by the proper time. No oral, telegraphic, electronic, facsimile, or telephonic proposals or

modifications will be considered unless specified. Proposals received after the scheduled Submittal Deadline will be returned unopened. Proposals must bear original signatures and figures.

Any questions regarding this project should be addressed to:

Jefferson County Engineering Department
Office of Impact Fees
P.O. Box 716
Charles Town, WV 25414

Attn: Michelle Mason, Impact Fees Program Specialist

Phone: (304) 728-3331

Email: mmason@jeffersoncountywv.org

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INSTRUCTIONS TO PROPOSER

ACCEPTANCE PERIOD. Unless otherwise specified herein, proposals shall be valid and honored for a period of **Ninety (90) calendar days from the submittal deadline date.**

ADDENDA ACKNOWLEDGMENT. Each proposal shall include specific acknowledgment in the space provided of receipt of all addenda issued during the solicitation period. Failure to so acknowledge may result in the proposal being rejected as not responsive.

AUTHORIZED SIGNATURES. Every proposal must be signed by the person or persons legally authorized to bind the Proposer to a contract for the execution of the work. Upon request of the Jefferson County Commission, any agent submitting a proposal on behalf of a Proposer shall provide a current power of attorney certifying the agent's authority to bind the Proposer. If an individual makes the proposal, his or her name, signature, and post office address must be shown. If a firm or partnership makes the proposal, the name and post office address of the firm or partnership and the signature of at least one of the general partners must be shown. If a corporation makes the proposal, the proposal shall show the name of the state under the laws of which the corporation is chartered, the name and post office address of the corporation and the title of the person signing on behalf of the corporation. Upon request of the Jefferson County Commission, the corporation shall provide a certified copy of the bylaws or resolution of the board of directors showing the authority of the officer signing the proposal to execute contracts on behalf of the corporation.

AWARD OF PROPOSAL. Award will be made to the Proposer offering the most advantageous proposal after consideration of all Evaluation Criteria set forth below. The criteria are not listed in any order of preferences. The Jefferson County Commission will evaluate all proposals received in accordance with the Evaluation Criteria. The Jefferson County Commission reserves the right to establish weight factors that will be applied to the criteria depending upon order of importance. Weight factors and evaluation scores will not be released until after award of proposal. The Jefferson County Commission shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the Jefferson County Commission after all factors have been evaluated.

CANCELLATION OF SOLICITATION. The Jefferson County Commission may cancel this solicitation at any time.

COMPLIANCE WITH LAWS. All proposals shall comply with current federal, state, and other laws relative thereto.

DEFINITION OF TERMS. For the purposes of this RFP, the following definitions will be used:

1. *Contract*—The entire and integrated written contract/agreement between the Owner and Contractor which shall consist of the Request for Proposal, all Addenda, the RFP Terms and Conditions, the Proposal, any written Change Order modifications, and Performance Bond(s). The Contract supersedes prior negotiations, representations, or agreements, whether written or oral.
2. *Contractor* – Same as Successful Proposer.

3. *May* – Indicates something that is not mandatory, but permissible.
4. *Owner* - The Jefferson County Commission, the entity with whom Contractor has entered into the Contract/Agreement and for whom the Work is to be performed.
5. *Proposal* – The offer made by the Proposer.
6. *Proposer* – The person or firm making the offer to the Owner to perform work.
7. *RFP* – Acronym for “Request for Proposal.
8. *Shall/Must* - Indicates a mandatory requirement.
9. *Should* – Indicates something that is recommended but not mandatory.
10. *Submittal Deadline* – The date and time on or before which all proposals must be submitted.
11. *Successful Proposer* – The person, contractor, or firm to whom the award is made.

DOCUMENTS TO BE RETURNED WITH PROPOSAL. Failure to completely execute and submit the required documents before the Submittal Deadline may render a proposal non-responsive. The documents that must be returned by the Submittal Deadline are listed on the form entitled "Proposal Documents To Be Returned" and attached hereto.

INK OR TYPEWRITTEN. All information, prices, notations, signatures, and corrections must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the proposal.

NOMENCLATURES. The terms Successful Proposer, Successful Contractor, and Contractor may be used interchangeably in these specifications and shall refer exclusively to the firm with whom the Jefferson County Commission enters into a contract because of this solicitation.

NON-COLLUSION AFFIDAVIT. Proposers are required to submit a Non-Collusion Affidavit with their Proposals. See attached Affidavit. If there is reason to believe that collusion exists among the Proposers, the Jefferson County Commission may refuse to consider proposals from participants in such collusion.

OPENING OF PROPOSALS. All proposals, irrespective of irregularities or informalities, will be opened and the names of the Proposers and proposed prices will be publicly read aloud at the Submittal Deadline. All interested persons are invited to be present at the opening and reading of proposals.

POSTPONEMENT OF OPENING. The Jefferson County Commission reserves the right to postpone the Submittal Deadline and opening of proposals any time before the date and time announced in the Request For Proposals or subsequent addenda.

PRICE DISCREPANCIES. In the event that there are unit price items in a proposal schedule and the "amount" indicated for a unit price of an item does not equal the product of the unit price and quantity listed, the unit price shall govern and the amount will be corrected accordingly. If there is more than one item in a proposal schedule, and the total indicated for the schedule does not agree with the sum of prices of the individual items, the prices given for the individual items shall govern and the total for the schedule will be corrected accordingly. The Proposer will be bound by said corrections.

PRICES. All Proposals shall give the prices proposed, both in writing and in figures, shall give all other information requested herein, and shall be signed by the Proposer's authorized representative. Proposal prices shall include everything necessary for the completion and fulfillment of the contract.

PROPOSAL FORMS/SUBMITTAL. Proposals should be clearly labeled and submitted in a sealed envelope or box bearing the name of the Proposer, RFP number, and Submittal Deadline. Proposer's authorized representative must properly initial any erasures or alterations of any kind. Proposals that contain omissions or improper erasures or irregularities may be rejected. No oral, electronic, telegraphic, or telephonic proposals or modifications will be considered.

Forms. Proposals must be submitted on preprinted forms supplied in this RFP.

Copies. Proposers shall submit one (1) original proposal marked "MASTER", and the two (2) identical copies on or before the Submittal Deadline.

Discrepancies. If discrepancies are found between the original and copy or copies, the original "MASTER" will provide the basis for resolving such discrepancies. If one document is not clearly marked "MASTER", the Jefferson County Commission reserves the right to use the original as the Master.

PROPOSAL CONTENT. Proposer must describe in detail how he will meet the requirements of this RFP, and may provide additional related information with his proposal. The proposal should be presented in a format that corresponds to, and references, the sections outlined in the Specification or Scope of Work, and should be presented in the same order. Responses to each section and subsection should be labeled to indicate which item is being addressed. Proposals should be straightforward and concise. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. If a complete response cannot be provided without referencing supporting documentation, you must provide such documentation with the proposal indicating where the supplemental information can be found.

The Jefferson County Commission is not liable for any costs incurred by Proposers before entering into a formal contract. Costs of developing the proposals or any other such expenses incurred by the Proposer in responding to the RFP, are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by the Jefferson County Commission.

PROPOSAL MODIFICATIONS. Any Proposer who wishes to make modifications to a proposal already received by the Jefferson County Commission must withdraw his proposal in order to make the modifications. Withdrawals must be made in accordance with the terms and conditions of this solicitation (see Proposal Withdrawal). All modifications must be made in ink, properly initialed by Proposer's authorized representative, executed, and submitted in accordance with the terms and conditions of this solicitation. It is the responsibility of the Proposer to ensure that modified or withdrawn proposals are resubmitted before the Submittal Deadline.

PROPOSAL REJECTION OF. The Jefferson County Commission reserves the right to reject any or all Proposals or any part of a Proposal. The Jefferson County Commission reserves the right to reject the Proposal of any Proposer who previously failed to perform adequately for the Jefferson County Commission or any other governmental agency. The Jefferson County Commission expressly reserves the right to reject the Proposal of any Proposer who is in default on the payment of taxes, licenses or other monies due to Jefferson County.

PROPOSAL WITHDRAWAL. Proposers' authorized representative may withdraw proposals only by written request received by the Office of Impact Fees, Impact Fees Program Specialist, before the Submittal Deadline.

PROPOSER'S BACKGROUND. Proposer must provide a company profile. Information shall include:

- a. Company ownership and whether a sole proprietorship, partnership, or corporation. If incorporated, the state in which the company is incorporated and the date of incorporation.
- b. Location of the company offices.
- c. Number of employees both locally and nationally.
- d. Office location(s) from which employees will be assigned to the project.
- e. Name, address, and telephone number of the Proposer's point of contact for a contract resulting from this RFP.
- f. Company background/history demonstrating why the Proposer is qualified to provide the services described in this RFP.
- g. Length of time Proposer has been providing services described in this RFP. Please provide a brief description.
- h. Resumes for key staff to be responsible for performance of the scope of work of any contract resulting from this RFP.

Proposer must include in his proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Proposer or in which the Proposer has been judged guilty or liable. Failure to comply with the terms of this provision will disqualify any proposal. The Jefferson County Commission reserves the right to reject any proposal based upon the Proposer's prior history with the Jefferson County Commission or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures.

PROPOSER'S REFERENCES. Proposers should provide a minimum of five (5) references from similar projects performed for any local government clients within the last five years. Information provided shall include:

- Client/Business name; and
- Project description; and
- Project dates (starting and ending); and
- Client/Business project manager name and telephone number.

PUBLIC RECORDS. Under West Virginia State Code §29B, Freedom of Information, the information and materials received by the Jefferson County Commission in connection with an RFP response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after bid opening, whichever occurs first. However, under West Virginia State Code, §29B-1-4, Exemptions, certain exemptions to the public records law are statutorily provided. If the Proposer

believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer must, in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption; otherwise, the Jefferson County Commission will treat all materials received as public records.

QUALIFICATION OF PROPOSERS. Each Proposer shall be skilled and regularly engaged in the general class or type of work called for under the contract for no less than three (3) years. The Proposers experience shall be set forth and submitted on the form provided herewith. It is the intention of the Jefferson County Commission to award a contract to a Proposer who furnishes satisfactory evidence that the Proposer has the requisite experience, ability, sufficient capital, facilities, and plant to enable the Proposer to prosecute the work successfully and properly, and to complete it within the time specified in the contract. To determine the degree of responsibility to be credited to the Proposer, the Jefferson County Commission will weigh any evidence that the Proposer has performed satisfactorily other contracts of like nature, magnitude and comparable difficulty and comparable rates of progress. In selecting the lowest responsive and responsible Proposer, consideration will be given not only to the financial standing but also to the general competency of the Proposer for the performance of the work covered and/or specified in the contract documents. To this end, each Proposal shall be supported by a statement of the Proposer's experience on the form entitled "Proposer's Statement of Relevant Experience", which is a part of the contract documents.

QUESTIONS AND COMMENTS. All questions regarding this RFP must be submitted in writing to the Jefferson County Engineering Department - Office of Impact Fees, no later than **4:00pm on Tuesday, April 7, 2020.** Questions received after that time will not be addressed. Questions should be emailed to mmason@jeffersoncountywv.org. All submitted questions and the County's written response to each will be available as an addendum on or before **Tuesday, April 14, 2020.** Potential bidders are responsible for contacting the Jefferson County Engineering Department – Office of Impact Fees at (304) 728-3331 or mmason@jeffersoncountywv.org to request a copy of the addendum. Bidders must acknowledge receipt of all addenda on the County proposal form which will be submitted with the proposal package.

REJECTION OF PROPOSALS, WAIVER OF INFORMALITIES. The Jefferson County Commission reserves the right to reject any or all proposals, or any part of a proposal. The Jefferson County Commission reserves the right to waive any informality with any proposal submission. The Jefferson County Commission reserves the right to reject the proposal of any Proposer who previously failed to perform adequately for the County or any other governmental agency. The Jefferson County Commission expressly reserves the right to reject the proposal of any Proposer who is in default on the payment of taxes, licenses, or other monies due the Jefferson County Commission.

SELL OR ASSIGN. The successful Proposer shall not have the right to sell, assign, or transfer any rights or duties under this contract without the specific written consent of the Jefferson County Commission.

SIGNATURES. An individual who is authorized to bind the Proposer must sign the proposal.

SUBMITTAL DEADLINE. The Submittal Deadline is **4:00 PM, Tuesday, April 21, 2020.** Proposals must arrive in the Jefferson County Engineering Department – Office of Impact Fees, 116 East Washington Street, Suite 100, Charles Town, WV 25414. **The receiving time in the Engineering Department will be the governing time for acceptability of proposals.**

TAXES, EXEMPT. The Jefferson County Commission is exempt from Federal Excise and State Sales Tax. If requested, the Jefferson County Commission will furnish exemption certificates when the successful bidder submits invoices for payment.

TERMS OF THE OFFER. The Jefferson County Commission reserves the right to negotiate final contract terms with any Proposer selected. The contract between the parties will consist of the RFP together with any modifications thereto, the awarded Proposer's proposal, and all modifications and clarifications that are submitted at the request of the Jefferson County Commission during the evaluation and negotiation process. In the event of any conflict or contradiction between or among these documents, the documents shall control in the following order of precedence: the final executed contract, the RFP, any modifications and clarifications to the awarded Proposer's proposal, and the awarded Proposer's proposal. Specific exceptions to this general rule may be noted in the final executed contract. Proposer understands and acknowledges that the representations above are material and important, and will be relied on by the Jefferson County Commission in evaluation of the proposal. Proposer misrepresentation shall be treated as fraudulent concealment from the Jefferson County Commission of the facts relating to the proposal.

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TERMS AND CONDITIONS

ASSIGNMENT OF RIGHTS OR OBLIGATIONS. Except as noted hereunder, Successful Proposer may not assign, transfer or sell any rights or obligations resulting from this solicitation without first obtaining the specific written consent of the Jefferson County Commission.

ATTORNEY FEES. In the event a suit or action is instituted in connection with any controversy arising out of this contract, the prevailing party shall be entitled to receive, in addition to its costs, such sum as the court may adjudge reasonable as to attorney's fees and costs.

AUTHORITY OF THE COUNTY. Subject to the power and authority of the Jefferson County Commission as provided by law in this contract, the Jefferson County Commission shall in all cases determine the quantity, quality, and acceptability of the work, materials and supplies for which payment is to be made under this contract. The Jefferson County Commission shall decide the questions that may arise relative to the fulfillment of the contract or the obligations of the contractor hereunder.

CANCELLATION OF THE CONTRACT. *Without cause*, the Jefferson County Commission may cancel this contract at any time with thirty (30) days written notice to the supplier/contractor. *With cause*, the Jefferson County Commission may cancel this contract at any time with ten (10) days written notice to the Proposer. Cancellation for cause shall be at the discretion of the Jefferson County Commission and shall be, but is not limited to, failure to supply the materials, or service specified within the time allowed or within the terms, conditions or provisions of this contract. The successful Proposer may not cancel this contract without prior written consent of the Jefferson County Commission President.

CHANGES IN WORK. The Jefferson County Commission may, at any time work is in progress, by written order, make alterations in the terms of work as shown in the specifications, require the performance of extra work, decrease the quantity of work, or make such other changes as the Jefferson County Commission may find necessary or desirable. The Contractor shall not claim forfeiture of contract by reasons of such changes by the Jefferson County Commission. Changes in work and the amount of compensation to be paid to the Contractor for any extra work as so ordered shall be determined in accordance with the unit prices of contractor's proposal.

COMPLIANCE WITH OR DEVIATION FROM SPECIFICATIONS. Proposer hereby agrees that the material, equipment or service offered will meet all the requirements of the specifications in this solicitation unless deviations from them are clearly indicated in the Proposer's response. Proposer may submit an attachment entitled "Exceptions to Specifications", which must be signed by Proposer's authorized representative. An explanation must be made for each item in which an exception is taken, giving in detail the extent of the exception and the reason for which it is taken. Proposals failing to comply with this requirement will be considered non-responsive. Submittal of brochure or other manufacturer literature is desirable but may not be a substitution for this requirement.

CONTRACT INCORPORATION. This contract embodies the entire contract between the Jefferson County Commission and the Contractor. The parties shall not be bound by or be liable for any statement, representation, promise, inducement or understanding of any kind or nature not set forth herein. No changes, amendments, or modifications of any of the terms or conditions of the contract shall be valid unless reduced to writing and signed by both parties. The complete contract shall include the entire contents of the RFP solicitation, all addenda, all of Proposer's successful submittal, supplemental

agreements, change orders, performance bond(s), and any and all written agreements which alter, amend or extend the contract.

CONTRACT TIME. The time limit for completing the work is **One-Hundred and Twenty (120) calendar days** from the date when the Notice to Proceed is delivered to the Contractor. Time is of the essence for all time limits for completion and readiness for final payment. The time limit shall only be extended by issuance of a Change Order issued by the Jefferson County Commission.

COOPERATION BETWEEN CONTRACTORS. The Jefferson County Commission reserves the rights to contract for and perform other or additional work on or near the work covered by these specifications. When separate contracts are let within the limits of any one project, each contractor shall conduct his work so as not to interfere with or hinder the progress or completion of the work being performed by other contractors. Contractors working on the same project shall cooperate with each other as directed. Each contractor involved shall assume all liability, financial or otherwise, in connection with his contract and shall protect and save harmless the Jefferson County Commission from any and all damages or claims that may arise because of inconvenience, delays, or loss experienced by him because of the presence and operations of other contractors working within the limits of the same project.

COORDINATION WITH AGENCIES. The Contractor shall be responsible for coordinating their work and activities with the proper regulatory agencies necessary in carrying out the scope of work. Contractor shall coordinate the work and activities during each agency's normal business hours and have their representative on site at the proper times.

DAMAGE. The contractor shall be held responsible for any breakage, loss of the Jefferson County Commission's equipment or supplies through negligence of the contractor or his employee while working on the Jefferson County Commission's premises. The contractor shall be responsible for restoring or replacing any equipment, facilities, etc. so damaged. The contractor shall immediately report to the Jefferson County Commission any damages to the premises resulting from services performed under this contract. Failure or refusal to restore or replace such damaged property will be a breach of this contract.

DEFINITIONS:

1. *Change Order*—A document which is signed by Contractor and Owner and authorizes an addition, deletion, or revision in the Scope of Work or an adjustment in the Contract Price or the Contract Times, issued on or after the Effective Date of the Agreement.
2. *Contract*—The entire and integrated written contract/agreement between the Owner and Contractor which shall consist of the Request for Proposal, all Addenda, the RFP Terms and Conditions, the Proposal, any written Change Order modifications, and Performance Bond(s). The Contract supersedes prior negotiations, representations, or agreements, whether written or oral.
3. *Contractor*—Individual or entity with whom the Owner has entered into the Contract/Agreement as a result of this request for proposal.
4. *Notice of Award*—The written notice by Owner to the Successful Proposer/Bidder stating that upon timely compliance by the Successful Proposer/Bidder with the conditions precedent listed therein, Owner will sign and accept the Proposal/Agreement.

5. *Notice to Proceed*—A written notice given by Owner to Contractor fixing the date on which the Contract Times will commence to run and on which Contractor shall start to perform the Work under the Proposal/Agreement.
6. *Owner*—The Jefferson County Commission, the entity with whom Contractor has entered into the Proposal/Agreement and for whom the Work is to be performed.
7. *Proposal* – The offer made by the Proposer.
8. *Proposer* – The person or firm making the offer to perform work.
9. *Shall/Must* - Indicates a mandatory requirement.
10. *Should* – Indicates something that is recommended but not mandatory.

FORMATION OF CONTRACT. Proposer’s signed Proposal and these Terms and Conditions and Jefferson County Commission’s written acceptance shall constitute a binding contract.

INSURANCE REQUIREMENT. Within ten (10) consecutive calendar days of receipt of Notice of Award of contract, the Successful Proposer must furnish the Jefferson County Commission with the Certificates of Insurance proving coverage as specified in “*Proposer’s Statement of Insurance Coverage*” and naming the Jefferson County Commission, its officers and agents, Additional Insured by endorsement.

LAWS GOVERNING CONTRACT. This contract shall be in accordance with the laws of the state of West Virginia. The parties stipulate that this contract was entered into in the county of Jefferson, in state of West Virginia. The parties further stipulate that the county of Jefferson, West Virginia, is the only appropriate forum for any litigation resulting from a breach hereof or any questions risen here from.

PAYMENT FOR SERVICES. The Contractor shall submit an invoice to request payment for work completed. The invoice shall, at a minimum, include Contractor name, address, date, a description of the work completed for the payment period, amount of invoice for the payment period, the original contract amount, the total invoiced to date and the balance of contract amount remaining.

Contractor shall invoice for work on a regular periodic monthly basis. Payment terms are Net 30 days from receipt of invoice. Partial payments for work may be made by the Jefferson County Commission as work progresses, less a 10% retainer, which amount will be due upon final payment. Final payment will not be made until all work is 100% complete and all deliverables under the Scope of Work are provided and found to be satisfactory by the Jefferson County Commission.

REJECTION OF WORK. Contractor agrees that the Jefferson County Commission has the right to make all final determinations as to whether the work has been satisfactorily completed.

RIGHTS RESERVED.

- (a) Rejection of Work. Contractor agrees that the Jefferson County Commission has the right to make all final determinations as to whether the work has been satisfactorily completed.

- (b) Completion of Work. If Contractor fails to comply with the conditions of the contract, or fails to complete the required work or furnish the required materials within the time stipulated, the Jefferson County Commission reserves the right to purchase in the open market, or to complete the required work, at the expense of the Contractor.

SEVERABILITY. If any provisions or portion of any provision, of this contract are held invalid, illegal or unenforceable, they shall be severed from the contract and the remaining provisions shall be valid and enforceable.

SPECIFICATIONS, CHANGES TO. The parties shall not be bound by or be liable for any statement, representation, promise, inducement or understanding of any kind or nature not set forth herein or by written amendment. No changes, amendments, or modifications of any of the terms or conditions of the specification shall be valid unless reduced to writing and signed by both parties.

SPECIFICATIONS, DEFINITION. The term "specification" or "RFP specification" as used in this solicitation shall be interpreted to mean all the pages that make up this solicitation

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OBJECTIVES/SCOPE OF WORK

RECALCULATION OF IMPACT FEES & FEE SCHEDULE UPDATE

I. OBJECTIVE:

- A. The Jefferson County Commission is soliciting proposals from qualified firms to provide an update of the County's development impact fees report. The most recent analysis and update of the report, including potential fee schedule was completed in January 2011. Impact fees are currently applied to all new residential and nonresidential development as appropriate, and allow the County to recoup the costs associated with the impacts of new development on County facilities and services.
- B. The County is seeking an updated analysis and calculation of impact fees for each of the following existing facilities/services categories:
 1. Schools,
 2. Law Enforcement,
 3. Parks and Recreation,
 4. Fire and Emergency Services

The County is also seeking an analysis and calculation of impact fees for a new impact fee facilities/services category:

1. County Administrative Facilities
- C. Subsequent to the receipt of proposals and the selection of a consultant, and considering the cost to complete each analysis, the County will determine for which category(s) the calculation of an impact fee schedule will be requested. Therefore, proposals should provide a separate fee for completing the scope of work for each individual category should only that category be chosen for analysis. Additionally, a total fee should be provided representing the cost for completing the entire scope of work for all categories. **The County will choose only one consultant through this process, and will not contract with different consultants for analysis of individual categories.**
- D. The schedule(s) of impact fees must be legally defensible, and therefore must be calculated in accordance with West Virginia State Code Chapter 7, Article 20.

II. SCOPE OF WORK:

The impact fee final report, which will include fee schedules for each category selected by the County for analysis, shall be provided to the County within a time period not to exceed **One-Hundred and Twenty (120) calendar days** from the date of award of the contract, and shall contain all supporting information and methodologies used in calculating the impact fees. The County will select one or more of the following facilities/services categories for analysis and calculation of impact fees:

- Schools
- Law Enforcement
- Parks and Recreation
- Emergency Services
- County Administrative Facilities

The report must explicitly demonstrate that the methodology used to calculate the impact fees is in accordance with West Virginia State Code Chapter 7, Article 20. The report should address the following tasks as necessary to produce defensible fee schedules for each of the facilities/services categories selected by the County.

- A. **Land Use Assumptions.** Review and, if necessary, update annual projections of population, employment, housing, commercial, industrial, and other nonresidential square footage data for at least eight years.
- B. **Demand Factors and Levels of Service.** Review the demand factors that generate the need for new capital facilities. Evaluate existing levels of service. Determine the geographic service area for each category of service/facility for which impact fees will be calculated.
- C. **Review Capital Needs and Costs and Allocate to Growth.** Review the County's Capital Improvement Program and other pertinent information. Identify the capital needs and costs associated with anticipated growth.
- D. **Determine the need for and calculate credits to be applied against Capital Costs.** Credits should address potential issues of double payment and dedication of facilities by the developer.
- E. **Complete Impact Fee Methodology and Calculation.** The maximum justifiable fee for each category must be determined.
- F. **Conduct Funding and Cash Flow Analysis.** Should include an evaluation of anticipated funding sources independent of impact fees reflecting the Capital Improvement Plan.
- G. **Prepare Impact Fee Report.** The report should, at a minimum, contain the following information:
 - Executive Summary.
 - Detailed description of methodologies used during the study and clearly outline the steps involved to calculate the various cost and credit components and the maximum justifiable fee schedules.
 - Detailed description of all level of service standards and cost factors used and rationale.
 - Detailed schedule of all proposed fees for each category of services/facilities, listed by land use type and activity.
 - Other information which explains and justifies the recommended fee schedules.

- Following the County's review of the draft report, the consultant will make mutually agreed upon changes and provide ten (10) bound copies of the final report to the County. Additionally, the final report will be provided electronically in Microsoft Word or compatible format.

H. **Presentations/Meetings.** The consultant will attend two (2) public meetings as follows:

1. Prior to performing the impact fee calculations, the consultant shall conduct an on-site stakeholder's meeting to get input, hear concerns and answer questions with regard to data sources, level of service calculations, capital cost calculations and to discuss fee credits that should be taken into consideration. The purpose of the meeting will be to address potential issues and concerns prior to the consultant collecting data and performing the impact fee recalculations rather than having to address them after the fact.
2. Upon completion of the impact fee recalculations, the Contractor shall make a summary presentation of the analyses and conclusions contained in the study/report to the Jefferson County Commission, and to answer questions. The consultant will make revisions to the draft study/report from comments and input received at this meeting in order to complete the final draft of the study/report.

Additionally, the consultant will meet with or otherwise communicate with County staff as necessary during the course of the project; and meet with the impact fee entities as necessary to collect and obtain data required for the impact fees analyses and recalculation.

III. EVALUATION CRITERIA:

The County reserves the right to waive any and all formalities and to award the contract on the basis of competitive negotiations to the firm it deems most qualified based upon professional competency, technical merit, and experience with similar work and price.

The following criteria will be considered (not necessarily in the listed order) by the County in evaluating the proposals submitted and making this award:

1. The firm's background and relevant work experience as related to the scope of work.
2. The qualifications and suitability of experience of key staff members that will be assigned to tasks outlined in the scope of work.

3. Proven ability to complete similar studies in a timely fashion.
4. Quality of references of current and prior clients (Please list like projects completed or those in progress since 2006).
5. Cost to complete tasks outlined in the scope of work.
6. All interviews and presentations, which may be required.

Based upon the evaluation of proposals submitted, the County may require formal presentations before a review committee regarding qualifications, project approach, and the ability to provide the required services to best serve the needs of the Jefferson County Commission.

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PROPOSAL DOCUMENTS TO BE RETURNED

RECALCULATION OF IMPACT FEES & FEE SCHEDULE UPDATE

Proposals should be clearly labeled and submitted in a sealed envelope or box bearing the name of the Proposer and the RFP Project Name. Proposer's authorized representative must properly initial any erasures or alterations of any kind. Proposals that contain omissions or improper erasures or irregularities may be rejected. No oral, electronic, telegraphic, or telephonic proposals or modifications will be considered. The following documents must be completed and submitted on or before the Submittal Deadline for the Proposal to be considered complete:

1. Proposal Form
2. Non-Collusion Affidavit
3. Proposer's Statement of Insurance Coverage
4. Proposer Statement of Relevant Experience

Additional information to be provided:

1. Company ownership. If incorporated, the state in which the company is incorporated and the date of incorporation.
2. Location of the company offices.
3. Number of employees both locally and nationally.
4. Location(s) from which employees will be assigned.
5. Name, address, and telephone number of the Proposer's point of contact for a contract resulting from this RFP.
6. Company background/history and why Proposer is qualified to provide the services described in this RFP.
7. Length of time Proposer has been providing services described in this RFP. Please provide a brief description.
8. Resumes for key staff to be responsible for performance of any contract resulting from this RFP.
9. Fee schedule for appropriate staff to provide the required services.

Proposals must be submitted to the Finance Office One original and two (2) copies of the completed "Proposal Form" must be submitted with the proposal.

PROPOSAL FORM

Jefferson County, West Virginia

RECALCULATION OF IMPACT FEES & FEE SCHEDULE UPDATE

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

c/o Jefferson County Engineering Department
Office of Impact Fees
P.O. Box 716
116 East Washington Street, Suite 100
Charles Town, WV 25414

From: _____
Name of Proposer

Mailing Address

County, State, Zip Code

CONTRACTOR'S PROPOSAL

The undersigned Proposer agrees that he will contract with the Jefferson County Commission to provide all necessary labor, supervision, tools, and other means to do all the work and furnish all the materials specified in the contract in the manner and time therein prescribed, and that he will take as full payment the amount set forth herein.

RECALCULATION OF IMPACT FEES & FEE SCHEDULE UPDATE, in its entirety, all Addenda, and the following documents by this reference are hereby made a part of this proposal:

- a. Notice of Request For Proposals
- b. Instructions To Proposer
- c. Terms and Conditions
- d. Scope of Work
- e. Proposal Form
- f. Non-Collusion Affidavit
- g. Proposer's Statement of Insurance Coverage
- h. Proposer Statement of Relevant Experience
- i. Additional information provided by the Proposer as required

Proposer acknowledges receipt (if applicable) of Addenda Number(s) _____, _____, _____, and _____.

The cost of all labor, material, and equipment necessary for the completion of the work itemized, even though not shown or specified, shall be included in the unit price for the various items shown hereon. The Jefferson County Commission reserves the right to increase or decrease the quantity of any item or omit items as may be deemed necessary and the same shall in no way affect or make void the contract. When increases or decreases are made, appropriate additions or deductions from the contract total price will be made at the stipulated unit price.

A. The County may choose to proceed with impact fee analyses for fewer than the four, and potentially only one of the identified categories. For each of the categories below, please provide an individual cost proposal to complete all necessary work to develop a fee schedule for that one category, assuming that the analysis and fee calculation for only that category will be pursued:

1. Schools impact fee analysis/calculation:

Amount Bid \$ _____

Amount Bid in Words _____

2. Law Enforcement impact fee analysis/calculation:

Amount Bid \$ _____

Amount Bid in Words _____

3. Parks & Recreation impact fee analysis/calculation:

Amount Bid \$ _____

Amount Bid in Words _____

4. Emergency Services (ESA) impact fee analysis/calculation:

Amount Bid \$ _____

Amount Bid in Words _____

5. County Administrative Facilities impact fee analysis/calculation:

Amount Bid \$ _____

Amount Bid in Words _____

B. Cost proposal to complete the full scope of work, including analysis and calculation of fee schedules for all five identified categories. If the Proposer realizes an economy of scale by performing the scope of work for all five of the impact fee categories, then this **Full Scope Total Amount** to complete the full scope of work for all five categories need not be equal to the sum of the individual category bid amounts provided above.

Full Scope Total Amount Bid \$ _____

Full Scope Total Amount Bid in Words _____

Company Name of Proposer

Mailing Address (PO Box or Street Address)

City, State, Zip Code

Name of Authorized Representative

Signature

Title

Type of Business (Corp, Partnership, Sole Proprietorship)

Telephone Number

Facsimile Phone Number

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NON-COLLUSION AFFIDAVIT
(To Be Completed, Notarized, and Submitted With Bid)

Jefferson County, West Virginia
RECALCULATION OF IMPACT FEES & FEE SCHEDULE UPDATE

Jefferson County Commission
Jefferson County, West Virginia

“ _____, Proposer, being first duly sworn, deposes and says that he or she is Owner of the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other Bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and further, that the Bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.”

Proposer Name (Person, Firm, Corp.)

Address

City State Zip Code

Date of Signing: _____

Authorized Representative's Signature

Notary Signature/Seal

Authorized Representative's Name (Typed)

Authorized Representative's Title

**PROPOSER'S STATEMENT
Of
INSURANCE COVERAGE**

Jefferson County, West Virginia
RECALCULATION OF IMPACT FEES & FEE SCHEDULE UPDATE

PROPOSER HEREBY CERTIFIES that the Proposer has reviewed and understands the insurance coverage requirements specified in the Request for Proposals – Recalculation of Impact Fees & Fee Schedule Update. Should the Proposer be awarded the contract for the work, Proposer further certifies that the Proposer can meet the specified requirements for insurance, and agrees to name the Jefferson County Commission as Additional Insured for the work specified and provide certificates of insurance for the insurance coverage.

Insurance Required:

- Workmen's Compensation and Employment Liability Insurance in compliance with statutory limits.
- Comprehensive General Liability Insurance including Products Completed, Contractual, Property, and Personal Injury coverage with combined single limits of \$1,000,000 per occurrence and in the aggregate.
- Professional Liability Insurance with a limit of \$1,000,000 per claim and in the aggregate.
- Automobile Liability Insurance including non-owned and hired automobiles with the limits listed below:

Bodily Injury \$500,000 each person
\$500,000 each occurrence

Property Damage \$100,000 each occurrence

Name of Proposer (Person, Firm, or Corporation)

Signature of Proposer's Authorized Representative

Name & Title of Authorized Representative (Typed)

Date of Signing

PROPOSER STATEMENT OF RELEVANT EXPERIENCE
Jefferson County, West Virginia
RECALCULATION OF IMPACT FEES & FEE SCHEDULE UPDATE

List five references which your firm provided impact fee analysis/calculation services for a Municipal, County, or other governmental unit within the last six years.

I hereby certify that I have performed the work listed below:

Name of Proposer: _____

Signature of Proposer: _____

DESCRIPTION	DATES	CONTRACT AMOUNT	CUSTOMER CONTACT	CUSTOMER TELEPHONE

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin

Department or Organization: Engineering, Planning & Zoning

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: March 5, 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*): Two Complete Bond Release requests

1. Seneca Crossing, LLC–Seneca Crossing Early Grading Permit (Files #S18-25 & 19-522)
2. Family Adventure Resort, LLC–River Riders/Clarion Hotel Connector Roads (File #S17-04)
3. Julio A. Saenz permit fee refund request.

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

1. Complete release of Irrevocable Letter of Credit #300025580-44 with United Bank, Chantilly, VA construction bond security for Seneca Crossing, LLC – Seneca Crossing Early Grading Permit (File #S18-25 & 19-522). The entire project is now secured by a new Letter of Credit #300025580-45 with United Bank in the amount of \$1,183,721.00.
2. Complete release of Irrevocable Letter of Credit #4527941-44 with United Bank, Chantilly, VA construction bond security for Family Adventure Resort, LLC–River Riders/Clarion Hotel Connector Roads (File #S17-04). The entire project has been re-secured by Performance/Surety Bond #107200295 with Travelers Casualty and Surety Company of America in the amount of \$72,065.00.
3. Julio A. Saenz paid building permit fees in the amount of \$109.00. During the course researching the permit for compliance with county requirements it was determined the property is located within the City of Charles Town.

Is this a funding request? Y/NO

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

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

1. I authorize a complete release of Irrevocable Letter of Credit #300025580-44 with United Bank in the amount of \$157,946.00 construction bond amount for Seneca Crossing, LLC–Seneca Crossing Early Grading Permit (File #S18-25 & 19-522).
2. I authorize a complete release of Irrevocable Letter of Credit #4527941-44 with United Bank in the amount of \$72,065.00 construction bond amount for Family Adventure Resort, LLC–River Riders/Clarion Inn Connector Roads (File #S17-04).
3. I authorize a refund of the building permit fees paid by Julio A. Saenz in the amount of \$109.00.

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

Construction Bond Release Letter

Bond Release Request Report

Site Map

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

Contact information:

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Jane M. Tabb

March 5, 2020

VICE PRESIDENT

Ralph Lorenzetti

Mr. Robert M. Anderson, Assistant Vice President

United Bank

COMMISSIONER

Caleb Wayne Hudson

14048 Park East Circle, Suite 100

Chantilly, Virginia 20150

COMMISSIONER

Josh Compton

RE: Irrevocable Letter of Credit #300025580-44 dated July 19, 2019, Construction Bond

COMMISSIONER

Patricia A. Noland

Surety for Seneca Crossing, LLC – Seneca Crossing Early Grading Permit (File #S18-25 & 19-522).

Dear Mr. Anderson:

The Jefferson County Commission authorizes a complete release of the remaining \$157,946.00 from the construction bond amount for Seneca Crossing, LLC – Seneca Crossing Early Grading Permit (File #S18-25 & 19-522). This project is located on the south side of Route 45 Martinsburg Pike just east of Maddex Drive. The entire project has now been secured by a new Letter of Credit #300025580-45 in the amount of \$1,183,721.00 with United Bank.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Irrevocable Letter of Credit, originally issued in amount of \$157,946.00. Please contact the Jefferson County Department of Engineering, Planning & Zoning - Office of Engineering at (304) 728-3257 if you have any questions.

Sincerely,

Jane M. Tabb, President
Jefferson County Commission

JMT:rfb

cc: Mr. Eric Lewis

Seneca Crossing, LLC

205 W. Liberty Street

Charles Town, WV 25414

Department of Engineering, Planning & Zoning

Office of Engineering

County Administrator

Stephanie Grove

Deputy County Administrator

Sandy Slusher McDonald

Email: engineering@jeffersoncountywv.org

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 12 / 26 / 2019

J.C.P.C. File No. S18 - 25
19-522

Consultant/Engineer/Firm Name Fox & ASSOC. INC.

Mailing Address: 981 Mt AETNA ROAD

City: HAGERSTOWN State: MD Zip: 21740

Contact Person: MICHAEL SMIFLER Phone: 301+733-8503

Project/Subdivision Name: SENCA CROSSING EARLY GRADING PERMIT

Section/Phase: _____ Lots: _____

Review Comments:

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

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

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

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

Comments: THE PRELIMINARY PLAT FOR THIS PROJECT

WAS BEEN APPROVED, AND THE FULL BOND POSTED.

ALL WORK ASSOCIATED WITH THIS PROJECT IS NOW UNDER

SEPARATE BOND.

Original Bond Amt. \$ 137,344.25 15% Cont. \$ 20,601.31 = Total Original Bond Amt. \$ 157,946

Total Current Bond Amount \$ 157,946.00

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

= Approved for Revised Bond Amount \$ _____ 0 .00

Reviewed By: JOSEPH Y. KEET RLE7 Title: L.D.I.

Signature: [Signature] Date: 01 / 06 / 2020

RECEIVED

DEC 26 2019

JEFFERSON COUNTY
ENGINEERING, PLANNING AND ZONING

Seneca Crossing, LLC
205 W Liberty St
Charles Town, WV 25414

December 24, 2019

Mr. Roger Goodwin, P.E. Director,
Department of Engineering, Planning and Zoning
Jefferson County, WV

Hand Delivered

Dear Roger,

Please accept this request for a complete and final release of the Early Grading Bond for the Seneca Crossings Subdivision in the amount of \$157,946.00. This Construction Bond is secured by a Letter of Credit (#300025580-44) from United Bank. The LOC secures the work for the Early Grading work on the Seneca Crossings Subdivision.

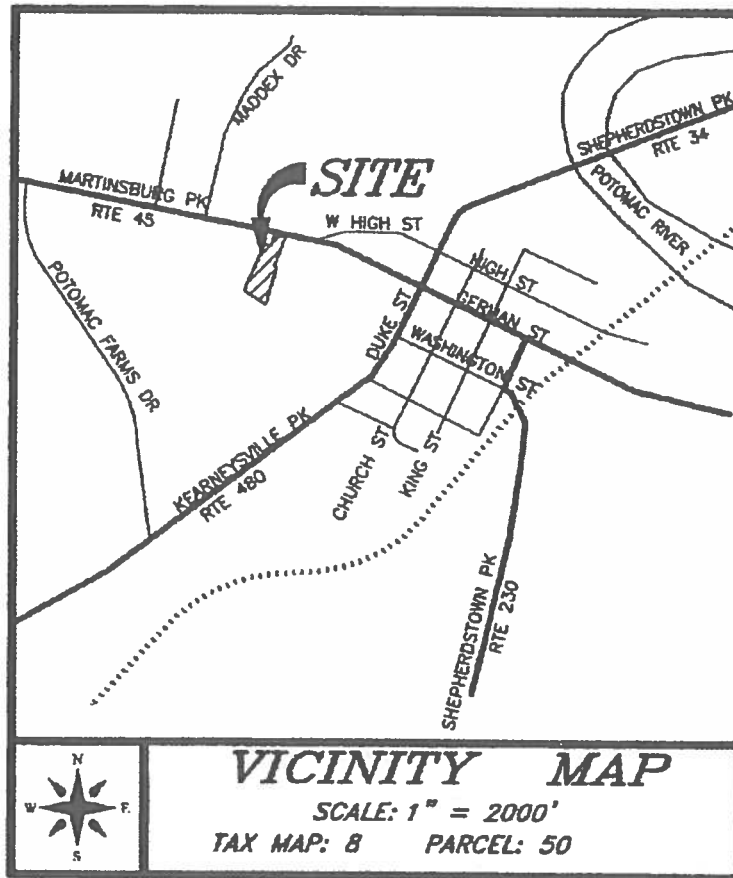
Now that the Full Construction Bond has been secured by a new Letter of Credit in the full amount for all of the improvements associated with the Subdivision, this Early Grading Bond and associated Letter of Credit can be released in full.

Please let me know if you have any questions.

Sincerely,



Eric Lewis
Seneca Crossing, LLC



RECEIVED

DEC 19 1980

RECEIVED

PLAN PURPOSE NOTE

THE PURPOSE OF THIS PLAN IS TO PROVIDE DETAILS OF CONSTRUCTION FOR THE ROADWAY, WATER, SANITARY SEWER, AND STORM DRAIN INFRASTRUCTURE ASSOCIATED WITH THIS PROPOSED THREE (3) LOT NON-RESIDENTIAL SUBDIVISION. ADDITIONALLY, THIS PLAN DEPICTS THE GRADING REQUIRED ON LOT 1 TO RESULT IN THE LOT 1 SITE BEING AT THE PROPER HOLD-DOWN ELEVATION TO ALLOW FOR SITE DEVELOPMENT UNDER A SEPARATE PLAN OF DEVELOPMENT. THE PROPOSED IMPROVEMENTS ON LOTS 1, 2, AND 3 HAVE BEEN GRAY-SCALED ON THIS PLAN SET FOR INFORMATIONAL PURPOSES ONLY. A SEPARATE SITE DRAIN SUBMITTAL WILL BE SUBMITTED.



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Jane M. Tabb

March 5, 2020

VICE PRESIDENT
Ralph Lorenzetti

Mr. Robert M. Anderson, Assistant Vice President
United Bank

COMMISSIONER
Caleb Wayne Hudson

14048 Park East Circle, Suite 100
Chantilly, Virginia 20150

COMMISSIONER
Josh Compton

RE: Irrevocable Letter of Credit #4527941-44 dated July 10, 2019, Construction Bond
Surety for Family Adventure Resort, LLC – River Riders/Clarion Hotel Connector Roads
(File #S17-04).

COMMISSIONER
Patricia A. Noland

Dear Mr. Anderson:

The Jefferson County Commission authorizes a complete release of the remaining \$72,065.00 from the construction bond amount for Family Adventure Resort, LLC – River Riders/Clarion Inn Connector Roads (File #S17-04). This project is located on the south side of Route 340 on Alstadts Hill Road near the Clarion Hotel. The entire project has been re-secured by Performance/Surety Bond #107200295 with Travelers Casualty and Surety Company of America in the amount of \$72,065.00.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Irrevocable Letter of Credit, originally issued in amount of \$72,065.00. Please contact the Jefferson County Department of Engineering, Planning & Zoning - Office of Engineering at (304) 728-3257 if you have any questions.

Sincerely,

Jane M. Tabb, President
Jefferson County Commission

JMT:rfb

cc: Mr. Matthew Knott
Family Adventure Resort, LLC
438 Alstadts Hill Road
Harpers Ferry, WV 25425
Department of Engineering, Planning & Zoning
Office of Engineering

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 02 / 07 / 2020 J.C.P.C. File No. 517 - 04

Consultant/Engineer/Firm Name: NOTEVERKDE

Mailing Address: 128 W. BRUCE ST.

City: HARRISONBURG State: VA Zip: 22801

Contact Person: SETH KODERAK Phone: _____

Project/Subdivision Name: RIVER RIVERS CONNECTION ROAD SITE PLAN

Section/Phase: PHASE 1 ONLY Lots: _____

Review Comments:

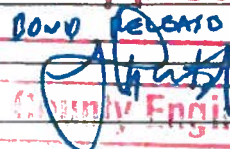
The bond release reduction is Approved as Submitted. _____ The bond release/reduction request is Denied.

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

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

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

Comments: THE LETTER OF CREDIT BOND (452794-94) THROUGH V-ITSO BANK HAS BEEN RE-POSTED/REPLACED BY A PERFORMANCE/SURETY BOND, AND THEREFORE MAY BE RELEASED.

Approved for:
BOND RELEASED

 County Engineer Date 02/29/2020

Original Bond Amt \$ 57,065 + 15% Cont. \$ 15,000 = Total Original Bond Amt \$ 72,065

Total Current Bond Amount \$ 72,065.00

Cost of Work Remaining \$ 57,065.00 + Contingency Amount \$ 15,000.00

= Approved for Revised Bond Amount \$ 72,065.00
 (COVERED BY NEW BOND)

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

Signature:  Date: 02 / 24 / 2020

Joe Kent

From: Matt Knott <matt@riverriders.com>
Sent: Friday, February 21, 2020 3:13 PM
To: Joe Kent
Subject: Release of loc

Joe,
We have provided a bond to replace the letter of credit for the Clarion connector road nearing completion.
Please release the original letter of credit.
Thanks,

Matt



Matt Knott

River Riders /Clarion /White Horse Tavern /Varsity
Travel

P: 304-535-2663

E: matt@riverriders.com

A: 408 Alstadts Hill Rd, Harpers Ferry, WV 25425

www.riverriders.com



JEFFERSON COUNTY, WEST VIRGINIA
Department of Engineering, Planning & Zoning
Office of Engineering, Building Permits & Inspections

116 East Washington Street
P.O. Box 716
Charles Town, West Virginia 25414

Phone: 304-728-3257

Fax: 304-728-3953

Email: engineering@jeffersoncountywv.org

MEMORANDUM

TO: STEPHANIE GOVE, COUNTY ADMINISTRATOR
JEFFERSON COUNTY COMMISSION

FROM: REBECCA F. BURNS, OFFICE MANAGER *RFB*
DEPARTMENT OF ENGINEERING, PLANNING & ZONING

DATE: FEBRUARY 27, 2020

SUBJECT: JULIO A. SAENZ PERMIT FEE REFUND REQUEST

Julio A. Saenz applied for a building permit for interior renovations to his home and paid a permit fee of \$109.00 on December 30, 2019. The fees were deposited with our weekly deposit. During the course of researching the permit for compliance with the county requirements it was determined the property is located within the City of Charles Town and does not fall under our purview, therefore, we are requesting the building permit fees be fully refunded to Mr. Saenz.

If you have any questions please give me a call.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Nancy Strine , CDBG & HOME Administrator

Department or Organization: **Community Development and HOME Department , City of Martinsburg**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice:

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

March 5th

Date Requested – 2nd Choice:

March 19th

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

1. Public Hearing FY 2020 HOME INVESTMENT PARTNERSHIP PROGRAM
2. Resolution approving FY 2020 HOME INVESTMENT PARTNERSHIP PROGRAM

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*):

- 1. PUBLIC HEARING - FY 2020 HOME INVESTMENT PARTNERSHIP PROGRAM**
- 2. A RESOLUTION OF THE County Commission of Jefferson County, West Virginia AUTHORIZING PARTICIPATION IN THE EASTERN PANHANDLE HOME CONSORTIUM OF WEST VIRGINIA FOR THE PERIOD OF JULY 1, 2020 TO JUNE 30, 2021.**

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: Nancy Strine, CDBG & HOME Administrator

Email address: nstrine@cityofmartinsburg.org

Phone Number: 304-264-2131 ext 278

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

RESOLUTION

A RESOLUTION OF THE County Commission of Jefferson County, West Virginia AUTHORIZING PARTICIPATION IN THE EASTERN PANHANDLE HOME CONSORTIUM OF WEST VIRGINIA FOR THE PERIOD OF JULY 1, 2020 TO JUNE 30, 2021.

WHEREAS, TITLE II of the National Affordable Housing Act of 1990 provides for the creation of the HOME Investment Partnership Program (hereinafter referred to as “HOME”); and

WHEREAS, the HOME regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) under 24 CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements; and

WHEREAS, there is a need throughout the Eastern Panhandle of West Virginia to provide affordable housing for the low- and moderate-income residents; and

WHEREAS, the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, City of Charles Town, City of Ranson, Corporation of Shepherdstown, Town of Bolivar, Town of Harpers Ferry, County of Morgan, Town of Paw Paw, Town of Bath West Virginia, have formed a Consortium that has been designated as a Participating Jurisdiction under the HOME Program, thereby entitling the Consortium to seek annual funding; and

WHEREAS, the Jefferson County Commission entered into a three (3) year Housing Consortium Cooperation Agreement with an annual renewal clause for participation in the HOME Consortium for the Eastern Panhandle; and

WHEREAS, the U.S. Department of Housing and Urban Development is expected to award the HOME Consortium of the Eastern Panhandle a HOME grant upon request and consideration for Fiscal Year 2020; and

WHEREAS, the Jefferson County Commission recognizes the need to obtain funding for affordable housing and has identified the HOME Program as a source of funds to meet this need.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF JEFFERSON COUNTY THAT:

1. Jefferson County will cooperate with the City of Martinsburg, County of Berkeley, Town of Hedgesville, City of Charles Town, City of Ranson, Corporation of Shepherdstown, Town of Bolivar, Town of Harpers Ferry, County of Morgan, Town of Paw Paw, Town of Bath West Virginia, in a Consortium for participation in the HOME Program; and
2. The President of the Jefferson County Commission is hereby authorized to enter into a one-year Cooperation Agreement for the period of July 1, 2020 to June 30, 2021 with the other members which form the Eastern Panhandle HOME Consortium of West Virginia; and

3. A copy of this resolution is to be submitted in the request to US. Department of Housing and Urban Development to approve funding of the Eastern Panhandle HOME Consortium of West Virginia for the above Fiscal Year 2020 HOME Investment Partnership Program.

Adopted this _____ day of _____, 2020.

BY:

Jane Tabb, President,
Jefferson County Commission

ATTEST:

Jacqueline C. Shadle, County Clerk

**JEFFERSON COUNTY COMMISSION, JEFFERSON COUNTY, WEST VIRGINIA
FY 2020 HOME INVESTMENT PARTNERSHIP PROGRAM**

Notice is hereby given by the Jefferson County Commission that it will hold a public hearing on **Thursday, March 5, 2020 at 11:00 am**, prevailing time, in the County Commission meeting room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia. The Jefferson County Commission Chambers are accessible to persons with physical disabilities. If special arrangements need to be made to accommodate citizens in order for them to participate in the public hearing, please call **Sandy Slusher McDonald, Deputy County Administrator, at 304-728-3284** to make those arrangements.

The purpose of this public hearing is to discuss the specific housing needs of Jefferson County, WV. The Jefferson County Commission is a member of the Eastern Panhandle HOME Consortium of West Virginia which consists of the City of Martinsburg, Berkeley County, part of Jefferson County and part of Morgan County, West Virginia. The HOME Consortium is eligible to receive a HOME Investment Partnership Grant in FY 2020. The U.S. Department of Housing and Urban Development will be notifying the City of Martinsburg in the future of the amount of HOME funds that will be available for FY 2020. In order to receive those funds, the member jurisdictions in the Eastern Panhandle HOME Consortium must develop a program for the use of HOME funds as a part of the City of Martinsburg's FY 2020 Consolidated Annual Action Plan. The HOME Consortium will be preparing their HOME Program and they intend to afford citizens, local agencies, and interested parties the opportunity to become involved in the planning process.

The following general types of activities are eligible for funding under the HOME program: Homeowner Rehabilitation, including repair, rehabilitation or reconstruction of owner occupied houses; Homebuyer Activities, including funds for purchase and/or rehabilitation of existing houses or new construction of houses for homebuyers; Rental Housing, including acquisition and/or rehabilitation of existing rental housing or new construction of rental housing; and Tenant Based Rental Assistance, including financial assistance for rent, security deposits and under certain conditions, utility deposits for tenants. All HOME funds must be used for persons and households that meet the HUD income guidelines and definition of low- and moderate-income.

Notice is also hereby given that the JEFFERSON COUNTY COMMISSION is accepting proposals for the use of its portion of the HOME Consortium funds for FY 2020 beginning February 13, 2020. Application packets, instructions and information are available on an open basis. All interested applicants are encouraged to contact the Jefferson County Commission office, in order to obtain the application packet and to address any questions. **Please contact Sandy Slusher McDonald at 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284.**

All interested citizens are encouraged to attend this public hearing and they will be given the opportunity to present oral or written testimony concerning the housing needs of Jefferson County and the use of HOME funds to address those needs. Written comments may be addressed to **Sandy Slusher McDonald, Deputy County Administrator, 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284**

Patsy Noland, President
Jefferson County Commission

AGENDA REQUEST FORM
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 – 1st Choice: March 5, 2020

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

Date Requested – 2nd Choice: March 19, 2020

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

1. Recommendation from JCHSEM Steering Committee for appointments to the JCHSEM Steering Committee
2. Approval for OHSEM to apply for the 2020 State Homeland Security Grant

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

1. Appointments to the JCHSEM Steering Committee are for a period of 2 years. These reappointments are recommended by the current committee and final approval is from the County Commission. (Please see attached letter from the Committee)
2. Each year, JCOHSEM and several other county agencies has the opportunity to apply for a Homeland Security grant that fully pays for equipment that enhances the ability of local government to prevent, protect against, respond to and recover from terrorist attacks. With this year's opportunity to apply, we hope to update one half of our computers, upgrade our visual aids, and upgrade our furniture in the Emergency Operation Center (EOC) to meet our growing needs for Information and Intelligence sharing and Operational Coordination in our EOC.

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*):

1. I move to approve the recommendation of the JC HSEM Steering Committee for the appointments of the following two people to serve on the JCHSEM Steering Committee, per their letter (dated February 27, 2020), for a term of 2 years beginning March 5, 2020. Jesse Hott of the American Red Cross, representing Mass Care; and Lyn Goodwin, representing the Jefferson County Development Authority.
2. I move to approve the Jefferson County Office of Homeland Security and Emergency Management's initial application for the 2020 Homeland Security Grant Program for improvements to the Emergency Operation Center.

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

If not attached, explain:

Attachment:

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

Contact information:

Email address: sallen@jeffersoncountywv.org. Phone Number: 304-728-3290

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



Jefferson County Homeland Security and Emergency Management
28 Industrial Blvd., Suite 101
Kearneysville, WV 25430

Jefferson County Commissioners:

Jane Tabb, President

Ralph Lorenzetti, Vice President

Patsy Nolan

Joshua Compton

Galeb Hudson

**Jefferson County Homeland Security and
Emergency Management Steering Committee**

**John Sherwood, Chair, Chamber of Commerce
Representative**

**Ed Smith, Vice Chair, Fire and Rescue
Representative**

Bonnie Grubb, Health Representative

Vacant, Mass Care Representative

**Paula Monroe-Rocco, Non-Governmental
Organization Representative**

**Mason Carter, Jefferson County Department of
Engineering Representative**

**Jeffrey A. Polczynski, EMT, Jefferson County
Emergency Communications Center
Representative**

Jane Tabb, County Commission Representative

Kelly Parsons, Private Industry Representative

**Paul Dougherty, Sheriff, Law Enforcement
Representative**

Thomas Brister, Utilities Representative

**Vacant, Jefferson County
Development Authority Representative**

**Sanford "Sandy" Green, Region 3 Homeland
Security Area Liaison**

**Nelly Frye, Shepherd University Service
Learning Program Education Representative**

Staff:

Stephen S. Allen
Director
304-728-3228-Office
304-379-8233-Mobile
sallen@jeffersoncountywv.org

James M. Sager
Deputy Director/Planner/Program Manager
304-728-3229-Office
304-383-4327-Mobile
jsager@jeffersoncountywv.org

Brianna L. Gutzman
**Administrative Assistant/Public Information
Officer/Volunteer Coordinator**
304-724-8214-Office
304-379-8138-Mobile
bgutzman@jeffersoncountywv.org

Fax: 304-728-3329

February 27, 2020

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

Dear Commissioners,

At a meeting of the Jefferson County Homeland Security and Emergency Management Steering Committee on Wednesday, February 19, 2020, a motion by the body was unanimously passed to propose to you the following list of names as new appointments on the committee:

Lyn Goodwin, representing the Jefferson County Development Authority
Jesse Hott, American Red Cross representing Mass Care

Per the bylaws, "The Steering Committee shall consist of fourteen members, appointed by the County Commission. Appointments shall be made for a period of two years. New appointments or reappointments will be made at the first meeting of each calendar year."

Thank you for your continued support!

Sincerely,

John Sherwood, Chair



State of West Virginia
Homeland Security State Administrative Agency
FY2020 Homeland Security Grant Program



Federal Award: \$4,287,500

FY2020 HSGP Federal Priorities

- Enhancing Cybersecurity
- Enhancing Protection of Soft Target/Crowded Places
- Enhancing Information and Intelligence Sharing
- Addressing Emergent Threat

FY2020 HSGP State Priorities

- Law Enforcement Enhancement
- Major Incident Response Capability
- Operational Communication
- Training, Exercises, and Awareness

Project Proposals

All applicants must be able to clearly demonstrate that proposals:

- Support terrorism preparedness;
- Support closing capability gaps or sustaining capabilities identified in the community's THIRA process; and
- Support the overcoming of existing logistical, technological, legal, policy, and other impediments to collaborating, networking, sharing information, cooperating, and fostering a culture of national preparedness with all partners in efforts to prevent, prepare for, protect against, and respond to acts of terrorism, to meet its target capabilities, and to otherwise reduce the overall risk to the community or State.

In addition, the applicant must *explain* how the proposed project will support the efforts to:

- Prevent a threatened or an actual act of terrorism;
- Prepare for all hazards and threats, while explaining the nexus to terrorism preparedness;
- Protect citizens, residents, visitors, and assets against the greatest threats and hazards, relating to acts of terrorism; and/or
- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of an act of terrorism or other catastrophic incidents.

Application Process:

1. Complete the FY2020 – HSGP Application (Excel file)
2. Submit application to the appropriate West Virginia Division of Homeland Security and Emergency Management Area Liaison by 5pm on **Friday, March 27th, 2020**.

For more information, please contact Mr. David Hoge (david.k.hoge@wv.gov) or Dr. Matt Blackwood (matthew.j.blackwood@wv.gov) at 304-558-5380

Application Due Date: March 27th, 5pm

Federal Priorities

Enhancing Cybersecurity

minimum investment: 5% or \$214,375

Cybersecurity investments must support the security and functioning of critical infrastructure and core capabilities as they relate to preventing, preparing for, protecting against, or responding to acts of terrorism.

Potential Projects

- Assessment – cybersecurity risk assessments
- Equipment – projects that address vulnerabilities identified in risk assessments
- Election security (required)
- Training – TEEX cyber courses

Enhancing Protection of Soft Targets and Crowded Places

minimum investment: 5% or \$214,375

Soft Targets and Crowded Places (ST-CPs) are locations that are easily accessible to large numbers of people and that have limited security or protective measures in place making them vulnerable to attack. ST-CPs can include, but are not limited to, schools, sports venues, transportation systems or hubs, shopping venues, bars and restaurants, hotels, places of worship, tourist attractions, theaters, and civic spaces.

Potential Projects

- Election security (required)
- Schools – security cameras, access control

Enhancing Information and Intelligence Sharing

minimum investment: 5% or \$214,375

Cooperation and information sharing among state, federal, and local partners across all areas of the homeland security enterprise, including counterterrorism, cybersecurity, border security, immigration enforcement, and other areas is critical to homeland security operations and the prevention of, preparation for, protection against, and responding to acts of terrorism.

Potential Projects

- Fusion Center Investment (required) – analyst(s), FLO Program, software
- Emergency Management Information System

Addressing Emergent Threats

minimum investment: 5% or \$214,375

The spread of rapidly evolving and innovative technology, equipment, techniques, and knowledge presents new and emerging dangers for homeland security in the years ahead.

Potential Projects

- Anti-drone system – justifiable venues
- Bomb squad support – recognized units only
- IED Detection
- NTED Courses

State Priorities

Law Enforcement Enhancement

Provides the necessary equipment and resources for law enforcement agencies to be positioned prevent terrorism activities.

Potential Projects

Equipment for Special Response Teams – must be an official unit of an agency
Mobile Data Terminals (MDTs)
License Plate Readers
In-car cameras

Major Incident Response

Provides the necessary equipment, training and exercises for first response agencies to respond to acts of terrorism or other catastrophic incidents.

Potential Projects

Hazardous materials equipment – PPE, SCBAs, for officially recognized RRT units
Radiological response – meters, PPE, exercises, training

Operational Communication

Provides the necessary equipment, training and exercises to ensure interoperable communication among first responders and other stakeholders.

Potential Projects

Mobile radios – Only for new agencies to gain access to WV SIRM
Tower assistance – microwave systems for SIRM towers,

Public Health, Healthcare, and EMS

Provides the necessary equipment, training and exercises to help ensure the state has the necessary capability to respond to a public health emergency or the medical impacts of a catastrophic incident.

Potential Projects

Stop the Bleed – kits, training, and related resources
Training and exercises

Grant Requirements

- Subrecipients required to complete the National Cybersecurity Review (NCSR);
- Complete an Environmental and Historical Preservation (EHP) review (if applicable);

Applicants are strongly encouraged to begin planning to sustain existing capabilities through other funding mechanisms.

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: **March 5, 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 WV Supreme Court #20-0012 (from 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.
7. Review and approve amendments to "Ordinance to Dissolve and Reconstitute The Jefferson County Emergency Services Agency" and "Bylaws of the Jefferson County Emergency Services Agency" regarding number of board members. Discussion/Action.
8. Discussion of Jefferson County Circuit Court Civil Action #20-C-20. Discussion/Action.
9. Discussion of Jefferson County Circuit Court Civil Action #17-C-174. Discussion/Action.
10. Discussion of Jefferson County Circuit Court Civil Action #20-C-26. Discussion/Action.

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 5, 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.](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 5, 2020**

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 Commission Liaison to the Jefferson County Fire and Rescue Association - 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.](#)

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 19, 2020 or as soon thereafter as the Commission may decide:

Jefferson County Emergency Services Agency Board - one three-year term for Citizen Representative, ending June 30, 2023.

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

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

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

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

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

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



CASA of the Eastern Panhandle, Inc.
336 South Queen Street • Martinsburg, WV 25401
304.263.5100 O • 304.263.5111 F
www.mycasaep.org

January 29, 2020

BOARD OF DIRECTORS

Board Officers:

President
Susan Caperton

Vice President
Tim Hott

Secretary
Heather Henry

Treasurer
Tim Pownell

Board Members:

Carol Asam

Kerry Asam

Patty Bachner

Rosa Clark

Cindy Kitner

Karen Luttrell

Lindsey Matschat

Lara Omps-Botteicher

Kathy Santa Barbara

Bernardine Somers

Manuel Washington

Bill Wertman

Roy Winkel

Executive Director
Michelle Sudduth

The Honorable Jane M. Tabb
President
Jefferson County Commission
124 E. Washington Street
P.O. Box 250
Charles Town, WV 25414

Dear Commissioner Tabb:

On behalf of CASA of the Eastern Panhandle, our staff, board of directors, and most importantly the children we serve, thank you for your grant in the amount of \$5,000.00 made on January 13, 2020.

This grant will help CASA-EP change the lives of children who have experienced abuse and neglect. Last year, we were able to provide in-depth volunteer advocacy to 200 children—a 23% increase over 2018. Sadly, during this same time period 600 children were involved in abuse or neglect cases in the Eastern Panhandle.

This year will be critically important as we progress towards our goal to serve **every child** before the courts—a number that continues to rise as a surging number of biological parents are falling into the grips of drug addiction and the child welfare system struggles to keep up. Recruiting and retaining volunteers in Jefferson County will be critical to our ability to serve a greater percentage of children who need the care and dedication of a court-appointed advocate.

Thank you again for your commitment to the CASA mission, and investment in our county's most vulnerable children.

Best regards,

Michelle Sudduth
Executive Director

cc: The Jefferson County Commissioners

Jefferson County Deputy Sheriff's Association

102 Industrial Boulevard
Kearneysville, West Virginia 25430
(304) 728-3205 – Office
(304) 728-3299 – Fax

February 10, 2020

Jane M. Tabb, President
Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 25414

Dear Mrs. Tabb:

I have been a proud member of the Jefferson County Sheriff's Department for over 15 years. I currently hold the rank of Sergeant in the Criminal Investigations Division. Additionally, I am fortunate to have been elected as President of our Jefferson County Deputy Sheriff's Association. Our members have expressed concerns that I wanted to share with you.

One of our concerns is that we are losing experienced deputies to other agencies. In 2019, we lost two members with a combined total of 22 years of experience. Additionally, in 2017, we lost a member that had 11 years of experience. All of these members left for positions that offered better pay and benefits. I also know numerous members are actively looking for employment outside of the Jefferson County Sheriff's Department. We are on the verge of losing many experienced and quality members.

We recently polled our members. Almost every member stated that they believe a pay scale (step-program) is extremely important in the areas of retention of members and recruitment of new deputies. This would allow members to see what they could potentially earn over the course of a 20-30 year career. Our membership voted that promoting a pay scale to county officials should be our top priority. There is a genuine and real concern that our agency will become a stepping stone for other departments.

Additionally, they expressed concern over the lack of increases in manpower. According to Sheriff Department records, the last new position that was created and funded by the commission occurred in 2007. There has been a significant increase in calls for service and activity produced by the Jefferson County Sheriff's Department since 2007. Simply put, our members are doing more and more each year which is creating burnout and fatigue. As our activity increases, it will be harder and harder to maintain the same level of security and safety that our citizens expect and deserve. Our membership is exhausted.

We believe that all employees of Jefferson County deserve the very best pay and benefits, however; we think it is important to distinguish that deputies have very different working conditions and roles than most county employees. At the start of our career, we are sent to the WVSP Academy for 4 months of grueling and intense training. Each year we are required to obtain additional training which often requires extended travel in order to maintain our certifications. We protect the citizens of Jefferson County every day of the year including weekends and holidays. We miss our family functions, our

children's events, birthdays, and holidays due to our shift work. We have men and women patrolling all hours of the day and night. We work in awful weather conditions and often are placed in extremely stressful environments. We often see and experience things that are traumatizing that live with us forever. Studies show that working in law enforcement often leads to adverse health conditions. In today's world, every action we take is under public scrutiny. We knew all this beforehand and yet still chose this profession because we have a calling to protect those that need protection and to serve our community.

No one becomes a Law Enforcement Officer to become wealthy. We are not expecting nor asking for a huge pay raise. We are only asking and hopeful that you and the other commissioners will establish a pay scale for our members with modest increases in pay and support the upcoming request for additional manpower.

Thank you for your time and consideration.

Respectfully,

A handwritten signature in black ink, appearing to read 'S. Holz', written in a cursive style.

Steven M. Holz, President
Jefferson County Deputy Sheriff's Association

Impact Fee Status Report

February 2020

Office of Impact Fees

Summary

Date Range: Saturday 1 through Saturday 29 February 2020

Report Date: 2 March 2020

Process Number Range: 2000025-2000043

Total Applications: 19

Total Non-Exempt: 18

Of which:

Commercial: 2

Residential: 16

Of which:

County: 9

Municipal: 9

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for February 2020. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (311 1776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 29 February 2020	1	2	16	19
Fees collected		\$4.00	\$105,346.00	\$105,350.00
<i>Of which</i>				
School Impact Fee			\$96,308.00	\$96,308.00
Law Enforcement Fee		\$2.00	\$1,176.00	\$1,178.00
Parks & Recreation Fee			\$7,086.00	\$7,086.00
EMS Fee		\$2.00	\$776.00	\$778.00

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

Description	Amount
Opening Statement Balance (1 February 2020)	\$137,967.26
January Deposits (1 – 29 February 2020)	\$105,350.00
School January Transactions (withdraws via transfer on 14 Feb. 2019)	(\$123,827.13)
Law January Transactions (withdraws via transfer on 14 February 2020)	(\$3,193.83)
Parks & Rec Jan. Transactions (withdraws via transfer on 14 Feb. 2019)	(\$9,867.89)
EMS January Transactions (withdraws via transfer on 14 February 2020)	(\$1,078.41)
Interest Earned (29 February 2020)	\$40.80
Ending Statement Balance (29 February 2020)	\$105,390.80
<i>Outstanding Credits (deposits through 1 March 2020)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 February 2020)	\$4,114,922.82
January Transactions (deposits via transfer on 14 February 2020)	\$123,827.13
Interest Earned (29 February 2020)	\$1661.83
Ending Balance (29 February 2020)	\$4,240,411.78

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

Description	Amount
Opening Balance (1 February 2020)	\$157,085.31
January Transactions (deposits via transfer on 14 February 2020)	\$3,193.83
Interest Earned (29 February 2020)	\$63.10
Ending Balance (29 February 2020)	\$160,342.24

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

Description	Amount
Opening Balance (1 February 2020)	\$251,510.48
January Transactions (deposits via transfer on 14 February 2020)	\$9,867.89
Interest Earned (29 February 2020)	\$102.08
Ending Balance (29 February 2020)	\$261,480.45

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

Description	Amount
Opening Balance (1 February 2020)	\$8,571.37
January Transactions (deposits via transfer on 14 February 2020)	\$1,078.41
Interest Earned (29 February 2020)	\$3.64
Ending Balance (29 February 2020)	\$9,653.42

Table 7. Total Impact Fees as of 1 March 2020/1

Description	Amount
Office of Impact Fees General Account	\$105,390.80
School Impact Fee Account	\$4,240,411.78
Law Enforcement Fee Account	\$160,342.24
Parks & Recreation Impact Fee Account	\$261,480.45
EMS Impact Fee Account	\$9,653.42
Total Impact Fees	\$4,777,278.69

/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 February 2020 Fee Transfers /1

Account	29 February 2020 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$4,240,411.78	\$96,345.12	\$4,336,756.90
Law Enforcement Fee Account	\$160,342.24	\$1,178.41	\$161,520.65
Parks & Recreation Impact Fee Account	\$261,480.45	\$7,088.86	\$268,569.31
EMS Impact Fee Account	\$9,653.42	\$778.41	\$10,431.83
Total Impact Fees	\$4,671,887.89	\$105,390.80	\$4,777,278.69

/1 This table represents each of the impact fee category account totals as of 29 February 2020 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in February 2020 are listed in table 1 of the General Account (3111776); these transactions will be processed in March 2020. 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 Saturday 1 through Saturday 29 February 2020

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											
2000025	02/05/2020	Witt	Daniel and Diana	02 Charles Town	1176	159	4D	49	\$0.00	02/05/2020	Form 200
Category Count: 1									\$0.00		
Non-Exempt Applications											
2000026	02/07/2020	K Hovnanian		08 Ranson Corp	1133	476	8D	11M	\$6,255.00	02/07/2020	N/A
2000027	02/07/2020	Bell	Mary	10 Shepherdstown			3B	1	\$6,848.00	02/07/2020	N/A
2000028	02/07/2020	Christopher	Tri-State	10 Shepherdstown			3B	2	\$6,848.00	02/07/2020	N/A
2000029	02/10/2020	Svehla	Matthew	07 Middleway	1183	418	5	10.8	\$6,423.00	02/10/2020	N/A
2000030	02/11/2020	Gregory	Lincy	04 Harpers Ferry	1182	137	9D	34	\$6,423.00	02/11/2020	N/A
2000031	02/11/2020	Gladhill	Maurice	02 Charles Town	952	565	4G	35	\$6,423.00	02/11/2020	N/A
2000032	02/13/2020	Carpe Diem	Kelly and Ilona	02 Charles Town	1231	199	1	128	\$2.00	02/13/2020	N/A
2000033	02/19/2020	J Hess Group		07 Middleway	1229	655	2A	134	\$6,423.00	02/19/2020	N/A
2000034	02/19/2020	DR Acquisitions		08 Ranson Corp	1028	659	4	315	\$6,981.00	02/19/2020	N/A
2000035	02/19/2020	DR Acquisitions		08 Ranson Corp	1028	659	4	316	\$6,981.00	02/19/2020	N/A
2000036	02/19/2020	DR Acquisitions		08 Ranson Corp	1028	659	4	313	\$6,981.00	02/19/2020	N/A
2000037	02/19/2020	DR Acquisitions		08 Ranson Corp	1028	659	4	314	\$6,981.00	02/19/2020	N/A
2000038	02/21/2020	J Hess Group		06 Kabletown	1234	16	25A	39	\$6,423.00	02/21/2020	N/A
2000039	02/25/2020	Charles Town		02 Charles Town	295	148	7	11.5	\$2.00	02/25/2020	N/A
2000040	02/27/2020	K Hovnanian		08 Ranson Corp	1133	476	8D	12M	\$6,255.00	02/27/2020	N/A
2000041	02/27/2020	K Hovnanian		08 Ranson Corp	1133	476	8D	14M	\$6,255.00	02/27/2020	N/A
2000042	02/27/2020	Lutman Land		04 Harpers Ferry	1235	247	12A	145	\$6,423.00	02/27/2020	N/A
2000043	02/28/2020	Hayslette	Justin	02 Charles Town	1217	677	10B	22	\$6,423.00	02/28/2020	N/A
Category Count: 18									\$105,350.00		
TOTAL APPLICATIONS: 19									\$105,350.00		