

AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION - APRIL-JUNE 2020
THURSDAY, APRIL 16, 2020
6:00 P.M.

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

***In compliance with the Jefferson County Health Department Executive Order 20-20 Shelter in Place directive to avoid gatherings of more than 5 individuals in an effort to slow the spread of the COVID -19, the public will not be admitted to the meeting room but is invited to attend via webcast.*

CALL TO ORDER

PLEDGE OF ALLEGIANCE

****DISCUSSION AND UPDATE REGARDING COVID-19 AND RELATED ISSUES -
DISCUSSION/ACTION**

APPROVAL OF REQUISITIONS

- April 16, 2020

APPROVAL OF ACCOUNTS PAYABLE

- April 9, 2020
- April 16, 2020

APPROVAL OF MANUAL CHECKS

- April 10, 2020
- April 17, 2020

APPROVAL OF PAYROLL

- April 2, 2020

PUBLIC COMMENT

- Please submit comments via email to Info@jeffersoncountywv.org. Your comments will be included in the minutes and agenda correspondence. Please remember to include your name.

PRESENTATIONS

1. 6:30 p.m. Lynn Fields, Probate Office
- Quarterly Review - Discussion/Action
- Petition to Remove Ahkenaton Bonaparte as administrator from the estate of Kriesta Watson, deceased and appoint Sheriff Pete Dougherty - Discussion/Action
2. 6:45 p.m. Michelle Gordon, Finance Director
- Review and Approval of WVCORP Insurance Renewal for 2021 - Discussion/Action
- Review of Highmark Medical Insurance Renewal Options and Selection of Plan for FY2021 - Discussion/Action
- Review of Delta Dental Renewal for FY2021-Fy2022 (year contract expiring 06/30/2022 - Discussion/Action
3. 7:00 p.m. Mary Sell, Jefferson County Water Advisory Committee
- USGS Groundwater Quality Assessment of Jefferson County, WV, Preliminary Scope of Work and Budget Proposal - Discussion/Action
4. 7:15 p.m. Interviews and Appointments to the following:
- Jefferson County Planning Commission - Three 3-year terms ending March 31, 2023 - Discussion/Action
- Jefferson County Development Authority - One 3-year term ending April 5, 2023
- Citizen Representative - Discussion/Action
- Jefferson County Development Authority - One 3-year term ending April 5, 2023
- Shepherdstown Representative - Discussion/Action
5. 7:30 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues - Discussion/Action
- Discussion of EEOC Charge #533-2017-00706 and 533-2019-01397 - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #19-P-69 - Discussion/Action
- Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282) - Discussion/Action
- Discussion of 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

- 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
- Review and report on aspects of county policies and local government/component/agency/department involvement based on the C-19 crisis - Discussion/Action

NEW BUSINESS

6. Revise 2020 Holiday Schedule - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Review of COVID-19 related Policies - Discussion/Action
- Letter to Governor concerning reimbursement of COVID-19 expenditures/losses - Discussion/Action
- Discussion of \$100,000 grant for hero pay - Discussion/Action

COUNTY COMMISSION REPORTS

7. **ADJOURN**

CORRESPONDENCE/INFORMATION

Notice of Special Session - Lay the Levy on April 21, 2020 at 9:30 a.m.

Grant award for the Jefferson County Eastern Panhandle Traffic Safety Enforcement Program.

Public comment received for the April 7, 2020 Emergency Meeting.

Public Comment received for the April 8, 2020 Special Meeting.

Impact Fee Status Report for March 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.

REQUISITIONS TO BE APPROVED

April 16, 2020

| DEPARTMENT | P.O. NUMBER | AMOUNT | VENDOR | DESCRIPTION |
|------------------------|-------------|--------------------|------------------|--------------------------|
| Maintenance Department | 20041 | \$7,205.00 | IPC Technologies | Audio Licensing Increase |
| GRAND TOTAL | | \$ 7,205.00 | | |



IPC Technologies

7200 Glen Forest Drive, Suite 100
Richmond, VA 23226
1.877.947.2835
www.ipctech.com

Laura Kuhn
Jefferson County, WV

04/01/2020

Below is quote for (3) Audio Conferencing Licenses (10 Ports)

| PN | Qty. | Description | Unit Price | Ext. Price |
|-------|------|-------------------------------------|-------------------|------------|
| 30091 | 3 | Audio Conferencing License | \$1,750.00 | \$5,250.00 |
| 94111 | 1 | Partner Support (5 year, pro-rated) | \$1,955.00 | \$1,955.00 |
| | | | | |
| | | | Sub-total: | \$7,205.00 |
| | | | Shipping: | TBD |
| | | | Total: | \$7,205.00 |

*Quote #: 979-2870984

*The quote does not include all applicable Sales and Use Taxes as required by law

*Payment Terms: PO Required

*No refunds of any kind are available without prior written agreement

Thank you,
Jennifer Wehinger
IPC Technologies, Inc.
(804) 622-7247

Client Approval:

*Please sign and provide a PO

Signature

Date

Print



Requisitions

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

Requisition: 2020/20041

Released, Laura Kuhn, 04/02/2020

Total Cost: \$7,205.00

▼ Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year* 2020
 Requisition Number* 20041
 Created Date* 04/02/2020

Department* (424) MAINTENANCE DEPARTMENT
 ... View

Commodity
 ... View

Description
 AUDIO CONF LICENSING INCREASE DUE TO COVID19

Buyer
 ...

Type (N) NORMAL

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 (1)

Add Item

| Line | Description | Qty | UOM | Unit Price | Line Total | GL Account |
|------|--|------|------|---------------|------------|-----------------------------|
| 1 | AUDIO CONFERENCE LICENSE INCREASE TO ACCOMMODATE I | 1.00 | EACH | \$7,205.00000 | \$7,205.00 | E (001424-421100) TELEPHONE |

Notifications (1)
 Save
 Cancel

CHECK REGISTER

APRIL 09, 2020

| CHECK # | VENDOR NAME | AMOUNT |
|--------------|---|----------------------|
| 83134 | P/R DEDUCTIONS | \$ 1,034.36 |
| 83135 | AT&T | \$ 68.55 |
| 83136 | BOLAND TRANE SERVICES INC | \$ 4,434.92 |
| 83137 | EASTERN PANHANDLE INVESTIGATIONS | \$ 1,025.00 |
| 83138 | ESRI | \$ 14,700.00 |
| 83139 | ESS ELECTION SYSTEMS & SOFTWARE | \$ 4,704.00 |
| 83140 | FIFTH THIRD BANK | \$ 95,358.78 |
| 83141 | FRANKLIN & PROKOPIK P.C. | \$ 112.50 |
| 83142 | GUTTMAN OIL CO | \$ 1,393.43 |
| 83143 | JACKIE SMITH, COURT REPORTER | \$ 114.75 |
| 83144 | P/R DEDUCTIONS | \$ 165.39 |
| 83145 | P/R DEDUCTIONS | \$ 410.79 |
| 83146 | MARY K. HURLEY | \$ 46.20 |
| 83147 | MILLERS SUPPLIES AT WORK | \$ 190.00 |
| 83148 | MONTE CONNER | \$ 16.37 |
| 83149 | RETIREE HEALTH BENEFIT TRUST | \$ 8,646.00 |
| 83150 | VERIZON WIRELESS SERVICES LLC | \$ 50.00 |
| 83151 | P/R DEDUCTIONS | \$ 1,590.05 |
| 83152 | WV REGIONAL JAIL & CORRECTION FACILITY AUTH | \$ 59,781.75 |
| 83153 | XEROX CORPORATION | \$ 1,044.82 |
| TOTAL | | \$ 194,887.66 |

10-Apr-20

MANUAL CHECKS

| Check# | Fund | VENDOR | Amount |
|--------------|--------|------------------------------|----------------------|
| 692 | HD/8 | ATTENTI | \$ 4,896.00 |
| 693 | HD/8 | CDA | \$ 372.00 |
| 694 | HD/8 | REDWOOD TOXICOLOGY | \$ 272.00 |
| 324 | FP/57 | JEFFERSON CO FARMLAND PROT. | \$ 63,254.45 |
| 785 | AV/56 | COMMERCIAL PRESS | \$ 580.00 |
| 786 | AV/56 | FIFTH THIRD BANK | \$ 2,612.48 |
| 787 | AV/56 | MILLERS SUPPLIES AT WORK | \$ 28.88 |
| 788 | AV/56 | MILLERS SUPPLIES AT WORK | \$ 909.00 |
| 789 | AV/56 | MR PRINT | \$ 1,617.32 |
| 790 | AV/56 | SEGRA | \$ 594.00 |
| 1229 | IP/249 | SHERIFF JEFFERSON CO -SCHOOL | \$ 261,352.75 |
| 1230 | IP/249 | SHERIFF JEFFERSON CO - LAW | \$ 4,738.83 |
| 1231 | IP/249 | SHERIFF JEFFERSON CO - PARKS | \$ 20,249.83 |
| 1232 | IP/249 | SHERIFF JEFFERSON CO - EMS | \$ 2,210.83 |
| TOTAL | | | \$ 363,688.37 |

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A/P CASH DISBURSEMENTS JOURNAL

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| CASH ACCOUNT: 999 | 10102 | CASH-BANK OF CHARLES TOWN | DOCUMENT | INV DATE | PO | CHECK RUN | NET |
|-------------------|------------|---------------------------------|------------------|-------------|---|--------------|-----------|
| CHECK NO | CHK DATE | TYPE VENDOR NAME | INVOICE | INVOICE DTL | DESC | | |
| 83134 | 04/09/2020 | PRTD [REDACTED] | HRA2020183 | 2006030 | 03/30/2020 | AP200409 | 1,034.36 |
| | | Invoice: HRA2020183 | 1,034.36 001401 | 422301 | EMPLOYEE HRA DEDUCTIBLE REIMBURSEMENT HRA-HEALTH REIMBURSEMENT ACCT | | |
| | | | | | CHECK | 83134 TOTAL: | 1,034.36 |
| 83135 | 04/09/2020 | PRTD 10073 AT&T | 0500196520FEB20 | 2005988 | 03/16/2020 | AP200409 | 68.55 |
| | | Invoice: 0500196520FEB20 | 68.55 001712 | 421100 | FEBRUARY 2020 LONG DISTANCE SERVICE TELEPHONE | | |
| | | | | | CHECK | 83135 TOTAL: | 68.55 |
| 83136 | 04/09/2020 | PRTD 11123 BOLAND TRANE SERVICE | SVC00115988 | 2006062 | 03/18/2020 | AP200409 | 2,460.00 |
| | | Invoice: SVC00115988 | 2,460.00 001425 | 421600 | LEAK REPAIR ON UNIT AT JUDICIAL BLDG MAINT/REP EQUIPMENT | | |
| | | | | | | | |
| | | Invoice: SVC00115989 | 1,974.92 001425 | 421600 | SVC00115989 SERVICE CALL FOR BUILDING EXHAUST ISSUES - PSC MAINT/REP EQUIPMENT | | 1,974.92 |
| | | | | | CHECK | 83136 TOTAL: | 4,434.92 |
| 83137 | 04/09/2020 | PRTD 14037 EASTERN PANHANDLE IN | EPI-2020-9 | 2005969 | 03/16/2020 | AP200409 | 475.00 |
| | | Invoice: EPI-2020-9 | 475.00 001712 | 423000 | EMPLOYMENT BACKGROUND INVESTIGATION ASHLEY STEGALL CONTRACTED SERVICES | | |
| | | | | | | | |
| | | Invoice: EPI-2020-10 | 550.00 001712 | 423000 | EPI-2020-10 PRE-EMPLOYMENT BACKGROUND INV PAWLOWSKI CONTRACTED SERVICES | | 550.00 |
| | | | | | CHECK | 83137 TOTAL: | 1,025.00 |
| 83138 | 04/09/2020 | PRTD 14016 ESRI | 9377058 | 2006001 | 01/22/2020 2020020 | AP200409 | 10,450.00 |
| | | Invoice: 9377058 | 10,450.00 001428 | 435600 | Engineering - GIS esri software platform and main LICENSE AND ANNUAL FEES | | |
| | | | | | | | |
| | | Invoice: 93771408 | 4,250.00 001428 | 435300 | 93771408 Engineering - GIS esri software platform and main COMPUTER SOFTWARE | | 4,250.00 |
| | | | | | CHECK | 83138 TOTAL: | 14,700.00 |
| 83139 | 04/09/2020 | PRTD 14011 ESS ELECTION SYSTEMS | 1124569 | 2005970 | 03/10/2020 | AP200409 | 4,704.00 |
| | | Invoice: 1124569 | 4,704.00 001413 | 434100 | BALLOT LAYOUT 2020 PRIMARY MATERIALS AND SUPPLIES | | |

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| CASH ACCOUNT: | 999 | 10102 | CASH-BANK OF CHARLES TOWN | DOCUMENT | INV DATE | PO | CHECK RUN | NET |
|---------------|---------------------|-------|---------------------------|------------|-------------|---------------------------------------|--------------------|-----------|
| CHECK NO | CHK DATE | TYPE | VENDOR NAME | INVOICE | INVOICE DTL | DESC | | |
| | | | | | | | CHECK 83139 TOTAL: | 4,704.00 |
| 83140 | 04/09/2020 | PRTD | 100003 FIFTH THIRD BANK | FTB3/2020 | 2006079 | 03/31/2020 | AP200409 | 95,358.78 |
| | Invoice: FTB3/2020 | | | | | MARCH 2020 PCARD BLLNG | | |
| | | | 95,358.78 001 | 203 | | PCARD CONTROL / LIABILITY | | |
| | | | | | | | CHECK 83140 TOTAL: | 95,358.78 |
| 83141 | 04/09/2020 | PRTD | 15101 FRANKLIN & PROKOPIK | 392364 | 2006072 | 03/16/2020 | AP200409 | 112.50 |
| | Invoice: 392364 | | | | | EEOC-GAINEY FEB 2020 | | |
| | | | 112.50 001401 | 422300 | | PROFESSIONAL SERVICES | | |
| | | | | | | | CHECK 83141 TOTAL: | 112.50 |
| 83142 | 04/09/2020 | PRTD | 16074 GUTTMAN OIL CO | F57953869 | 2006032 | 03/29/2020 | AP200409 | 1,393.43 |
| | Invoice: F57953869 | | | | | WEEKLY FUEL CHARGES | | |
| | | | 1,393.43 001717 | 434301 | | AUTO SUPPLIES- FUEL ONLY | | |
| | | | | | | | CHECK 83142 TOTAL: | 1,393.43 |
| 83143 | 04/09/2020 | PRTD | 28317 JACKIE SMITH, COURT | 2014C229 | 2005992 | 03/20/2020 | AP200409 | 114.75 |
| | Invoice: 2014C229 | | | | | ST VS R. COOK | | |
| | | | 114.75 001405 | 422300 | | PROFESSIONAL SERVICES | | |
| | | | | | | | CHECK 83143 TOTAL: | 114.75 |
| 83144 | 04/09/2020 | PRTD | [REDACTED] | HRA2020184 | 2006031 | 03/30/2020 | AP200409 | 165.39 |
| | Invoice: HRA2020184 | | | | | EMPLOYEE HRA DEDUCTIBLE REIMBURSEMENT | | |
| | | | 165.39 001401 | 422301 | | HRA-HEALTH REIMBURSEMENT ACCT | | |
| | | | | | | | CHECK 83144 TOTAL: | 165.39 |
| 83145 | 04/09/2020 | PRTD | [REDACTED] | HRA2020186 | 2006056 | 04/02/2020 | AP200409 | 410.79 |
| | Invoice: HRA2020186 | | | | | EMPLOYEE HRA DEDUCTIBLE REIMBURSEMENT | | |
| | | | 410.79 001401 | 422301 | | HRA-HEALTH REIMBURSEMENT ACCT | | |
| | | | | | | | CHECK 83145 TOTAL: | 410.79 |
| 83146 | 04/09/2020 | PRTD | 17141 MARY K. HURLEY | 19F70 | 2006069 | 03/19/2020 | AP200409 | 46.20 |
| | Invoice: 19F70 | | | | | INV#125590 | | |
| | | | 46.20 001405 | 422300 | | PROFESSIONAL SERVICES | | |
| | | | | | | | CHECK 83146 TOTAL: | 46.20 |

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| CASH ACCOUNT: | 999 | 10102 | CASH-BANK OF CHARLES TOWN | DOCUMENT | INV DATE | PO | CHECK RUN | NET |
|---------------|------------|-------|-----------------------------|--------------------|-------------|--|--------------|-----------|
| CHECK NO | CHK DATE | TYPE | VENDOR NAME | INVOICE | INVOICE DTL | DESC | | |
| 83147 | 04/09/2020 | PRTD | 22195 MILLERS SUPPLIES AT | 1021043 | 2005994 | 01/07/2020 | AP200409 | 95.00 |
| | | | Invoice: 1021043 | 95.00 001440 | 434102 | Printer & Dater Stamps MATERIALS AND SUPP-PLANG DEPT | | |
| | | | Invoice: IN1021043 | IN1021043 | 2006071 | 01/07/2020 | AP200409 | 95.00 |
| | | | | 95.00 001440 | 434102 | INK MATERIALS AND SUPP-PLANG DEPT | | |
| | | | | | | CHECK | 83147 TOTAL: | 190.00 |
| 83148 | 04/09/2020 | PRTD | 12286 MONTE CONNER | 2006057 | 2006057 | 03/13/2020 | AP200409 | 16.37 |
| | | | Invoice: 2006057 | 16.37 001700 | 421400 | Trip guard expense Hernandez back to prison York, TRAVEL | | |
| | | | | | | CHECK | 83148 TOTAL: | 16.37 |
| 83149 | 04/09/2020 | PRTD | 27078 RETIREE HEALTH BENEF | RHBT04/20 | 2006058 | 04/03/2020 | AP200409 | 8,646.00 |
| | | | Invoice: RHBT04/20 | 8,646.00 001401 | 423900 | RETIREE HEALTH BENEFIT FOR APRIL 2020 INSURANCE PREMIUM RETIREE | | |
| | | | | | | CHECK | 83149 TOTAL: | 8,646.00 |
| 83150 | 04/09/2020 | PRTD | 31032 VERIZON WIRELESS SER | 200074351-66336190 | 2005991 | 03/19/2020 | AP200409 | 50.00 |
| | | | Invoice: 200074351-66336190 | 50.00 001700 | 423000 | Holz/Investigation CONTRACTED SERVICES | | |
| | | | | | | CHECK | 83150 TOTAL: | 50.00 |
| 83151 | 04/09/2020 | PRTD | [REDACTED] | HRA2020182 | 2006028 | 03/30/2020 | AP200409 | 1,590.05 |
| | | | Invoice: HRA2020182 | 1,590.05 001401 | 422301 | EMPLOYEE HRA DEDUCTIBLE REIMBURSEMENT HRA-HEALTH REIMBURSEMENT ACCT | | |
| | | | | | | CHECK | 83151 TOTAL: | 1,590.05 |
| 83152 | 04/09/2020 | PRTD | 28032 WV REGIONAL JAIL & C | 3120298E | 2006070 | 03/31/2020 | AP200409 | 63,255.75 |
| | | | Invoice: 3120298E | 63,255.75 001704 | 434400 | MARCH 2020 INMATE MAINT C/F PRISONERS REG JAIL FEE | | |
| | | | Invoice: TD4/2020 | TD4/2020 | 2006083 | 04/07/2020 | AP200409 | -386.00 |
| | | | | -386.00 001704 | 434400 | DILLOW, THOMAS JACOB C/F PRISONERS REG JAIL FEE | | |
| | | | Invoice: JP4/2020 | JP4/2020 | 2006084 | 04/07/2020 | AP200409 | -3,088.00 |
| | | | | -3,088.00 001704 | 434400 | PLOTNER, JORDAN PAUL C/F PRISONERS REG JAIL FEE | | |

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| CASH ACCOUNT: 999 | 10102 | CASH-BANK OF CHARLES TOWN | DOCUMENT | INV DATE | PO | CHECK RUN | NET |
|-------------------|------------|-----------------------------|----------------------|-------------|--|--------------------|------------|
| CHECK NO | CHK DATE | TYPE VENDOR NAME | INVOICE | INVOICE DTL | DESC | | |
| | | | | | | CHECK 83152 TOTAL: | 59,781.75 |
| 83153 | 04/09/2020 | PRD 33001 XEROX CORPORATION | 099863875 | 2006075 | 04/01/2020 | AP200409 | 280.64 |
| | | Invoice: 099863875 | 280.64 001402 | 423000 | MNTHLY COPIER MAINT CONTRACTED SERVICES | | |
| | | Invoice: 099863876 | 099863876 | 2006076 | 04/01/2020 | AP200409 | 403.19 |
| | | | 403.19 001402 | 423000 | MNTHLY COPIER MAINT CONTRACTED SERVICES | | |
| | | Invoice: 099863877 | 099863877 | 2006077 | 04/01/2020 | AP200409 | 360.99 |
| | | | 360.99 001402 | 423000 | MNTHLY COPIER MAINT CONTRACTED SERVICES | | |
| | | | | | | CHECK 83153 TOTAL: | 1,044.82 |
| | | | NUMBER OF CHECKS | 20 | *** CASH ACCOUNT TOTAL *** | | 194,887.66 |
| | | | | | COUNT | AMOUNT | |
| | | | TOTAL PRINTED CHECKS | 20 | | 194,887.66 | |
| | | | | | *** GRAND TOTAL *** | | 194,887.66 |



| DESCRIPTION | FUND 001 CO. | FUND 003 DOG | TOTAL |
|-----------------------------|---------------|--------------|--------------|
| Gross Wages | \$400,251.55 | | \$400,251.55 |
| 6.2% Tax Payable OASDI | \$23,825.59 | | \$23,825.59 |
| 1.45% Tax Payable HI | \$5,572.12 | | \$5,572.12 |
| Fed Withholding | \$36,807.89 | | \$36,807.89 |
| WV State Withholding | \$17,167.35 | | \$17,167.35 |
| PERS Retirement Deduct 4.5% | \$9,977.75 | | \$9,977.75 |
| PERS Retirement Deduct 6% | \$4,803.76 | | \$4,803.76 |
| Hosp. Pre-Taxed | \$13,676.00 | | \$13,676.00 |
| Cancer/ICU Pre-Taxed | \$656.33 | | \$656.33 |
| Cancer/ICU Not Pre-Taxed | \$950.20 | | \$950.20 |
| Optional Life Not Pre Taxed | \$1,934.66 | | \$1,934.66 |
| Christmas Club | \$4,940.00 | | \$4,940.00 |
| Wage Attach #1 | \$298.16 | | \$298.16 |
| Wage Attach #2 | \$283.64 | | |
| Wage Attach #3 | \$500.00 | | \$500.00 |
| DSRS Retirement Deduct 8.5% | \$6,660.69 | | \$6,660.69 |
| 457 - Nationwide | \$849.00 | | \$849.00 |
| 457I - Empower | \$1,995.00 | | \$1,995.00 |
| 457R - Roth | \$655.00 | | \$655.00 |
| MD State Tax | \$557.73 | | \$557.73 |
| D/VF | \$1,635.70 | | \$1,635.70 |
| VA State Tax | \$112.01 | | \$112.01 |
| Colonial(Plus) | \$81.60 | | \$81.60 |
| Uniforms | | | \$0.00 |
| Total Deductions | \$133,940.18 | | \$133,656.54 |
| Net Wages Total | \$266,311.37 | \$0.00 | \$266,595.01 |
| Payroll Date | April 2, 2020 | | |

AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 15-20 minutes

DATE REQUESTED: 1ST CHOICE April 16th, 2020

IF A SPECIFIC DATE IS NEEDED, PLEASE PROVIDE REASON FOR SPECIFIC DATE:

SUBJECT: (1) Quarterly Review
(2) Petition to Remove Ahkenaton Bonaparte as administrator from the estate of Kriesta Watson, deceased and appoint Sheriff Pete Dougherty

PLEASE PROVIDE THE CO. COMM. WITH A DESCRIPTION OF YOUR REQUEST OR PRESENTATION, INCLUDING ANY BACKGROUND INFORMATION:

- (1) Approve and close estates
- (2) Approve petition for removal of administrator

ARE DOCUMENTS ATTACHED: To follow

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210

Regular Term

APRIL 2020

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

At a Regular Term of the County Commission of said County and State, begun and held at the Old Charles Town Library thereof, on Thursday, April 16th, 2020.

**PRESENT: Jane Tabb, President
Patsy Noland, Joshua Compton, Ralph Lorenzetti and
Caleb Wayne Hudson, Commissioners**

**A list of Wills Probated, Executors qualified, Guardians, Administrators, &c
appointed since the last Regular Term of this Commission, to-wit: January 2020 Term,
thereof was this day presented to the Commission by the Clerk thereof, examined by it,
and ordered filed:**

**Estate of Richard Dabney Chapman, deceased, Fourth and Final Accounting,
William Chapman, Administrator**

**Estate of William Harry Durst, deceased, First and Final Accounting, Craig Durst,
Administrator**

**Estate of Dale Wayne Petrucci, deceased, First and Final Accounting, Sheri Ann
Eckles-Petrucci, Executrix**

**Estate of E. Bailey Tune, deceased, First and Final Accounting, Elizabeth Coulter
Stead, Executrix dbn**

The following Waivers of Final Settlement were this day examined by the Commission and there being no exceptions thereto, and none appearing on the face thereof, same are ordered approved and recorded as follows:

Estate of Curtis E. Brannon, deceased, Waiver of Final Settlement, Pamela Brannon, Executrix

Estate of David K. Roberts, deceased, Waiver of Final Settlement, Ellen E. Roberts, Administratrix

Estate of Audra Carol Bohrer, deceased, Waiver of Final Settlement, Anthony Bohrer, Administrator

Estate of Jeffery A. Breeden, deceased, Waiver of Final Settlement, James A. Breeden, Jr., Administrator

Estate of Joann Kate Cross, deceased, Waiver of Final Settlement, Gary Cross, Administrator

Estate of Virginia Elizabeth Glascock, deceased, Waiver of Final Settlement, Diane Elizabeth Moreland, Executrix

Estate of Mary Kathleen Ginnelly Hefestay, deceased, Waiver of Final Settlement, Frank J. Heffestay, Jr., Executor

Estate of Donald Leroy Jackson, deceased, Waiver of Final Settlement, Bessie F. Nelson, Executrix

Estate of Arreta Lee Jaranko, deceased, Waiver of Final Settlement, Joseph P. Jaranko, Executor

Estate of George Edward Kautz, deceased, Waiver of Final Settlement, Janet M. Eckert, Administratrix

Estate of Donald Albert Manley, deceased, Waiver of Final Settlement, Sarah Ann Manley-Wilson, Administratrix

Estate of Karol Manley, deceased, Waiver of Final Settlement, Sarah Ann Manley-Wilson, Administratrix

Estate of Sharon A. Ott, deceased, Waiver of Final Settlement, Shannon R. Tucker, Administratrix

Estate of Mildred Audrey Redden, deceased, Waiver of Final Settlement, James Redden, Administrator

Estate of Lonnie Lidge Seabolt, deceased, Waiver of Final Settlement, Robert Seabolt, Jr., Administrator

Estate of Sallie F. Steward, deceased, Waiver of Final Settlement, Todd Stewart, Administrator

Estate of Barbara Riggs Stiles, deceased, Waiver of Final Settlement, Christopher R. Stiles, Administrator

Estate of Douglas Lee Stolipher, deceased, Waiver of Final Settlement, Nancy C. Stolipher, Executrix

Estate of George R. Talton, deceased, Waiver of Final Settlement, Cynthia Crawford, Administratrix

Estate of Lindsey Carroll Ural, deceased, Waiver of Final Settlement, Helen Louise Ural, Administratrix

Accountings and Waivers of Final Settlement submitted from the Fiduciary

Commissioners: June K. Jovanelly, S. Andrew Arnold, Frank D. Hill, III and

David A. Dejarnett:

Estate of Gary Lee Taulton, deceased, First Interim Accounting, Deborah Sirbaugh, Administratrix

President

Jefferson County Clerk's Office

Jacki Shadle, County Clerk

Gail Magaha
Nikki Painter
Shaun Pacetti
Katrina Clark
Deanna Davis
Heather Day



Edgar Conn
Lynn Fields
Karen Olden
Vivian Fields
Shari Carr
Bessie Nelson

April 3rd, 2020

To: County Commission of Jefferson County
From: Jefferson County Probate Office, Lynn Fields-Deputy Probate Clerk
RE: Estate of Kriesta Watson

The petitioner and heir to the estate of Kriesta Watson, Zimren Dixon, requests that the county commission again take up the matter of removal of Mr. Bonaparte as administrator of the above referenced estate. We have notified all parties involved by letter or email regarding the date of the hearing.

Mr. Bonaparte opened probate on June 25th, 2019 and as of today's date, has failed to provide the probate office with an inventory of the estates assets as required by WV probate code. He has failed to respond to any communication from our office or through his counsel, Mr. Kratovil. It is the recommendation of the probate office and also that of Fiduciary Commissioner, D. Frank Hill, III that Mr. Bonaparte be removed and Sheriff Peter Dougherty replace him as administrator dbn. Sheriff Dougherty is willing to accept the appointment as personal representative of the estate.

Thank you,

Lynn Fields
Deputy Probate Clerk

HAMSTEAD & ASSOCIATES, L.C.
ATTORNEYS AT LAW

507 S FAIRFAX BOULEVARD
CHARLES TOWN, WEST VIRGINIA 25414
PHONE: (304) 725-1468 FAX: (304) 725-1321
E-MAIL: bhamstead@hamsteadandassociates.com

Braun A. Hamstead (WV)

March 5, 2020

D. Frank Hill, Esq.
PO Box A
Shepherdstown, WV 25443

via US first class mail and email

RE: Estate of Kriesta Watson

Dear Frank:

This letter is to request that the Commissioner's Hearing now scheduled for March 10, 2020, be continued generally. Mr. Bonaparte has not complied with his agreement to respond to Ms. Dixon's itemized list of personal belongings. Neither has he discharged his obligation under his appointment before the Jefferson County Commission to file an inventory of the estate.

However, he has successfully depleted the limited resources available to Zimren Dixon and I have been discharged as her legal counsel. Therefore, we respectfully request that the hearing be continued generally to enable Ms. Dixon to make other arrangements so that she may pursue her petition for Mr. Bonaparte's removal.

Thank you for your consideration in this matter and could you please advise us on whether you will procedurally grant the continuance. Since the County Commission has vested you with scheduling authority, it is my assumption that you are authorized to continue the matter at the request of the Petitioner.

A copy of this letter is being emailed to Mr. Kratovil requesting that, under the circumstances, he afford us his professional cooperation and not oppose the motion.

Very truly yours,
HAMSTEAD & ASSOCIATES, L.C.



Braun A. Hamstead, Esq.

BAH/jes

cc: S. Lynn Fields, Deputy Probate Clerk
James Kratovil, Esq.
Zimren Dixon

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **April 16, 2020**

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

Date Requested – 2nd Choice:

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

- Review and Approval of WVCORP Insurance Renewal for FY2021
- Review of Highmark Medical Insurance Renewal Options and Selection of Plan for FY2021
- Review of Delta Dental Renewal for FY2021-FY2022 (2 year contract expiring 06/30/2022)

Please provide the County Commission with a description of your request or presentation, including any background information: Review and approval of County liability insurance and employee medical and dental insurance plans for FY2021. Review of employee and employer portion of medical insurance premiums. Review of Spousal Provision Rule.

INFORMATION ONLY-NO ACTION NEEDED:

- The Hartford Life-life insurance plan is currently active with a 2 year contract covering FY19/20 and FY20/21, expiring 6/30/2021.
- National Vision Administrators-vision insurance plan is currently active with a 4 year contract covering FY19/20, FY20/21, FY21/22, and FY22/23, expiring 6/30/2023.

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

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

Provide exact financial impact/request:

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

- Motion to accept the FY21 risk and workers' compensation plan renewal from WVCorp Risk Pool
- Motion to accept Highmark of West Virginia health insurance renewal
- Motion to accept the 2 year dental plan renewal from Delta Dental

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

If not attached, explain:

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

Contact information:

Email address: Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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 Tabb

VICE PRESIDENT

Ralph Lorenzetti

COMMISSIONER

Patricia A. Noland

COMMISSIONER

Caleb Wayne Hudson

COMMISSIONER

Josh Compton

DATE: April 7, 2020
 TO: Honorable Commissioners
 Jefferson County, West Virginia
 FROM: Michelle Gordon, Finance Director
 RE: WVCorp Insurance Renewal FY2021

Attached is the renewal contract for the County's WVCORP Self Insurance Renewal for Liability (Property, Automobile, Liability, Volunteer Accident & Sickness, and Line of Duty Act) and Workers' Compensation for fiscal year 2020-2021.

For the FY2021 budget, a 4.7% increase (\$15,141) was included for Liability insurance based on historical trends, and a (5.0%) increase (\$6,038) was included for Workers' Compensation (WC) insurance based on historical trends. The renewal rate for Liability insurance is \$324,922 and is (-3.3%) less than the projected budget for FY21 of \$335,926. The renewal will result in savings of \$11,004 in FY2021 for that line item. The FY2021 budgeted annual payroll (\$10.9 million) increased by \$203,000 over FY20's actual payroll (\$10.7 million). The County's WC experience rating decreased from 0.83 in FY20 to 0.80 in FY21. Because total payroll is flat and the County's WC Experience rating decreased to 0.80, a 3.9% increase was received for the County's WC premium renewal. The renewal rate for WC is \$125,293 and is \$-1,297 (-1.0%) less than the estimated FY2021 budget of \$126,590.

Overall, total risk and workers' compensation insurance increased by 2.0% or \$8,878 from FY20 (\$441,337) to FY21 (\$450,215). As a result, net savings of \$12,301 (\$11,004 + 1,297) *will be realized* in FY2021. The County's WC premium is normally adjusted each year when the insurance provider audits the County's annual covered payroll. Because the budget includes 100% of payroll and does not allow for savings related to employee turnover, the County typically receives a refund of a portion of the premium paid. I estimate that the County will realize total savings for the *FY2021 budget of \$13,000-\$14,000.*

| Description | FY19 Amount | FY20 Amount | FY21 Amount | FY20 to FY21 Inc/(Dec) | % Inc/(Dec) | FY21 Budget | Est % | Amount Over/(Under) | Over/(Under) Actual % |
|-------------------------------|----------------|----------------|----------------|---------------------------|----------------|----------------|----------|------------------------|--------------------------|
| Business Auto | 86,554 | 86,050 | 89,112 | 3,062 | 3.6% | 87,943 | 2.2% | 1,169 | |
| Crime Exposure | 950 | 950 | 950 | - | 0.0% | 971 | 2.2% | (21) | |
| General Liability | 131,942 | 133,682 | 134,048 | 366 | 0.3% | 136,623 | 2.2% | (2,575) | |
| Increased Limits of Liability | 19,913 | 27,412 | 27,636 | 224 | 0.8% | 36,099 | 31.7% | (8,463) | |
| Inland Marine | 3,826 | 4,868 | 5,011 | 143 | 2.9% | 4,975 | 2.2% | 36 | |
| Public Officials Liability | 41,872 | 32,291 | 32,633 | 342 | 1.1% | 33,001 | 2.2% | (368) | |
| PR-Boiler & Machinery | 35,532 | 35,532 | 35,532 | - | 0.0% | 36,314 | 2.2% | (782) | |
| Subtotal Bond Ins 226.000 | 320,589 | 320,785 | 324,922 | 4,137 | 1.3% | 335,926 | 4.7% | (11,004) | -3.3% |
| Workers' Comp 226.001 | 132,590 | 120,552 | 125,293 | 4,741 | 3.9% | 126,590 | 5.0% | (1,297) | -1.0% |
| Total WVCorp | 453,179 | 441,337 | 450,215 | 8,878 | 2.0% | 462,516 | 2.1% | (12,301) | -2.7% |

| Description | FY19 Deductible | FY20 Deductible | FY21 Deductible |
|-------------------------------|--------------------|--------------------|--------------------|
| Business Auto | | | |
| Liability | None | None | None |
| Comprehensive | 1,000 | 1,000 | 1,000 |
| Collision | 1,000 | 1,000 | 1,000 |
| Crime Exposure | 250 | 250 | 250 |
| General Liability | None | None | None |
| Cyber Risk | None | None | None |
| Law Enforcement Liability | 5,000 | 5,000 | 5,000 |
| Increased Limits of Liability | None | None | None |
| Public Officials Liability | 5,000 | 5,000 | 5,000 |
| PR-Boiler & Machinery | 1,000 | 1,000 | 1,000 |
| Property | 5,000 | 5,000 | 5,000 |
| Computers | 2,500 | 2,500 | 2,500 |
| Inland Marine | 2,500 | 2,500 | 2,500 |
| Workers' Compensation | None | None | None |

| Description | FY19 Amount | FY20 Amount | FY21 Amount | Amount Inc/(Dec) | % Inc/(Dec) |
|---------------------------|----------------|----------------|----------------|---------------------|----------------|
| W/C Experience Rating | 0.83 | 0.83 | 0.80 | (0) | -3.6% |
| Covered Payroll | 10,432,333 | 10,740,111 | 10,943,325 | 203,214 | 1.9% |
| Total Building Values | 30,538,100 | 30,538,100 | 30,538,100 | - | 0.0% |
| Total Contents Values | 2,669,500 | 2,669,500 | 2,669,500 | - | 0.0% |
| Inland Marine Values | 3,477,860 | 3,543,427 | 3,532,056 | (11,371) | -0.3% |
| Computers/Electronic Data | | | | | |
| Processing Hardware | - | 882,350 | 1,023,721 | 141,371 | |
| Auto Count | 92 | 91 | 94 | 3 | 3.3% |

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald



2020 - 2021 Self Insurance Proposal

Proposal for: Jefferson County Commission

For additional information, contact:
Steve Rawlings
1819 Electric Road, Suite C
Roanoke, VA 24018
Phone: (844) 986-2705

Presented: Mar 30, 2020

West Virginia Communities Risk Pool
Package coverages, terms, conditions and exclusions are only briefly outlined. For complete provisions, please refer to the coverage contract.



We provide the most extensive coverage and service at stable and extremely competitive pricing.

Why WVCoRP?

Member-Owned, Member Governed

West Virginia Communities Risk Pool (WVCoRP) provides coverage and risk management expertise to local government entities throughout West Virginia. By pooling risks, members enjoy the benefits of cost savings, price stability and comprehensive coverages. Unlike a commercial carrier, WVCoRP is governed by a Supervisory Board that is comprised of pool members. As a member governed organization, WVCoRP knows and understands its members' needs and has a proven record of quickly responding to the changes in state laws and mandates



Services and Resources Available

WVCoRP uses its expertise to custom design services to meet the specific needs of each member, including risk management consultations and on-site trainings.

- Online tools allow our members easy access to claim reporting, claims data, customized loss reports, Certificate of Insurance requests, and changes to Property, Inland Marine, and Auto schedules
- Cyber risk coverage provided at no charge - Optional Limits Available
- Pollution coverage included as a part of general liability coverage
- Contract and lease review to ensure adequate coverage requirements and indemnification language
- Property valuations are completed on a rotating basis at no charge
- Live and recorded training webinars
- Case Management services provided by nursing professionals
- Medical Bill Review to ensure cost effective treatment for injured employees
- Defensive Driver Training with Enhanced On-Site Driving Simulator
- Onsite Law Enforcement Staff Training with continuing education credits
- Facility Safety Assessments
- Emergency preparedness training
- Safety committee participation





Contribution Summary Form

| Coverage | Deductible | Contribution |
|---|--------------|------------------|
| Property : Special Form, Replacement Cost (or stated otherwise); No Coinsurance; Blanket | See Schedule | \$31,547 |
| Inland Marine : Replacement Cost if Scheduled, otherwise Actual Cash Value | See Schedule | \$5,011 |
| Equipment Breakdown | \$1,000 | \$3,985 |
| General Liability : \$1,000,000 Combined Single Limit; Occurrence Form; No Annual Aggregate; Non-Audited | None | \$134,048 |
| Law Enforcement Liability : \$1,000,000 Limit | \$5,000 | Included |
| Public Officials Liability : \$1,000,000 Limit Each Wrongful Act | \$5,000 | \$32,633 |
| Automobile : \$1,000,000 Liability for Owned Autos; Coverage Level per Schedule; Automatic Coverage for Additions; Non-Audited | See Schedule | \$89,112 |
| Crime : Blanket \$250,000 Faithful Performance; In/Out Robbery; Counterfeit; Forgery; Computer Fraud; Telephone Toll Fraud \$25,000 sublimit | \$250 | \$950 |
| Excess Liability : Refer to the proposal page for limit information. Underlying limits must be exhausted before excess liability is available for losses. | None | \$27,636 |
| Environmental Liability : \$500,000 Limit | \$25,000 | Included |
| Cyber Risk : \$250,000 Limit | None | Included |
| Workers' Compensation : | None | \$125,293 |
| Grand Total Annual Contribution | | \$450,215 |

Any additions or deletions made after the proposal and initial billing effective up to and including July 1st will result in an endorsement and contribution adjustment.

In order to be eligible for WVCoRP membership the following coverages must be selected: Property (where applicable), General Liability Business Auto (where applicable), and Crime. To be eligible for Workers' Compensation coverage Property & Casualty must be in effect with WVCoRP.

Quarterly installment payment terms available for Workers' Compensation coverage only.



RESPONSE NEEDED - If electing option(s) below, please indicate on Coverage Intent Form form. Otherwise, coverage will be based upon current coverage as you do not wish to select proposed option(s) below.

**2020 - 2021 Quote Options for
Jefferson County Commission**

OPTION 1 : Cyber Risk - Increased Liability

WVCoRP provides members an opportunity to increase Cyber Risk coverage. The purchased limit is your own limit, which is outside of the WVCoRP pooled limit for other members. Cyber Risk Liability provides coverage due to network security breaches (including hacking and viruses) and online privacy matters (including identity theft). Coverage also includes Crisis Management, Remediation and Notification Expense coverage for public relations services, expense to determine scope of breach, and notification expense required by law, including mailings and monitoring up to the purchased limit.

| Limit | Deductible | Additional Contribution |
|-------------|------------|-------------------------|
| \$1,000,000 | \$0 | \$6,000 |
| \$2,000,000 | \$0 | \$8,000 |
| \$3,000,000 | \$0 | \$10,000 |

\$5,000,000 and \$10,000,000 limit options are available upon request



Property

- WVCoRP provides members with the most extensive property coverage available.
- Property coverage is Special Form specifically drafted for public entities, all perils are covered except those specifically excluded.

Buildings and Contents

| | |
|---|---------------|
| Total Building Values | \$ 30,538,100 |
| Total Contents Values | \$ 2,669,500 |
| Business Income / Extra Expense (\$100,000 Automatic or as scheduled) | \$ 0 |

Coverage Includes: (no additional charge)*

- Back-up of Sewers & Drains: \$1,000,000 Limit
- Debris Removal: \$20,000,000 Pool Limit
- Pollutant Clean-up and Removal: \$500,000 Pool Limit
- Newly Acquired Property: \$10,000,000 Limit (up to 120 Days)
When timely reported, covered until renewal at no additional charge if under \$500,000 in value; additional charge for new values above \$500,000
- Property in Transit: \$5,000,000 Pool Limit
- Utility Services Time Element: \$2,000,000 Pool Limit
- Building Ordinance/Increased Cost of Construction/Demolition: up to \$20,000,000 Pool Limit
- Earthquake, Volcanic Eruption, Landslide, and Mine Subsidence: up to \$10,000,000 Pool Limit
- Flood (if outside the 100 year flood plain): up to \$10,000,000 Pool Limit
- Architect & Engineering fees for plans, specifications, and supervision included upon replacement
- Error in Reporting Provision
- Improvements and Betterments to buildings leased by the member
- Signs, fences, light poles, antenna, masts, and towers; retaining walls are covered within 1,000 feet of the premises provided their values are included in the schedule

*Does not apply to properties valued at Actual Cash Value (ACV)

Coverage Available (Additional Charge):

Builders' Risk during building construction (Optional - must be reported)

Perils Covered

- Special Form; specifically drafted for local government; all perils are covered except those specifically excluded.
- Flood (if outside the 100 year flood plain) and Earthquake are included.

Valuation

- Building & Contents – Replacement Cost, except vacant property at Actual Cash Value or stated otherwise
- Business Income - Actual Loss Sustained

Other Terms

- Blanket Limit
- No Coinsurance
- Vacant Buildings must be reported.
If vacant building becomes occupied, please notify WVCoRP to ensure proper coverage is in place.

Deductibles (Per Occurrence)

- \$5,000 Building & Contents
- \$25,000 Flood
- \$25,000 Earthquake

Definitions

- **Replacement Cost (RC):** The cost to repair, rebuild, or replace, at the same site, lost, damaged, or destroyed property, with other property of comparable size, material, and quality; or the applicable Limit of Coverage.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.
- **Functional Replacement Cost:** The cost of repairing or replacing damaged or stolen property with the same kind or quality, or comparable new property as of the time of loss; or applicable Limit of Coverage.
- **Vacant:** A building that does not contain adequate Covered Property to conduct customary business operations.



Inland Marine

- Inland Marine is property coverage for movable or specialized types of property and equipment
- Electronic Data Processing (EDP) covers direct physical loss to member-owned computer equipment, phone systems, fax machines, printers, and copiers.

Inland Marine

| | |
|--|--------------|
| Total Inland Marine Value (Per Schedule) | \$ 3,532,056 |
|--|--------------|

Computers / Electronic Data Processing (EDP)

| | |
|-------------------------|--------------|
| Hardware (Per Schedule) | \$ 1,023,721 |
| Software (Per Schedule) | \$ 0 |

Perils Covered

- Special Form; specifically drafted for public entities; all perils are covered, except those specifically excluded.
- Electronic Data Processing (EDP) includes electrical and mechanical breakdown.

Valuation

- Inland Marine – Replacement Cost if scheduled, otherwise Actual Cash Value except:
- Electronic Data Processing (EDP) - Functional Replacement Cost, if scheduled at 100% replacement values - otherwise Actual Cash Value.

Deductible

See Schedule

Definitions

- **Replacement Cost (RC):** The cost to repair, rebuild, or replace, at the same site, lost, damaged, or destroyed property, with other property of comparable size, material, and quality; or the applicable Limit of Coverage.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.
- **Functional Replacement Cost:** The cost of repairing or replacing damaged or stolen property with the same kind or quality; or comparable new property as of the time of loss; or applicable Limit of Coverage.

Equipment Breakdown

- Equipment Breakdown is comprehensive coverage for direct damage to covered equipment. Examples of covered equipment include: air conditioning and refrigeration equipment, boilers and pressure vessels (air tanks, hot water tanks, cookers, furnaces), communication systems, and electrical equipment (compressors, fans, system motors).
- Coverage includes the expense of inspections and certification of boilers and air compressors as required by the Department of Labor and Industry

Limits

- \$50,000,000 Limit Per Breakdown; includes Property Damage, Business Income and Extra Expense, and Hazardous Substances
- \$1,000,000 Newly Acquired Property (up to 90 Days)
- \$1,000,000 Demolition (Coverage B)
- \$1,000,000 Increased Cost of Construction (Coverage C)
- \$1,000,000 Service Interruption
- \$250,000 Spoilage Damage
- \$100,000 Electronic Data or Media Damage

Covered Events

Property losses ranging from air conditioning equipment and HVAC systems to electrical equipment, including system motors, compressors, refrigeration equipment, fans, switchboards, coils, pipes and air conditioning vessels.

Deductibles

- 24 Hours Business Income Loss
- \$1,000 Per Occurrence



General Liability

- WVCoRP general liability coverage provides the broadest protection for public entities in West Virginia.
- WVCoRP coverage provides protection from claims or suits for personal injury or property damage.
- Excess limits available

Basis of Contribution

Net Operating Expense

\$ 12,247,436

Limits

- \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage - Each Occurrence
- No Annual Aggregate

Additional Coverages

- Failure to Supply (No Sublimit)
- Sidetrack Agreements including Railroads
- Contractual Liability for Covered Contracts
- Personal Injury and Advertising Liability
- Broad Form Property Damage Liability
- Incidental Medical Malpractice
- Limited Worldwide Liability
- Owned Watercraft under 51 feet
- Products/Completed Operations
- Punitive Damages Covered in Most Cases
- Employee Benefits Liability

Sublimits

- \$100,000 Fire Legal Liability - Real Property
- \$100,000 Care, Custody, and Control of Others' Property

Deductible

None



Cyber Risk

- WVCoRP members are covered for online privacy matters (including identity theft), losses due to network security breaches (including hacking and viruses), copyright infringement, and online slander or libel, among other issues.
- Increased limits available

Limits

- \$250,000 Per Occurrence and Aggregate - Per Member
- \$1,000,000 Maximum Aggregate for all Cyber Risk losses under the contract, commencing with the inception date of this contract, regardless of the number of Members involved.

Coverages

Network Security, Privacy, and Data Breach Liability

- Liability for unauthorized access to the computer network, including personal identifying information such as social security numbers, credit card numbers, etc.
- Liability for transmission of a computer virus

Multimedia Liability

- Copyright/trademark infringement, invasion of privacy, plagiarism, libel and slander through website or social media

Regulatory Liability

- Liability, including defense costs, resulting from a claim by an official regulatory agency or governmental body as a result of a security breach or privacy breach or breach of privacy regulations
- Includes civil and/or administrative penalties or fines imposed by an official regulatory agency or governmental body

Data Breach Incident Response

- Expenses paid to third party service providers arising from a data breach for legal services, notification expenses, fraud monitoring and resolution services, call center services, public relations services, and computer forensic services.

Data Restoration

- Costs to restore, compile or replace data
- Reasonable and necessary costs and expenses to determine scope of breach
- Costs paid to restore, compile or replace data to a third party as a result of a network security breach or cyber extortion event

Cyber Extortion

- Reimbursement of reasonable costs and expenses resulting from request for money to avoid damage, destruction, corruption or introduction of a computer virus, a malicious code or denial of service

Social Engineering Fraud

- Covers financial loss relating to a social engineering event whereby an employee is instructed to move funds to another bank fraudulently

PCI DSS Fines

- Covers PCI contractual costs and regulatory fines following a security or privacy event

Deductible

None

Environmental Liability

- WCoRP provides members with liability protection for first and third party environmental liabilities.
- Coverage for third party cleanup involving above ground pollution exposures is included

Limits

- Each Incident and Aggregate - Per Member \$500,000
- Pool Aggregate \$1,000,000

Coverages

- Third Party Clean-up for above ground pollution exposures, such as:
 - Water & Sewer Operations
 - Transfer Stations
 - Spraying of Pesticides and Herbicides
 - Golf Courses
 - Above Ground Storage Tanks

Exclusions *

- Underground Storage Tanks
- Landfills

* WCoRP will place coverage for these excluded exposures through a commercial carrier, if requested.

Deductible

- \$25,000 Per Occurrence



Law Enforcement Liability

- WVCoRP Law Enforcement Liability provides protection from allegations arising from law enforcement operations.

Limit

- \$1,000,000 Personal Injury, Property Damage, or Wrongful Act – Per Occurrence

Coverages

Follows Coverage Contract for Liability Coverage

Additional Coverages

- Bodily Injury/Property Damage with respects to Law Enforcement operations
- Personal Injury Liability
- Broad Form Property Damage Liability
- Limited Worldwide Liability
- Owned Watercraft under 51 feet
- Volunteers included as covered persons (volunteer fire & rescue are excluded)
- Contractual Liability for covered contracts

Deductible

- \$5,000 Per Occurrence



Public Officials Liability

- Public Officials Liability provides protection against allegations of wrongful acts, such as sexual harassment and employment practices.
- Defense costs are provided for certain excluded coverages

Limits

- \$1,000,000 Each Wrongful Act
- \$1,000,000 Annual Aggregate

Policy Form

Occurrence

Coverages

- Employment Practices
- Sexual Harassment
- Notary Public applicable for all current employees while acting within the course and scope of their notarial duties of the Member
- Defense cost in addition to coverage limits

Additional Provisions

- Claims handled when filed, not only if a lawsuit is filed

\$100,000 Defense Limit provided for the following excluded coverages:

- Employment Wrongful Acts, when no monetary damages requested
- Land Use/Eminent Domain (subject to \$25,000 Deductible)
- Suits for non-monetary relief brought to remove an elected official pursuant to WV Code §6-6-7 (subject to \$25,000 Deductible)

\$50,000 Defense Reimbursement Limit provided for the following excluded coverages:

- Criminal Acts (subject to a \$10,000 Deductible); see contract language for specific terms and conditions

Deductible

- \$5,000 Per Occurrence
- \$25,000 Land Use/Eminent Domain

Prior Acts Coverage included if prior coverage was written on claims-made basis.



Automobile Liability and Physical Damage

- WVCoRP coverage includes hired and non-owned vehicles
- Automatic coverage for newly acquired vehicles at no additional charge until renewal.
- Excess limits available.

Basis of Contribution

Number of Vehicles

94

Liability

Limits

- \$1,000,000 Liability Limit For Owned and Hired Autos - Bodily Injury and Property Damage - Each Occurrence
- \$2,000 Medical Payments (Per Person)
- \$1,000,000 Non-Owned Auto Liability (excess over any other collectible insurance)
- \$1,000,000 Uninsured Motorist
- \$250,000 Underinsured Motorist
- \$1,000,000 Garage Liability
- \$100,000 Garagekeepers
- No Annual Aggregate

Additional Coverages

- Out of State No Fault Coverage provided at the basic minimum limits required by state law
- Newly acquired vehicles covered until renewal at no additional charge
- Unlimited Physical Damage for all owned vehicles; deductible will apply
- Replacement cost coverage can be provided on any vehicle with a replacement cost value in excess of \$50,000
 - Must be reported at 100% of replacement cost value
 - Additional charge will apply

Physical Damage

Deductibles

- \$1,000 Comprehensive (ACV)
- \$1,000 Collision (ACV)
- \$1,000 Hired Car Physical Damage Comprehensive (up to \$50,000)
- \$1,000 Hired Car Physical Damage Collision (up to \$50,000)
- \$1,000 Garagekeepers

Definitions

- **Replacement Cost (RC):** The Fund will pay the lesser of: (a) the cost of repairing damaged property or replacing damaged or stolen property with the same kind or quality; (b) the cost to replace the damaged or stolen property with comparable new property as of the time of loss; or (c) the Limit of Coverage applicable to the lost, damaged or stolen Covered Auto.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.

Please provide values for all vehicles you wish to have this coverage applied to effective 07/01 2020



Crime Coverage

- Crime provides protection from loss of money and securities, as well as, forgery and fraud.
- State-required faithful performance bonds for covered persons are included.
- Coverage is for covered crimes committed by employees, board members, commission members and volunteers.

Limits

- \$250,000 Per Occurrence
- \$25,000 Telephone Toll Fraud

Coverage Forms

- Employee Theft
- Employee Dishonesty (Faithful Performance Form)
- Loss Inside and Outside the Premises
- Money Orders and Counterfeit Paper Currency
- Depositors Forgery Coverage
- Computer Fraud
- Funds Transfer Fraud

Public Officials Required Bond

Meets maximum listed Bond value for all public officials as outlined by West VA Code §6-2-10, §6-2-10A, and §6-2-11

- \$200,000 per County Commissioner;
- \$50,000 per Circuit Court Clerk;
- Assessor - \$5,000;
- County Clerk - \$50,000;
- Surveyor of Lands - \$3,000;
- Sheriff - the aggregate amount of all state, county, district, school, municipal and other moneys which will probably come into his hands during any one year of his term of office, up to \$250,000;
- Deputy Sheriff - \$100,000

Deductible

- \$250 Per Occurrence

Excess Liability

- Excess liability provides additional limits over and above the underlying limits for those coverages for which excess limits are purchased.
- Underlying limits must be exhausted before excess liability is available for losses.

Limits

- Excess Automobile Liability
 - \$1,000,000 Limit
 - \$0 Excess Liability Aggregate
- Excess General Liability
 - \$1,000,000 Limit
 - \$0 Excess Liability Aggregate
- Excess Law Enforcement Liability
 - \$1,000,000 Limit
 - \$0 Excess Liability Aggregate
- Excess Public Officials Liability
 - \$1,000,000 Limit
 - \$1,000,000 Annual Aggregate

**Does not include Non-Owned Automobile Liability, Garage Liability, and Uninsured/Underinsured Motorists Coverage*



Workers' Compensation

- WVCoRP provides the most affordable and responsive Workers' Compensation coverage available.
- WVCoRP provides leading medical bill review and case management services to ensure cost effective treatment and return to work for injured employees.
- Online claim reporting capability through our WVCoRP member website.

Coverages

Workers' compensation coverage is provided in accordance with and limited to guidelines established by the Offices of the West Virginia Insurance Commissioner and Employers Liability.

Employers' Liability

| | |
|---|-------------|
| Bodily Injury by Accident | \$1,000,000 |
| Bodily Injury by Disease (Per Person) | \$1,000,000 |
| Bodily Injury by Disease (Per Accident) | \$1,000,000 |

| Classification | Group | Code | Payroll | Rate (Per \$100 Payroll) | Contribution |
|----------------------------|-------|------|---------------------|--------------------------|--------------|
| Police Officers & Drivers | | 7720 | \$2,700,349 | \$3.31 | \$89,381.55 |
| Auto Service or Repair | | 8380 | \$50,187 | \$1.71 | \$858.20 |
| Clerical | | 8810 | \$5,002,859 | \$0.17 | \$8,504.86 |
| Attorney - All Employees | | 8820 | \$1,265,853 | \$0.11 | \$1,392.44 |
| Animal Control | | 8831 | \$177,191 | \$0.97 | \$1,718.75 |
| Building Operated by Owner | | 9015 | \$564,397 | \$2.85 | \$16,085.31 |
| Municipal Employees NOC | | 9410 | \$1,182,489 | \$2.64 | \$31,217.71 |
| Total Payroll: | | | \$10,943,325 | | |

| | |
|--|------------------|
| Manual Contribution | \$149,158.83 |
| Experience Modification | 0.80 |
| Modified Contribution | \$119,327.06 |
| Scheduled Debit/Credit | \$0.00 |
| Regulatory Surcharge | 1.05 |
| Total Estimated Annual Contribution | \$125,293 |

Workers' Compensation Coverage is available only if Property & Casualty coverage is in place through WVCoRP.

The classifications and codes shown are established by the National Council on Compensation Insurance (NCCI) and are the same as those used by insurance companies in West Virginia.

Rates have been filed with the State Corporation Commission and are subject to approval.

Workers' Compensation Coverage Contribution is payable in equal quarterly installments.

Subject to Audit and Annual Adjustment



Jefferson County Commission

Coverage Term : 7/1/2020 - 7/1/2021

BUILDINGS AND CONTENTS SCHEDULE

Replacement Cost or Stated Otherwise

| Loc # | Bldg # | Bldg Description | Street Address | City | Bldg Value | Cts Value | Deductible | Builders Risk | Demo / Debris Removal Only | Agreed Value | Actual Cash Value |
|---------------|--------|-----------------------------|----------------------------------|---------------|------------------------|-----------------------|------------|---------------|----------------------------|--------------|-------------------|
| 1 | 1 | Communications Center | 28 Industrial Blvd. | Kearneysville | \$4,400,000.00 | \$243,000.00 | \$5,000.00 | | | | |
| 10 | 1 | Mason Building | 116 E. Washington Street | Charles Town | \$1,877,000.00 | \$214,000.00 | \$5,000.00 | | | | |
| 11 | 1 | Hunter House | 124 E. Washington Street | Charles Town | \$792,000.00 | \$94,000.00 | \$5,000.00 | | | | |
| 12 | 1 | Hunter House Annex/Mailroom | 104 South Samuel Street | Charles Town | \$159,400.00 | \$10,000.00 | \$5,000.00 | | | | |
| 13 | 1 | Courthouse | 100-102 E. Washington Street | Charles Town | \$3,735,000.00 | \$258,000.00 | \$5,000.00 | | | | |
| 14 | 1 | Riggler Building | 108-110-112 E. Washington Street | Charles Town | \$1,247,000.00 | \$126,000.00 | \$5,000.00 | | | | |
| 15 | 1 | Sheriff's Office | 102 Industrial Blvd. | Kearneysville | \$2,645,000.00 | \$272,000.00 | \$5,000.00 | | | | |
| 16 | 1 | Lot 18 Maintenance Bldg 2 | 128 Industrial Blvd | Kearneysville | \$1,202,000.00 | \$223,000.00 | \$5,000.00 | | | | |
| 17 | 1 | Gray Building | 120 George Street | Charles Town | \$1,100,000.00 | \$200,000.00 | \$5,000.00 | | | | |
| 2 | 1 | Sheriff's Office Substation | Blue Ridge School/Route 9 | Charles Town | \$55,000.00 | \$7,500.00 | \$5,000.00 | | | | |
| 3 | 1 | Old Jail Annex | 119 North George Street | Charles Town | \$2,640,000.00 | \$234,000.00 | \$5,000.00 | | | | |
| 4 | 1 | Health Center | 1948 Wiltshire Road | Kearneysville | \$3,733,000.00 | \$94,000.00 | \$5,000.00 | | | | |
| 5 | 1 | Animal Shelter | 161 Poor Farm Road | Kearneysville | \$295,000.00 | \$34,000.00 | \$5,000.00 | | | | |
| 6 | 1 | Caretakers Dwelling | County Farm-Leetown Rd | Leetown | \$204,900.00 | \$0.00 | \$5,000.00 | | | | |
| 7 | 1 | County Judicial Center | 110 North George Street | Charles Town | \$5,456,000.00 | \$576,000.00 | \$5,000.00 | | | | |
| 8 | 1 | Assessor/Probation | 102-106 E. Washington Street | Charles Town | \$800,000.00 | \$83,000.00 | \$5,000.00 | | | | |
| 9 | 1 | Smoot Building | 114 E. Washington Street | Charles Town | \$196,800.00 | \$1,000.00 | \$5,000.00 | | | | |
| Totals | | | Count: 17 | | \$30,538,100.00 | \$2,669,500.00 | | | | | |



Jefferson County Commission

Coverage Term : 7/1/2020 - 7/1/2021

INLAND MARINE SCHEDULE

| Equipment Type | Department | Item Description | Serial Number | Value | Deductible |
|--------------------------|--------------------------|-------------------------------------|---------------|----------------|------------|
| Electronic Data Hardware | | Hunter House Server Room - Basement | | \$227,350.00 | \$2,500.00 |
| Electronic Data Hardware | | Blanket EDP Per Appraisal | | \$655,000.00 | \$2,500.00 |
| Electronic Data Hardware | County | Dell Server | | \$20,000.00 | \$2,500.00 |
| Electronic Data Hardware | County | Financial System | | \$110,000.00 | \$2,500.00 |
| Electronic Data Hardware | Global Science/ Assessor | Printers | | \$11,371.00 | \$2,500.00 |
| Generators | | Generator located behind Mason Bldg | | \$57,855.00 | \$2,500.00 |
| Generators | Maintenance Department | Maint. Nitrogen Generator | | \$5,000.00 | \$2,500.00 |
| Miscellaneous Equipment | 911 Center | Audio Recorders | | \$78,180.00 | \$2,500.00 |
| Miscellaneous Equipment | 911 Center | CAD System | | \$750,693.00 | \$2,500.00 |
| Miscellaneous Equipment | Maintenance | 2017 Bobcat | 2215 | \$31,715.00 | \$2,500.00 |
| Miscellaneous Equipment | Maintenance Department | Genie Equipment | | \$15,000.00 | \$2,500.00 |
| Miscellaneous Equipment | Maintenance Department | Holland Tractor | | \$15,000.00 | \$2,500.00 |
| Miscellaneous Equipment | Sheriff | (2) E-Z-Go 2000 Yamaha Golf Carts | | \$10,000.00 | \$2,500.00 |
| Miscellaneous Equipment | Sheriff | License Plate Readers | | \$118,830.00 | \$2,500.00 |
| Mobile Equipment | Sheriff | 2007 Polaris Sportsman ATV500 | 8301 | \$7,500.00 | \$2,500.00 |
| Mobile Equipment | Sheriff | 2007 Polaris Sportsman ATV500 | 6948 | \$7,500.00 | \$2,500.00 |
| Mobile Equipment | Sheriff | 2012 Polaris | 4921 | \$11,931.00 | \$2,500.00 |
| Mobile Equipment | Sheriff | 2011 Polaris ATV | 4050 | \$12,600.00 | \$2,500.00 |
| Telephone System | 911 Center | Phone & Radio System | | \$1,040,464.00 | \$2,500.00 |
| Telephone System | Non-911 Phone System | VOIP System | | \$369,500.00 | \$2,500.00 |
| Trailers | | Thule Cargo Pro Riderville Cycle | 7982 | \$7,800.00 | \$2,500.00 |
| Trailers | JCHSEM | 2012 Carry On Trailer | 7035 | \$6,000.00 | \$2,500.00 |
| Trailers | JCHSEM | 2011 Utility Trailer | 9731 | \$12,950.00 | \$2,500.00 |
| Trailers | Maintenance | 2012 Moritz F Series | 3397 | \$5,000.00 | \$2,500.00 |
| Trailers | Maintenance Department | 2005 Mid Atlantic Trailer | 7894 | \$30,000.00 | \$2,500.00 |
| Trailers | Sheriff | 2010 Trailer | 2207 | \$10,000.00 | \$2,500.00 |
| Voting Machines | Elections | Pollbook Equipment | | \$94,083.00 | \$2,500.00 |
| Voting Machines | Elections | ExpressVote Tabulation Sys & equip | | \$834,455.00 | \$2,500.00 |
| Totals | | Count: 28 | | \$4,555,777.00 | |



Jefferson County Commission

Coverage Term : 7/1/2020 - 7/1/2021

BUSINESS AUTO SCHEDULE

| Vehicle # | Dept | Year | Make | Model | Vin | Repl. Cost Value | Comp Ded | Coll Ded |
|-----------|-------------------|------|-----------|--------------------|------|------------------|------------|------------|
| | Sheriff | 2018 | Jeep | Cherokee | 3332 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2018 | Ford | Interceptor | 6247 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2018 | Ford | Interceptor | 6248 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2018 | Ford | Interceptor | 6246 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2018 | Ford | Interceptor | 6245 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Assessor's Office | 2019 | Ford | Escape SE | 1720 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | DPZE | 2019 | Ford | Escape SE | 1721 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2005 | Ford | CVPI | 3208 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2004 | Ford | CVPI | 3605 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2019 | Ford | Police Utility | 5372 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2002 | Ford | Crown Victoria | 5072 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Animal Control | 2019 | Ford | F-250 | 9506 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2007 | Ford | Police Interceptor | 7658 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2019 | Chevrolet | Tahoe | 2383 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2020 | Ford | Police Utility | 2675 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2020 | Ford | Police Utility | 2676 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2020 | Ford | Police Utility | 2677 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2020 | Ford | Police Utility | 2678 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Animal Control | 2008 | Ford | Ranger | 3624 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Animal Control | 2012 | GMC | Canyon | 9225 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Animal Control | 2018 | GMC | Truck | 1663 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Assessment | 2002 | Jeep | Liberty | 2558 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Assessment | 2003 | Jeep | Liberty | 5830 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Assessment | 2008 | Ford | Escape XLS | 7970 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Assessment | 2009 | Ford | Escape | 9995 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Assessor | 2014 | Jeep | Patriot | 9625 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Assessor | 2014 | Jeep | Patriot | 9626 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Assessor | 2017 | Jeep | Cherokee Laredo | 7873 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Assessor | 2018 | Jeep | Cherokee | 9499 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | E-911 | 2006 | Dodge | Durango | 8943 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Engineering | 2011 | Ford | Focus | 0563 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Maintenance | 1992 | Ford | Truck | 9097 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Maintenance | 2005 | Ford | Escape | 6995 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Maintenance | 2006 | Ford | F-250 XL | 3361 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Maintenance | 2009 | Ford | Ranger | 3168 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Maintenance | 2011 | Dodge | Dakota | 1368 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Maintenance | 2011 | Dodge | Dakota | 1369 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Maintenance | 2011 | Ford | F350 | 8636 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Maintenance | 2017 | Ford | Transit | 9434 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2001 | Ford | Crown Victoria | 3744 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2001 | Ford | Crown Victoria | 4156 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2004 | Dodge | Dakota | 2034 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2005 | Chevrolet | Trailblazer | 1270 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2005 | Dodge | Durango | 0752 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2005 | Ford | Crown Victoria | 5377 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2005 | Ford | Explorer | 5593 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2006 | Ford | Explorer XLS | 8134 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2006 | Jeep | Cherokee | 4901 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2008 | Ford | Crown Vic | 4932 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2008 | Ford | Crown Victoria | 4372 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2008 | Ford | Explorer | 6432 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2008 | Ford | Explorer | 7785 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2009 | Ford | Crown Victoria | 9448 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2009 | Ford | Crown Victoria | 9449 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2009 | Ford | Expedition | 0882 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2010 | Ford | Explorer | 5546 | \$0.00 | \$1,000.00 | \$1,000.00 |

| | | | | | | | | | |
|--------|-------------|------|-----------|----------------|------|--|--------|------------|------------|
| | Sheriff | 2011 | Can-Am | Spyder | 0254 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2012 | Dodge | Charger | 2009 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2012 | Dodge | Charger | 2010 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2012 | Dodge | Charger | 2011 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2012 | Dodge | Charger | 6138 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2013 | Chevrolet | Equinox | 3370 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2013 | Ford | Police Sedan | 4898 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2013 | Ford | Police Sedan | 4899 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2013 | Ford | Police Utility | 1382 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2014 | Ford | Utility | 0316 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2014 | Ford | Utility | 0317 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2014 | Ford | Utility | 0318 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2014 | Ford | Utility | 0319 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2014 | Ford | Utility | 0320 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2014 | Jeep | Patriot | 3139 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2016 | Ford | Explorer | 6361 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2016 | Ford | Explorer | 6362 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2016 | Ford | Explorer | 6363 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2016 | Ford | Explorer | 7436 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2016 | Ford | Explorer | 7437 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2017 | Ford | Explorer | 1447 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2017 | Ford | Explorer | 3188 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2017 | Ford | Explorer | 3189 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2017 | Ford | Explorer | 3190 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2017 | Ford | Explorer | 5932 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2017 | Ford | Explorer | 8399 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2017 | Ford | Explorer | 8400 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2017 | GMC | Van | 6112 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2018 | Dodge | Ram 1500 | 4866 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2018 | Ford | Explorer | 1046 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Sheriff | 2018 | Ford | Explorer | 1047 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| 0 | Sheriff | 2000 | Ford | Van | 2991 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| DPZE | Engineering | 2002 | Jeep | Liberty | 0249 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| DPZE | Engineering | 2003 | Jeep | Liberty | 6721 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| DPZE | Engineering | 2006 | Ford | Explorer | 4156 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| DPZE | Engineering | 2006 | Ford | Explorer XLS | 4155 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| DPZE | Engineering | 2012 | Jeep | Patriot SP | 7454 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| JCHSEM | Security | 2011 | Ford | Expedition | 9048 | | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Totals | | Count: 94 | | | | \$0.00 | | |



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 Tabb

April 9, 2020

VICE PRESIDENT

Ralph Lorenzetti

Honorable Commissioners

Jefferson County, West Virginia

COMMISSIONER

Josh Compton

Attached are the medical insurance renewal contracts for fiscal year 2020-2021 for Jefferson County employees.

COMMISSIONER

Patricia A. Noland

FY2021 Summary

COMMISSIONER

Caleb Wayne Hudson

Highmark Medical/Rx includes one option for review. During the budget process, the County's insurance representative advised that the monthly premium for the current health insurance plan would increase by 5-8% for FY2021 and \$115,000 was included to cover a portion of this increase in the budget.

Employee Portion of the Insurance Premium: The last increase to the employee portion of the County's insurance premium was during FY2018 (effective 7/1/2017). A comparison of insurance premiums paid by the employee and employer was prepared:

| | Monthly Premium Comparison | | | | | | | | | | | | | | |
|---------------------------------------|----------------------------|--------------|--------|--------------|----------|--------|--------------|----------|--------------|----------|--------|--------------|----------|--------------|----------|
| | ee Only | | | | | ee+1 | | | | | Family | | | | |
| | ee | ee% | er | er% | Total | ee | ee% | er | er% | Total | ee | ee% | er | er% | Total |
| Jefferson County Commission | 40.00 | 4.7% | 804.22 | 95.3% | 844.22 | 300.00 | 17.8% | 1,388.43 | 82.2% | 1,688.43 | 447.00 | 21.2% | 1,663.54 | 78.8% | 2,110.54 |
| The City of Frederick | 244.55 | 25.3% | 720.63 | 74.7% | 965.19 | 502.06 | 25.2% | 1,493.18 | 74.8% | 1,995.24 | 586.93 | 25.1% | 1,747.81 | 74.9% | 2,334.74 |
| Loudoun Co Public Schools | 132.90 | 15.3% | 738.38 | 84.7% | 871.28 | 458.49 | 26.3% | 1,286.44 | 73.7% | 1,744.93 | 628.44 | 28.9% | 1,548.17 | 71.1% | 2,176.61 |
| City of Hagerstown | 130.00 | | | | | 339.99 | | | | | 570.01 | | | | |
| Washington Co Public Schools | 192.14 | 18.7% | 835.38 | 81.3% | 1,027.52 | 384.30 | 18.7% | 1,670.75 | 81.3% | 2,055.05 | 486.55 | 18.7% | 2,115.28 | 81.3% | 2,601.83 |
| WV PEIA-Based on Annual Sal | | | | | | | | | | | | | | | |
| Select Tiers | | | | | | | | | | | | | | | |
| <\$35,400 | | | | | | | | | | | | | | | |
| Lowest Plan | 50.00 | 23.7% | 161.00 | 76.3% | 211.00 | 108.00 | 17.9% | 496.00 | 82.1% | 604.00 | 145.00 | 22.6% | 496.00 | 77.4% | 641.00 |
| Comparable Plan | 115.00 | 26.8% | 314.00 | 73.2% | 429.00 | 222.00 | 21.6% | 804.00 | 78.4% | 1,026.00 | 280.00 | 25.8% | 804.00 | 74.2% | 1,084.00 |
| \$35,400-\$41,400 | | | | | | | | | | | | | | | |
| Lowest Plan | 53.00 | 24.8% | 161.00 | 75.2% | 214.00 | 123.00 | 100.0% | 496.00 | 0.0% | 123.00 | 159.00 | 24.3% | 496.00 | 75.7% | 655.00 |
| Comparable Plan | 122.00 | 28.0% | 314.00 | 72.0% | 436.00 | 245.00 | 100.0% | 804.00 | 0.0% | 245.00 | 307.00 | 27.6% | 804.00 | 72.4% | 1,111.00 |
| JCC Average Annual Salary is \$50,968 | | | | | | | | | | | | | | | |
| \$47,401-\$55,400 | | | | | | | | | | | | | | | |
| Lowest Plan | 61.00 | 27.5% | 161.00 | 72.5% | 222.00 | 155.00 | 23.8% | 496.00 | 76.2% | 651.00 | 207.00 | 29.4% | 496.00 | 70.6% | 703.00 |
| Comparable Plan | 143.00 | 31.3% | 314.00 | 68.7% | 457.00 | 307.00 | 27.6% | 804.00 | 72.4% | 1,111.00 | 387.00 | 32.5% | 804.00 | 67.5% | 1,191.00 |
| >\$105,401 | | | | | | | | | | | | | | | |
| Lowest Plan | 127.00 | 44.1% | 161.00 | 55.9% | 288.00 | 383.00 | 43.6% | 496.00 | 56.4% | 879.00 | 431.00 | 46.5% | 496.00 | 53.5% | 927.00 |
| Comparable Plan | 252.00 | 44.5% | 314.00 | 55.5% | 566.00 | 616.00 | 43.4% | 804.00 | 56.6% | 1,420.00 | 691.00 | 46.2% | 804.00 | 53.8% | 1,495.00 |
| Average of employee portion: | | 20.7% | | 79.3% | | | 22.0% | | 78.0% | | | 23.8% | | 76.2% | |

In comparison, the County is paying a much higher portion of the insurance premium than that of surrounding government offices. The largest disparity exists for employee only coverage, the County pays for 95.3% of the premium whereas the average for other government offices is 79.3%.

As part of the analysis, I reviewed the annual salary makeup of employees enrolled in the County's insurance plan. The average annual salary paid to county employees is \$50,968. The County has 21 employees earning between \$14/hr and \$17/hr (\$25,480-\$30,940 for 70 HR or \$29,120-\$35,360 for 80 HR). 50% of the employees (11 total) with annual salaries in that range are enrolled in the County's insurance plan. The State of WV offers its insurance

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

premiums based on employee annual wages. Comparable employees in the State’s lowest income tier are paying 26.8% of the premium or \$115/month for similar medical insurance while County employees pay \$40/month for the same employee only coverage.

If the County corrected its premium portion in FY21 to the averages of other government offices, the FY21 premium allocation amounts would increase as follows:

| | ee Only | | | | | ee+1 | | | | | Family | | | | |
|------------------------------|----------|-------|----------|-------|-----------|----------|-------|------------|-------|------------|----------|-------|------------|-------|------------|
| | ee | ee% | er | er% | Total | ee | ee% | er | er% | Total | ee | ee% | er | er% | Total |
| Average of employee portion: | | 20.7% | | 79.3% | | | 22.0% | | 78.0% | | | 23.8% | | 76.2% | |
| Premiums based on Average % | | | | | | | | | | | | | | | |
| Jefferson County Commission | \$180.84 | 20.7% | \$690.81 | 79.3% | \$ 871.65 | \$383.61 | 22.0% | \$1,359.70 | 78.0% | \$1,743.31 | \$519.36 | 23.8% | \$1,659.78 | 76.2% | \$2,179.14 |

To lessen the impact on employees and work toward correcting the imbalance, I recommend that a phased in process of adjusting the employee vs employer portion to governmental norms should be implemented as follows:

| | ee Only | | | | | ee+1 | | | | | Family | | | | |
|--|----------|-------|----------|-------|------------|----------|-------|------------|-------|------------|----------|-------|------------|-------|------------|
| | ee | ee% | er | er% | Total | ee | ee% | er | er% | Total | ee | ee% | er | er% | Total |
| <i>Recommended Premium Increase Phase In</i> | | | | | | | | | | | | | | | |
| FY21 | \$74.00 | 8.5% | \$797.65 | 91.5% | \$ 871.65 | \$334.00 | 19.2% | \$1,409.31 | 80.8% | \$1,743.31 | \$458.00 | 21.0% | \$1,721.14 | 79.0% | \$2,179.14 |
| FY22 | \$96.00 | 10.7% | \$801.80 | 89.3% | \$ 897.80 | \$362.00 | 20.2% | \$1,433.61 | 79.8% | \$1,795.61 | \$488.00 | 21.7% | \$1,756.51 | 78.3% | \$2,244.51 |
| FY23 | \$116.00 | 12.5% | \$808.73 | 87.5% | \$ 924.73 | \$390.00 | 21.1% | \$1,459.48 | 78.9% | \$1,849.48 | \$518.00 | 22.4% | \$1,793.85 | 77.6% | \$2,311.85 |
| FY24 | \$136.00 | 14.3% | \$816.48 | 85.7% | \$ 952.48 | \$419.18 | 22.0% | \$1,485.78 | 78.0% | \$1,904.96 | \$548.00 | 23.0% | \$1,833.21 | 77.0% | \$2,381.21 |
| FY25 | \$156.00 | 15.9% | \$825.05 | 84.1% | \$ 981.05 | \$431.76 | 22.0% | \$1,530.35 | 78.0% | \$1,962.11 | \$578.00 | 23.6% | \$1,874.64 | 76.4% | \$2,452.64 |
| FY26 | \$176.00 | 17.4% | \$834.48 | 82.6% | \$1,010.48 | \$444.71 | 22.0% | \$1,576.26 | 78.0% | \$2,020.97 | \$602.08 | 23.8% | \$1,924.14 | 76.2% | \$2,526.22 |
| FY27 | \$196.00 | 18.8% | \$844.80 | 81.2% | \$1,040.80 | \$458.05 | 22.0% | \$1,623.55 | 78.0% | \$2,081.60 | \$620.14 | 23.8% | \$1,981.87 | 76.2% | \$2,602.01 |
| FY28 | \$216.00 | 20.1% | \$856.02 | 79.9% | \$1,072.02 | \$471.80 | 22.0% | \$1,672.26 | 78.0% | \$2,144.05 | \$638.74 | 23.8% | \$2,041.32 | 76.2% | \$2,680.07 |
| FY29 | \$229.08 | 20.7% | \$875.10 | 79.3% | \$1,104.18 | \$485.95 | 22.0% | \$1,722.42 | 78.0% | \$2,208.37 | \$657.91 | 23.8% | \$2,102.56 | 76.2% | \$2,760.47 |

Option REN1: The medical insurance renewal premium for a plan that implements no changes to the current level of services provided to employees has increased by 3.25%. *The estimated cost of this renewal option (REN1) is \$81,000.* With the adjustments recommended above to employee vs employer premiums, the \$81k increase would be distributed as follows: County will absorb \$54,800; and, Employees will absorb \$26,200.

Spousal Rule Provision-Additional Consideration: Millenium Insurance Group has provided us with additional information regarding cost savings of \$150k-\$200k annually that could be realized by implementing the Spousal Rule Provision for the FY21 medical and prescription plan renewal. Implementation of this provision would mean the following changes in spousal eligibility for an employee to elect coverage for their spouse:

- They must confirm the employment status of their spouse;
- If their spouse is employed, they must confirm whether or not their employer offers medical insurance;
- If medical insurance is offered by the spouse’s employer, they must confirm if their spouse is eligible for coverage under their employer’s plan; and,
- If an employee indicates that their spouse’s employer offers medical insurance and the employee’s spouse meets the criteria for their employer’s coverage, then their spouse is not eligible for primary insurance coverage under the county’s plan.

Delta Dental - Delta Dental is offering no increase to the current rate with a 2 year rate guarantee through FY 2022 (expiring 06/30/2022). The total annual employer expense for FY2021 is estimated to be \$49,600 and is included in the approved budget. *I recommend renewing this contract and accepting the 2 year rate guarantee.*

Hartford Group Life & Voluntary Life - Hartford is currently under a 2 year contract with a rate guarantee through FY 2021 (expiring 6/30/2021). The total annual employer expense for FY2021 is estimated to be \$29,900 and is included in the approved budget. *No action is needed.*

NVA Vision Plan- NVA is currently under 4 year contract with a 4 year rate guarantee through FY 2023 (expiring 6/30/2023) which means the County will have paid the same rate for 8 years. The total annual employer expense for FY2021 is estimated to be \$14,600 and is included in the approved budget. . *No action is needed.*

Sincerely,



Michelle Gordon
Finance Director
mgordon@jeffersoncountywv.org



Highmark
West Virginia
Member since 1998

Options List for Current Clients

Name: Jefferson County Commission
 Client: 123888 Eff Dt: 7/1/20 Rater: JCM
 Total Renewal Increase Given: 3.25%

| | Ded | Coins | Coins Lim | OV/SP/UR | ER | Drug | TMOOP | SIN | EC | ECDN | ES | FAM | TOTAL | Ren Inc |
|--|-----------|--------|-----------|----------|-------|---------------------------------|----------------|-----------------|-------------------|-------------------|-------------------|-------------------|------------------|---------|
| | 4000/8000 | 100/80 | 1000/2000 | 25/35/50 | \$125 | Ret - 10/20/40 MO - 25/50/90 | 7350/1470 0 | \$844,22 | \$1,688.43 | \$2,110.54 | \$1,688.43 | \$2,110.54 | \$207,677 | 3.25% |
| REN1 | | | | | | | | \$871.65 | \$1,743.31 | \$2,179.14 | \$1,743.31 | \$2,179.14 | \$214,427 | |
| REN2 | | | | | | | | 0 | 0 | 0 | 0 | 0 | \$0 | 0.00% |
| REN3 | | | | | | | | 0 | 0 | 0 | 0 | 0 | \$0 | 0.00% |
| Total Contracts: 93 10 1 19 37 160 Total Current Premium: \$207,677 Increase Total Renewal Premium: \$214,427 Inc from | | | | | | | | | | | | | | |



An Independent Licensee of the Blue Cross and Blue Shield Association

Jefferson County Commission SuperBlue Plus 2010

SUMMARY OF BENEFITS¹

| | | |
|---|--|--|
| Effective Date | July 1, 2020 | |
| Benefit Period² (used for Deductible and Coinsurances limits; and certain benefit frequencies) | Contract Year (July 1 through June 30) | |
| Deductible (Network and Non-Network Deductibles do not cross apply) | NETWORK | NON-NETWORK |
| Individual | \$4,000 | \$6,000 |
| Family (may be met collectively) | \$8,000 | \$12,000 |
| Carry-Over Deductible Period | None | |
| Coinsurance Limit (Network and Non-Network Coinsurance dollars do not cross apply) | NETWORK | NON-NETWORK |
| Individual | \$1,000 | \$3,000 |
| Family (may be met collectively) | \$2,000 | \$6,000 |
| Total Maximum Out-of-Pocket³ (Includes Deductible, Copays, and Coinsurance per Benefit Period, Network only.): | NETWORK | NON-NETWORK |
| Individual | \$7,350 | Not Applicable |
| Family (may be met collectively) | \$14,700 | Not Applicable |
| Non-Network Liability | Unlimited | |
| Lifetime Maximum Benefit for all Covered Services | Unlimited | |
| BENEFIT HIGHLIGHTS | | |
| | NETWORK | NON-NETWORK |
| Primary Care Medical Office Visit/Office Consultation - (Applies to Charges for Visit only. Does not apply to other services received during Visit.) | \$25 per Office Visit, 100% thereafter, No Deductible | \$25 per Office Visit, 80% thereafter, No Deductible |
| Specialist Care Medical Office Visit / Office Consultation - Specialist - (Includes Specialist Virtual Visit). Applies to Charges for Visit only. Does not apply to other services received during Visit. | \$35 per Office Visit, 100% thereafter, No Deductible | \$35 per Office Visit, 80% thereafter, No Deductible |
| Urgent Care Center Visit Applies to Charges for Visit only. Does not apply to other services received during Visit. | \$50 per Office Visit, 100% thereafter, No Deductible | \$50 per Office Visit, 80% thereafter, No Deductible |
| Virtual Visit Originating Site | 100% | 80% |
| Telemedicine Service⁴ | \$10 per Visit, 100% thereafter, No Deductible | Not Covered |
| PRESCRIPTION DRUGS⁵ | | |
| Prescription Drug Deductible | | |
| Individual | None | No Benefits |
| Family | None | No Benefits |
| Prescription Drugs are provided through a Retail Pharmacy Network If you choose Brand over Generic, you will pay the difference between the Brand and Generic Allowance, in addition to your Coinsurance, unless the physician writes "brand necessary" (DAW) on the prescription, or if no generic equivalent exists. Maximum 34 day supply. Note: Prescription Deductibles, Copayments and/or Coinsurance amounts apply toward the Total Maximum Out-of-Pocket | \$10 Generic / \$20 Formulary Brand / \$40 Non-Formulary Brand | NO BENEFITS |
| Mail Order Drugs - If you choose Brand over Generic, you will pay the difference between the Brand and Generic Allowance, in addition to your Coinsurance, unless the physician writes "brand necessary" (DAW) on the prescription, or if no generic equivalent exists. Maximum 90 day supply. Note: Prescription Deductibles, Copayments and/or Coinsurance amounts apply toward the Total Maximum Out-of-Pocket | \$25 Generic / \$50 Formulary Brand / \$90 Non-Formulary Brand | NO BENEFITS |
| Additional Preventive Prescription Benefits⁶ (Retail or Mail Order) - (Guidelines as determined by certain Governmental Agencies) - You may access this information at www.healthcare.gov . You may also contact Member Services. | 100%, No Deductible | NO BENEFITS |

| PREVENTIVE CARE SERVICES⁶ | | |
|---|---|---|
| | NETWORK | NON-NETWORK |
| Routine Adult | | |
| Physical exams | 100%, No Deductible | 80% |
| Adult immunizations | 100%, No Deductible | 80% |
| Colorectal cancer screening | 100%, No Deductible | 80% |
| Routine gynecological exams, including a Pap Test | 100%, No Deductible | 80% |
| Mammograms, annual routine and medically necessary | Routine: 100%, No Deductible Medically Necessary: 100% after deductible | 80% |
| Diagnostic services and procedures | 100%, No Deductible | 80% |
| Routine Pediatric | | |
| Physical exams | 100%, No Deductible | 80% |
| Pediatric immunizations | 100%, No Deductible | 80% |
| Diagnostic services and procedures | 100%, No Deductible | 80% |
| AUTISM SPECTRUM DISORDER⁷ | | |
| Services for diagnosis and treatment of Autism Spectrum Disorder (See Section V for additional information). Note: Covered Services will be paid according to the benefit category (e.g. Speech Therapy, Office Visit, etc.) | 100% | |
| PHYSICIAN SERVICES | | |
| In-Hospital Medical Visit | 100% | 80% |
| Surgery, Assistant to Surgery, Anesthesia | 100% | 80% |
| Second Surgical Opinion, Consultations (Outpatient) | 100%, No Deductible | 100%, No Deductible |
| Maternity Care - Dependent daughters are covered. | 100% | 80% |
| Newborn Care including circumcision. | 100% | 80% |
| Occupational Therapy (Rehabilitative and Habilitative) – Limit: 30 visits per benefit period for other than chronic pain Limit: 30 visits per event for chronic pain ⁸ Limitations are for Physician & Outpatient Facility, Network and Non-Network, Rehabilitative and Habilitative, combined. | 80% for other than chronic pain Primary Care Office Visit Cost-sharing will apply for chronic pain | 80% for other than chronic pain Primary Care Office Visit Cost-sharing will apply for chronic pain |
| Physical Therapy (Rehabilitative and Habilitative) – Limit: 30 visits per benefit period for other than chronic pain Limit: 30 visits per event for chronic pain ⁸ Limitations are for Physician & Outpatient Facility, Network and Non-Network, Rehabilitative and Habilitative, combined. | 80% for other than chronic pain Primary Care Office Visit Cost-sharing will apply for chronic pain | 80% for other than chronic pain Primary Care Office Visit Cost-sharing will apply for chronic pain |
| Chiropractic Manipulations (Rehabilitative and Habilitative) – Limit: 30 visits per benefit period for other than chronic pain Limit: 30 visits per event for chronic pain ⁸ Limitations are for Physician & Outpatient Facility, Network and Non-Network, Rehabilitative and Habilitative, combined. | 80% for other than chronic pain Primary Care Office Visit Cost-sharing will apply for chronic pain | 80% for other than chronic pain Primary Care Office Visit Cost-sharing will apply for chronic pain |
| Respiratory, Hyperbaric and Pulmonary Therapy | 100% | 80% |
| Cardiac Rehabilitation Therapy | 100% | 80% |
| Dialysis | 100% | 80% |
| Chemotherapy | 100% | 80% |
| Radiation Therapy | 100% | 80% |
| Infusion Therapy | 100% | 80% |
| Speech Therapy (Rehabilitative and Habilitative) when necessary due to a medical condition. | 100% | 80% |
| Temporomandibular Joint Dysfunction / Craniomandibular Disorders | 100% | 80% |
| Diagnostic, X-ray, Lab and Testing | 100% | 80% |
| Allergy Testing and Treatment | 100% | 80% |

| INPATIENT HOSPITAL / FACILITY SERVICES | | |
|---|---|---|
| | NETWORK | NON-NETWORK |
| Unlimited Days Semi-Private Room and Board | \$100 per admission Co-Pay, 100% thereafter | \$100 per admission Co-Pay, 80% thereafter |
| Ancillaries, Drugs, Therapy Services, X-ray and Lab | 100% | 80% |
| General Nursing Care | 100% | 80% |
| Surgical Services | 100% | 80% |
| Birth Center Care/Maternity Services - Dependent daughters are covered. | \$100 per admission Co-Pay, 100% thereafter | \$100 per admission Co-Pay, 80% thereafter |
| OUTPATIENT HOSPITAL / FACILITY SERVICES | | |
| Pre-Admission Testing | 100% | 80% |
| Diagnostic, X-ray, Lab and Testing | 100% | 80% |
| Surgery, Operating Room | 100% | 80% |
| Occupational Therapy (Rehabilitative and Habilitative) – Limit: 30 visits per benefit period for other than chronic pain Limit: 30 visits per event for chronic pain ⁸ Limitations are for Physician & Outpatient Facility, Network and Non- Network, Rehabilitative and Habilitative, combined. | 80% for other than chronic pain Primary Care Office Visit Cost-sharing will apply for chronic pain | 80% for other than chronic pain Primary Care Office Visit Cost-sharing will apply for chronic pain |
| Physical Therapy (Rehabilitative and Habilitative) – Limit: 30 visits per benefit period for other than chronic pain Limit: 30 visits per event for chronic pain ⁸ Limitations are for Physician & Outpatient Facility, Network and Non- Network, Rehabilitative and Habilitative, combined. | 80% for other than chronic pain Primary Care Office Visit Cost-sharing will apply for chronic pain | 80% for other than chronic pain Primary Care Office Visit Cost-sharing will apply for chronic pain |
| Respiratory, Hyperbaric and Pulmonary Therapy | 100% | 80% |
| Speech Therapy (Rehabilitative and Habilitative) when necessary due to a medical condition. | 100% | 80% |
| Cardiac Rehabilitation Therapy | 100% | 80% |
| Dialysis | 100% | 80% |
| Chemotherapy | 100% | 80% |
| Radiation Therapy | 100% | 80% |
| Infusion Therapy | 100% | 80% |
| BEHAVIORAL HEALTH SERVICES | | |
| Outpatient Mental Health Services | 100% | 80% |
| Outpatient Substance Abuse Services | 100% | 80% |
| Inpatient Mental Health Care Services | \$100 per admission Co-Pay, 100% thereafter | \$100 per admission Co-Pay, 80% thereafter |
| Inpatient Substance Abuse Care Services | \$100 per admission Co-Pay, 100% thereafter | \$100 per admission Co-Pay, 80% thereafter |
| EMERGENCY CARE SERVICES | | |
| Emergency Accident Care and / or Emergency Medical Care provided in the ER | \$125 ER Co-Pay, 100% thereafter (Co-pay waived if admitted) | \$125 ER Co-Pay, 100% thereafter (Co-pay waived if admitted) |
| Emergency Ambulance | 100%, No Deductible | 100%, No Deductible |
| NON-EMERGENCY CARE SERVICES | | |
| Non-Emergency Medical Care provided in the ER | \$125 ER Co-Pay, 100% thereafter | \$125 ER Co-Pay, 80% thereafter |
| Non-Emergency Ambulance Services | 100% | 80% |

Michelle Gordon

From: Laurie Bracelin <lbracelin@millig.com>
Sent: Thursday, April 2, 2020 10:49 AM
To: Michelle Gordon; Stephanie Grove
Cc: Thomas Bracelin
Subject: Spousal Rule Review
Attachments: 2019-20.CoveredSpouseRule.pdf

Ladies,

I wanted to revisit the Spousal Rule Provision for your Medical/RX renewal date of July 1, 2020. Attached is a "Sample" from one of our clients, Lancaster County Christian School. By implementing this provision upon renewal any one who elects coverage for their Spouse must confirm if the spouse's employer offers Medical/RX coverage. If the spouses employer DOES offer coverage, they must elect that as the Spouses Primary Medical/RX plan. They can they elect the Jefferson County Commission Medical/RX plan as SECONDARY for the Spouse only. This has no impact on the Child(ren) election. This is done on the "honor system" as we do not require any documentation from the Spouses Employer regarding coverage options UNLESS our client wants to require.

Many employers implement this if their Medical/RX plan is richer or less expensive than most employers. This avoids Spouses on plans where other coverage is available simply because the Employee's coverage is better or less expensive. Since most employers contribute a portion of the Spouse/Dependent premium, this limits their exposure and avoids adverse selection on the Employer Plan.

Jefferson County Commission plan does NOT have to implement this Provision unless you elect to do so. It's our job to advise you regarding controlling costs and providing competitive coverage in the overall job market. **PLEASE ADVISE VIA EMAIL REGARDING YOUR DECISION ON THIS PROVISION.**

If you would like to discuss in greater detail, please contact Tom or I. Thank you for your valued assistance.

Laurie L. Bracelin

Laurie L. Bracelin, CEO
P: 717.354.4774 F: 717.354.0459
135 East Main Street, New Holland, PA 17557



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Lancaster County Christian School 2019 - 2020 Health Insurance – Spousal Coverage

In order for an Employee’s Spouse to be considered eligible for coverage under the Lancaster County Christian School’s Health Plan, the Spouse must be enrolled for individual coverage under his or her employer’s health plan. The Lancaster County Christian School Plan will **NOT** pay as primary coverage for a spouse who has OR could have coverage under a current or future employer’s plan.

If your spouse has a future eligibility change which allows for employer coverage during the plan year, it is your responsibility to notify the Lancaster County Christian School of this allowance immediately.

In order to determine if your spouse can have primary benefits coverage under the Lancaster County Christian School Plan, please provide answers to the following questions:

- 1. Is your spouse currently employed? Yes No

- 2. Is your spouse’s employment Full-time Part-time

- 3. If your spouse is employed, what is the name and telephone number of the employer?

- 4. Does your spouse’s employer offer medical insurance? Yes No

- 5. Is your spouse eligible for coverage under their employer’s plan? Yes No

If you indicated that your spouse’s employer offers medical insurance and your spouse meets the criteria for their employer’s coverage, your spouse is not eligible for primary insurance coverage under the Lancaster County Christian School Plan and must enroll onto their Employer plan **effective 12/1/2019 or at initial eligibility**. *(Please Note: Your spouse may be enrolled onto the Lancaster County Christian School Plan and coordinate benefits as the Secondary Insurance Coverage to his or her Employer Group Plan which would be the Primary Insurance).*

If you indicated that your spouse is unemployed or does not meet the criteria to be eligible for coverage under their employer plan, the Lancaster County Christian School Plan would then be the primary coverage.

I certify that the answers provided on this form are true and correct.

Employee’s Printed Name & Signature

Date Signed



January 14, 2020

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

RE: Contract Renewal for Jefferson County Commission
Delta Dental PPOSM Group# 15919

We appreciate your business and thank you for choosing Delta Dental of West Virginia. Your employees are among the millions nationwide who trust their smiles to Delta Dental.

We are pleased to present you with your dental plan contract renewal information. We are committed to providing you with quality plan designs combined with excellent customer service.

When reviewing your dental plan, we considered cost factors related to your group's dental service utilization and claims experience. We have made every attempt to provide the most competitive renewal possible.

We have calculated your rates based on the employer/employee contribution levels in your contract remaining the same. If the contribution levels and/or enrollment guidelines have changed or will change, please notify us immediately, as such a change may affect your renewal rate.

The following is the renewal information for your Delta Dental PPOSM dental plan:

| | | |
|--------------------------------------|---|-----------------------------|
| <i>Effective Date</i> | <i>July 01, 2020</i> | |
| <i>Contract Term</i> | <i>July 01, 2020 - June 30, 2022</i> | |
| <i>% increase</i> | <i>0.00%</i> | |
| | <i>Current Rates</i> | <i>Renewal Rates</i> |
| <i>Enrollee Only</i> | <i>\$23.46</i> | <i>\$23.46</i> |
| <i>Enrollee + 1 Dependent</i> | <i>\$46.71</i> | <i>\$46.71</i> |
| <i>Family</i> | <i>\$70.04</i> | <i>\$70.04</i> |

Delta Dental Insurance Company
Telephone: 800-521-2651

Delta Dental of California
Telephone: 888-335-8227

Delta Dental Mid-Atlantic Region
Delta Dental of Delaware, Inc.
Delta Dental of the District of Columbia
Delta Dental of New York, Inc.
Delta Dental of Pennsylvania (Maryland)
Delta Dental of West Virginia
Telephone: 800-932-0783

To renew your dental plan contract, please follow these steps:

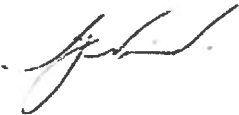
- 1) Review this letter for changes to your dental plan for July 01, 2020
- 2) Begin paying the rates outlined in this letter with your new contract term.

Upon your renewal you will receive a formal amendment to your contract. If you would like to review an amendment prior to renewing your plan, please contact your Account Manager and an amendment will be provided.

If you have any questions about your renewal, your Account Manager will be happy to help. We appreciate your continued confidence in Delta Dental. We are proud of our association with you and look forward to a long and mutually successful relationship.

Sincerely,

Delta Dental of West Virginia



MohammadReza Navid
Group Vice President, Sales

The American Dental Association (ADA) annually updates its standard dental procedure coding system, which is a component of its Code on Dental Procedures and Nomenclature (CDT Code) reference manual. When the ADA changes the codes, carriers must adopt the changes. We process claims according to the current CDT reference manual. Changes made to comply with the CDT Code do not constitute a material change to your dental plan design.

Summary of Contract Amendments to

Jefferson County Commission

Delta Dental PPOSM

OTHER INFORMATION

Delta Dental's retro-termination policy for enrollees. As a reminder, Delta Dental's policy is that enrollment may be adjusted retroactively to the immediately preceding three months plus the current month billed if no claims have been processed after the requested termination date for the enrollee.

Provider reimbursement. As a reminder, Delta Dental's policy is to reimburse contracted dentists based on the network payment provisions for the geographic area in which the services are provided.

OHCA Notification

Please be informed that consistent with the group application and group contract terms, Delta Dental considers its relationship with fully insured group health plans as subject to HIPAA's "Organized Health Care Arrangement" (OHCA) privacy rules as defined in 45 Code of Federal Regulations (C.F.R.) §164.501. Functionally, the exchange of enrollment information between Delta Dental and your group remains the same.

While a Business Associate Agreement is not required between Delta Dental and your fully insured group health plan within an OHCA, any Protected Health Information (PHI) exchanged or shared between the entities remains subject to HIPAA's minimum necessary rule and other privacy rules in addition to any applicable state laws and regulations governing the disclosure of individually identifiable health information.

Additionally, confidentiality requirements remain applicable to the exchange of information within an OHCA.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Mary Sell

Department or Organization: **Jefferson County Water Advisory Committee**

Estimation of amount of time needed for appointment: 5-10

Date Requested – 1st Choice: **April 16**

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

Date Requested – 2nd Choice: March 19

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

Discussion - USGS Groundwater Quality Assessment of Jefferson County, West Virginia, Preliminary Scope of Work and Budget Proposal

Please provide the County Commission with a description of your request or presentation, including any background information: The JCWAC is seeking the County Commission's input and support for a Groundwater Quality Assessment of Jefferson County, West Virginia.

Is this a funding request? Y/N For discussion

If so, how much? \$ For discussion

Provide exact financial impact/request:

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

The Jefferson County Commission supports the proposed USGS and Groundwater Quality Assessment of Jefferson County, West Virginia; the Jefferson County Commission encourages the Jefferson County Water Advisory Committee to seek the necessary matching funds and to update the Jefferson County Commission on progress and apply for funding as necessary.

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: marysell@takarofarm.com

Phone Number: 202-302-2789

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

**GROUNDWATER QUALITY ASSESSMENT OF
JEFFERSON COUNTY, WEST VIRGINIA -
PRELIMINARY SCOPE OF WORK AND BUDGET
PROPOSAL**

Prepared For:

**Jefferson County, West Virginia
Water Advisory Committee**

Prepared By:

**Mark D. Kozar
Kurt J. McCoy
US Geological Survey**

**Virginia and West Virginia Water Science Center
11 Dunbar Street
Charleston, West Virginia 25330
Phone: (304)347-5130**

I. INTRODUCTION

Groundwater resources are vital to the rural residents of Jefferson County, and several public water systems which rely on groundwater as their primary water source. The County has also experienced significant economic growth and a major change in land use over the last 50 years from primarily and agricultural land use in the 1970's to increasing suburban development with associated commercial and industrial growth at present. Assessing groundwater quality and protecting the resource is increasingly important to ensure that available resources are adequate for current and projected future use.

Jefferson County, located in the eastern panhandle of West Virginia is comprised of carbonate aquifers of Cambrian and Ordovician age and older siliciclastic and metamorphic rocks of Cambrian age. Naturally-occurring dissolution of carbonate aquifers in Jefferson County has resulted in numerous karst features such as caves, sinkholes, disappearing streams, and large springs. Karst aquifers are susceptible to water-quality degradation by bacteria and nitrate, possibly from a mixture of agricultural and other animal sources and by sewage effluent from residential septic systems (Hobba, 1981; Kozar and others, 1991). The metamorphic rocks along the Blue Ridge has been documented to (Kozar and others, 1991) contain very high concentrations of radon-222, a carcinogenic radioactive gas known to cause lung cancer.

The purpose of the hydrogeologic assessment is to supply Jefferson County with information to make science-based decisions on groundwater-quality and management. The primary goal of this proposal is to document the current quality of groundwater on which many of the residents, farmers, and commercial and industrial facilities of Jefferson County depend on as their primary water resource. Earlier county-wide groundwater quality assessments in Jefferson County focused primarily on the common ions and trace metals calcium, magnesium, sodium, potassium, chloride fluoride, iron, and manganese, and on common agricultural contaminants such as nitrate and nitrite, and the indicator bacteria from humans and animals, fecal coliform and fecal streptococcus bacteria. This study proposes to append common household and industrial organic solvents and compounds, common triazine herbicides, and radon-222 to the list of constituents from earlier studies.

II. OBJECTIVES

Specific objectives of the study are to assess the quality of groundwater across the entire extent of Jefferson County by sampling 60 sites, 50 wells and 10 large springs for a broad range of chemical constituents including common ions, nutrients, indicator bacteria, as has been done in previous studies, but augmented by collection of data for volatile and semi-volatile organic compounds commonly used in household and industrial processes and for commonly used herbicides such as the triazine class of herbicides. Radon-222, a carcinogenic radioactive gas

known to cause lung cancer, will also be assessed for all the wells sampled. Results of the study will be summarized in a USGS Scientific Investigations Report, and data will be made available to the public and the cooperator via the USGS National Water Information System web interface (NWIS Web).

III. BUDGET

The total project cost over the 3-year period of the project beginning October 1st, 2020 and ending September 30th, 2023 would be \$400,000 with Jefferson County contributing \$267,000, and the USGS contributing 33% or \$133,000 in federal matching funds.

IV. TIMELINE AND DELIVERABLE PRODUCTS

Collection of water-quality samples to begin in October of 2020 and completed by October of 2022. The 3rd year of the project would be devoted primarily to analysis of data and preparation of a an interpretative USGS Scientific Investigations Report to summarize the findings of the study.

V. WORK PLAN

| Calendar Year and Quarter | 2020* | | | | 2021* | | | | 2022* | | | | 2023* | | | |
|--|-------|---|---|---|-------|---|---|---|-------|---|---|---|-------|---|---|---|
| Task | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| Compile existing data for Arc-GIS | | | X | | X | X | X | | | | | | | | | |
| Conduct literature search | | | X | | | | | | | | | | | | | |
| Review available well completion reports | | | X | | X | X | | | | | | | | | | |
| Identify sites for sampling | | | X | | X | X | | | | | | | | | | |
| Collect groundwater quality samples | | | | | | X | X | | | | | | | | | |
| Update Arc-GIS with data collected for project | | | | | | X | X | X | X | X | X | X | | | | |
| Prepare initial draft of investigative report | | | | | | | | | X | X | X | X | X | | | |
| Send report for colleague review | | | | | | | | | | | | | X | | | |
| Address colleague reivew comments/edit report | | | | | | | | | | | | | | X | | |
| Submit report for editorial review | | | | | | | | | | | | | | X | | |
| Send report for Director's approval | | | | | | | | | | | | | | | X | |
| Publish investigative report | | | | | | | | | | | | | | | X | |
| * Quarters 1 - 4 represent Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec; State fiscal year is July 1 - June 30, Federal fiscal year is Oct 1 - Sept 30 | | | | | | | | | | | | | | | | |

VI. TIMEFRAME AND DELIVERABLE PRODUCTS

Identification of sites for sampling would be completed in the Fall of 2020. Collection of water-quality samples would begin in the Summer of 2021 and be completed by September 30th of 2021. The 3rd year of the project would be devoted primarily to analysis of data and preparation of a an interpretative USGS Scientific Investigations Report to summarize the findings of the study to be completed by September 30th, 2023.

VII. SELECTED REFERENCES

Hobba, W.A., Jr., 1981, Ground-water hydrology of Jefferson County, West Virginia: West Virginia Geological and Economic Survey Economic Geology Bulletin 16, 21 p.

Kozar, M.D., Hobba, W.A., and Macy, J.A., 1991, Geohydrology, water availability, and water quality of Jefferson County, West Virginia, with emphasis on the carbonate area : U.S. Geological Survey Water Resources Investigation Report 90-4118, 93 p.

Wall, J., Doctor, D.H., and Terziotti, S., 2015, A semi-automated tool for reducing the creation of false closed depressions from a filled LIDAR derived elevation model, National Cave and Karst Research Institute Symposium 5, Proceedings of the 14th Multidisciplinary Conference on Sinkholes and the Engineering and Environmental Impacts of Karst, pp. 255 – 262, available at <http://pubs.er.usgs.gov/publication/70175692>.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: ~~April 7, 2020~~ Apr. 16, 2020

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Interviews/Appointments to the Jefferson County Planning Commission: three three-year terms ending March 31, 2023 – Discussion/Action

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable
3 3 year terms
2 Applicants
1- Robert "Bob" Aitchison
2- Randall Hughes

Planning Commission



| Members | Term Expiration |
|---------------------------------|---------------------------|
| Donnie Fisher, President | 03/31/20 |
| Steve Stolipher, Vice President | 03/31/21 |
| Ron Thomas | 03/31/20 |
| Wade Louthan | 03/31/22 |
| Mike Shepp | 03/31/21 |
| Raymond Bruning | 03/31/20 |
| J. Ware | 03/31/22 |
| Jack Hefestay | 03/31/22 |
| Ralph Lorenzetti | County Commission Liaison |

Term Length

3 years

Meeting Schedule

The Jefferson County Planning Commission meets the second and fourth Tuesday of every month at 7:00 p.m. in the Old Charles Town Library Meeting Room located at 200 East Washington Street, Charles Town.

How to contact

304-728-3228

Department Association

Office of Planning and Zoning

Minutes

Minutes are available at the Planning and Zoning website.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 2, 2020 or as soon thereafter as the Commission may decide:

Planning Commission - three (3) three-year terms ending March 31, 2023

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, by 12:00 pm on the Monday prior to the proposed date of appointment.

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

Sandra McDonald

From: Jane Tabb <vinemont.farm@gmail.com>
Sent: Monday, March 30, 2020 5:16 PM
To: Sandra McDonald
Subject: Fwd: Fwd: Appointment to the Jefferson County Planning Commission

Sandy -- I assume this can be included in our agenda packet and/or emailed to Commissioners.

Jane

----- Forwarded Message -----

Subject:Fwd: Appointment to the Jefferson County Planning Commission
Date:Mon, 30 Mar 2020 16:06:48 -0400
From:Bob Aitcheson <bob.aitch46@gmail.com>
To:Vinemont.farm@gmail.com

Sent from my iPhone

Begin forwarded message:

From: Bob Aitcheson <bob.aitch46@gmail.com>
Date: March 30, 2020 at 3:40:12 PM EDT
To: jtabb@jeffersoncountywv.org, sgrove@jeffersoncountywv.org
Subject: Appointment to the Jefferson County Planning Commission

Dear President Tabb and Administrator Grove:

This will constitute my application for appointment to one of the three vacancies on the Jefferson County Planning Commission.

By way of background, I and my Family (with the current exception of three of our adult children) have lived in Jefferson County since April 1979. We reside in the Kabletown District at 654 Ward Clipp Rd.

As you may know, I am a West Virginia (hereafter sometimes "WV") lawyer (WV State Bar #90 Inactive). I practiced law (predominantly in various aspects of litigation) in West Virginia, with my office in Charles Town, for 32 years. I retired from law practice and de-activated my law license March 31, 2011.

After passing the Bar Exam, I served in the Judge Advocate Generals Corps, U S Navy, primarily at Naval Legal Service Office on board NAS Pensacola. Thereafter, I worked as Bar Counsel to the West Virginia State Bar and later for the Legislative Services Department (bill

drafting) at the Capitol in Charleston before moving to Jefferson County.

I have served on the managing bodies of various organizations, ie the WV State Bar Board of Governors, the WV Judicial Investigation Commission, the WV Board of Law Examiners, the Jefferson County Emergency Services Agency.

I am a registered Independent voter. My experience in real estate legal matters is primarily litigation oriented. However, I believe I have the necessary experience with planning and zoning matters and managerial experience as well, to immediately participate effectively as a Planning Commission member.

I believe that it is important for Jefferson County to grow and prosper. However, I do not want to see Jefferson County to become the nightmare that is Fairfax and eastern Loudoun Counties. Rather than be a so-called bedroom community, it will end up as a doormat for those areas if certain members now on the Commission have their way.

I strongly believe that adherence to the letter and spirit of the Comprehensive Plan is essential to maintain the quality of life we enjoy here. Most importantly, I believe those concerned citizens who care to voice their concerns should be heard and that the work of the Commission and any subcommittees thereof, should be properly noticed and open to our citizens at every stage.

I respectfully request appointment to the Jefferson County Planning Commission.

Thank you for your consideration.

Respectfully,

Robert D. Aitcheson

PO Box 188
Rippon, WV 25441
(304) 725-7639
Sent from my iPhone

Randall Hughes, PLA, AICP, PMP, LEED AP
randwhughes@yahoo.com
410-652-2538 - cell
1468 W. Washington St
Harpers Ferry, WV 25425

Education

Bachelor of Landscape Architecture, Kansas State University, 2001

Registration

Landscape Architect; 2004, New York, #001941 (inactive) / 2005, Maryland, #3304, 2008 / Virginia, #0406 / 2008 Pennsylvania, #LA002775 / 2014, North Carolina, #1841 / 2018, Arkansas (inactive) / 2019, Delaware, #S1-0000570

2012, American Institute of Certified Planners, #025419

2018, Project Management Professional, #2215662

2008, LEED Accredited Professional

2004, CLARB Certified Landscape Architect, #12258

Activities & Training

Member Bolivar Planning Commission; Bolivar, WV, 12/2012 – Present

Council of Landscape Architect Registration Boards (CLARB) Volunteer - 10/2019 - Present

Council of Landscape Architect Registration Boards (CLARB) Committee Session – 10/2012

Leadership Program, American Council of Engineering Companies (ACEC) MD, 2015

Leadership Training for Managers – Dale Carnegie Training, 2008

Professional Experience

Whitney, Bailey, Cox & Magnani, LLC – Baltimore, MD

Vice President - Civil Engineering: Site and Utilities. 12/2015 - Present

Director of Landscape Architecture & Planning. 05/2012 – 12/2015

Landscape Architect. 12/2004 – 05/2012

Saratoga Associates – Saratoga Springs, NY

Designer / Planner. 08/2001 – 12/2004

Skills

- *Department Management.* Served in management role in a department of 11-14 employees with annual budget goals of \$2.5 million. Management staff assignments and work loads. Reviewed assignment progress and quality assurance for submissions. Mentored staff.
- *Project Management.* Managed design projects with multi-disciplined team members for projects ranging in size from; \$50K - \$5+ construction budget and \$1K - \$400K+ professional fees.
- *Planning & Design.* Served as the lead designer, planner, and landscape architect on a wide range of projects. Oversaw overall design direction of project team members.
- *Marketing & Business Development.* Prepared responses for RFP's including technical approaches and price proposals. Prepared successful proposal for numerous stand along project and open-end / on-call contract proposals. Maintain client relationships for repeat clients.
- *Recruitment.* Experience in evaluation of candidate qualifications for open positions including; resume reviews, reference checks, interviews, and hiring decisions.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **April 16, 2020**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews and Appointment to the Jefferson County Development Authority**

- ✚ **One three-year term for Citizen Representative ending April 5, 2023 – Discussion/Action**
- ✚ **One three-year term for Shepherdstown Representative ending April 5, 2023 – Discussion/Action**
- ✚ ~~One three-year term for Charles Town Representative ending April 5, 2023 – Discussion/Action~~

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

Development Authority



Mission: The mission of the Jefferson County Development Authority is to provide an increased and diverse economic base for Jefferson County. The JCDA also provides new employment opportunities for our citizens through the attraction of medium sized light manufacturing and other types of business, and through the retention and expansion of existing businesses in Jefferson County.

Term Length: 3 years

Meeting Schedule: The JCDA Board meets the third Tuesday of each month at 3:00 p.m. at the Jefferson County Public Services Center in Bardane.

Contact Information: 304-728-3255 or www.jcda.net

| <u>Member</u> | <u>Position</u> | <u>Expiration</u> |
|------------------|------------------------------------|-------------------|
| Amanda McDaniel | Bolivar | 4/05/22 |
| Christy Huddle | Harpers Ferry | 4/05/22 |
| Jim Gatz | Shepherdstown | 4/05/20 |
| Jason Gore | Ranson | 4/05/23 |
| Michael Tolbert | Charles Town | 4/05/20 |
| Julia Yuhasz | Citizen Representative | 4/05/20 |
| Bob Gillette | Citizen Representative | 4/05/22 |
| Neil McLaughlin | Citizen Representative (President) | 4/05/22 |
| Chris Gaidrich | Citizen Representative | 4/05/22 |
| Sean Feigo | Citizen Representative | 4/05/21 |
| Greg Mason | Citizen Representative | 4/05/22 |
| Michelle Sudduth | Citizen Representative | 4/05/22 |
| Dave Dinges | Labor Representative | 4/05/21 |
| Gary Kable | BOE Representative | 4/05/21 |
| Patricia Noland | County Commissioner | 1/01/21 |

WEST VIRGINIA CODE: §7-12-3

§7-12-3. Management and control of county authority vested in board; appointment and terms of members; vacancies; removal of members.

The management and control of a county authority, its property, operations, business and affairs shall be lodged in a board of not fewer than twelve nor more than twenty-one persons who shall be appointed by the county commission and be known as members of the authority. The county commission shall appoint one member to represent the county commission on the board and, for each municipality located within the county, the county commission shall appoint one member to represent the municipality. The city and town council of each municipality located within the county shall submit to the county commission the names of three persons, one of whom the county commission shall appoint to be the municipality's representative on the board. Other members of the board shall be appointed by the county commission and shall include representatives of business, industry and labor. The members of the authority first appointed shall serve respectively for terms of one year, two years and three years, divided equally or as nearly equal as possible between these terms. Thereafter, members shall be appointed for terms of three years each. A member may be reappointed for such additional term or terms as the county commission may deem proper. If a member resigns, is removed or for any other reason his membership terminates during his term of office, a successor shall be appointed by the county commission to fill out the remainder of his term. Members in office at the expiration of their respective terms shall continue to serve until their successors have been appointed and have qualified. The county commission may at any time remove any member of the board by an order duly entered of record and may appoint a successor member for any member so removed.

Other persons, firms, unincorporated associations, and corporations, who reside, maintain offices, or have economic interests, as the case may be, in the county, shall be eligible to participate in and request the county commission to appoint members to the development authority as the said authority shall by its bylaws provide.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 16, 2020, or as soon thereafter as the Commission may decide:

Jefferson County Development Authority Board - one three-year term for Citizen Representative ending April 5, 2023.

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 before the proposed date of appointment.

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

Jessica Carroll

From: Julia McDonald Yuhasz <juliayuhasz@gmail.com>
Sent: Friday, March 13, 2020 3:06 PM
To: Jessica Carroll
Subject: Re: Notice of JCDA Term Expiration

Ms. Carroll:

Thank you for your email. I do not desire to be appointed to another three year term on the JCDA Board, but am happy to continue to serve until a replacement is identified or as a community member by request of a committee.

Thank you,

Julia

On Fri, Mar 13, 2020 at 2:43 PM Jessica Carroll <jcarroll@jeffersoncountywv.org> wrote:
Please see attached and feel free to contact me should you have any questions.

Thanks,

Jessica Carroll
Executive Administrative Assistant
Jefferson County Commission
PO BOX 250
Charles Town, WV 25414
(p) - 304-728-3284
(f) - 304-725-7916

-----Original Message-----

From: Helpdesk@jeffersoncountywv.org [mailto:Helpdesk@jeffersoncountywv.org]
Sent: Friday, March 13, 2020 3:02 PM
To: Jessica Carroll <jcarroll@jeffersoncountywv.org>
Subject: Scanned Hunter Building Commission

This is scanned and sent to you from Hunter Building Commission Offices

Attachment File Type: pdf, Multi-Page

multifunction device Location: Hunter House - 1st Floor - Front Offices Area
Device Name: XRX9C934E1DB4F9

David K. Gignilliat
126 West Washington Street
Unit #3
Charles Town, WV 25414

April 9, 2020

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

Hello,

My name is David Gignilliat. I am writing to express my interest in the **Citizen Representative** opportunity on the **Jefferson County Development Authority Board** (term ending 4/5/2023)

In addition to this letter of interest, I have included a statement of qualifications, an abridged resume and have included several letters of reference. The letters of reference are dated from last year, when they were used in my application for the Charles Town mayorship last summer, but I think they would be germane to this application.

I look forward to being considered for this position, and I can be reached for additional follow-up at **571-248-1298** or by email at **uvadavidg@gmail.com**.

Regards,



David K. Gignilliat

Statement of Qualifications:

- ** Economics degree, University of Virginia, Class of 1998**
- ** Former Financial Advisor (~ 10 years @ American Express, H & R Block and Raymond James)**
- ** Freelance magazine and newspaper business journalist, including Tahoe Daily Tribune (Ca.), The Journal Messenger (Manassas, Va.), The Washington Post, Northern Virginia Magazine, Hagerstown Magazine, Bethesda Magazine, The Spirit of Jefferson, Golden Isles Magazine, West Virginia Observer, Virginia Business Magazine, Morgantown Magazine**
- ** Self-employed (Quixotica) -- Amazon/Ebay Selling, Writing and Marketing Services**
- ** Passion for Public Service and Local Government; Civically Involved**
- ** Active member of Charles Town community since moving here last June from Virginia (Wrote for The Spirit of Jefferson, worked at local restaurants (Calico Jack's and Mountain View Diner) and businesses (Gold's Gym)**
- ** Member of Charles Town Baptist Church**
- ** Hoping to open a retail/storefront business in Jefferson County in 2020**

David K. Gignilliat

126 West Washington, Unit #3, Charles Town, WV 25414 • 703-863-5497 • uvadavidg@gmail.com

EDUCATION

University of Virginia
B.A., Economics, June 1998

Charlottesville, VA

WORK EXPERIENCE

Quixotica, LTD.

2006-Present

CEO, Creative Media Consulting, Freelance Writer and Editor

- **Overview:** *Professional writer and editor for 20+ years. Author of 2000+ articles, stories, reports. Former daily newspaper writer. Published work includes news articles, features, cover stories, profiles, Q&As, blog posts, brochures, web pages, press releases, media alerts, executive bios, marketing emails, social media.*
- **Publications:** *Northern Virginia Magazine, Celebrate Hilton Head, Savannah Morning News, Business in Savannah, Hilton Head Monthly, The South Magazine, Well Fed, Virginia Bride, Prince William Living*
- **Non-Magazine Clients:** *Dennis Stokely, 24e Style, Winking Lizard, Ruth's Chris*
- **Subject Matter Expertise:** *Business/Finance/Economics • Sports • Travel/Tourism • History • Hobbies/Recreation • Food/Drink • Architecture/Design/Construction*

Transnational Construction

Alexandria, VA

Assistant Manager – Marketing Representative, May 2006-Present

- *Conduct outbound phone calls to potential home improvement customers to set appointments for remodeling estimates. Contact clients prior to appointment date to confirm appointment.*
- *Write and mail marketing letters to potential target markets. Follow up post visit to ensure client satisfaction. Participate in weekly sales meetings.*
- *Train new staff on company policy, products and sales techniques*
- *Consistently ranked as top annual performer in 15-seat call center. Frequently exceed sales expectations.*

Quixotica Books

Woodbridge, VA

Independent Amazon Re-Seller, September 2005-Present

- **Sales:** *Averaging at least \$5,500 in sales per a month. Between 150-200 units a month, including books, DVDs, CDs, video games and new-in-box items*
 - **Product Acquisition:** *Investigate sources for products, such as libraries, thrift stores, wholesalers, liquidators, drop shippers, garage/estate sales, for new or used items.*
 - **Customer Service:** *Correspond with online customers via electronic mail, telephone, or other electronic messaging to address questions or complaints about products, policies, or shipping methods.*
-

RELATED SKILLS/EXPERTISE

Other Jobs Held: *Financial/Investment Advisor (NASD Series 7/66 licensed for 7 years), Bartender, Restaurants & Retail*

INTERESTS

- *Cooking, Sports Analytics, Romance Languages, Politics, Investing, Vladimir Nabokov, Led Zeppelin*



COUNTY OF PRINCE WILLIAM

Martin E. Nohe, Coles Magisterial District Supervisor
13476 Dumfries Road, Manassas, Virginia 20112
Telephone (703)792-4620

www.ColesDistrict.org
www.facebook.com/coles.district

Martin E. Nohe
Coles District

July 19, 2019

Charles Town City Council and
Daryl Hennessy, City Manager
101 E. Washington Street
Charles Town, WV 25414

Please allow me to recommend Mr. David Gignilliat to you for the position of Councilman for the City of Charles Town, West Virginia. I have known and worked with Mr. Gignilliat for over twenty-five years and can personally attest to his strong character, ethic for hard work, his creative thinking, and his strong communication skills. As a local elected official myself in Prince William County, Virginia, I am acutely aware of the skills and talents that are necessary to lead a local government and lead a community into the future. I believe that Mr. Gignilliat has the right combination of being an effective consensus builder with strong interpersonal skills and a skillful financial thinker with a passion for public service to serve your community well.

David Gignilliat has worked as a stockbroker, a professional writer, and an entrepreneur with each job helping him develop new skills that will ensure that he serves the City well and wisely. His commitment to hard work and willingness to make personal sacrifice to get any job done is truly the mark of a good community leader. They City Government and the people of Charles Town would be well-served to have David Gignilliat as a Councilman, and I strongly encourage you to give him the opportunity to serve.

If you have any questions, or if I can be of any other assistance to your city, please do not hesitate to contact me at any time.

Yours,

Marty Nohe
Coles District Supervisor
Prince William Board of County Supervisors

** Chairman, Northern Virginia Transportation Authority (NTVA)
** President, Appliance Connection, Woodbridge, VA

To Charles Town City Council and City Manager Hennessy:

I am aware that David Gignilliat is a candidate for the open City Council position in Charles Town, WV. I offer my positive recommendation of his candidacy. My brief elaborations are:

I served as an elected City Councilman for the entire City of Savannah for two full terms (eight years), while also practicing law in Savannah. I personally ran for Mayor of Savannah, and lost in a run-off election. Within this background, I had the opportunity to work for, and collaboratively, with many diverse people. I gained insight to their capacities, both their strengths and weaknesses.

Public service is a difficult endeavor- requiring a multitude of skill sets. I find that David Gignilliat possesses a wide variety of these required leadership skills. David has a youthful spirit and drive, coupled with knowledge, which enables him to persevere at his chosen task, regardless of roadblocks and unanticipated difficulties. He is a creative thinker who is guided by his compassion for others, within a logical goal-setting framework.

He truly wants to help make a person's life better in some manner. I have found David's leadership style to include the ability to adapt to the given situation- and he is the type of person willing to "roll up his own sleeves" and help get the job done. David is a skillful communicator and advocate who will be able to thrive in your role.

If I can be of any further service with regard to elaboration upon my recommendation, please do not hesitate to contact me.

Respectfully Submitted,

Jeffrey A. Felser

Former Alderman-at-Large,

Savannah, GA City Council

To Whom It May Concern:

I have known David Gignilliat since I was his fifth grade teacher in the late 1980s. Even then, David was a born leader, being President of the student council, which was a display of confidence from his teachers as well as his peers. He was an extremely gifted learner who quickly mastered any task presented. This track continued into his years at the University of Virginia.

Helping others and being civic-minded was instilled in David at an early age and carried into adulthood. He has the ability to multi-task and solve any situation, using his unique array of problem-solving skills. David's organizational skills are also an asset to be admired. He makes lists, charts, and diagrams to help organize his thoughts and time, which are a gift for a busy person.

David is also a prolific writer, having been published in various magazines and newspapers from Virginia to Georgia. He has been encouraged by many to write a book, and I know that he is trying to complete his first novel by the end of this year. I believe he is found something special in himself once he landed in your City. I hope to one day see him published, and on the shelves at my local bookstore. When he puts his mind to it, he can do anything.

I cannot think of a more deserving person to be your next Ward 4 City Councilman.

Nita Faught
Gifted Education Resource Teacher
Prince William County Virginia

To Whom It May Concern,

If you are looking to add a superstar to your team, I suggest you strongly consider talking to my friend, David Gignilliat. He is the type of leader that any organization would want to build around, especially a city government.

I worked closely with David in a number of professional and social settings, as his general manager in fine dining restaurants to his colleague in professional organizations to his friend for over 15 years. His confidence, organizational skills and compassion make him the type of leader that people want to follow and be around. His positive personality and upbeat sense of humor makes him very popular with those that surround him. As a native Ohioan, I can appreciate his no-nonsense approach and "roll up your sleeves" work ethic.

I've seen David work under pressure without breaking a sweat. And, I've seen him work his charm when the situation needed it most. When the going gets tough, David is usually the one that'll still be standing.

I imagine that this does not read like a long, boring, traditional "letter of recommendation." David doesn't need that. This is simply a letter that shares my fondness and respect for somebody that I not only admire very much, but also care very much about as a person. I have been rooting for him from near and far for many years, and I hope that the City of Charles Town will tap this rising star as its next City Councilman.

Sincerely,

Dominic Moraco
General Manager
Winking Lizard Restaurant Corp.
Cleveland, Ohio.

To Whom It May Concern:

I have known David Gignilliat for almost exactly 25 years, since we were fledgling first-year roommates at the University of Virginia. David, even then, always had a drive to do things different, explore unique alternatives, write prolifically, and be successful in spite of challenging circumstances. While most of us in the Lefevre dorm at U.Va. were content enough to sign up for a few classes or join a fraternity, David decided to write for the student newspaper, The Cavalier Daily, his first week in Charlottesville. Very quickly, he became a senior writer, and by mid-semester, he was travelling to the Supreme Court to cover a story. By the end of the next semester, he was an associate news editor, and then the paper's Sports Editor for two terms. By the time, he had graduated, he had written 50 articles for the Washington Post covering the University of Virginia.

I mention these details, because it is revealing example of David's level of commitment to something he has a passion for. He is a bit of a MacGyver type, for those who recall the mid-80s television show. Give him an opening, or an opportunity, and a paperclip, and he will make the most of it. He has a sense of adventure, one that sometimes steers him a bit offroad, but he always seems to find his way back to the main path. He is one of the few people I know who can go from left-brained thinking (analytical, methodical, pragmatic) to a right-brained approach (creative, artistic) rather seamlessly

In the intervening years since college, David and I have remained good friends and colleagues. We both shared a profession (investment planning) for a while, and we both share a passion for Uva. sports, which we discuss relentlessly. I have followed his creative approaches to building a writing career, starting a small business, his unique marketing and networking ideas, and his way with words. He is willing to take chances, and risk being a failure so that he can be a success.

I have been consulting with David recently as he is starting a company and finishing up a novel, and he has frequently mentioned his desire to run for office. David wants to do it all, and I think he might do just that, perhaps one day soon.

I know David considers me to be a mentor because of the success I have had in my profession, but I consider him a valuable resource as well. He seems to be an endlessly fertile source of ideas, a world-class writer, and with occasional help and margin, has the organization and wherewithal to undertake massive projects and do great things. Without hesitation or reservation, I would recommend him for this position.

Gregory M. Cash

President, Wickham Cash Partners, Charlotte, NC

Merrill Lynch/Bank of America

\$15 billion (Assets Under Management), #1 Advisor in NC/Top 40 - US, Barron's 2019

To Whom It May Concern:

I have known David Gignilliat for 12 years, both as his employer (at a florist and amusement shop in Woodbridge, Va.) and as his friend. I have learned that he has recently moved to Charles Town, and as pursuing your city's open Council position.

In working with David over the years, I found him to be highly competent, efficient and creative in his problem-solving techniques. He answered the phones, processed payments, cut and maintained flowers, wrapped bouquets, prepared gift baskets, and sold pool tables and slot machines on the other side of the store. And usually without breaking a sweat, and with a pleasant grin on his face. Once he understood his role and responsibilities, he seemed to thrive at every single task.

David would be an asset to any organization, especially a group of like-minded hard workers where he can let his diverse skill sets shine and his congenial nature come through. As someone who now resides in Virginia, but who grew up in West Virginia, and still spends time visiting family and friends in Keyser and parts in between, consider yourselves lucky. David may have been born and raised in Virginia, and spent over half of his life there, but he is also as 'wild and wonderful' as they come.

In short, David would make an excellent choice as your next Mayor in Charles Town.

Regards,

Milene Kent

Former Owner, Lake Ridge Florist & Boomer's Home Amusements (Woodbridge, VA)

Former VP, Marketing & Sales, The Washington Post

Darah P. Kehnemuyi
62 Valley Court
Shepherdstown, WV 25443

April 9, 2020

Board of County Commissioners
Jefferson County, West Virginia
PO Box 250
Charles Town, WV 25414

RE: Application for appointment to Jefferson County Development Authority

Dear Persons:

I am writing to apply for an open vacancy on the Jefferson County Development Authority. Along with this letter, please find my Application and Resume.

I am a retired attorney, teacher, and nonprofit manager, with many years' experience serving on community Boards, committees, and working groups, and volunteering at nonprofits and other community service groups. Please refer to my included Resume, Other Experience, and Past Activities.

My interest in applying for a position on the Board of the Development Authority is to serve and do what I am able for the communities of Jefferson County to ensure a stable, prosperous economy. My past experience with county and state government in Maryland, and to a limited extent in Vermont, may help provide support in pursuit of this goal.

Thank you for your consideration,

Very truly yours,

A handwritten signature in black ink, reading "Darah P. Kehnemuyi". The signature is written in a cursive style with a large, stylized initial "D".

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Darah P. Kehnemuyi

Home Telephone Number: (802) 236-4660

Work Address: Home: 62 Valley Court, Shepherdstown WV 25443

Work Phone Number: (802) 236-4660

Mobile Phone Number: (802) 236-4660

E-mail Address: darahk1@gmail.com

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: Retired, Attorney, teacher, nonprofit manager

Education: High School Millburn, NJ.

College Dartmouth College

Trade/Business School JD: Washington College of Law

Are you a United States citizen? Yes X No__

Are you a West Virginia resident? Yes X No__

Are you a resident of Jefferson County? Yes X No__

Are you able to produce verification of residency? Yes X No__

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

Address: 62 Valley Court
Shepherdstown, WV 25443

Magisterial District: Shepherdstown

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

Please see attached Resume and Cover letter

Past experience serving on community-based Boards, and Committees.

Past work with and in State government (Maryland, Vermont)

Organization Memberships and Positions Held : Please see attached Resume

Have you even been convicted of any felonies? If yes, please list. **No.**

| Date: | Offense: |
|-------|----------|
| | |
| | |
| | |

Statement: _____

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

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

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

Signature: _____ Date: _____

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

RESUME

DARAH PHILLIP KEHNEMUYI

62 Valley Court
Shepherdstown WV, 25443
(802) 236-4660

CURRENT COMMUNITY INVOLVEMENT

1. CASA, Eastern Panhandle, volunteer, January, 2020 to present

PAST PROFESSIONAL EMPLOYMENT (Retired)

1. Director, Brattleboro Community Justice Center, Brattleboro, VT., 2015-2017
2. Adjunct teacher, Vermont Community High School, 2007 to August, 2013.
3. Practice teaching/observation, Leland & Gray H.S., August, 2011 to April 6, 2012.
4. Assigned Attorney contractor, Vermont, March, 2007 to January, 2011.
5. Windham County Public Defenders, September, 2005 to December, 2005, clerkship; December, 2005 to March, 2007, volunteer.
6. Office of the Public Defender, State of Maryland: September, 1998 to August, 2005.
7. Law Offices of Darah Phillip Kehnemuyi: 1991-1998 and 1984-1988.
8. Maryland Insurance Division: 1998-1999; Chief Counsel.
9. 1980 to 1984: Civil litigation: mass tort: asbestos, Dalkon Shield, DES, automobile liability, workmen's compensation.

PROFESSIONAL ASSOCIATIONS AND LICENSES

1. Vermont Supreme Court, admitted to Vermont Bar, March 14, 2006.
2. Court of Appeals of Maryland, admitted, 1980.
3. United States District Court for District of Maryland, 1980.
4. United States District Court, District of Columbia, 1981 – 1992.
5. Licensed high school teacher certification, Vermont, 2015-2018.
6. Licensed Health and Life insurance Broker, Maryland, circa 1993.
7. Licensed Real Estate Broker, Maryland, circa 1993.
8. Licensed EMT, Maryland and Vermont, intermittent licensure, starting 1982.

OTHER EXPERIENCE:

1. Adjunct teacher, Vermont Community High School, 2007 to August, 2013, mathematics, U.S. history, social studies.
2. Adjunct faculty, School for International Training, Brattleboro, Vt. 2006, 2007, mediation trainer.
3. Lecturer, Business Law, Georgetown University, 1987.
4. Adjunct Professor, Business Law, Montgomery College, 1986 to 1990.
5. Literacy Council of Frederick, literacy tutor non-native English speakers. Tutor, 2002 to August, 2005. Board of Directors, 2003 to 2004.

6. Frederick Families First Mentoring Program. I continue to talk with the young man first sent to me through this program in fourth grade. He is now 27 years of age.
7. American Red Cross: 1994 to 2000: Instructor for CPR and first aid.
8. Extensive experience as a trial attorney (35 years) in court and jury trials, motions hearings, administrative hearings, or depositions. Trial experience: civil defense, civil plaintiffs' work, domestic relations trials, administrative prosecution, criminal defense.
9. Provided advice to the Maryland General Assembly resulting in new statutory law, 1989 to 1993, see below.
10. Participated in founding CALM, a community-based mediation service, see below.
11. Operated own law practice: trial work, wills and estates, domestic relations, business law.

EDUCATION

1. Washington College of Law, American University, Washington, D.C.: J.D., 1980.
2. New England School of Law, 1976 to 1978; Law Review by GPA.
3. Dartmouth College, AB, 1973.

PAST ACTIVITIES

Vermont

1. Brattleboro Area Affordable Housing, Board member, 2010 to August, 2019
President, 2013 to 2015.
2. Board of Trustees, Rescue Inc.
Chair of Board and President, June, 2010 to July, 2013.
Finance Committee, Chair, 2010.
Management Review Committee, 2007.
Hospital Committee, 2008
3. Brattleboro Community Justice Center: Volunteer, 2005-2017, 2019
Reparative Panels
Circles of Support and Accountability (COSA's)
Citizens' Advisory Board to Brattleboro Community Justice Center, 2005 to 2015, 2018-2019.

Maryland

1. Community Alternative Mediation (CALM), founding member; Board of Directors, 1998 to 2000 and 2003 to August, 2005. This is a community-based mediation service, providing mediation free of charge. It was originally founded through the local Quaker Meeting. It has since grown to be the parent organization of two other community-based mediation programs.
2. Frederick Families First Mentoring Program. I continue to talk with the young man first sent to me through this program in fourth grade. He is now 19 years of age, and a High School graduate.

3. Literacy Council of Frederick, literacy tutor non-native English speakers. Tutor, 2002 to August, 2005. Board of Directors, 2003 to 2004.
4. Frederick Friends Meeting, Religious Society of Friends, member. Clerk, Peace & Social Concerns Committee, 2000 to 2004.
5. Clerk, Warrington Quarter, Baltimore Yearly Meeting, Religious Society of Friends.
6. Mid-Maryland Folk Arts Council, 1996 to August, 2005.
7. American Red Cross: 1994 to 2000: Instructor for CPR and first aid.
8. Damascus Chamber of Commerce, President, 1993-1994.
9. Upcounty Citizens Advisory Board to the County Executive and County Council of Montgomery County, Maryland, October, 1990 to June, 1994; Chair: 1993-1994.
10. Agricultural Advisory Committee, Office of Economic Development, Montgomery County, Maryland, 1994.
11. Director and Officer of the Society for Health Assurance Research and Education, Inc., (SHARE) 1992 to 1994.
12. Insurance Section of the Montgomery County Bar Association, co-Chairman, 1992.
13. Health Law Section of the Montgomery County Bar Association, Chair, 1993 to 1994.
14. Germantown Town Center Citizens Advisory Board to the Montgomery County Executive and County Council, 1991 to 1992.
15. Germantown District Citizens Police Advisory Board, 1991 to 1994, Co-Chairman.
16. Damascus Volunteer Fire Department, active member 1990 to 1992.
17. Damascus Commercial Improvement Strategy Committee, 1990 to 1992.
18. Lions Clubs International, Damascus Club, 1991-1994
19. Frederick Chamber of Commerce, 1990 to 1994.
20. Special Advisory Committee on Insurance Reform of the Maryland State Bar Association, 1989.
21. Board of Directors, Churchill East Homeowners Assn, 1988.
22. Lecturer, Business Law, Georgetown University, 1987.
23. Adjunct Professor, Business Law, Montgomery College, 1986 to 1990.
24. Hyattstown Volunteer Fire Department, State-certified Emergency Medical Technician, 1987 to 1990.

PUBLISHED

1. "Health Insurance Management Urgently Requires Innovations", in "The Daily Record", Jan. 25, 1990.
2. "Insurance Regulators Should Tackle Third-Party Managers", in "The Daily Record", Feb. 21, 1990.
3. "Health Care Options Multiply, Forcing a Cautious Approach", in "The Daily Record", Ap. 12, 1990.
4. "Automobile Insurance Reform Advances in Nearby States", in "The Daily Record", Ap. 16, 1990.
5. "Purchasing Health Insurance Involves Answering Questions", in "The Daily Record", May 30, 1990.

2. Law prohibiting non-profit health insurers from dumping coverage for injuries incurred because of driving under influence of alcohol, or not wearing seatbelts.
3. Small Business Group Health Insurance - Notice of Coverage.
4. Regulation of Broker-controlled Insurers.
5. Regulation of Managing General Agents.
6. Notice of Impairment required; contributing to impairment prohibited; penalties.
7. Commissioner Retention of Enforcement Authority (after surrender of agent's license).
8. Annual actuarial opinions. Financial statements to be audited by independent certified public accountant.
9. Renewal of certificates; staggered calendar renewal of agents and brokers' certificates.
10. Cancellation or nonrenewal of lines of business (for health insurers).
(Requiring the filing of market withdrawal plans)
11. Making venue for appeals by an individual on coverage issues, may be taken to the Circuit Court in the county where the individual resides. Enacted several years after I first drafted proposed legislation.
12. Provided advice on health insurance reform to House Economics Matter Committee and to Senate Finance Committee. I pressed the need for guaranteed issue, re-issue, limiting the use of pre-existing condition limitations on coverage, and for job portability, and minimum loss ratios for the comprehensive standard health benefit plan for small businesses. Participated in drafting of Md. Code, IN Art., Title 15, Subtitle 12, Maryland Health Insurance Reform Act, as originally proposed.

Jessica Carroll

From: James Gatz <jimgatz@gmail.com>
Sent: Friday, March 13, 2020 6:28 PM
To: Jessica Carroll
Subject: Re: Notice of JCDA Term Expiration

Ms. Carroll: I have notified the Shepherdstown Mayor and Town Council that I would like to serve another term. Please let me know if you need additional information. My number is 202.746.6790. Thanks. James Gatz

On Fri, Mar 13, 2020 at 2:45 PM Jessica Carroll <jcarroll@jeffersoncountywv.org> wrote:
Please see attached, and feel free to contact me should you have any questions.

Thanks,

Jessica Carroll
Executive Administrative Assistant
Jefferson County Commission
PO BOX 250
Charles Town, WV 25414
(p) - 304-728-3284
(f) - 304-725-7916

-----Original Message-----

From: Helpdesk@jeffersoncountywv.org [mailto:Helpdesk@jeffersoncountywv.org]
Sent: Friday, March 13, 2020 3:02 PM
To: Jessica Carroll <jcarroll@jeffersoncountywv.org>
Subject: Scanned Hunter Building Commission

This is scanned and sent to you from Hunter Building Commission Offices

Attachment File Type: pdf, Multi-Page

multifunction device Location: Hunter House - 1st Floor - Front Offices Area
Device Name: XRX9C934E1DB4F9

Contact Commission Offices
Hunter Building

--

Jim Gatz
Washington, DC

Sandra McDonald

From: James Gatz <jimgatz@gmail.com>
Sent: Monday, March 23, 2020 12:48 PM
To: Jessica Carroll; Sandra McDonald
Cc: James Gatz; jamesgatz.jcda@gmail.com
Subject: Re: Notice of JCDA Term Expiration

March 23, 2020

Ms. Carroll and Ms. McDonald: Thanks again for the note. I would like to be considered for an additional term as the Shepherdstown Representative on the Jefferson County Development Authority Board of Directors. Please let me know if you have questions or need additional information from me regarding this matter. My phone number is 202.746.6790 and my email address is JimGatz@Gmail.com Thanks very much.

James Gatz

On Fri, Mar 13, 2020 at 2:45 PM Jessica Carroll <jcarroll@jeffersoncountywv.org> wrote:
Please see attached, and feel free to contact me should you have any questions.

Thanks,

Jessica Carroll
Executive Administrative Assistant
Jefferson County Commission
PO BOX 250
Charles Town, WV 25414
(p) - 304-728-3284
(f) - 304-725-7916

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multifunction device Location: Hunter House - 1st Floor - Front Offices Area
Device Name: XRX9C934E1DB4F9

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: **April 16, 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. Discussion of Jefferson County Circuit Court Civil Action #17-C-174. Discussion/Action.
8. Discussion of Jefferson County Circuit Court Civil Action #20-C-26. Discussion/Action.
9. Review and report on aspects of county policies and local government/component/agency/department involvement based on the C-19 crisis. 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: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 16, 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*):

Revise 2020 Holiday Schedule - Discussion/Action

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

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

JEFFERSON COUNTY COMMISSION HOLIDAY SCHEDULE 2020

| | |
|--------------------------|------------------------------------|
| New Year's Day | Wednesday, January 1, 2020 |
| Martin Luther King's Day | Monday, January 20, 2020 |
| President's Day | Monday, February 17, 2020 |
| Primary Election | Tuesday, May 12, 2020 |
| Memorial Day | Monday, May 25, 2020 |
| West Virginia Day | Friday, June 19, 2020 |
| Independence Day | Friday, July 3, 2020 |
| Labor Day | Monday, September 7, 2020 |
| Columbus Day | Monday, October 12, 2020 |
| General Election | Tuesday, November 3, 2020 |
| Veteran's Day | Wednesday, November 11, 2020 |
| Thanksgiving Day | Thursday, November 26, 2020 |
| Day after Thanksgiving | Friday, November 27, 2020 |
| Christmas Eve | ½ Day, Thursday, December 24, 2020 |
| Christmas Day | Friday, December 25, 2020 |
| New Year's Eve | ½ Day, Thursday, December 31, 2020 |

IN ADDITION TO THE DAYS LISTED ABOVE, THE COMMISSION WILL OBSERVE AS HOLIDAYS, ANY NATIONAL, STATE OR OTHER ELECTION DAY THROUGHOUT THE COUNTY, AND ALL DAYS WHICH MAY BE APPOINTED OR RECOMMENDED BY THE GOVERNOR, OF THIS STATE, OR THE PRESIDENT OF THE UNITED STATES, AS DAYS OF THANKSGIVING, OR FOR THE GENERAL CESSATION OF BUSINESS. ANY DAY OR PART THEREOF, DESIGNATED BY THE GOVERNOR AS TIME OFF WITHOUT CHARGE OF ANNUAL LEAVE FOR STATE EMPLOYEES STATE WIDE WILL AUTOMATICALLY BE DESIGNATED AS TIME OFF FOR COUNTY EMPLOYEES WITHOUT CHARGE AGAINST ANNUAL LEAVE FOR COUNTY EMPLOYEES. ANY ENTIRE OR PART STATE WIDE DAY OFF DESIGNATED BY THE GOVERNOR MAY, FOR ALL COURTS BE TREATED AS IF IT WERE A LEGAL HOLIDAY, AS PROVIDED FOR IN 2-2-1 OF THE WEST VIRGINIA CODE, AS AMENDED.

Date: December 5th, 2019



PRESIDENT, JEFFERSON COUNTY COMMISSION

W. Va. Code § 2-2-1

Current through 2020 Legislation effective through May 16, 2020, except for SB 723.

Michie's™ West Virginia Code > Chapter 2. Common Law, Statutes, Legal Holidays, Definitions, and Legal Capacity. (Arts. 1 — 3) > Article 2. Legal Holidays; Special Memorial Days; Construction of Statutes; Definitions. (§§ 2-2-1 — 2-2-13)

§ 2-2-1. Legal holidays; official acts or court proceedings.

(a) The following days are legal holidays:

- (1) The first day of January is "New Year's Day";
- (2) The third Monday of January is "Martin Luther King's Birthday";
- (3) The third Monday of February is "Presidents' Day";
- (4) The last Monday in May is "Memorial Day";
- (5) The twentieth day of June is "West Virginia Day";
- (6) The fourth day of July is "Independence Day";
- (7) The first Monday of September is "Labor Day";
- (8) The second Monday of October is "Columbus Day";
- (9) The eleventh day of November is "Veterans' Day";
- (10) The fourth Thursday of November is "Thanksgiving Day";
- (11) The day after Thanksgiving Day is "Lincoln's Day";
- (12) The twenty-fifth day of December is "Christmas Day";
- (13) Any day on which a general, primary or special election is held is a holiday throughout the state, a political subdivision of the state, a district or an incorporated city, town or village in which the election is conducted;
- (14) General election day on even years shall be designated Susan B. Anthony Day, in accordance with the provisions of subsection (b), section one-a [§ 2-2-1a] of this article; and
- (15) Any day proclaimed or ordered by the Governor or the President of the United States as a day of special observance or Thanksgiving, or a day for the general cessation of business, is a holiday.

(b) If a holiday otherwise described in subsection (a) of this section falls on a Sunday, then the following Monday is the legal holiday. If a holiday otherwise described in subsection (a) of this section falls on a Saturday, then the preceding Friday is the legal holiday: Provided, That this subsection (b) shall not apply to subdivisions (13), (14) and (15), subsection (a) of this section.

(c) Any day or part thereof designated by the Governor as time off, without charge against accrued annual leave, for state employees statewide may also be time off for county employees if the county commission elects to designate the day or part thereof as time off, without charge against accrued annual leave for county employees. Any entire or part statewide day off designated by the Governor may, for all courts, be treated as if it were a legal holiday.

(d) In computing any period of time prescribed by any applicable provision of this code or any legislative rule or other administrative rule or regulation promulgated pursuant to the provisions of this code, the day of the act,

W. Va. Code § 2-2-1

event, default or omission from which the applicable period begins to run is not included. The last day of the period so computed is included, unless it is a Saturday, a Sunday, a legal holiday or a designated day off in which event the prescribed period of time runs until the end of the next day that is not a Saturday, Sunday, legal holiday or designated day off.

(e) If any applicable provision of this code or any legislative rule or other administrative rule or regulation promulgated pursuant to the provisions of this code designates a particular date on, before or after which an act, event, default or omission is required or allowed to occur, and if the particular date designated falls on a Saturday, Sunday, legal holiday or designated day off, then the date on which the act, event, default or omission is required or allowed to occur is the next day that is not a Saturday, Sunday, legal holiday or designated day off.

(f) With regard to the courts of this state, the computation of periods of time, the specific dates or days when an act, event, default or omission is required or allowed to occur and the relationship of those time periods and dates to Saturdays, Sundays, legal holidays, or days designated as weather or other emergency days pursuant to section two [§ 2-2-2] of this article are governed by rules promulgated by the Supreme Court of Appeals.

(g) The provisions of this section do not increase or diminish the legal school holidays provided in section two [§ 18A-5-2], article five, chapter eighteen-a of this code.

History

1899, c. 13; 1909, c. 77; 1911, c. 40; Code 1923, c. 15Q; 1927, c. 59; 1955, c. 100; 1971, c. 84; 1972, c. 62; 1973, c. 70; 1976, c. 57; 1980, c. 61; 1982, c. 76; 1985, c. 95; 1995, c. 148; 1998, c. 106; 2002, c. 163; 2005, 4th Ex. Sess., c. 13; 2006, c. 108.

Michie's™ West Virginia Code
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End of Document



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 16, 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*):

- **Review of COVID-19 related Policies - Discussion/Action**
- **Letter to Governor concerning reimbursement of COVID-19 expenditures/losses - Discussion/Action**
- **Discussion of \$100,000 grant for hero pay - 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.](#)

Impact Fee Status Report

March 2020

Office of Impact Fees

Summary

Date Range: Sunday 1 through Tuesday 31 March 2020

Report Date: 1 April 2020

Process Number Range: 2000044-2000088

Total Applications: 45

Total Non-Exempt: 45

Of which:

Commercial: 0

Residential: 45

Of which:

County: 29

Municipal: 16

Total Exempt: 0

Of which:

Commercial: 0

Residential: 0

Of which:

County: 0

Municipal: 0

Tables 1 through 7 summarize impact fee processing for March 2020. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

| | Exempt | Commercial | Residential | Total |
|------------------------|--------|------------|--------------|---------------------|
| 1 – 31 March 2020 | 0 | 0 | 45 | 45 |
| Fees collected | | \$0.00 | \$288,469.00 | \$288,469.00 |
| <i>Of which</i> | | | | |
| School Impact Fee | | | \$261,277.00 | \$261,277.00 |
| Law Enforcement Fee | | \$0.00 | \$4,738.00 | \$4,738.00 |
| Parks & Recreation Fee | | | \$20,244.00 | \$20,244.00 |
| EMS Fee | | \$0.00 | \$2,210.00 | \$2,210.00 |

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

| Description | Amount |
|---|---------------------|
| Opening Statement Balance (1 March 2020) | \$105,390.80 |
| February Deposits (1 – 31 March 2020) | \$288,469.00 |
| School February Transactions (withdraws via transfer on 16 March 2019) | (\$96,345.12) |
| Law February Transactions (withdraws via transfer on 16 March 2020) | (\$1,178.41) |
| Parks & Rec Feb. Transactions (withdraws via transfer on 16 March 2019) | (\$7,088.86) |
| EMS February Transactions (withdraws via transfer on 16 March 2020) | (\$778.41) |
| Interest Earned (31 March 2020) | \$83.24 |
| Ending Statement Balance (31 March 2020) | \$288,552.24 |
| <i>Outstanding Credits (deposits through 1 April 2020)</i> | <i>\$0.00</i> |

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

| Description | Amount |
|--|-----------------------|
| Opening Balance (1 March 2020) | \$4,240,411.78 |
| February Transactions (deposits via transfer on 16 March 2020) | \$96,345.12 |
| Interest Earned (31 March 2020) | \$1,821.84 |
| Ending Balance (31 March 2020) | \$4,338,578.74 |

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

| Description | Amount |
|--|---------------------|
| Opening Balance (1 March 2020) | \$160,342.24 |
| February Transactions (deposits via transfer on 16 March 2020) | \$1,178.41 |
| Interest Earned (31 March 2020) | \$68.35 |
| Ending Balance (31 March 2020) | \$161,589.00 |

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

| Description | Amount |
|--|---------------------|
| Opening Balance (1 March 2020) | \$261,480.45 |
| February Transactions (deposits via transfer on 16 March 2020) | \$7,088.86 |
| Interest Earned (31 March 2020) | \$112.59 |
| Ending Balance (31 March 2020) | \$268,681.90 |

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

| Description | Amount |
|--|--------------------|
| Opening Balance (1 March 2020) | \$9,653.42 |
| February Transactions (deposits via transfer on 16 March 2020) | \$778.41 |
| Interest Earned (31 March 2020) | \$4.27 |
| Ending Balance (31 March 2020) | \$10,436.10 |

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

| Description | Amount |
|---------------------------------------|-----------------------|
| Office of Impact Fees General Account | \$288,552.24 |
| School Impact Fee Account | \$4,338,578.74 |
| Law Enforcement Fee Account | \$161,589.00 |
| Parks & Recreation Impact Fee Account | \$268,681.90 |
| EMS Impact Fee Account | \$10,436.10 |
| Total Impact Fees | \$5,067,837.98 |

/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 March 2020 Fee Transfers /1

| Account | 31 March 2020 Account Totals | Pending Impact Fee Transfers | Account Totals |
|---------------------------------------|---------------------------------|---------------------------------|-----------------------|
| School Impact Fee Account | \$4,338,578.74 | \$261,352.75 | \$4,599,931.49 |
| Law Enforcement Fee Account | \$161,589.00 | \$4,738.83 | \$166,327.83 |
| Parks & Recreation Impact Fee Account | \$268,681.90 | \$20,249.83 | \$288,931.73 |
| EMS Impact Fee Account | \$10,436.10 | \$2,210.83 | \$12,646.93 |
| Total Impact Fees | \$4,779,285.74 | \$288,552.24 | \$5,067,837.98 |

/1 This table represents each of the impact fee category account totals as of 31 March 2020 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in March 2020 are listed in table 1 of the General Account (3111776); these transactions will be processed in April 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 Sunday 1 through Tuesday 31 March 2020

| | | | | | | | | | | | | | Category Total | \$0.00 |
|---------|------------|----------------|----------------|------------------|------|-----|-----|-------|------------|------------|-----|--|-------------------|--------|
| | | | | | | | | | | | | | Category Count: 0 | |
| 2000044 | 03/03/2020 | Quigley | Douglas | 02 Charles Town | 1228 | 391 | 23A | 167 | \$6,423.00 | 03/03/2020 | N/A | | | |
| 2000045 | 03/03/2020 | Crabill | Leslie | 09 Shepherdstown | 1176 | 87 | 8C | 257 | \$6,423.00 | 03/03/2020 | N/A | | | |
| 2000046 | 03/04/2020 | Stanley Martin | | 08 Ranson Corp | 1059 | 359 | 8G | 4 | \$6,255.00 | 03/04/2020 | N/A | | | |
| 2000047 | 03/04/2020 | Stanley Martin | | 08 Ranson Corp | 1059 | 359 | 8G | 5 | \$6,255.00 | 03/04/2020 | N/A | | | |
| 2000048 | 03/04/2020 | Stanley Martin | | 08 Ranson Corp | 1059 | 359 | 8G | 2 | \$6,255.00 | 03/04/2020 | N/A | | | |
| 2000049 | 03/04/2020 | Stanley Martin | | 08 Ranson Corp | 1059 | 359 | 8G | 1 | \$6,255.00 | 03/04/2020 | N/A | | | |
| 2000050 | 03/04/2020 | Stanley Martin | | 08 Ranson Corp | 1059 | 359 | 8G | 6 | \$6,255.00 | 03/04/2020 | N/A | | | |
| 2000051 | 03/04/2020 | Stanley Martin | | 08 Ranson Corp | 1059 | 359 | 8G | 16 | \$6,981.00 | 03/04/2020 | N/A | | | |
| 2000052 | 03/04/2020 | Stanley Martin | | 08 Ranson Corp | 1059 | 359 | 8G | 17 | \$6,981.00 | 03/04/2020 | N/A | | | |
| 2000053 | 03/04/2020 | Stanley Martin | | 08 Ranson Corp | 1059 | 359 | 8G | 18 | \$6,981.00 | 03/04/2020 | N/A | | | |
| 2000054 | 03/04/2020 | Stanley Martin | | 08 Ranson Corp | 1059 | 359 | 8G | 19 | \$6,981.00 | 03/04/2020 | N/A | | | |
| 2000055 | 03/04/2020 | Stanley Martin | | 08 Ranson Corp | 1059 | 359 | 8G | 20 | \$6,981.00 | 03/04/2020 | N/A | | | |
| 2000056 | 03/04/2020 | Stanley Martin | | 08 Ranson Corp | 1059 | 359 | 8G | 21 | \$6,981.00 | 03/04/2020 | N/A | | | |
| 2000057 | 03/09/2020 | Lutman Land | | 06 Kabletown | 1235 | 202 | 3A | 89 | \$6,423.00 | 03/09/2020 | N/A | | | |
| 2000058 | 03/10/2020 | Collis | Joseph | 09 Shepherdstown | 1187 | 169 | 14B | 41 | \$6,423.00 | 03/10/2020 | N/A | | | |
| 2000059 | 03/10/2020 | Collis | Joseph | 09 Shepherdstown | 1192 | 384 | 14B | 42 | \$6,423.00 | 03/10/2020 | N/A | | | |
| 2000060 | 03/11/2020 | Lutman Land | | 06 Kabletown | 1235 | 244 | 8C | 68 | \$6,423.00 | 03/11/2020 | N/A | | | |
| 2000061 | 03/11/2020 | Lutman Land | | 06 Kabletown | 1235 | 244 | 8C | 70 | \$6,423.00 | 03/11/2020 | N/A | | | |
| 2000062 | 03/11/2020 | Lutman Land | | 02 Charles Town | 1235 | 318 | 23C | 5 | \$6,423.00 | 03/11/2020 | N/A | | | |
| 2000063 | 03/12/2020 | Lutman Land | | 06 Kabletown | 1235 | 202 | 3A | 116 | \$6,423.00 | 03/12/2020 | N/A | | | |
| 2000064 | 03/12/2020 | Miller | Mark and Patsy | 04 Harpers Ferry | 1198 | 20 | 13D | 39 | \$1,285.00 | 03/12/2020 | N/A | | | |
| 2000065 | 03/13/2020 | Watson | Chad and April | 07 Middleway | 1033 | 741 | 19 | 38.11 | \$6,423.00 | 03/13/2020 | N/A | | | |

| | | | | | | | | | | | |
|---------|------------|-----------------|------------------|-----------------|------|-----|-----|-----|------------|------------|-----|
| 2000066 | 03/17/2020 | Roper | Mark | 02 Charles Town | 1231 | 680 | 10B | 17 | \$6,423.00 | 03/17/2020 | N/A |
| 2000067 | 03/24/2020 | Gladhill | Maurice | 02 Charles Town | 952 | 565 | 4G | 5 | \$6,423.00 | 03/24/2020 | N/A |
| 2000068 | 03/24/2020 | Gladhill | Maurice | 02 Charles Town | 952 | 565 | 4G | 24 | \$6,423.00 | 03/24/2020 | N/A |
| 2000069 | 03/24/2020 | Gladhill | Maurice | 02 Charles Town | 952 | 565 | 4G | 26 | \$6,423.00 | 03/24/2020 | N/A |
| 2000070 | 03/24/2020 | Gladhill | Maurice | 02 Charles Town | 952 | 565 | 4G | 28 | \$6,423.00 | 03/24/2020 | N/A |
| 2000071 | 03/24/2020 | Gladhill | Maurice | 02 Charles Town | 952 | 565 | 4G | 33 | \$6,423.00 | 03/24/2020 | N/A |
| 2000072 | 03/24/2020 | Gladhill | Maurice | 02 Charles Town | 952 | 565 | 4G | 34 | \$6,423.00 | 03/24/2020 | N/A |
| 2000073 | 03/24/2020 | Gladhill | Maurice | 02 Charles Town | 952 | 565 | 4G | 38 | \$6,423.00 | 03/24/2020 | N/A |
| 2000074 | 03/24/2020 | Gladhill | Maurice | 02 Charles Town | 952 | 565 | 4G | 39 | \$6,423.00 | 03/24/2020 | N/A |
| 2000075 | 03/24/2020 | Gladhill | Maurice | 02 Charles Town | 952 | 565 | 4G | 43 | \$6,423.00 | 03/24/2020 | N/A |
| 2000076 | 03/24/2020 | Gladhill | Maurice | 02 Charles Town | 952 | 565 | 4G | 45 | \$6,423.00 | 03/24/2020 | N/A |
| 2000077 | 03/24/2020 | Gladhill | Maurice | 02 Charles Town | 952 | 565 | 4G | 46 | \$6,423.00 | 03/24/2020 | N/A |
| 2000078 | 03/24/2020 | DR Acquisitions | | 08 Ranson Corp | 1028 | 659 | 4 | 333 | \$6,981.00 | 03/24/2020 | N/A |
| 2000079 | 03/24/2020 | DR Acquisitions | | 08 Ranson Corp | 1028 | 659 | 4 | 334 | \$6,981.00 | 03/24/2020 | N/A |
| 2000080 | 03/24/2020 | DR Acquisitions | | 08 Ranson Corp | 1028 | 659 | 4 | 335 | \$6,981.00 | 03/24/2020 | N/A |
| 2000081 | 03/24/2020 | DR Acquisitions | | 08 Ranson Corp | 1028 | 659 | 4 | 336 | \$6,981.00 | 03/24/2020 | N/A |
| 2000082 | 03/24/2020 | Hudson | Michael | 07 Middleway | 1202 | 382 | 16 | 2.4 | \$6,423.00 | 03/24/2020 | N/A |
| 2000083 | 03/24/2020 | Kletter | Marquerite | 03 Charles Town | 1185 | 370 | 2 | 210 | \$6,255.00 | 03/24/2020 | N/A |
| 2000084 | 03/27/2020 | Joshbeen | ILA Properties, | 07 Middleway | 1202 | 398 | 2A | 139 | \$6,423.00 | 03/27/2020 | N/A |
| 2000085 | 03/27/2020 | Joshbeen | ILA Properties, | 07 Middleway | 1202 | 398 | 2A | 141 | \$6,423.00 | 03/27/2020 | N/A |
| 2000086 | 03/27/2020 | Joshbeen | ILA Properties, | 07 Middleway | 1202 | 398 | 2A | 142 | \$6,423.00 | 03/27/2020 | N/A |
| 2000087 | 03/27/2020 | Joshbeen | ILA Properties, | 07 Middleway | 1202 | 398 | 2A | 147 | \$6,423.00 | 03/27/2020 | N/A |
| 2000088 | 03/31/2020 | Kubic | Chris and Kelley | 06 Kabletown | 1234 | 171 | 9H | 24 | \$6,423.00 | 03/31/2020 | N/A |

Category Count: 45 **Category Total \$288,469.00**

TOTAL APPLICATIONS: 45 **Grand Total \$288,469.00**

**COUNTY COMMISSION OF JEFFERSON COUNTY
NOTICE OF SPECIAL SESSION
LAY THE LEVY**

The County Commission of Jefferson County, will hold a Special Session on Tuesday, April 21, 2020, at 9:30 a.m. in the County Commission Meeting Room located at the Old Charles Town Library Meeting Room, 200 E. Washington Street, Charles Town, West Virginia 25414.

The purpose of the Special Session is to officially Lay the Levy.

A copy of the Jefferson County Commission Levy Estimate (Budget) Fiscal Year 2020 may be obtained at the offices of the County Commission of Jefferson County, 124 E. Washington Street, Charles Town, WV, or on the County website at: www.jeffersoncountywv.org

In compliance with the Jefferson County Health Department Executive Order 20-20 Shelter in Place directive to avoid gatherings of more than 5 individuals in an effort to slow the spread of the COVID -19, the public will not be admitted to the meeting room but is invited to attend through a virtual meeting.

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



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Motor Vehicles

5707 MacCorkle Avenue, Southeast

Post Office Box 17600

Charleston, West Virginia 25317-0010 • (304) 558-3900

TDD: (800) 742-6991 • (800) 642-9066

March 18, 2018

Byrd E. White, III
Secretary of Transportation

Jefferson County Commission
Patricia Noland
President
Post Office Box 250
Charles Town, West Virginia 25414

Dear Ms. Noland:

Your supplemental FY20 Highway Safety grant award has been approved for \$750.00. These funds may be used for the Jefferson County Eastern Panhandle Traffic Safety Enforcement Program.

I am pleased to see a continued commitment to improving the safety of West Virginias as they travel our State's roadways. Projects such as this are a significant step toward achieving our common goal of reducing traffic crashes, injuries, and fatalities statewide.

Please let me know if I or my Highway Safety staff can be of further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Frazier".

Everett Frazier
Governor's Representative
for Highway Safety

EF/ta

Sandra McDonald

From: David Tabb <sssi27@yahoo.com>
Sent: Tuesday, April 07, 2020 9:20 AM
To: JCCInfo
Subject: Public Comment for Special Meeting, 4-7-2020

The Jefferson County Commission Public Comment/Request for the April 7, 2020 "Special Meeting"

Jefferson County Business Owner Reimbursement and Pilot/Bond Request

I, David Tabb, lifelong resident and taxpayer request reimbursement of the property taxes that Shenandoah Sales and Service has paid to the County of Jefferson, West Virginia. I also request a pilot agreement or a bond, as the Jefferson County Commission, is still offering through the Jefferson County Development Authority.

The Jefferson County Commission is having a special meeting today, April 7, 2020, to review the Covid-19 issues and requesting reimbursement, but was actually scheduled for April 8, 2020. It appears the Jefferson County Commission has failed once again to properly post when and what you are going to do. Previously, the Jefferson County Commission was to address reimbursement issues, I still have concerns what you would be seeking for reimbursement. If you do get reimbursed, this money should be returned back to the taxpayer, especially the businesses. The businesses in the county pay double on property tax and collects sales tax and other employment requirements. These businesses in Jefferson County have paid into the Government's needs for years, now they need reimbursement!

The Jefferson County Commission is still offering pilot/bond programs to increase and/or keep employment. I believe Shenandoah Sales and Service, is a good qualified business as many other businesses in the county. For example, Snyder Construction and Snyder Utilities were developed in the early stages of the now called Jefferson County Development Authority.

If Shenandoah Sales and Service, had millions given to them, with no taxes to paid, Shenandoah Sales and Service, could expand into an equipment/truck dealership that the county used to have, but was taxed out of existence.

With all the statements above, I David Tabb, ask for reimbursement and a pilot program or bond.

I hope I receive reimbursement and expansion funding as Rockwool and TeMa.

Have a nice day!

David Tabb

P.S. The Jefferson County Commission is two weeks late on a FIOA request.

Sandra McDonald

From: David Tabb <sssi27@yahoo.com>
Sent: Sunday, April 05, 2020 11:56 AM
To: JCCInfo
Subject: Public Comment for Special Meeting on April 8, 2020

Public Comment for Jefferson County Commission Special Meeting April 8, 2020

I, David Tabb, a lifelong resident/taxpayer make the following comments in protest: with all the taxpayers having paid for electronic and video equipment and software, (that the public cannot participate within), within the required open government meeting act.

The Jefferson County Commission (JCC) has been practicing social distancing with me since 2008. Then in 2016, the Assessor, the JCC, Jefferson County Prosecuting Attorney Office's, the 23rd Judicial Circuit Court and the WVSC, put sanctions on me in an attempt to stop me from telling the public how the county and state are over taxing you. The question is now: where are our tax dollars to help the residents in need?

Commissioner Hudson and Commissioner Tabb made comments on my last week's public comment statement. Commissioner Hudson in short stated: everyone should take Mr. Tabb's comments with a "grain of salt". I appreciate Commissioner Hudson's reference to the essential need to the mineral salt. Salt is the one of the most important minerals that is required in everyone's daily diet. Salt is also required in preserving and canning of food. I appreciate Commissioner Hudson making it known that my "challenging of the government" is essential to the wellbeing of our society.

Commission President, Jane Tabb, also commented how she was working to keep the government safe and get the county reimbursed. Reimbursed for what? The taxpayer has already paid for the budget. What has the County of Jefferson incurred and/or paid for over and above the budget? A large percent of small businesses won't survive including their employees. The government shut businesses down, with no plan in place to put cash instantly in their hands. Majority of small businesses run week to week on payroll. The state and federal government requires all business to have money on hand to pay their employees before you require them to work. At the end of every day, you better have the employee's and government's money. Again, Commissioner Tabb: What is the county to be reimbursed for? The one's that need to be reimbursed are the businesses and taxpayers, that have paid into the government, more than what they get to keep themselves.

I encourage all business that are having financial issues to file for immediately tax relief and/or forgiveness. The government has stated they are prepared to help. Let's see if the

government is true to their word. If you file for a loan, it won't come soon enough to pay for employment, sales, B&O, property taxes and/or quarterly requirements such as unemployment, social security and workman's comp. Don't ignore what you owe. File now, the big companies like Boeing, the cruise lines and airlines are: you can too! If you don't file now, you have no defense.

To all the others, you can do the same. File with your utilities (power, water and sewer), landlord/mortgage company, credit cards, county, state and federal tax office. Even the IRS. Don't forget your car loan, property, medical and life insurance; anything you have a bill or payment. File your notice now.

The money the government has promised you, may or may not show up, and more than likely it will have strings attached. Again, too little, too late.

Everyone, stay safe, helps others where you can and keep your cash for food. Thanks to the volunteers, more times or not, they are the first and only responders, in both good and bad times.

Be safe and have a nice day!

David Tabb