

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**SECOND QUARTERLY SESSION - APRIL-JUNE 2020**  
**THURSDAY, JUNE 4, 2020**  
**9:30 A.M.**

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

**\*\*This meeting will NOT be a LIVE broadcast on our website. Instead, it will be accessible live through GoToWebinar.**

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- April 30, 2020 - Regular Meeting
- May 21, 2020 - Regular Meeting

**APPROVAL OF ACCOUNTS PAYABLE**

- May 28, 2020
- June 4, 2020

**APPROVAL OF MANUAL CHECKS**

- June 5, 2020

**APPROVAL OF PAYROLL**

- May 28, 2020

**PUBLIC COMMENT**

*- Please submit comments via email to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org). Your comments will be included in the minutes and agenda correspondence. Please remember to include your name. You may also participate in public comment during the virtual meeting.*

**PRESENTATIONS**

1. 9:45 a.m. Dr. Reidy, Jefferson County Health Department  
- Update on what the Jefferson County Health Department is doing to educate the public about efforts to prevent a spike on COVID numbers
2. 10:00 a.m. Angie Banks, Assessor  
- Exonerations - Discussion/Action
3. 10:10 a.m. Neil McLaughlin/Lyn Goodwin, Jefferson County Development Authority  
- Approval of Employment of Executive Director - Discussion/Action

4. 10:25 a.m. Roger Goodwin, Chief County Engineer
  - Partial bond release for ILA Properties, Inc. - Quail Ridge Subdivision II, Phase III, Lots 129-159 (File #05-55) - Discussion/Action
  - Partial bond release for Roderick Planes, LLC - Aspen Green Subdivision, Phase IIA (File #14-01) - Discussion/Action
  
5. 10:35 a.m. Nathan Cochran, Assistant Prosecuting Attorney
  - Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues - Discussion/Action
  - Discussion of EEOC Charge #533-2017-00706 and 533-2019-01397 - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #19-P-69 - Discussion/Action
  - Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282) - Discussion/Action
  - Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1) - Discussion/Action
  - Report by Counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues, and matters related thereto - Discussion/Action
  - 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 - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #20-C-20 - Discussion/Action

#### **NEW BUSINESS**

6. Update regarding Charles Town Article 147 CTUB County Commission Comments/Input - Discussion/Action (JC)
  
7. Waiving late fees for Ambulance Fee payments until 12/31/2020 for Business and County Residents - Discussion/Action (JC)

#### **COUNTY ADMINISTRATOR REPORTS**

- Old Jail Cells loan/donate - West Virginia Mine Wars Museum - Discussion/Action
- Update on any issues related to the COVID-19 - Discussion/Action

#### **COUNTY COMMISSION REPORTS**

**8. ADJOURN**

**CORRESPONDENCE/INFORMATION**

Comments received from David Tabb regarding the May 21, 2020 Regular Meeting.

FY21 Budget Projections as presented at the May 21, 2020 County Commission Regular Meeting.

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



## Minutes

### Jefferson County Commission

Thursday, April 30, 2020

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A meeting of the Jefferson County Commission was held on Thursday, April 30, 2020 during the second quarterly session at 9:30 a.m. The meeting was held via GoToWebinar. Present were Commissioners Jane Tabb, President, Patricia Noland, Ralph Lorenzetti, Caleb Judson, and Josh Compton. Also present were Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator. (The archived meeting of the Thursday, April 30, 2020 meeting is available on the Jefferson County Commission website.)

#### PLEDGE OF ALLEGIANCE

Commissioner Lorenzetti led the Pledge of Allegiance.

#### APPROVAL OF REQUISITIONS

**Motion by Ms. Noland to approve the Requisition for April 30, 2020 in the amount of \$83,268.65 to include requisition no. 20039, 20042, 20046, and 20041. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
83182	AHA-ARTS & HUMANITIES ALLIANCE	\$ 180.46
83183	AMERIFLEX	\$ 121.60
83184	BUREAU OF CHILD SUPPORT	\$ 248.31
83185	CACH LLC	\$ 282.59
83186	CASTO & HARRIS INC	\$ 1,341.54
83187	COMPTROLLER OF MARYLAND	\$ 1,701.19
83188	DR. ROBERT E JONES III	\$ 1,000.00
83189	EFTPS IRS TAXES	\$ 100,230.91
83190	EMPOWER RETIREMENT	\$ 2,630.00
83191	ESS ELECTION SYSTEMS & SOFTWARE	\$ 1,912.50
83192	FEDEX	\$ 334.43

83193	FIDELITY POWER SYSTEMS	\$	4,059.75
83194	GUTTMAN OIL CO	\$	1,515.91
83195	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$	267.22
83196	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$	4,511.59
83197	JEFF CO PARKS & RECREATION COMMISSION	\$	4,063.90
83198	JEFFERSON SECURITY BANK	\$	4,900.00
83199	P/R DEDUCTION	\$	832.67
83200	LANGUAGE LINE SERVICES	\$	186.37
83201	P/R DEDUCTION	\$	431.48
83202	P/R DEDUCTION	\$	1,916.85
83203	MILLERS SUPPLIES AT WORK	\$	53.26
83204	NETMOTION	\$	533.54
83205	NATIONWIDE RETIREMENT SOLUTIONS	\$	849.00
83206	JEFFERSON CO DEMOCRATIC ASSOC	\$	50.00
83207	SENCOMMUNICATIONS LLC	\$	400.00
83208	TOWN OF BOLIVAR	\$	71.15
83209	WV ASSOCIATION OF CIRCUIT CLERK	\$	100.00
83210	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$	16,305.30
83211	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$	45,864.17
83212	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$	500.00
83213	WV STATE TAX DEPARTMENT	\$	51,430.12
83214	XEROX FINANCIAL SERVICES	\$	249.81
83215	JEFFERSON DAY REPORT	\$	1,532.30
<b>TOTAL</b>		<b>\$</b>	<b>250,607.92</b>

**Motion by Ms. Noland to approve the Accounts Payable for April 30, 2020 in the amount of \$250,607.92. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

CHECK #	VENDOR NAME	AMOUNT
83180	US POSTAL SERVICE	\$ 20,000.00

**Motion by Ms. Tabb to approve the Manual Check for April 24, 2020 in the amount of \$20,000.00 and to ratify the approval on the May 7, 2020 agenda. Motion seconded and unanimously approved.**

**APPROVAL OF PAYROLL**

**Motion by Ms. Noland to approve the Payroll for April 16, 2020 in the amount of \$256,566.73. Motion seconded and unanimously approved.**

**PUBLIC COMMENT**

Public comment was received by David Tabb by email.

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

**PRESENTATIONS**

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

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Rebecca & Gary Williams	PP	KD	311516	\$930.44

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 311516 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Michael A & Tracey Crowell	PP	SD	315883	\$136.83

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 315883 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Heather M. Puller	RP	RC	25343	\$1,145.73

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 25343 as presented. Motion seconded and unanimously approved.**
2. Elizabeth Wheeler, Director, Jefferson County Farmland Protection Board – requested the approval of the purchase of two Agricultural Easements
- **Motion by Ms. Noland to approve the purchase by the Jefferson County Farmland Protection Board for the Jefferson County Farmland Protection Program and the Natural Resources Conservation Service of one conservation easement on the property in Jefferson County owned by Borden Farm, LLC (Property HHH). Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to approve the purchase by the Jefferson County Farmland Protection Board for the Jefferson County Farmland Protection Program and the Natural Resources Conservation Service of one conservation easement on the property in Jefferson County owned by Darlene W. Quinn, Carolyn W. Voges, and Rick E. Ware (property JJJ). Motion seconded and unanimously approved.**
3. Darlene Truman, Community Alternative to Violence.
- **Motion by Ms. Noland to approve a grant for CAV in the amount of \$5,000 and to come from the COVID-19 funding so that a Licensed Battered Intervention Program will be available to the Judicial System. Motion was seconded and passed unanimously.**
4. Stephanie Grove, County Administrator reports:
- a) Discuss Jefferson County Declaration and related issues.
- **Motion by Ms. Noland to extend the Jefferson County Declaration until May 15, 2020**
  - **Motion by Ms. Noland that the Commission determines that marriage license are considered non-essential services and the Clerk of the County Commission can continue to handle them as she has been doing. Motion was seconded and passed unanimously.**
- b) Discussion of \$100,000 Block Grant

Stephanie Grove, County Administrator will contact the municipalities and component units and other agencies and ask what their losses have been and then bring that back to the County Commission so they can decide how to use the money.

c) Formation of Jefferson County COVID-19 Response Task Force

- **Motion by Ms. Noland to authorize Stephanie Grove, County Administrator to create a task force made up of representatives from the Health Department, Jefferson County Development Authority, representatives from each Municipality. Motion was seconded and unanimously passed.**

d) Update on CVB Project

5. Nathan Cochran, Assistant Prosecuting Attorney

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 C-19 crisis – Discussion/Action.

- **Motion by Ms. Tabb to enter into Executive Session to receive legal counsel concerning in reference to an issue with E911. Motion was seconded and passed unanimously.**
- **Motion by Ms. Noland to come out of Executive Session. Motion was seconded and passed unanimously**

6. The Commission adjourned at 11:15 a.m. on a motion by Ms. Noland. Motion was seconded and unanimously approved.

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Jane M. Tabb, PRESIDENT

Respectfully submitted  
Sandy S. McDonald  
Deputy County Administrator

## **Minutes**

### **Jefferson County Commission**

**Thursday, May 21, 2020**

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A meeting of the Jefferson County Commission was held on Thursday, May 21, 2020 during the second quarterly session held virtually on GoTo Webinar per social distancing guidelines established to discourage the community spread of COVID-19. Present were Commissioners Josh Compton, Caleb Hudson, Ralph Lorenzetti, Patricia Noland and Jane Tabb. Also present were Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator, and Jessica Carroll, Executive Administrative Assistant.

#### **PLEDGE OF ALLEGIANCE**

Commissioner Hudson led the Pledge of Allegiance.

#### **APPROVAL OF MINUTES**

**Motion by Mr. Compton to approve the March 17, 2020 Emergency Meeting Minutes as presented. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the March 19, 2020 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.**

**Motion by Mr. Compton to approve the March 24, 2020 Emergency Meeting Minutes as presented. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the April 2, 2020 Regular Meeting Minutes as with noted corrections. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the April 7, 2020 Emergency Meeting Minutes as presented. Motion seconded and unanimously approved.**

**Motion by Mr. Compton to approve the April 8, 2020 Special Session Meeting Minutes as presented. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the April 16, 2020 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.**

**Motion by Mr. Compton to approve the April 21, 2020 Special Session/Lay the Levy Meeting Minutes as presented. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the May 7, 2020 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.**

#### **APPROVAL OF REQUISITIONS**

**Motion by Mr. Compton to approve the May 21, 2020 Requisitions in the amount of \$37,747.00 to include requisition nos. 20047 and 20049. Motion seconded and unanimously approved.**

#### **APPROVAL OF ACCOUNTS PAYABLE**

**Motion by Mr. Compton to approve the Accounts Payable for May 14, 2020, in the amount of \$181,070.85. Motion seconded and unanimously approved.**

**Motion by Ms. Tabb to approve the Accounts Payable for May 21, 2020 in the amount of \$40,014.85. Motion seconded and unanimously approved.**

#### **APPROVAL OF MANUAL CHECKS**

**Motion by Mr. Compton to approve the Manual Checks for May 15, 2020 in the amount of \$274,048.78. Motion seconded and unanimously approved.**

**Motion by Ms. Tabb to approve the Manual Checks for May 22, 2020 in the amount of \$19,248.34. Motion seconded and unanimously approved.**

**CHECK REGISTER**  
**MAY 14, 2020**

CHECK #	VENDOR NAME	AMOUNT
83242	AMERIFLEX	121.60
83243	BUREAU OF CHILD SUPPORT	248.31
83244	CACH LLC	274.77
83245	COAST TO COAST COMPUTER PRODUCTS	1,715.88
83246	EFTPS IRS TAXES	91,861.61
83247	EMPOWER RETIREMENT	2,330.00
83248	GAIL MCMILLION	80.48
83249	GUTTMAN OIL CO	1,357.16
83250	JEFFERSON SECURITY BANK	4,900.00
83251	NATIONWIDE RETIREMENT SOLUTIONS	849.00
83252	TEK ADVISORS LLC	4,200.00
83253	W.B. MASON CO. INC	186.98
83254	WV DEPUTY SHERIFF RETIREMENT SYSTEM	14,186.75
83255	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	45,494.30
83256	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	500.00
83257	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	166.49
83258	WV REGIONAL JAIL & CORRECTION FACILITY AUTH	11,628.25
83259	XEROX CORPORATION	969.27
<b>TOTAL</b>		<b>181,070.85</b>

**15-May-20**

MANUAL CHECKS			
Check#	Fund	VENDOR	Amount
697	HD/8	CDA	\$ 360.00
799	AV/56	GLOBAL SCIENCE & TECH	\$ 2,550.00
325	FP/57	JEFFERSON CO FARMLAND PROT.	\$ 107,279.46
1233	IP/249	SHERIFF JEFFERSON CO -SCHOOL	\$ 148,392.72
1234	IP/249	SHERIFF JEFFERSON CO - LAW	\$ 2,648.74
1235	IP/249	SHERIFF JEFFERSON CO - PARKS	\$ 11,549.13
1236	IP/249	SHERIFF JEFFERSON CO - EMS	\$ 1,248.73
<b>TOTAL</b>			<b>274,028.78</b>



## APPROVAL OF PAYROLL

**Motion by Ms. Noland to approve the Payroll for May 14, 2020 in the amount of \$260,175.29. Motion seconded and unanimously approved.**

## PUBLIC COMMENT

Public comment was provided in writing by the following individuals: David Tabb

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

## PRESENTATIONS

1. Angie Banks, Assessor – notified the Commission of the Certificate of Oaths for the Real Estate and Personal Property Books that needed to be signed by all five Commissioners.
2. Elizabeth Wheeler, Director, Jefferson County Farmland Protection Board – requested approve of purchase of two Agricultural Conservation Easements.
  - **Motion by Ms. Tabb to approve the purchase by the Jefferson County Farmland Protection Board for the Jefferson County Farmland Protection Program conservation easement on the property in Jefferson County owned by T.L. Magaha and Sons, Inc. (Property LLL). Motion seconded and unanimously approved.**
3. Michelle Gordon, Finance Director
  - a. Review and Approval of FY2020 State Budget Revision 4 for the Coal Severance Fund.
    - **Motion by Ms. Noland to approve FY20 State Budget Revision 4 for the Coal Severance Fund, as presented. Motion seconded and unanimously approved.**
  - b. Review and Approval of FY2020 Internal Budget Revisions 3, 4 and 5 for the General County Fund.
    - **Motion by Ms. Noland to approve FY20 Internal Budget Revisions 3, 4, and 5 for the General County Fund, as presented. Motion seconded and unanimously approved.**
  - c. Review and Approval of FY2020 State Budget Revisions 4 and 5 for the General County Fund.

- **Motion by Ms. Tabb to approve FY20 State Budget Revisions 4 and 5 for the General County Fund, as presented. Motion seconded and unanimously approved.**

d. Review of FY21 Revenue Projections

4. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of Renewal of County Cable Franchise Agreement, resolution of franchise fee audit and related issues
  - Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397
  - Discussion of Jefferson County Circuit Court Civil Action #19-C-96
  - Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282)
  - Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1)
  - Discussion of Jefferson County Circuit Court Civil Action #19-P-69
  - 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 of Jefferson County Circuit Court Civil Action #17-C-174
  - Discussion of Jefferson County Circuit Court Civil Action #20-C-26
  - Discussion of Jefferson County Circuit Court Civil Action #20-C-20
  - Review and report on aspects of county policies and local government/component/agency/department involvement based on the COVID-19 crisis.
- Mr. Cochran stated he had no new updates to provide to the Commission regarding the matters listed above.

5. Nikki Painter, County Clerk/Elections – polling place location change for 2020 Primary and Election Night Reporting Procedures

- **Motion by MS. Tabb to approve the polling place change for Precinct 14 from Camp Hill Wesley Church to Harpers Ferry Middle School for the 2020 Primary Election, as presented. Motion seconded and unanimously approved.**
- It was the consensus of the Commission to work with staff to try to find an alternate solution to closing the Courthouse for Election Night reporting procedures.

6. Pete Dougherty, Sheriff

- a. Request to approve a Court Security Grant to upgrade the camera and add Americans with Disability Act compliant metal detectors.
  - **Motion by Ms. Tabb to approve the Court Security Grant as presented and authorize the President to sign on behalf of the Commission. Motion seconded and unanimously approved.**
- b. Request to approve the promotion of two deputies to the rank of Corporal to effectively fill the existing vacancies that are approved by the Jefferson County Civil Service Commission.
  - **Motion by Ms. Noland that Allan Thomas and Scott Demory be approved for the promotion to Corporal effective June 9, 2020 and that their compensation be increased by \$2,299.22. Motion seconded and unanimously approved.**

**COUNTY ADMINISTRATOR REPORTS**

- County Guidelines for Public Access to buildings during COVID-19
  - o It was the consensus of the Commission to limit the number of the public in County buildings and mark off 6ft. to practice social distancing. In some instances, appointments may be required for admission. The Commission also consented to allow the Clerk of the County Commission to limit services at her discretion while staff is processing election documents.
- 100,000 block grant for COVID-19 expenditures
  - o It was the consensus of the Commission to allow Ms. Grove to develop a simple grant application form to assist the surrounding municipalities and community organizations, with the Commission to review the requests as they're submitted.
- Revision for Policy 216A
  - **Motion by Ms. Tabb to approve the COVID-19 Back to Work Policy as amended, effective May 26, 2020 with the exception of the Mason Building, which will reopen to the public on June 1, 2020. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to eliminate paid administrative leave for Policy 216A, effective May 26, 2020.**

- Discuss Jefferson County Declaration and Related Issues
    - **Motion by Ms. Tabb to rescind the Jefferson County Declaration closing county buildings to the public. Motion seconded and unanimously approved.**
  - CARES Act funding – expenses for COVID-19 and how to distribute
    - Ms. Grove stated the County would be applying for CARES Act funding for reimbursement for PPE and other necessities.
7. The Commission adjourned at 8:17 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

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Jane Tabb, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$389,052.47		\$389,052.47
6.2% Tax Payable OASDI	\$23,126.88		\$23,126.88
1.45% Tax Payable HI	\$5,408.66		\$5,408.66
Fed Withholding	\$34,874.06		\$34,874.06
WV State Withholding	\$16,353.01		\$16,353.01
PERS Retirement Deduct 4.5%	\$10,019.91		\$10,019.91
PERS Retirement Deduct 6%	\$5,008.66		\$5,008.66
Hosp. Pre-Taxed	\$13,736.00		\$13,736.00
Cancer/ICU Pre-Taxed	\$656.33		\$656.33
Cancer/ICU Not Pre-Taxed	\$950.20		\$950.20
Optional Life Not Pre Taxed	\$2,014.29		\$2,014.29
Christmas Club	\$4,900.00		\$4,900.00
Wage Attach #1	\$248.31		\$248.31
Wage Attach #2	\$274.77		\$274.77
Wage Attach #3	\$500.00		\$500.00
DSRS Retirement Deduct 8.5%	\$5,888.88		\$5,888.88
457 - Nationwide	\$849.00		\$849.00
457I - Empower	\$1,845.00		\$1,845.00
457R - Roth	\$485.00		\$485.00
MD State Tax	\$668.45		\$668.45
D/VF	\$1,646.25		\$1,646.25
VA State Tax	\$194.37		\$194.37
Colonial(Plus)	\$81.60		\$81.60
Uniforms			\$0.00
Total Deductions	\$129,729.63	\$0.00	\$129,729.63
Net Wages Total	\$259,322.84	\$0.00	\$259,322.84
Payroll Date	May 28, 2020		





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

Name: **Dr. Reidy**

Department or Organization: **Jefferson County Health Department**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **June 4, 2020**

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

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

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

**Update on what the Jefferson County Health Department is doing to educate the public about efforts to prevent a spike on COVID numbers**

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

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text.](#)



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



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **June 4, 2020**

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

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

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

⚡ **Exonerations – Discussion/Action**

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

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text](#)



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



Name: **Neil McLaughlin or Lyn Goodwin**

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

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

Date Requested – 1<sup>st</sup> Choice: **June 4, 2020**

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

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

Subject (*Wording to be placed on agenda*): **Approval of Employment of Executive Director – Discussion/Action**

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

**Jefferson County Development Authority requests approval to hire (candidate to be named) to fill the executive director position, which has been vacant since May of 2019.**

Is this a funding request? Y/N **Yes - Funding for this position is included in the FY21 budget.**

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*):

**Motion to approve the employment of (candidate to be named) as the executive director for the Jefferson County Development Authority, effective July 6, 2020.**

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

If not attached, explain:

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

Contact information: **Lyn Goodwin**

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

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

Not applicable



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



Name: Roger Goodwin

Department or Organization: Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: June 4, 2020

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

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

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

- 1) Partial bond release for ILA Properties, Inc. - Quail Ridge Subdivision, Section II, Phase III, Lots 129-159 (File #05-55)
- 2) Partial bond release for Roderick Planes, LLC - Aspen Greens Subdivision, Phase IIA (File #14-01).

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

- 1) Partial release of Irrevocable Letter of Credit #7962921 with Summit Community Bank, Moorefield, WV, construction bond security for ILA Properties, Inc. - Quail Ridge Subdivision, Section II, Phase III, Lots 129-159 (File #05-55).
- 2) Partial release of Performance Bond No. SNN4002856 with Nationwide Mutual Insurance Company, Columbus, OH, construction bond security for Roderick Planes, LLC – Aspen Greens Subdivision, Phase IIA (File #14-01).

Is this a funding request? Y/NO

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

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

- 1) I authorize a partial release of Irrevocable Letter of Credit #7962921 with Summit Community Bank in the amount \$869,237.00 for ILA Properties, Inc. - Quail Ridge Subdivision, Section II, Phase III, Lots 129-159 (File #05-55).
- 2) I authorize a partial release of Performance Bond No. SNN4002856 with Nationwide Mutual Insurance Company in the amount of \$439,808.00 for Roderick Planes, LLC – Aspen Greens Subdivision, Phase IIA (File #14-01).

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

Bond Release Letter

Site Location Map

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

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text](#)





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

PRESIDENT  
Jane M. Tabb

VICE PRESIDENT  
Ralph Lorenzetti

June 4, 2020

COMMISSIONER  
Caleb Wayne Hudson

Mr. Jason Hicks, Senior Vice President  
Summit Community Bank

COMMISSIONER  
Josh Compton

P. O. Box 179  
Moorefield, West Virginia 26836

COMMISSIONER  
Patricia A. Noland

RE: Irrevocable Letter of Credit #7962921 dated May 24, 2018 for ILA Properties, Inc.  
- Quail Ridge Subdivision, Section II, Phase III, Lots 129-159 (File #05-55).

Dear Mr. Hicks:

The Jefferson County Commission authorizes a partial release of \$869,237.00 from the construction bond amount for ILA Properties, Inc. - Quail Ridge Subdivision, Section II, Phase III, Lots 129-159 (File #05-55), for a new construction bond amount of \$240,133.00. This project is located on the east side of Short Road-Route 9/19 adjacent to the Berkeley County line. Work remaining includes but is not limited to the following:

1. Earthwork
2. Paving
3. Final stabilization

In summary, you are hereby authorized to reduce the amount of the above referenced Irrevocable Letter of Credit, originally issued in the amount of \$1,901,327.78 to \$240,133.00. Please contact the Jefferson County Department of Engineering, Planning & Zoning at (304)-728-3257 if you have any questions.

Sincerely,

Jane M. Tabb, President  
Jefferson County Commission

JMT:rfb

cc: Mr. Paul J. Raco  
P.J. Raco Consulting LLC  
P. O. Box 548  
Charles Town, WV 25414  
Department of Engineering, Planning & Zoning

County Administrator  
*Stephanie Grove*

Deputy County Administrator  
*Sandy Slusher McDonald*

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received: 05 / 20 / 2020 J.C.P.C. File No. 05 - 55  
Consultant/Engineer/Firm Name: P.J. RAGO CONSULTING  
Mailing Address: 416 S. CHURCH ST.  
City: CHARLES TOWN State: WV Zip: 25414  
Contact Person: PAUL RAGO Phone: 304-676-8256  
Project/Subdivision Name: QUAIL RIDGE  
Section/Phase: SECTION 2 PHASE 3 Lots: \_\_\_\_\_

Review Comments:

The bond release/reduction is Approved as <sup>REVISED</sup> Submitted. \_\_\_\_\_ The bond release/reduction request is Denied.

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

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

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use.

Comments: PER BONDING POLICY, 10% OF ORIGINAL BOND + \$0,000 CONTINGENCY IS THE MINIMUM THE BOND CAN BE REDUCED TO.

**Approved for:**  
BOND REDUCTION  
By: [Signature] Date: 05/26/2020  
County Engineer

Original Bond Amt \$ 1,653,329 + 15% Cont \$ 247,999 = Total Original Bond Amt \$ 1,901,328

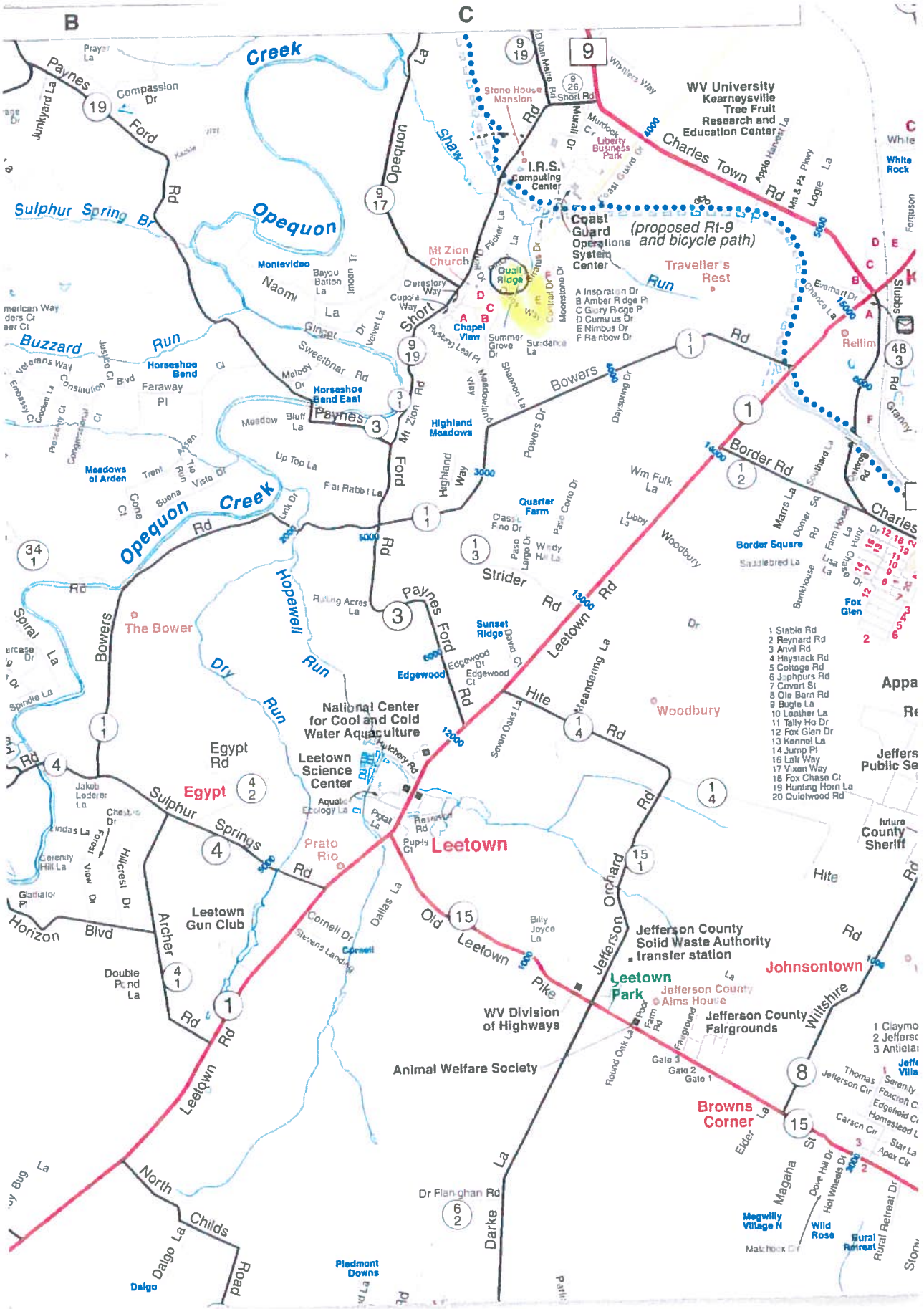
Total Current Bond Amount \$ 1,109,370.00

Cost of Work Remaining \$ 190,133.00 + Contingency Amount \$ 50,000.00

= Approved for Revised Bond Amount \$ 240,133.00

Reviewed By: JOSEPH W. KENT [Signature] Title: L.O.I.

Signature: [Signature] Date: 05 / 26 / 2020



White Rock

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Jeffers Public Se

future County Sheriff

Johnsontown

Jefft Villis

Star La

Rural Retreat

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WV University  
Kearneysville  
Tree Fruit  
Research and  
Education Center

Coast  
Guard  
Operations  
System  
Center

Traveller's  
Rest

Border Rd

Woodbury

Leetown Rd

Hite

Jefferson  
County  
Solid Waste Authority  
transfer station

Leetown  
Park

Jefferson County  
Aims House

Jefferson County  
Fairgrounds

Browns  
Corner

Magaha

Wild  
Rose

Rural  
Retreat

National Center  
for Cool and Cold  
Water Aquaculture

Leetown  
Science  
Center

Leetown

Leetown  
Gun Club

WV Division  
of Highways

Animal Welfare Society

Dr Flanagan Rd

Darke

Piedmont  
Downs

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Buzzard  
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Horseshoe  
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Horseshoe  
Bend East

Hopewell  
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Dry  
Run

Sulphur  
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North  
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Mansion

I.R.S.  
Computing  
Center

Chapel  
View

Highland  
Meadows

Strider

Sunset  
Ridge

Edgewood

Prato  
Rio

Leetown  
Pike

Jefferson  
Orchard

Jefferson  
County  
Fairgrounds

Jefferson  
County  
Aims House

Jefferson  
County  
Solid Waste Authority  
transfer station

WV University  
Kearneysville  
Tree Fruit  
Research and  
Education Center

Coast  
Guard  
Operations  
System  
Center

Traveller's  
Rest

Border Rd

Woodbury

Leetown Rd

Hite

Jefferson  
County  
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transfer station

Leetown  
Park

Jefferson County  
Aims House

Jefferson County  
Fairgrounds

Browns  
Corner

Magaha

Wild  
Rose

Rural  
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Jeffers Public Se

future County Sheriff

Appa

White Rock

White Rock

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White Rock



## JEFFERSON COUNTY COMMISSION

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

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PRESIDENT  
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VICE PRESIDENT  
Ralph Lorenzetti

COMMISSIONER  
Caleb Wayne Hudson

COMMISSIONER  
Josh Compton

COMMISSIONER  
Patricia A. Noland

June 4, 2020

Jaime L. George-Perando  
Nationwide Mutual Insurance Company  
One West Nationwide Blvd  
Columbus, OH 43215-2220

RE: Performance Bond No. SNN4002856 dated August 26, 2015, Construction Bond Surety for Roderick Planes, LLC – Aspen Greens Subdivision, Phase IIA (File #14-01).

Dear Ms. George:

The Jefferson County Commission authorizes a partial release of \$439,808.00 from the construction bond for Roderick Planes, LLC – Aspen Greens Subdivision, Phase IIA (File #14-01), for a new construction bond amount of \$657,735.00. This project is located at the intersection of Country Club Road-Route 24 and Flowing Springs Road-Route 17. The work remaining includes but is not limited to the following:

1. Paving & Grading
2. Stormwater Management
3. Landscaping
4. Final Stabilization

In summary, you are hereby authorized to reduce the amount of the above referenced Performance Bond No. SNN4002856 originally issued in the amount of \$2,382,008.00 to \$657,735.00. Please contact the Jefferson County Department of Engineering, Planning & Zoning - Office of Engineering at (304) 728-3257 if you have any questions.

Sincerely,

Jane M. Tabb, President  
Jefferson County Commission

JMT:rfb

cc: Maurice Gladhill, Managing Member  
Roderick Planes, LLC  
6107 River View Court  
Frederick, MD 21704  
Department of Engineering, Planning & Zoning

County Administrator  
*Stephanie Grove*

Deputy County Administrator  
*Sandy Slusher McDonald*

## BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 03 / 10 / 2020

J.C.P.C. File No. 14 - 01

Consultant/Engineer/Firm Name: GATES ASSOCIATED

Mailing Address: 153 VENICE WAY

City SHEPHERDSTOWN State: WV Zip 25443

Contact Person: FRED GATES Phone: 304+876-6124

Project/Subdivision Name: ASPEN GREENS

Section/Phase: PHASE II A Lots: \_\_\_\_\_

Review Comments:

The bond release (reduction) is Approved as Submitted / Revised \_\_\_\_\_ The bond release/reduction request is Denied.

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

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

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use.

Comments: \_\_\_\_\_

**Approved for:**  
Bono Fracture  
By [Signature] 05/11/2020  
**County Engineer Date**

Original Bond Amt. \$ 2,071,311 + 15% Cont. \$ 310,697 = Total Original Bond Amt. \$ 2,382,008

Total Current Bond Amount \$ 1,097,543.00

Cost of Work Remaining \$ 571,944.00 + Contingency Amount \$ 85,791.00

= Approved for Revised Bond Amount \$ 657,735.00

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

Signature: [Signature] Date: 05 / 11 / 2020



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



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **June 4, 2020**

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

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

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

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

1. Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues. Discussion/Action.
2. Discussion of 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. Discussion/Action.
10. Discussion of Jefferson County Circuit Court Civil Action #20-C-20. Discussion/Action.

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

If so, how much?                \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



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



Name: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **June 4, 2020**

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

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

**Update regarding Charles Town Article 147 CTUB County Commission Comments/Input – Discussion/Action**

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text.](#)



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



Name: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **June 4, 2020**

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

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

**Waiving late fees for Ambulance Fee payments until 12/31/2020 for Businesses and County Residents- Discussion/Action**

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text.](#)





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

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **June 4, 2020**

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

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

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

- 1)Old Jail Cells loan/donate - West Virginia Mine Wars Museum - Discussion/Action
- 2)Update on any issues related to the COVID-19 - 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.](#)



Thank you,

My name is Doug Estepp and I am appearing today as a member of the West Virginia Mine Wars Museum in Matewan, WV. The WVMWM was opened in the spring of 2016 and has won accolades for telling West Virginia's coal-related labor history including the Paint Creek-Cabin Creek Strike of 1912-1913, the Matewan Massacre, the Miners' March, the Battle of Blair Mountain, and hopefully soon, the Charles Town Treason Trials of 1922. I currently serve on the Artifacts Committee.

I appear today before the commission in regards to artifacts connected to the Old Jefferson County Jail, specifically the old jail cells that were removed during the renovation of the jail a decade ago into its current use as a judicial and administrative center. At that time it was decided by the county commission to store those jail cells for possible future use, for instance if the jail were to become a museum. I have spoken to Bill Pope who tells me they were in fact used during the filming of *Gods and Generals* and are still in storage.

Over the past couple of years there have been some exciting developments concerning the West Virginia Mine Wars Museum. We have raised in excess of \$60,000 specifically to commemorate the 100th anniversaries of the Battle of Matewan this year, the miner's march and the Battle of Blair Mountain in 2021, and the Charles Town Treason trials in 2022. I expect to appear before the commission again in the future concerning the latter. We are also currently in the process of moving into a much larger and secure building in Matewan, one that offers us a permanent home. Our rededication is scheduled for this May.

As part of this move we hope to expand our collection and displays in order to cover the Charles Town Treason Trials. Toward that end we have determined that we have the space and logistical ability to install the original jail cells in order to help tell the story of the treason trials and the associated events that took place in Jefferson County in 1922. As we look to the future we would like to include Charles Town as part of a comprehensive "road trip" for interested travelers. As such I am here today to ask the county commission to consider donating or loaning the old cells to the West Virginia Mine Wars Museum for display.

A donation or loan could achieve several positive results. It would relieve Jefferson County of the need to store the cells while also insuring their future safeguarding. It would enhance the Mine War Museum's ability to tell an important story with actual historical artifacts, and it could encourage increased tourism in both directions between Jefferson and Mingo Counties. I have already been in contact with Christy

Bailey of the National Coal Heritage Area Authority and she is confident that there is grant money available for transportation and installation.

We hope that this request will meet with your approval. Pardon the cliché, but it could be a “win-win” for both sides. The sooner that a decision is made, assuming it is positive, the sooner we can begin the process of planning installation. At present, space is being held out but at some point in the near future we will need to make decisions on how to proceed with our display space. We hope that you will find this a worthy project and I thank you very much for your time and consideration.

Douglas Estepp

04/02/2020

[estepp@shentel.net](mailto:estepp@shentel.net)

540-233-0543



March 5, 2020

Jefferson County Commission  
124 East Washington St.  
Charles Town, WV 25414

Dear Jefferson County Commissioners:

I'm writing today on behalf of the West Virginia Mine Wars Museum, an organization founded in 2015 aimed to tell the history of the West Virginia Mine Wars and the ordinary people—men, women, and children—who lived it. We're located in Matewan, WV. In 1921, ten thousand armed miners marched 50 miles across Southern West Virginia to battle for their rights as working people. Known as the Battle of Blair Mountain, it was the largest civil insurrection outside the Civil War. Immediately following, the battle turned from Blair Mountain to the courtroom in Jefferson County.

Our museum is unique in that it houses the largest collection of Mine Wars artifacts, and that collection is growing. We have relocated our exhibits and artifacts into a more structurally sound and larger building in Matewan, and we're set to re-open on May 16 of this year—the same day as the town's observance of the Battle of Matewan Centennial. With this relocation, we have the ability and interpretive to tell this story with a much wider lense, and key to this history is the Treason Trials.

Many accounts of the Mine Wars leave a gap between the 1921 Battle of Blair Mountain and the arrival of Franklin Roosevelt's New Deal in 1933. With expanded space at the Mine Wars Museum, we hope to change that and fill in an underrepresented part of Mine Wars history. The Treason Trials of 1922-24 were unique to American history and foreshadowed a brutal decade for the miners, which saw work accidents soar, union membership plummet, and ultimately climaxed in the Great Depression. Your contribution of the jail cells that held Bill Blizzard, et. al. to this section will expand the history like never before. Our small staff and team of dedicated volunteers thank you for your time.

With gratitude of your consideration for this request,

Mackenzie New, Director

**West Virginia Mine Wars Museum**  
Mailing Address: P.O. Box 764, Matewan, WV 25678  
Physical Address: 401 Mate Street, Matewan, WV 25678  
Email: [wvminewarsmuseum@gmail.com](mailto:wvminewarsmuseum@gmail.com)  
Website: [www.wvminewars.com](http://www.wvminewars.com)  
Phone: 304-923-4027





May 26, 2020

TO: Stephanie Grove, Jefferson County Administrator

FROM: Martin Burke, Jefferson County Historic Landmarks Commission

RE: Recommendation on loan/donation of jail cell(s) to the WV Mine Wars Museum

At the County Commission's request, I gathered information on the status of the jail cells from the Old Jail in Charles Town, WV and advisability of loaning or donating one of the cells to the WV Mine Wars Museum.

The jail cells are currently located in a block building behind the Animal Control Facility on Poor Farm Rd, Kearneysville, WV. The disassembled cells are in a large pile, photo attached, and would have to be removed from the building and assembled to ensure correct components to make one cell. Fortunately, the architect for the Old Jail renovation had the demolition drawing detailing that five cells were meant to be saved and photographs of the cells assembled, attached. Given the number jail cells Jefferson County has, my recommendation is to donate/gift one complete cell to the WV Mine Wars Museum.

I spoke to Kenzie New, Director of the WV Mine Wars Museum to determine how the cell would be displayed and preserved. The WV Mine Wars Museum recently moved to a larger building in downtown Matewan, WV. The JC jail cell will be placed on display in the building to commemorate the 100<sup>th</sup> Anniversary of the two treason trials in Jefferson County in 1922. My sense from their website and speaking with Ms. New is the museum has deep community support, is professionally operated, and recently received a National Endowment for the Humanities Grant to support exhibits on the WV Mine Wars, so I am confident the jail cell will be in good hands.

If you have further questions, call or email.











Remove and Salvage these cells and steel partitions. Deliver to Owner storage site.

Remove wood window, frame and steel bars.

Remove masonry doors, windows to original masonry opening.

Remove existing concrete floor. See structural drwgs.

Remove masonry doors, windows to original masonry opening.

Remove boxes and plaster from lobby side of wall.

Remove unused wire and related equipment (TYP) including old fire alarm.

Remove shelving and all associated trim and fasteners.

Remove Steel @ Saddle.

Remove surface mounted conduit and wall wire (TYP)

Exg shelving to remain

Repair steel threshold (TYP).

Remove balance of steel cells and partitions.

Remove Light (typ)

Remove grill inside window. Remove Concrete Floor throughout shaded area

Remove concrete steps and landing

Remove door and jam for new inswing door.

Relocate all surface piping and plumbing that presently runs through this space.

Relocate existing York condenser to roof of the old jail. See Mech 1 Drwgs.

Extend this storm drain to the rear as shown.

Drill existing stone wall for new utility connection: to existing condenser. See Mech 1 and Elect 1 dwg

Remove cabinetry, sinks, etc.

wood floor throughout.

Remove section of floor for dumb-waiter. Loose masonry plaster. Remove plaster or replace ceiling joists as needed. (TYP)

102

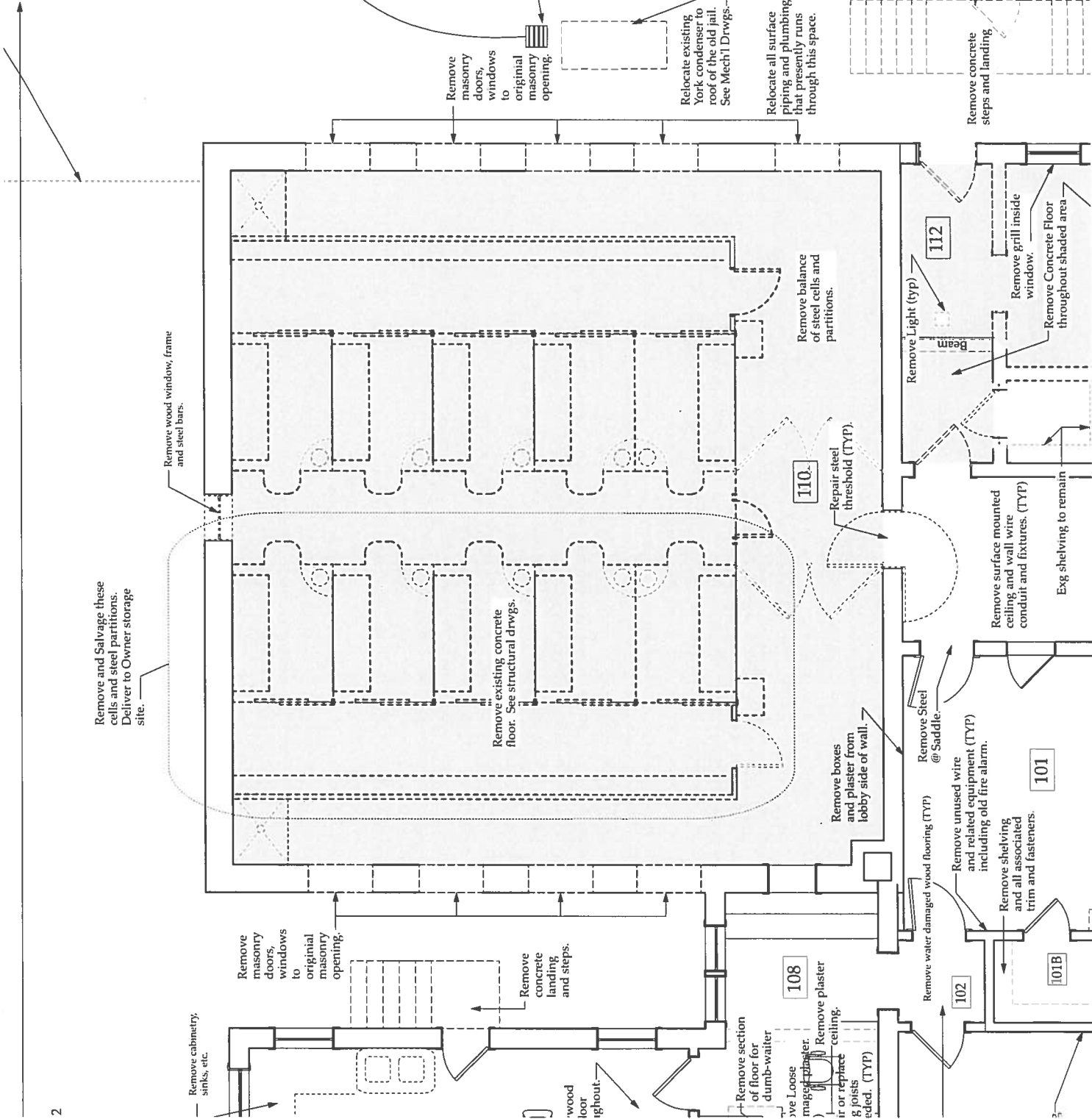
108

101

110

112

# Court House Vaults





**Jessica Carroll**

---

**From:** David Tabb <sssi27@yahoo.com>  
**Sent:** Wednesday, May 20, 2020 8:56 AM  
**To:** JCCInfo  
**Subject:** County Commission Meeting 5/21/20 Public Comment

## Public Comment for Jefferson County Commission meeting May 21, 2020

I, David Tabb, a lifelong resident/taxpayer protests the Jefferson County Commission (JCC) hindering residents/taxpayers from the recorded public comment.

It is time to reopen the meetings to the public comment or stop making decisions that affect the resident/taxpayer of this county. Such as appointments, purchases, projects: new and old, permits, studies or any non-essential approvals and/or actions.

It appears the JCC and Jefferson County Administrator have yet release the FIOA of the 12 proposals/bids connected to the proposed Courthouse complex.

It appears the JCC has failed to sit properly, for the approval of minutes, since March 17, 2020. If the JCC was not sitting properly, to approve the minutes, then the Commission was not proper to hold a meeting.

The "Approval of Manuel Checks" is just wrong. If you have a budget, just stick to it.

Public comment... It appears the agenda packet has some 169 pages; only three (3) pages were posted. This is a false posting with documents to be approved.

Agenda #1 – Angie Banks, Assessor:

Within the agenda is a letter from the State Tax Dept., addressed to Ms. Banks, clearly stating the transfer of Assessment Valuation Fund has not been approved. Any action taken by the Assessor and or the JCC will be premature.

Agenda #3 - Michelle Gordon, Finance Director:

I object to any approval or actions taken on any of these subject matters. If the budget funding was not used, it should not be spent elsewhere.

Agenda #6 – Pete Dougherty:

No additional expenses should be made at this time until the county sees what the real effect to businesses and revue will be.

County Administrator Reports:

This has not been posted and should not have any action taken.

The agenda packet has millions of dollars being flip around from one account to another with no notice to the public. This whole packet should be placed on hold until all is posted at the Courthouse and County Commission meeting room's bulletin boards, according to West Virginia Code.

*"The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public. The government's order to "stay at home" deprived the public of notice and comments without reimbursement provisions. This is affecting every resident and business owner to be responsible for all loses, including the government."*

It is hard to be safe, with the current County Commission, at this time.

Have a nice day!

Jefferson County Commission  
 FY21 Budget Projections

Revenue Adjustments

ORG	OBJ	DESCRIPTION	FY20			FY21					
			FY19 Actual	Rev FY20 Bud	FY20 YTD	FY21 Bud	FY21 Adj	FY21 Rev Bud	COVID19 Adj	FY21 Rev Bud	% Chg
001	3070T0	HORSE RACING TAX	9,681	7,131	6,381	10,500	-	10,500	(2,745)	7,755	8.8%
001	3080T0	WINE AND LIQUOR TAX	43,303	255,144	255,144	130,810	125,000	255,810		255,810	0.3%
001	3090T0	HOTEL OCCUPANCY TAX	768,425	620,738	576,729	844,200		844,200	(248,087)	596,113	-4.0%
001	318LP0	BUILDING PERMIT FEES	328,522	429,082	356,757	386,400	128,498	514,898		514,898	20.0%
001	322IG0	FEDERAL GRANTS	485,770	299,588	103,969	370,506		370,506	150,000	520,506	73.7%
001	323IG0	STATE GRANTS	20,323	60,821	2,175	-		-	60,000	60,000	-1.3%
001	324IG0	OTHER GRANTS	-	20,000	20,000	-	20,000	20,000		20,000	0.0%
001	362FF0	JAIL FEES	97,087	81,111	81,112	98,000	(15,000)	83,000		83,000	2.3%
001	365II6	INTEREST EARNED	11,634	15,152	13,652	8,400	5,500	13,900		13,900	-8.3%
001	3700T0	TABLE GAMES	635,682	536,610	508,749	564,400	(35,000)	529,400	(111,173)	418,227	-22.1%
001	3730T0	VIDEO LOTTERY	2,895,093	2,245,715	2,219,748	2,734,600	(200,000)	2,534,600	(720,460)	1,814,140	-19.2%
001	3730T1	LOCAL - VIDEO LOTTERY	104,780	86,717	80,717	100,000	(9,000)	91,000	(18,000)	73,000	-15.8%
001	382M03	PCARD AND CC REBATES	17,697	19,446	19,446	12,000	8,000	20,000		20,000	2.8%
<b>Totals</b>			<b>5,417,998</b>	<b>4,677,255</b>	<b>4,244,580</b>	<b>5,259,816</b>	<b>27,998</b>	<b>5,287,814</b>	<b>(890,465)</b>	<b>4,397,349</b>	

Capital Outlay Fund Transfers

FY20-Capital Outlay Fund Transfers not made to build up Fund Balance Reserve.

1,067,598

FY21-Capital Outlay Fund Transfers to Cut

239,350

Total Transfers to C/O Fund

1,306,948

Delay Capital Outlay Fund projects in FY21 through 1/1/2021, except for any ongoing projects from FY20.

Other Miscellaneous potential adjustments

1.	Cuts to Transfers to Other Agencies for reduction in dedicated revenue - Hotel Occupancy Tax				248,087
	Convention Visitors Bureau	50.0000%	124,044		
	Parks & Recreation	45.0385%	111,735		
	Arts & Humanities	2.0000%	4,962		
	Historical Landmarks	2.9615%	7,346		
2.	Insurance Savings-Rate was lower than expected, and employee portion increase				60,200
3.	Delay filling vacant, non-essential positions until 1/1/2021				75,000
4.	Assessor position adjustments from General County to AVF Funded				21,000
	The Assessor has also indicated that additional expenditures for travel, equipment, training, materials & supplies can be diverted to the AVF if there is another COVID19 wave of closures.				
5.	FY21 Capital Outlay Fund Transfers Out				239,350
6.	No Overtime pay approved, must take as compensatory time off through 1/1/2021				75,000
7.	Cuts to Discretionary Spending for travel, training, materials & supplies, equipment				171,828
	<u>Object</u>	<u>Description</u>	<u>Total Budget</u>	<u>Total Cut</u>	
	Misc Discretionary Purchases			21,288.00	
	421400	Travel	71,434.00	50%	35,717.00
	434100	Materials & Supplies	422,523.00	15%	63,378.00
	422100	Training	70,885.00	50%	35,443.00
	435400	Computer Hardware	106,680.00	15%	16,002.00
			<u>671,522.00</u>		<u>171,828.00</u>

Total Potential Cuts

890,465

Net use of Fund Balance

-

Jefferson County Commission  
Capital Outlay Fund Project Listing  
FY21 thru FY25

3/5/2020

Priority (1-5)	Description	Page No.	Location/Building	FY20 Projected	Projection for FY21 thru FY25					Project Total
					FY21	FY22	FY23	FY24	FY25	
1	Courthouse Repairs	2	Courthouse	\$150,000	\$0	\$150,000	\$200,000	\$150,000	\$150,000	\$650,000
1	Magistrate Court-2nd Floor Renovations	3	Courthouse	\$50,000	\$0	\$300,000	\$0	\$0	\$0	\$300,000
1	DataCenter Windows Server OS	4	IT Data Processing	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
1	Lagoon & Sinkhole Construction		Bardane Industrial Park	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0
1	Financial System	5	IT Data Processing	\$0	\$57,350	\$60,000	\$0	\$0	\$0	\$117,350
1	IBM AS400		IT Data Processing	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0
1	911 Center Monitor Replacement		IT Data Processing	\$12,500	\$0	\$0	\$0	\$0	\$0	\$0
2	Replacement Vehicle	6	Sheriff Law Enforcement	\$200,000	\$225,000	\$200,000	\$220,000	\$220,000	\$220,000	\$1,085,000
2	Replacement Vehicle	7	Animal Control	\$0	\$45,000	\$44,000	\$0	\$44,000	\$0	\$133,000
2	Parking Area Downtown	8	Downtown Campus	\$0	\$0	\$55,000	\$0	\$0	\$0	\$55,000
2	Demo or Repair		Smoot Building	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3	Air Handler		Public Services Center	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
3	Remodel / Renovations	9	Animal Control / Old School House	\$13,000	\$0	\$100,000	\$0	\$0	\$0	\$100,000
3	Vehicle Replacement	10	Engineering	\$25,000	\$0	\$25,000	\$0	\$0	\$25,000	\$50,000
4	Elevator	11	Mason/Moffit Buildings	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000
5	Area Between Buildings	12	Sheriff & 911 Communications	\$0	\$0	\$0	\$0	\$0	\$70,000	\$70,000
1	Impact Fee Recalculation		Engineering	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0
3	Bolivar-Harpers Ferry Public Library		Building Renovations	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0
3	Shepherdstown Public Library	13	Building Renovations	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$200,000
3	Historical Commission	14	Building & Site Renovations	\$0	\$0	\$0	\$0	\$0	\$270,000	\$270,000
5	Police Headquarters	16	Building Purchase & Renovation	\$0	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000
1	Courthouse Portico	15	Courthouse	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000
1	County Campus	17	Building Purchases, Demo, Construction	\$50,000	\$500,000	\$4,000,000	\$1,000,000	\$0	\$1,000,000	\$6,500,000
5	Police Substation	18	Renovation	\$0	\$0	\$0	\$0	\$0	\$2,200,000	\$2,200,000
5	JCESA Expansion	19	JCESA	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$2,000,000
1	JCESA Vehicles & Eqpt	20	JCESA	\$60,000	\$130,000	\$65,000	\$70,000	\$70,000	\$70,000	\$405,000
<b>Totals</b>				<b>\$830,500</b>	<b>\$1,002,350</b>	<b>\$5,299,000</b>	<b>\$1,540,000</b>	<b>\$534,000</b>	<b>\$8,585,000</b>	<b>\$16,960,350</b>

		Projection for FY21 thru FY25					
		FY20 Projected	FY21	FY22	FY23	FY24	FY25
Beginning Fund Balance		3,894,736	3,436,628	2,568,278	2,102,778	2,317,078	2,602,178
Transfers from General Fund		600,000	-	1,065,100	1,226,700	1,385,100	1,540,300
Transfers from Financial Stab Fund		200,000	200,000	-	-	-	-
Grant Revenue		-	-	-	-	-	-
Financing Proceeds		-	-	4,320,000	1,080,000	-	8,036,000
Other Revenues		15,000	15,000	15,000	15,000	15,000	15,000
Less: Debt Payments		180,108	-	-	-	-	-
Less: Bond Issuance Costs 8%		-	-	135,600	86,400	-	642,880
Less: Bond Debt Prmts 4%-15 YR		-	-	200,000	400,000	500,000	800,000
Less: ESA Debt Payment		61,000	81,000	81,000	81,000	81,000	81,000
Less: Expenditures		1,032,000	1,002,350	5,449,000	1,540,000	534,000	8,585,000
Ending Fund Balance		3,436,628	2,568,278	2,102,778	2,317,078	2,602,178	2,084,598

Fund Balance Requirements	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Minimum Reserve Met	No	Yes	Yes	Yes	Yes	Yes	Yes

(Per JCC Cap Outlay Policy 307)

Jefferson County Commission  
 Engineering & Planning  
 001-318LP0 Building Permit Fees

FY18				FY19				FY20			
Month	Planning	Engineering	Amount	Month	Planning	Engineering	Amount	Month	Planning	Engineering	Amount
7/31/2017	7,720.51	14,238.47	21,958.98	7/31/2018	835.22	22,993.60	23,828.82	7/31/2019	3,380.67	24,470.36	27,851.03
8/31/2017	1,819.20	28,969.20	30,788.40	8/31/2018	38,043.91	20,370.61	58,414.52	8/31/2019	2,800.44	42,441.18	45,241.62
9/30/2017	3,200.19	18,301.97	21,502.16	9/30/2018	3,803.14	18,980.70	22,783.84	9/30/2019	1,850.45	27,254.88	29,105.33
10/31/2017	4,307.77	15,494.92	19,802.69	10/31/2018	4,200.61	15,619.22	19,819.83	10/31/2019	1,850.46	29,912.65	31,763.11
11/30/2017	900.13	15,108.01	16,008.14	11/30/2018	865.36	26,815.78	27,681.14	11/30/2019	21,882.37	18,482.60	40,364.97
12/31/2017	1,405.12	15,424.95	16,830.07	12/31/2018	1,960.39	10,437.71	12,398.10	12/31/2019	15,836.49	31,471.54	47,308.03
1/31/2018	11,470.00	22,618.04	34,088.04	1/31/2019	8,962.24	13,620.00	22,582.24	1/31/2020	1,254.34	31,471.54	32,725.88
2/28/2018	1,200.54	15,585.41	16,785.95	2/28/2019	1,381.10	15,515.26	16,896.36	2/28/2020	6,175.48	20,131.98	26,307.46
3/31/2018	2,000.11	17,385.31	19,385.42	3/31/2019	5,520.37	22,749.54	28,269.91	3/31/2020	3,976.13	39,104.89	43,081.02
4/30/2018	857.08	21,921.04	22,778.12	4/30/2019	750.43	25,368.04	26,118.47	4/30/2020	2,550.67	30,554.71	33,105.38
5/31/2018	1,380.09	29,113.16	30,493.25	5/31/2019	2,600.45	37,016.18	39,616.63	5/31/2020	-	-	-
6/30/2018	3,760.22	21,466.25	25,226.47	6/30/2019	5,700.86	24,410.81	30,111.67	6/30/2020	-	-	-
FY2018	40,020.96	235,626.73	275,647.69	FY2019	74,624.08	253,897.45	328,521.53	FY2020	61,557.50	295,296.33	356,853.83
	14.5%	85.5%	9.1%		22.7%	77.3%	19.2%		17.3%	82.7%	-
	Estimate Thru June		FY2020	Estimate Thru June		FY19 Projection	328,521.53	Estimate Thru June		FY20 Projection	76,701.13
	FY18 Projection		275,647.69	FY19 Projection		FY19 Budget	340,140.00	FY20 Budget		FY20 Budget	429,082.00
				(Deficit)/Surplus		(11,618.47)		(Deficit)/Surplus		4,472.96	32%
								FY21		514,898.00	19%

Jefferson County Commission  
Table Games Revenue

0013700T000

	Act Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Decrease from FY12	
						%	Cumulative
FY12	1,596,516	1,596,516	920,000	35.2%	133,043		
FY13	1,556,473	1,556,473	1,800,000	-2.5%	129,706		(40,043)
FY14	1,032,251	1,032,251	1,163,539	-33.7%	86,021		(564,265)
FY15	891,153	891,153	943,444	-13.7%	74,263	-44.2%	(705,363)
FY16	853,009	853,009	790,000	-4.3%	71,084	-46.6%	(743,507)
FY17	736,572	736,572	740,000	-13.2%	61,381	-53.9%	(859,944)
FY18	634,044	634,044	617,700	-13.9%	52,837	-60.3%	(962,472)
FY19	635,683	635,683	544,200	0.3%	52,974	-60.2%	(960,833)
FY20	508,749	536,610	536,610	-15.6%	44,717	-66.4%	(1,019,864)
FY21			487,900	-9.1%			
			Avg Dec FY15-19	-9.0%			(3,875,594)
			Act Dec FY12-19	-5.7%			

Table Games Revenue  
FY20 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY20 Total Revenue	FY20 Budget	Projected Variance	Decrease Over PY
07/19	46,710						-14.3%
08/19	40,566						-22.5%
09/19	54,100						-14.0%
10/19	63,273						-26.6%
11/19	54,034						-20.8%
12/19	49,450						-10.7%
01/20	59,903						-12.5%
02/20	52,404						-20.9%
03/20	63,725						-0.4%
04/20	24,584						10.0%
05/20	-	-7.5%					
06/20	-	2.6%	27,861				
Totals	508,749		27,861	536,610	479,400	57,210	

Jefferson County Commission  
Video Lottery Revenue

0013730T0

0013730T1

	Actual Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Change from FY12	
						%	Cumulative
FY12	4,269,886	4,269,886	4,700,000	3.6%	355,824		
FY13	3,632,491	3,632,491	4,100,000	-14.9%	302,708		(637,395)
FY14	3,365,543	3,365,543	3,303,301	-7.3%	280,462		(904,343)
FY15	3,237,305	3,237,305	3,224,793	-3.8%	269,775	-24.2%	(1,032,581)
FY16	3,263,264	3,263,264	3,114,553	0.8%	271,939	-23.6%	(1,006,622)
FY17	3,183,192	3,183,192	3,140,000	-2.5%	261,667	-25.5%	(1,086,694)
FY18	3,038,421	3,038,421	3,020,000	-4.5%	265,266	-28.8%	(1,231,465)
FY19	2,999,871	2,999,871	2,941,500	-1.3%	245,125	-29.7%	(1,328,386)
FY20	2,300,466	2,332,433	2,245,715	-25.1%	187,143	-46.1%	(2,024,171)
FY21			2,194,400	-2.3%			(2,075,486)
			Avg Dec FY15-19	-2.3%			(5,899,100)
			Avg Dec FY12-19	-3.7%			

Video Lottery Revenue  
FY20 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY20 Total Revenue	FY20 Budget	Projected Variance	Decrease Over PY
07/19	348,845						-7.0%
08/19	490,253						-3.0%
09/19	279,215						28.6%
10/19	195,876						-19.5%
11/19	230,043						-5.3%
12/19	176,231						-5.9%
01/20	255,689						-4.1%
02/20	179,051						-4.2%
03/20	140,119						16.0%
04/20	5,144						-25.6%
05/20	-	-5.5%	3,000				
06/20	-	18.7%	28,967				
Totals	2,300,466		31,967	2,332,433	2,245,715	86,718	