

AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION - APRIL - JUNE 2020
THURSDAY, JUNE 18, 2020
6:00 P.M.

*****This meeting will NOT be a LIVE broadcast on our website. Instead, it will be accessible live through GoToWebinar. Invites will be posted on Facebook and email alerts.***

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- June 4, 2020 - Regular Session

APPROVAL OF REQUISITIONS

- June 18, 2020

APPROVAL OF ACCOUNTS PAYABLE

- June 11, 2020
- June 18, 2020

APPROVAL OF MANUAL CHECKS

- June 12, 2020
- June 19, 2020

APPROVAL OF PAYROLL

- June 11, 2020
- June 12, 2020 - Poll Workers

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT (20 minutes)

- 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. You may also participate in public comment during the virtual meeting.

PRESENTATIONS

- 1. 6:20 p.m. Angie Banks, Assessor**
- Exonerations - Discussion/Action
- 2. 6:30 p.m. Jacqueline C. Shadle, Clerk of the County Commission and Gail Magaha, Senior Chief Deputy Clerk**
- Approval of Depository Bonds for fiscal year 2021-2022 - Discussion/Action
- 3. 6:40 p.m. Alexandra Beaulieu, Office of Planning and Zoning**
- Request a total refund of the zoning variance fee for Patrick Shunney - Discussion/Action
- Request a total refund of the zoning variance fee for Jennifer Blimline - Discussion/Action
- 4. 6:50 p.m. Interviews and Appointment to the Jefferson County Development Authority - City of Charles Town Representative - one three year term ending April 5, 2023 - Discussion/Action**
Update on Shepherdstown JCDA Representative - Discussion/Action
- 5. 7:15 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 - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #20-C-20 - Discussion/Action

UNFINISHED BUSINESS

6. Employment of Jefferson County Development Authority Executive Director - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Discussion of July 2, 2020 Regular Meeting - Discussion/Action
- Discussion of Certification of 2020 Primary Election Results - Discussion/Action

COUNTY COMMISSION REPORTS

7. **ADJOURN**

CORRESPONDENCE/INFORMATION

Notice of Public Workshop on Tuesday, June 23, 2020 at 7:00 p.m. regarding the on-going reorganization and revisions to the Jefferson County Subdivision and Land Development Regulations.

Public comment received from David Tabb for the June 4, 2020 meeting.

Impact Fee Status Report for May 2020 received.

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, June 4, 2020

A meeting of the Jefferson County Commission was held on Thursday, June 4, 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, and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, June 4, 2020 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Compton led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Compton to approve the April 30, 2020 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the May 21, 2020 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK REGISTER
MAY 28, 2020

| CHECK # | VENDOR NAME | AMOUNT |
|----------------|--------------------------------------|----------------------|
| 83288 | BUREAU OF CHILD SUPPORT | \$ 248.31 |
| 83289 | CACH LLC | \$ 274.77 |
| 83290 | COMPTROLLER OF MARYLAND | \$ 1,344.00 |
| 83291 | DR. ROBERT E JONES III | \$ 1,000.00 |
| 83292 | EFTPS IRS TAXES | \$ 91,945.14 |
| 83293 | EMPOWER RETIREMENT | \$ 2,330.00 |
| 83294 | JEFFERSON SECURITY BANK | \$ 4,900.00 |
| 83295 | NATIONWIDE RETIREMENT SOLUTIONS | \$ 849.00 |
| 83296 | OLD CHARLES TOWN LIBRARY | \$ 1,500.00 |
| 83297 | WV DEPUTY SHERIFF RETIREMENT SYSTEM | \$ 14,202.56 |
| 83298 | WV PUBLIC EMPLOYEE RETIREMENT SYSTEM | \$ 45,642.85 |
| 83299 | WV PUBLIC EMPLOYEE RETIREMENT SYSTEM | \$ 500.00 |
| 83300 | WV STATE TAX DEPARTMENT | \$ 32,722.29 |
| | | |
| TOTAL | | \$ 197,458.92 |

Motion by Mr. Compton to approve the Accounts Payable for May 28, 2020 in the amount of \$197,458.92. Motion seconded and unanimously approved.

| CHECK# | VENDOR NAME | AMOUNT |
|--------|--|------------|
| 83301 | AHA-ARTS & HUMANITIES ALLIANCE | 457.15 |
| 83302 | AMERICAN FAMILY LIFE INSURANCE COMPANY ICU | 3,213.06 |
| 83303 | AUTOZONE | 129.29 |
| 83304 | BERKELEY GLASS INC | 606.92 |
| 83305 | BOLAND TRANE SERVICES INC | 4,410.33 |
| 83306 | CAPITAL LIGHTING & SUPPLIES, LLC | 162.17 |
| 83307 | CENTRAL ELEVATOR INSPECTION SERVICES LLC | 800.00 |
| 83308 | CHOICE STAFFING INC | 402.00 |
| 83309 | COLONIAL LIFE | 163.20 |
| 83310 | COMMUNITY ALTERNATIVES TO VIOLENCE INC (CAV) | 5,000.00 |
| 83311 | DS SERVICES STANDARD | 502.82 |
| 83312 | DELTA DENTAL OF WV | 6,758.89 |
| 83313 | DOING BETTER BUSINES | 685.06 |
| 83314 | FIFTH THIRD BANK | 86,016.81 |
| 83315 | GUTTMAN OIL CO | 4,137.57 |
| 83316 | HIGHMARK WV | 205,989.05 |
| 83317 | JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION | 676.92 |
| 83318 | JEFFERSON CO CONVENTION AND VISITORS BUREAU | 11,428.64 |
| 83319 | JEFF CO PARKS & RECREATION COMMISSION | 10,294.58 |
| 83320 | JESSICA CARROLL | 2,440.12 |
| 83321 | LANGUAGE LINE SERVICES | 157.58 |
| 83322 | LAURA STORM | 47.04 |
| 83323 | MILLENIUM INSURANCE GROUP | 900.00 |
| 83324 | MILLER'S SUPPLIES AT WORK | 849.35 |
| 83325 | NATIONAL VISION ADMIN. | 1,893.24 |
| 83326 | NICOLE NOBREGA | 314.28 |
| 83327 | R.E. MICHEL CO. LLC | 70.64 |
| 83328 | RICCI MCINTYRE | 2,487.98 |
| 83329 | RONALD GARZA | 382.07 |
| 83330 | SAMANTHA COMBS | 30.31 |
| 83331 | SOS-SPECIALTY DISPOSAL ENVIRONMENTAL SERVICES | 350.00 |
| 83332 | THE HARTFORD | 2,457.45 |
| 83333 | THE HARTFORD | 4,028.58 |
| 83334 | US POSTAL SERVICE | 20,000.00 |
| 83335 | WENDY JENKINS | 1,934.11 |
| 83336 | XEROX FINANCIAL SERVICES | 249.81 |

| | | | | |
|--------------|--|----------------------|--|-------------------|
| 83337 | | JEFFERSON DAY REPORT | | 38,750.00 |
| TOTAL | | | | 419,177.02 |

Motion by Ms. Noland to approve the Accounts Payable for June 4, 2020 in the amount of \$419, 177.02. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Compton to approve the Payroll for May 28, 2020 in the amount of \$197,458.92. 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. Dr. Reidy, Jefferson County Health Department – provided the Commission and the audience with an update on the Jefferson County Health Department’s efforts to educate the public on COVID numbers to prevent a future spike in confirmed cases.
 - o It was the consensus of the Commission to request Ms. Grove work with Dr. Reidy to arrange a “town hall” style virtual meeting for the benefit of the public regarding accurate COVID data in Jefferson County.

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

| NAME | TYPE | DISTRICT | TICKET NO. | AMOUNT |
|----------------|------|----------|------------|----------|
| Anthony Gentry | PP | SD | 316194 | \$143.78 |

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 316194 as presented. Motion seconded and unanimously approved.**

3. Neil McLaughlin, Jefferson County Development Authority – requested the employment approval of new Executive Director.
 - **Motion by Ms. Noland to approve the employment of the newly selected Executive Director of the Jefferson County Development Authority with a salary of \$95,000.00, effective July 6, 2020. Motion seconded and passes on a vote of 4-1 with Mr. Lorenzetti opposing.**

4. Roger Goodwin, Chief County Engineer
 - a. Partial Bond Release for ILA Properties, Inc. – Quail Ridge Subdivision II Phase III, Lots 129-159 (file #05-55).
 - **Motion by Ms. Noland to authorize a partial release of Irrevocable Letter of Credit #7962921 with Summit Community Bank in the amount of \$869,237.00 for ILA Properties, Inc. – Quail Ridge Subdivision, Section II, Phase III, Lots 129-159 (File #05-55). Motion was seconded and unanimously approved.**

 - b. Partial Bond Release for Roderick Planes, LLC – Aspen Green Subdivision, Phase IIA (file #14-01)
 - **Motion by Ms. Tabb to 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). Motion seconded and unanimously approved.**

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.
 - o Mr. Cochran stated he did not have any updates to provide on the matters listed on the agenda.

NEW BUSINESS

6. Update regarding Charles Town Article 147 CTUB County Commission Comments/Input – Ms. Grove stated she spoke with Darryl Henessey, City Manager of the City of Charles Town, who confirmed the City did not contact the County directly regarding this matter as the agenda serves as sufficient notice.
 - **Motion by Mr. Compton to direct Ms. Grove to write a letter to the Council of the City of Charles Town requesting they provide direct, written notice to the Jefferson County Commission when amending ordinances that impact Jefferson County residents. Motion seconded and unanimously approved.**
7. Extension of residential and commercial late fees for Ambulance Fee payments until 12/31/2020
 - **Motion by Mr. Compton to extend the July 2020 Ambulance Fee late fee deadline for residential and commercial structures through 12/31/2020. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

Loan/Donation of Old Jail Cells – Ms. Grove stated she spoke with Martin Burke, Chair of the Jefferson County Historic Landmarks Commission, and stated he was amenable to donating or loaning one full jail cell to the West Virginia Mine Wars Museum.

- **Motion by Ms. Noland to approve the donation of one full jail cell to the WV Mine Wars Museum provided the cost of transportation be paid by the museum. Motion seconded and passes on a vote of 4-1 with Commissioner Compton opposing.**

Update on any issues relate to COVID-19 – Ms. Grove stated the Jefferson County Health Department had delivered 1000 cloth masks to the Hunter House for all departments and the offices of the elected officials.

Closure of Courthouse on Election Night – Ms. Grove inquired as to whether the Commission would be amenable to closing the Court House on election night to prevent the spread and exposure of COVID-19.

- **Motion by Ms. Noland to close the Courthouse on election night and allow citizens to view a live stream of the election night reporting. Motion seconded and unanimously approved.**

2020 Primary Election Canvass – Ms. Grove informed the Commission that canvassing the ballots for the 2020 Primary Election results would begin at 9:30 am on Monday, June 15, 2020.

8. The Commission adjourned at 11:44 a.m. on a motion by Ms. Noland. Motion was seconded and unanimously approved.

Jane M. Tabb, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant

REQUISITIONS TO BE APPROVED

June 18, 2020

| DEPARTMENT | P.O. NUMBER | AMOUNT | VENDOR | DESCRIPTION |
|--------------------|-------------|--------------------|--------|-------------------------------|
| IT/Data Processing | 20050 | \$8,071.61 | ADOBE | Software Subscription Renewal |
| GRAND TOTAL | | \$ 8,071.61 | | |

Requisitions

- Back
- Add
- Ekel
- Mass Allocate
- Duplicate
- Custom Interface
- Notes
- Approvers
- Release
- Activate
- My Approvals
- Attach

Requisition: 2020/20050
Released, Russell Burgess, 05/27/2020

Total Cost: \$8,071.61

Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year* 2020
 Requisition Number* 20050
 Created Date* 05/27/2020

Type (N) NORMAL

Department* (428) IT DATA PROCESSING ... View

Purchase order

Commodity ... View

Review

Description Adobe Acrobat DC Subscription License

Needed by 06/18/2020

Buyer ...

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 | Unit Price | Line Total | GL Account |
|------|-------------------------------|------|---------------|------------|-------------------------------------|
| 1 | Adobe Acrobat DC Subscription | 1.00 | \$8,071.61000 | \$8,071.61 | E (001428-435300) COMPUTER SOFTWARE |

Your renewal details

Billing period: 21-June-2020 PDT – 21-June-2021 PDT

| PLAN | NUMBER OF LICENSES / PRICE | TOTAL |
|----------------|----------------------------|-------------|
| Acrobat Pro DC | 37 / USD203.88 | USD7,543.56 |

Subtotal: USD7,543.56

Tax/VAT: USD528.05

Total: USD8,071.61

[Manage Your Account](#) | [Customer Support](#) | [Forums](#)

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Adobe Inc., 345 Park Ave., San Jose, CA 95110 USA

| DESCRIPTION | FUND 001 CO. | | TOTAL |
|-----------------------------|---------------|--------|--------------|
| Gross Wages | \$410,259.38 | | \$410,259.38 |
| | | | |
| 6.2% Tax Payable OASDI | \$24,426.86 | | \$24,426.86 |
| 1.45% Tax Payable HI | \$5,712.89 | | \$5,712.89 |
| Fed Withholding | \$36,889.62 | | \$36,889.62 |
| WV State Withholding | \$17,334.12 | | \$17,334.12 |
| PERS Retirement Deduct 4.5% | \$10,013.48 | | \$10,013.48 |
| PERS Retirement Deduct 6% | \$5,161.72 | | \$5,161.72 |
| Hosp. Pre-Taxed | \$13,959.50 | | \$13,959.50 |
| Cancer/ICU Pre-Taxed | \$640.13 | | \$640.13 |
| Cancer/ICU Not Pre-Taxed | \$950.20 | | \$950.20 |
| Optional Life Not Pre Taxed | \$2,016.04 | | \$2,016.04 |
| Christmas Club | \$4,880.00 | | \$4,880.00 |
| Wage Attach #1 | \$248.31 | | \$248.31 |
| Wage Attach #2 | \$274.77 | | \$274.77 |
| Wage Attach #3 | \$500.00 | | \$500.00 |
| Wage Attach #4 | \$166.49 | | \$166.49 |
| DSRS Retirement Deduct 8.5% | \$6,731.78 | | \$6,731.78 |
| 457 - Nationwide | \$849.00 | | \$849.00 |
| 457I - Empower | \$1,995.00 | | \$1,995.00 |
| 457R - Roth | \$635.00 | | \$635.00 |
| MD State Tax | \$675.55 | | \$675.55 |
| D/VF | \$1,675.56 | | \$1,675.56 |
| VA State Tax | \$188.30 | | \$188.30 |
| Colonial(Plus) | \$81.60 | | \$81.60 |
| Uniforms | | | \$0.00 |
| Total Deductions | \$136,005.92 | \$0.00 | \$136,005.92 |
| | | | |
| Net Wages Total | \$274,253.46 | \$0.00 | \$274,253.46 |
| | | | |
| Payroll Date | June 11, 2020 | | |

POLL WORKERS PAYROLL

| DESCRIPTION | FUND 001 CO. | | TOTAL |
|-----------------------------|---------------|--------|-------------|
| Gross Wages | \$47,904.61 | | \$47,904.61 |
| 6.2% Tax Payable OASDI | | | \$0.00 |
| 1.45% Tax Payable HI | | | \$0.00 |
| Fed Withholding | | | \$0.00 |
| WV State Withholding | | | \$0.00 |
| PERS Retirement Deduct 4.5% | | | \$0.00 |
| PERS Retirement Deduct 6% | | | \$0.00 |
| Hosp. Pre-Taxed | | | \$0.00 |
| Cancer/ICU Pre-Taxed | \$0.00 | | \$0.00 |
| Cancer/ICU Not Pre-Taxed | \$0.00 | | \$0.00 |
| Optional Life Not Pre Taxed | \$0.00 | | \$0.00 |
| Christmas Club | | | \$0.00 |
| Wage Attach #1 | | | \$0.00 |
| Wage Attach #2 | | | \$0.00 |
| Wage Attach #3 | | | \$0.00 |
| DSRS Retirement Deduct 8.5% | | | \$0.00 |
| 457 - Nationwide | | | \$0.00 |
| 457I - Empower | | | \$0.00 |
| 457R - Roth | | | \$0.00 |
| MD State Tax | | | \$0.00 |
| D/VF | \$0.00 | | \$0.00 |
| VA State Tax | | | \$0.00 |
| Colonial(Plus) | | | \$0.00 |
| Uniforms | | | \$0.00 |
| Total Deductions | \$0.00 | \$0.00 | \$0.00 |
| Net Wages Total | \$47,904.61 | \$0.00 | \$47,904.61 |
| Payroll Date | June 12, 2020 | | |

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 18, 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*):

✚ **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



Name: Jacqueline C. Shadle/Gail Magaha

Department or Organization: County Clerk

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

Date Requested – 1st Choice: June 18, 2020

Depository Bonds need to be approved at the last County Commission meeting in June every year.

Date Requested – 2nd Choice:

Subject: Approval of Depository Bonds for fiscal year 2021-2022

The Sheriff requested that two of the County bank accounts pledged securities be increased and two remain the same as last year. Each bank was notified and the bonds and resolutions have been received in the County Clerk's Office and signed by the Prosecuting Attorney.

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

If so, how much? \$

Provide exact financial impact/request:

Recommended motion: Move that the Depository Bonds for 2020-2021 be approved as presented.

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: Gail Magaha

Email address: gmagaha@jeffersoncountywv.org

Phone Number: 304-728-3216

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



@ your service™

May 19, 2020

Gail Magaha
Senior Chief Deputy Clerk
Jefferson County Commission
P.O. Box 208
Charles Town, WV 25414

Dear Ms. Magaha:

The purpose of this correspondence relates to the issuance of a depository bond by United Bank ("United") for the upcoming fiscal year. In lieu of issuing a depository bond, United Bank will pledge qualified investment securities or issue Federal Home Loan Bank letters of credit to appropriately collateralize outstanding deposits in excess of the amount insured by the Federal Deposit Insurance Corporation (FDIC), an independent agency of the U.S. Government. Both methods of collateralization are fully compliant with West Virginia State Code.

To ensure compliance with West Virginia Code each month, United Bank compares outstanding deposit balances of all customers deemed to hold public funds with either the market value of pledged investment securities or the value of issued Federal Home Loan Bank letters of credit. Should sufficient collateral be found to exist, no action is taken. However, if collateral is found to be below the current level of outstanding deposits, United Bank will either pledge additional qualified investment securities or cause the issuance of an additional Federal Home Loan Bank letters of credit. United sends a statement monthly to each public funds customer detailing out all investment securities pledged as collateral and their market values. Please compare this monthly total along with the value of any Federal Home Loan Bank letters of credit to your outstanding deposit balances and contact us if you feel that additional collateral is necessary to be pledged.

Please feel free to contact me at (304) 348-8396 should you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'L Salyers', written over a horizontal line.

Larry Salyers
Senior Vice-President

A handwritten signature in blue ink, appearing to read 'Matthew L Harvey', with the date '6-8-2020' written below it.

**JEFFERSON COUNTY COMMISSION DEPOSITORY BOND
BB&T now TRUIST
CHARLOTTE, NORTH CAROLINA**

KNOW ALL MEN BY THESE PRESENTS, That, the undersigned, BB&T now TRUIST, Charlotte, North Carolina, a Corporation organized and existing under the laws of the United States of America, is held and firmly bound unto the State of West Virginia, in the sum of One Million Five Hundred Dollars (\$1,500,000.00) to the payment thereof, will truly be made to said Jefferson County Commission, State of West Virginia, the undersigned binds itself and its successors and assigns by these present,

Signed and sealed this 4th day of June 2020.

THE CONDITIONS OF THE ABOVE OBLIGATION IS SUCH THAT, Whereas, BB&T now Truist of Charlotte, North Carolina, principal has been duly and legally designated in the manner required by law as a depository of the public monies of the Jefferson County Commission, State of West Virginia. Now therefore, if the said BB&T now Truist, principal herein, shall reserve safely, keep well and truly pay over all monies which may be deposited in or under the custody of the said BB&T now Truist as such County depository, according to law and shall further faithfully perform all the duties by law upon said principal as depository monies, then this obligation shall be null and void, otherwise are to remain in full force and effect.

The said Bank herewith deposited and pledged with the Jefferson County Commission, State of West Virginia, to secure the performance of its undertakings herein above set out the following collateral to-wit:

| <u>PAR VALUE</u> | <u>DESCRIPTION</u> | <u>Coupon RATE</u> | <u>MATURITY DATE</u> |
|------------------|---------------------------------|------------------------|----------------------|
| \$1,500,000.00 | GNMA II Pool MA0908 (36179NAH1) | 2.50% | 04/20/2028 |

Authorization for the pledging of the above securities is certified to the Secretary of the Board of Directors of said Bank attached hereto.

It is understood and agreed:

- (1) Such collateral shall be held by **WELLS FARGO BANK, N.A.**, Minneapolis, MN or the **FEDERAL RESERVE BANK** of Richmond, Virginia, (Safekeeping Agents) so long as the said BB&T now Truist is not in default in its undertakings hereinabove set out, and if the said BB&T now Truist has not defaulted in its undertakings then such collateral shall be returned to the said BB&T now Truist on the 30th day of June, 2021.
- (2) The said BB&T now Truist shall have the right to the interest payable on such collateral, and may for the purpose of collecting the same have access to such collateral, in conjunction with a representative of the said Safekeeping Agent in order to obtain interest coupons representing interest payable or may direct the said Safekeeping Agent to detach such coupons.
- (3) The said BB&T now Truist shall from time to time have the right to withdraw any part of the above collateral upon substitution of other collateral of the same marketability acceptable to the Jefferson County Commission. The said BB&T now Truist shall have the right to withdraw any part of the above-mentioned collateral when properly authorized, providing the monies on deposit with the said BB&T now Truist do not exceed the amount of such collateral security remaining as security for the performance under the terms of this depository bond.

- (4) In the event of default of the said BB&T now Truist in its undertakings, herein set out during the said period beginning July 1, 2020 and ending June 30, 2021 the said Jefferson County Commission, State of West Virginia, shall have the right to make sale of so much of the collateral hereinbefore referred to as may be required to make good the undertaking of the said BB&T now Truist after due notice is given to the said BB&T now Truist.

(SEAL)

BB&T now TRUIST

BY: Gay W. Leggett
Banking Officer
BB&T now Truist Corporate Treasury

Management

**STATE OF NORTH CAROLINA,
COUNTY OF ROBESON, TO-WIT:**

I, _____ a Notary Public in and for the County and State aforesaid, do hereby certify that Gay W. Leggett, who signed the writing above as Banking Officer of BB&T now Truist, a Corporation, bearing date of the 4 day June 2020 for said Corporation has this day acknowledged the said writing to be the act and deed of said Corporation.

Given under my hand this 4th day of June 2020.

Notary Public

My commission expires: _____

Matthew L. Harvey
Matthew L. Harvey
6/8/2020

BOND OF JEFFERSON SECURITY BANK

AS

DEPOSITORY OF PUBLIC MONEYS

KNOW ALL MEN BY THESE PRESENTS,

That the undersigned Jefferson Security Bank, a banking institution incorporated under the laws of the State of West Virginia and firmly bound unto the State of West Virginia, in the sum of Seven Hundred Fifty Thousand Dollars (\$750,000) for the payment of which will and truly to be made, the said Jefferson Security Bank binds itself and its successors firmly by the presents.

IN WITNESS WHEREOF the Jefferson Security Bank has executed this bond by causing its President and Chief Executive Officer to sign its corporate name and affix its corporate seal hereto by order of its Board of Directors, this 20th day of May 2020.

The condition of the above obligation is such that whereas the said Jefferson Security Bank has been designated by the County Commission of Jefferson County, West Virginia, as depository of public moneys under the provisions of Section 2, Article 6, Chapter 7, Official Code of West Virginia, now therefore, if said Jefferson Security Bank shall receive, keep safe, and pay over all moneys which may be deposited in or come under the custody of said Jefferson Security Bank as such depository, from the 1st day of July, 2020 until the 30th day of June, 2021 and shall faithfully perform all of the duties imposed by said article upon the said Jefferson Security Bank as such depository, then this obligation shall be void; otherwise to remain in full force and effect.

As security for the faithful performance of this bond and to protect and indemnify against any or all loss of public moneys by reason of any default on the part of said Jefferson Security Bank in its capacity as such depository of public moneys, the said Jefferson Security Bank, by order of said County Commission, and in accordance with the provisions of Section 2, Article 6, Chapter 7 of the code, has deposited with First Horizon Bank the following securities:

| <u>Type</u> | <u>Pledged Par Value</u> | <u>Cusip</u> |
|----------------------------|--------------------------|--------------|
| Shepherd Univ Board of Gov | \$ 335,000 | 823402BL5 |
| Grayson Cnty KY Sch | 415,000 | 389691LX2 |
| Total pledged | \$ 750,000 | |

To be held by First Horizon Bank as collateral security for this bond as aforesaid, until the said First Horizon Bank shall deliver the same as hereinafter provided.

The receipt of said First Horizon Bank for said bond and said securities so deposited with it shall be held by said County Commission during the life of this bond.

In event of any default in the conditions of this bond, said First Horizon Bank shall deliver said securities to the County Commission of Jefferson County, West Virginia, and shall accept as sufficient evidence of such default for such delivery, a certified copy of an order of said County Commission stating such default.

Upon receipt of said securities from the said First Horizon Bank, in case of any default on the part of the Jefferson Security Bank in complying with the conditions of its said bond, the said County Commission shall sell the said securities and apply the proceeds to the payment of the amount owing by said Jefferson Security Bank by reason of any such default in the conditions of its said bond, and after such payment the residue, if any, derived from the proceeds of the sale of said securities, shall be paid to said Jefferson Security Bank.

On June 30, 2021, if the said Jefferson Security Bank has complied with the conditions of this bond, said First Horizon Bank shall return the securities held by it hereunder to the said Jefferson Security Bank and may accept as sufficient evidence of such compliance a certified copy of any order of said County Commission stating such compliance.

Until receipt of notice of any such default, said First Horizon Bank shall pay all interest or other income collected by it from the securities held hereunder to the said Jefferson Security Bank.

JEFFERSON SECURITY BANK

By *Jana Kresler*

Executive Vice President and

Chief Financial Officer

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

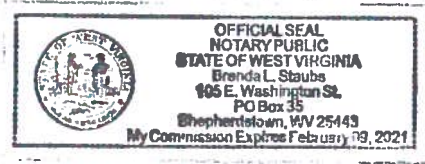
I, Brenda L. Staubs, a Notary Public in and for the county and state aforesaid, do hereby certify that Jenna L. Kesecker, who as Executive Vice President and Chief Financial Officer of Jefferson Security Bank, a corporation, signed the writing above, bearing date on the 20th day of May 2020 for said corporation, has this day in my said county, before me acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this 20th day of May 2020.

Brenda L. Staubs

Notary Public

My Commission expires 02/09/2021



I, Matthew L. Harvey, Prosecuting Attorney of Jefferson County, West Virginia, hereby certify that the above bond is in due and legal form and conformable to the provisions of Section 2, Article 6, Chapter 7, of the Code of West Virginia.

Matthew L. Harvey
Prosecuting Attorney

Date 6/8/2020

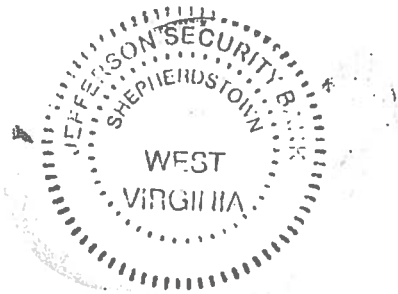
RESOLUTION


RESOLVED that Jefferson Security Bank does execute and deliver to the County Commission of Jefferson County, West Virginia, a bond in the penal sum of Seven Hundred Fifty Thousand Dollars (\$750,000) as depository of public moneys pursuant to the provisions of Chapter 18, Article 9, Section 6, of the West Virginia Code, and that said bond be secured by deposit with First Horizon Bank of Memphis, Tennessee the following securities:

| <u>Type</u> | <u>Pledged Par Value</u> | <u>Cusip</u> |
|----------------------------|--------------------------|--------------|
| Shepherd Univ Board of Gov | \$ 335,000 | 823402BL5 |
| Grayson Cnty KY Sch | 415,000 | 389691LX2 |
| Total pledged | \$ 750,000 | |

and that the draft of said bond have been submitted to the Board at this meeting and the same is hereby approved and the President and Chief Executive Officer be, and she hereby is, authorized and directed to execute said bond, in the corporate name, and under the corporate seal of Jefferson Security Bank, and that the President and Chief Executive Officer of this bank be and she hereby is, authorized to deposit with First Horizon Bank the above listed security as security therefore, and to file with the Clerk of the County Commission of Jefferson County the bond of this bank, to become effective forthwith and to expire June 30, 2021, subject to the approval and acceptance of said County Commission of Jefferson County, West Virginia.

I, Monica W. Lingenfelter, Corporate Secretary of Jefferson Security Bank, a corporation, hereby certify that the foregoing is an exact and true copy of a Resolution unanimously passed and adopted by Jefferson Security Bank at a meeting of the Board of Directors hereof held, pursuant to law, on May 20th, 2020.

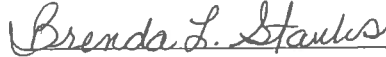



Monica W. Lingenfelter
Corporate Secretary

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

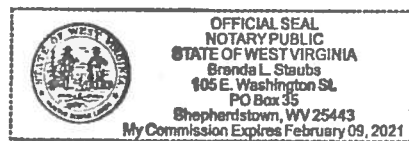
I, Brenda L. Staubs, a Notary Public in and for the county and state aforesaid, do hereby certify that Monica W. Lingenfelter, who as Corporate Secretary of Jefferson Security Bank, a corporation, signed the writing above, bearing date on the 20th day of May 2020 for said corporation, has this day in my said county, before me, acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this 20th day of May 2020.



Notary Public

My commission expires 02/09/2021



BOND OF BANK OF CHARLES TOWN
AS
DEPOSITORY OF PUBLIC MONEYS

KNOW ALL MEN BY THE PRESENTS,

That the undersigned Bank of Charles Town, a banking institution incorporated under the laws of the State of West Virginia and doing business at Charles Town, Jefferson County, West Virginia, is held and firmly bound unto County Commission of Jefferson County, Charles Town, West Virginia, in the sum of Sixteen Million Dollars (\$16,000,000.00) for the payment of which well and truly to be made, the said Bank of Charles Town binds itself and its successors firmly by these presents.

IN WITNESS, WHEREOF the said Bank of Charles Town has executed this bond by causing its Executive Vice President to sign its corporate name and affix its corporate seal hereto by order of its Board of Directors, this 19th day of May 2020.

The condition of the above obligation is such that whereas the said Bank of Charles Town has been designated by the County Commission of Jefferson County, Charles Town, West Virginia as depository of public moneys under the provisions of Chapter 18, Article 9, Section 6, Official Code of West Virginia, now therefore, if said Bank of Charles Town shall receive, keep safe, and pay over all moneys which may be deposited in or come under the custody of said Bank of Charles Town as such depository, from the 1st day of July 2020 through the 30th day of June 2021, and shall faithfully perform all of the duties imposed by said Article upon the said Bank of Charles Town as such depository, then this obligation shall be void; otherwise to remain in full force and effect.

As security for the faithful performance of this bond and to protect and indemnify against any or all loss of public moneys by reason of any default on the part of said Bank of Charles Town in its capacity as such depository of public moneys, the said Bank of Charles Town, by order of said County Commission of Jefferson County, Charles Town, West Virginia, and in accordance with the provisions of Chapter 18, Article 9, Section 6, will execute one Irrevocable Standby Letter of Credit; Number TBD / Copy of Letter of Credit to be provided for \$16,000,000.00 to cover all County Commission of Jefferson County, Charles Town, West Virginia accounts. This Letter of Credit will be issued by the Federal Home Loan Bank of Pittsburgh, PA. This Letter of Credit will be held by the Federal Home Loan Bank of Pittsburgh, PA as collateral security for this bond, with a copy provided to the County Commission of Jefferson County, Charles Town, West Virginia.

In event of any default in the conditions of this bond, The Federal Home Loan Bank shall reimburse the County Commission of Jefferson County, Charles Town, West Virginia, and shall accept as sufficient evidence of such default for such delivery, a certified copy of an order of said County Commission of Jefferson County, Charles Town, West Virginia stating such default.

Upon receipt of said funds under this Letter of Credit from said The Federal Home Loan Bank of Pittsburgh, PA in case of any default of the said Bank of Charles Town in complying with the conditions of its said bond, the County Commission of Jefferson County, Charles Town, West Virginia shall apply the proceeds to the payment of the amount owing by said Bank of Charles Town by reason of any such default in the conditions of its said bond, and after such payment the residue, if any, shall be paid to said Bank of Charles Town.

On June 30, 2021, if the said Bank of Charles Town has complied with the conditions of this bond, said Letter of Credit will expire, and, if the need for a new bond is necessary for a subsequent period, the said Bank of Charles Town will execute such new bond and new letter of credit.

BANK OF CHARLES TOWN

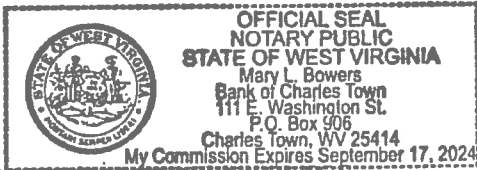
SEAL

By *Dean J. Cognetti*
Executive Vice President

State of West Virginia

County of Jefferson, to-wit:

The foregoing instrument was acknowledged before me this 22 day of MAY 2020 by Dean J. Cognetti, Executive Vice President of Bank of Charles Town, a West Virginia corporation, on behalf of the corporation.



Mary L. Bowers
Notary Public

My commission expires:
9/17/24

I, Matthew Harvey, Prosecuting Attorney of the County Commission of Jefferson County, Charles Town, West Virginia, hereby certify that the above bond is in due and legal form and conformable to the provisions of Chapter 18, Article 9, Section 6 of the code of West Virginia.

Matthew Harvey
Matthew Harvey, Prosecuting Attorney
for the County Commission of
Jefferson County, Charles Town, West Virginia

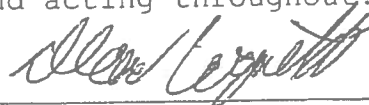
5/15/2020
Dated

R E S O L U T I O N

"Resolved that this bank do execute and deliver to the County Commission of Jefferson County, Charles Town, West Virginia, a bond in the penalty of \$16,000,000.00 as depository of public moneys, under the provisions of Chapter 18, Article 9, Section 6, Official Code of West Virginia, and that said bond be secured by an Irrevocable Standby Letter of Credit number TBD / Copy of Letter of Credit to be provided for \$16,000,000.00 to cover all County Commission of Jefferson County, Charles Town, West Virginia deposits. This Irrevocable Standby Letter of Credit is issued by the Federal Home Loan Bank of Pittsburgh, PA in the favor of the County Commission of Jefferson County, Charles Town, West Virginia.

The draft of the said bond has been read and submitted to the Board at this meeting be and the same is hereby approved, and the Executive Vice President be and he/she is hereby authorized and directed to execute said bond, in the corporate name, and under the corporate seal of this bank, and the Executive Vice President of this bank be and he/she is hereby authorized and directed to execute the Letter of Credit with the Federal Home Loan bank of Pittsburgh, PA as described above, and to file with the Treasurer of the said County Commission of Jefferson County, West Virginia the said bond of this bank to become effective July 1, 2020 and to expire on June 30, 2021, subject to the approval of and acceptance by said County Commission of Jefferson County, Charles Town, West Virginia.

I certify the foregoing to be an exact copy of a resolution unanimously passed and adopted at the regular meeting of the Board of Directors of Bank of Charles Town, held on May 19, 2020 at which a quorum was present and acting throughout.

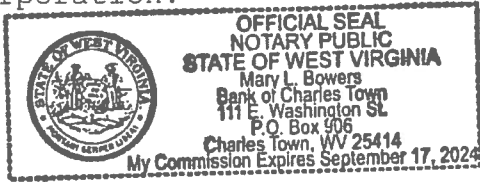


Secretary

State of West Virginia

County of Jefferson, to-wit:

The foregoing instrument was acknowledged before me this 22 day of May 2020 by Dean J. Cognetti, Secretary of Bank of Charles Town, a West Virginia Corporation, on behalf of the corporation.



Mary L. Bowers
Notary Public

My commission expires:

9/17/24

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Alexandra Beaulieu

Department or Organization: Office of Planning and Zoning

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: June 18, 2020

If a specific date is needed, please provide reason for specific date: Applicant's fee has been deposited into County's account.

Date Requested – 2nd Choice: Next available meeting.

Subject (*Wording to be placed on agenda*): Requesting a total refund of the zoning variance fee for Patrick Shunney. Applicant withdrew variance application after the fee was deposited.

Please provide the County Commission with a description of your request or presentation, including any background information:
Mr. Shunney submitted an application for a zoning variance along with the required \$100 fee. The application was later withdrawn, after identifying an exemption in the Zoning Ordinance for the proposed accessory structure. The fee had already been deposited by the Office of Planning and Zoning in accordance with the State Auditor's requirements.

Is this a funding request? Y / N
If so, how much? \$100.00

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
I move to recommend a full refund of the \$100.00 Zoning Variance fee to Patrick Shunney.

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

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

Contact information: Email address: planning@jeffersoncountywv.org Phone Number: 304-728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



JEFFERSON COUNTY, WEST VIRGINIA

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

P.O. Box 716

Charles Town, WV 25414

www.jeffersoncountywv.org

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228

Fax: (304) 728-8126

MEMO

TO: County Commission of Jefferson County
FROM: Alexandra Beaulieu, Zoning Administrator
DATE: June 18, 2020
RE: Patrick Shunney Variance Application Fee Refund Request

Patrick Shunney submitted a variance application (PC File #20-14-ZV) to reduce the side setback requirement for construction of an accessory structure. Upon further research of the property, Staff determined that the requested reduction of the side setback requirement could be achieved through an exception in the Ordinance.

The applicant has verbally represented that the proposed structure is for personal (residential) use and that it will comply with the 6' side setback requirement, which is permitted by the Zoning Ordinance. The applicant withdrew their request and Staff is requesting a full refund on their behalf.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Alexandra Beaulieu

Department or Organization: Office of Planning and Zoning

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: June 18, 2020

If a specific date is needed, please provide reason for specific date: Applicant's fee has been deposited into County's account.

Date Requested – 2nd Choice: Next available meeting.

Subject (*Wording to be placed on agenda*): Requesting a total refund of the zoning variance fee for Jennifer Blimline. Applicant withdrew variance application after the fee was deposited but before any legal notices were posted.

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

Ms. Blimline submitted an application for a zoning variance along with the required \$100 fee. She later withdrew her application. The fee had already been deposited by the Office of Planning and Zoning in accordance with the State Auditor's requirements.

Is this a funding request? Y / N

If so, how much? \$100.00

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

I move to recommend a full refund of the \$100.00 Zoning Variance fee to Jennifer Blimline.

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

If not attached, explain: N/A

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

Contact information: Email address: planningdepartment@jeffersoncountywv.org Phone Number: 304-728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



JEFFERSON COUNTY, WEST VIRGINIA

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

P.O. Box 716

Charles Town, WV 25414

www.jeffersoncountywv.org

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

MEMO

TO: County Commission of Jefferson County
FROM: Alexandra Beaulieu, Zoning Administrator
DATE: July 18, 2020
RE: Jennifer Blimline Variance Application Fee Refund Request

Jennifer Blimline submitted a Variance Application (PC File #20-20-ZV) to request a setback reduction for an 8' fence; however, after she received a price quote from her contractor, she determined that she would reduce the height of the fence to 6' and therefore, did not necessitate the variance.

The applicant withdrew her request prior to placing a legal ad with the Spirit and before any placards were created; therefore, Staff is requesting a full refund on behalf of Jennifer Blimline.

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: June 18, 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 Appointments to the Jefferson County Development Authority – City of Charles Town Representative – one three-year term ending April 5, 2023 – Discussion/Action

Update on Shepherdstown JCDA Representative – 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



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 • Web: www.charlestownwv.us

May 29, 2020

VIA EMAIL ONLY

MAYOR
Robert M. Trainor

Ms. Stephanie Grove
County Administrator
124 E. Washington Street, P.O. Box 250
Charles Town, WV 25414

Dear Ms. Grove:

**CITY
COUNCIL**

At its meeting on May 18, 2020, the Charles Town City Council agreed to nominate the following three individuals to fill the municipal representative vacancy on the Jefferson County Development Authority ("Authority") caused by Michael Tolbert's recent resignation:

Chet Hines
James Kratovil
Heather Sprenger
Kevin Tester
Todd Coyle
Jean Petti
Michael George
Rikki Twyford

- Todd Coyle (tcoyle@charlestownwv.us),
- Michael George (mgeorge@charlestownwv.us), and
- James Kratovil (jkratovil@charlestownwv.us).

All three are currently serving as members of the Charles Town City Council and anyone of them would be an excellent addition to the Authority.

I have alerted each of the nominees that the Jefferson County Commission has generally conducted interviews of those interested in serving on the Authority and they stand ready to meet with the commissioners at their request. I have included contact information for each of the nominees above, so you can reach out to schedule them as appropriate and hear directly from each about their experiences and qualifications.

**CITY
MANAGER**

Daryl Hennessy

Thank you for the opportunity to nominate three individuals from Charles Town to serve on the Authority. If there is anything else you need from me to continue the selection process, please do not hesitate to ask. I can be reached by phone at 304-725-2311 or by email at citymanager@charlestownwv.us.

Regards,

Daryl Hennessy
City Manager

cc: Todd Coyle, Charles Town Councilor
Michael George, Charles Town Councilor
James Kratovil, Charles Town Councilor
Bob Trainor, Charles Town Mayor
Jessica Carroll, Jefferson County Executive Administrative Assistant



CORPORATION OF SHEPHERDSTOWN

104 NORTH KING STREET
P.O. Box 248
SHEPHERDSTOWN, WEST VIRGINIA 25443-0248
TEL: (304)876-2312
FAX: (304) 876-1473

May 18, 2020

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

Dear County Commissioners:

On Tuesday, May 12, 2020, the Shepherdstown Town Council unanimously recommended Mr. James Gatz for reappointment to the Jefferson County Development Authority. The Council applauded Mr. Gatz efforts during his previous term.

Sincerely,



Arthur J. Auxer, III
Mayor

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 18, 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. 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

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 18, 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*):

Employment of the Jefferson County Development Authority Executive Director – 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



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 – 1st Choice: **June 4, 2020**

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

Date Requested – 2nd 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



Jefferson County Development Authority Selects New Executive Director

June 04, 2020

The Jefferson County Development Authority announces that Dennis Jarvis II will be its new executive director, effective July 6. Jarvis will lead the organization as it develops a new strategic plan for its future direction and focus on economic development efforts in Jefferson County.



The Jefferson County Commission approved the employment of Jarvis today upon the recommendation of the Jefferson County Development Authority (JCDA) Board of Directors. Working with a national firm, JCDA board members began the search for a new executive director six months ago. After seeking input from community stakeholders regarding the type of candidate to pursue, Jarvis was selected following an extensive screening and interview process.

Jarvis has 20 years of community and economic development experience in West Virginia, Virginia, and North Carolina. He started his career as the deputy director of the Logan County Development Authority in West Virginia and is currently the director of the Henderson-Vance Economic Development Commission in North Carolina.

His background with business development, job creation, small business and entrepreneurial assistance programs as well as marketing and grant writing will be instrumental to the JCDA, said Neil McLaughlin, president of the JCDA. "We were impressed with Dennis's enthusiasm for this area, his motivation and creativity for the role in general, and his stalwart Mountaineer spirit."

"We look forward to Dennis joining the county," said Jefferson County Commission President Jane Tabb. "This position is key to increasing and diversifying the tax base for Jefferson County and strengthening the economic well-being of our county, our businesses, and our residents."

Since being reconstituted a year ago, McLaughlin noted the JCDA Board has been working to move forward, increase transparency, and grow relationships with the community, business leaders, and regional and state officials. In January, the JCDA hired a consultant to facilitate the development of a new strategic plan to guide JCDA leaders in establishing the direction of the organization.

"We're looking forward to having Dennis on board as we begin this new chapter of the JCDA," McLaughlin said. "His engaging personality, pro-active attitude, and relationship-building skills will be assets as the JCDA incorporates community involvement into the strategic planning process in the next few months."

Jarvis welcomes the opportunity to come back to West Virginia. "I am honored to return home to West Virginia and the eastern gateway to our great state," he said. "The choice to relocate to Jefferson County was easy. This is a progressive, dynamic community with a strategic location and vibrant workforce."

The JCDA board is focused, Jarvis noted. "I am pleased to be able to work with the JCDA board. They are an energetic, synergistic group," he said. "Developing a new strategic plan for the organization with community input is exciting for the future of Jefferson County."

Born in Bluefield, West Virginia, Jarvis received his bachelor's degree from Bluefield State College and completed his master's degree at Marshall University. He is a graduate of the Economic Development Institute at Oklahoma University, the Community Development Institute of West Virginia University, and is a Certified Business Retention Specialist with Business Retention International.

Jarvis and his wife, Lori Daniels Jarvis, are looking forward to returning to West Virginia with their cat, Virginia, and puppy, Buzzie. They enjoy traveling and riding their Indian Chieftain motorcycle. He is also a big fan of college football and likes podcasting.

During the next few months, the JCDA will be planning several events where community officials, business leaders, and local residents will have an opportunity to meet and get to know Jarvis.

The JCDA consists of a 15-member board of directors, including representatives from the county commission and each of the five municipalities within the county as well as industry, business, labor, education, and citizens representatives. The JCDA aims to promote, develop, and advance the economic development of Jefferson County, West Virginia.

For more information about the JCDA, visit www.jcda.net, email info@jcda.net, or call 304-728-3255.

Call **(304) 728-3255**

Email **info@jcda.net**

Connect with Us



P.O. Box 237
Charles Town, WV 25414

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Stephanie Grove, County Administrator

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **June 18, 2020**

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

Date Requested – 2nd Choice:

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

Discussion of July 2, 2020 Regular Meeting – Discussion/Action

Discussion of Certification of 2020 Primary Election Results – 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

| | |
|---|---|
| <p>Deadline depends on date results are declared</p> | <p>Recount Recount request must be made within 48 hours of the declaration of results. If a candidate is on the ballot in more than one county, the 48 hours begins after the final county's board of canvassers declares the results. A candidate may demand a recount.</p> <p>Note: If a recount has been demanded, the board of canvassers shall have 48 hours in which to send notice to all candidates who filed for the office in which a recount has been demanded. Such recount shall be set for no sooner than 3 days after serving the notice. After the notice is served, candidates so served shall then have an additional 24 hours in which to demand a recount of precincts not requested to be recounted by candidate originally requesting recount. The recount is open to the public. However, only those authorized may handle election materials.</p> <p>- W. Va. Code §§ 3-5-17, 3-6-9</p> |
| <p>Deadline depends on date results are declared and recounts</p> | <p>Certify Results 48 hours after the declaration, CERTIFY election results in races where a recount was NOT requested.</p> <p>- W. Va. Code §§3-5-17, 3-6-9, 3-6-10</p> |
| <p>Deadline depends on date of election certification</p> | <p>Contest Primary Election Within 10 days after the results of election are <u>certified</u>, candidate may contest the Primary Election before the County Commission in which any primary procedures, practices or results may be in issue. A contest is a legal proceeding. Legal counsel <i>should</i> (but not mandatorily) be obtained by parties involved.</p> <p>- W. Va. Code §§ 3-5-20, 3-7-1, 3-7-6</p> |
| <p>June 30, 2020 (suggested; July 9 deadline)</p> | <p>Transmit Certificates of Results The certification of the results of the Primary Election should be sent to Secretary of State as soon as possible but no later than 30 days after the primary.</p> <p>Board of canvassers transmits original certificates of election results for all offices to be filled by the voters of more than one county to the Secretary of State, along with copies of certificates of results for county candidates.</p> <p>- W. Va. Code § 3-5-17, 3-5-18</p> |

**NOTICE OF PUBLIC WORKSHOP
TUESDAY, JUNE 23, 2020 at 7:00 PM**

The Jefferson County Planning Commission has scheduled a Public Workshop regarding the on-going reorganization and revisions to the Jefferson County Subdivision and Land Development Regulations (to be renamed Jefferson County Subdivision and Land Development Ordinance) being prepared under contract with Greenway Engineering. The purpose of this workshop is to provide an overview of the status of Phase 1 of the reorganization of this document. Phase 1 involved reorganization only with no edits or revisions to the text, other than the incorporation of the Improvement Location Permit Ordinance into Article V as required by State Code. The text has been reorganized to better reflect the current review process of both subdivisions (Article III) and site development (Article IV) with all review standards and plan requirements incorporated into the corresponding sections of the ordinance.

The proposed outline is as follows:

ARTICLE I: General Provisions

ARTICLE II: Administration and Enforcement

ARTICLE III: Subdivision Determination, Review Process, and Design Standards

ARTICLE IV: Site Development, Review Processes, and Design Standards

ARTICLE V: Improvement Location Permit

ARTICLE VI: Surety and Bonding

ARTICLE VII: Definitions

This reorganized version provides references to where each section was previously found in the current Regulations. The next step, Phase 2, will include revisions and edits to existing text, which will be highlighted to document the changes throughout the document for transparency. After those revisions have been completed, a formal Public Hearing will be held by the Planning Commission and County Commission in accordance with WV State Code 8A.

Copies of the proposed text amendment are available at the Dept. of Planning & Zoning office (304-728-3228) or online at www.jeffersoncountywv.org.

The workshop presentation and discussion will occur **in a meeting location to be determine**. Agenda will specify whether the meeting will be held in person or virtually via ZOOM. In addition, you may provide written comments to planningdepartment@jeffersoncountywv.org or PO Box 338, Charles Town, WV 25414.

By Order of the Jefferson County Planning Commission
Michael Shepp, President

Sandra McDonald

From: David Tabb <sssi27@yahoo.com>
Sent: Wednesday, June 03, 2020 4:10 PM
To: JCCInfo
Subject: JCC Public Comment 6/4/20

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 was not sent this time.

Agenda #1 – Dr. Reidy, Jefferson County Health Dept

Shouldn't this be done to the public, not just to the Jefferson County Commission.

Agenda #3 – Neil McLaughlin/Lyn Goodwin, JCDA:

We are still under a pandemic and only essential services are required. The JCDA is not essential. Wasn't there a hiring freeze?

NEW BUSINESS:

Agenda #6 – Update regarding Charles Town Article 147 CTUB:

Did not see the agenda packet of what you are suggesting.

Agenda #7 – Waiving late fees for Ambulance fee payments:

The Ambulance fee is not legal any way. That is really nice not to charge a late fee. Business and residents are going to lose everything. What is the JCC going to do for that?

Correspondence/Information:

This comment should be with the May 21, 2020 fake meeting.

“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!

Impact Fee Status Report

May 2020

Office of Impact Fees

Summary

Date Range: Friday 1 through Sunday 31 May 2020

Report Date: 2 June 2020

Process Number Range: 2000117-2000141

Total Applications: 25

Total Non-Exempt: 23

Of which:

Commercial: 2

Residential: 21

Of which:

County: 14

Municipal: 9

Total Exempt: 2

Of which:

Commercial: 0

Residential: 2

Of which:

County: 1

Municipal: 1

Tables 1 through 7 summarize impact fee processing for May 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 May 2020 | 2 | 2 | 21 | 25 |
| Fees collected | | \$15.00 | \$137,438.00 | \$137,453.00 |
| <i>Of which</i> | | | | |
| School Impact Fee | | | \$124,875.00 | \$124,875.00 |
| Law Enforcement Fee | | \$8.00 | \$1,928.00 | \$1,936.00 |
| Parks & Recreation Fee | | | \$9,597.00 | \$9,597.00 |
| EMS Fee | | \$7.00 | \$1,038.00 | \$1,045.00 |

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

| Description | Amount |
|--|---------------------|
| Opening Statement Balance (1 May 2020) | \$163,839.32 |
| April Deposits (1 – 31 May 2020) | \$137,453.00 |
| School April Transactions (withdraws via transfer on 18 May 2020) | (\$148,392.72) |
| Law April Transactions (withdraws via transfer on 18 May 2020) | (\$2,648.74) |
| Parks & Rec April Transactions (withdraws via transfer on 18 May 2020) | (\$11,549.13) |
| EMS April Transactions (withdraws via transfer on 18 May 2020) | (\$1,248.73) |
| Interest Earned (31 May 2020) | \$53.83 |
| Ending Statement Balance (31 May 2020) | \$137,506.83 |
| <i>Outstanding Credits (deposits through 1 June 2020)</i> | <i>\$0.00</i> |

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

| Description | Amount |
|---|-----------------------|
| Opening Balance (1 May 2020) | \$4,601,778.91 |
| April Transactions (deposits via transfer on 18 May 2020) | \$148,392.72 |
| Interest Earned (31 May 2020) | \$1,982.64 |
| Ending Balance (31 May 2020) | \$4,752,154.27 |

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

| Description | Amount |
|---|---------------------|
| Opening Balance (1 May 2020) | \$166,395.41 |
| April Transactions (deposits via transfer on 18 May 2020) | \$2,648.74 |
| Interest Earned (31 May 2020) | \$71.17 |
| Ending Balance (31 May 2020) | \$169,115.32 |

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

| Description | Amount |
|---|---------------------|
| Opening Balance (1 May 2020) | \$289,047.15 |
| April Transactions (deposits via transfer on 18 May 2020) | \$11,549.13 |
| Interest Earned (31 May 2020) | \$124.96 |
| Ending Balance (31 May 2020) | \$300,721.24 |

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

| Description | Amount |
|---|--------------------|
| Opening Balance (1 May 2020) | \$12,651.77 |
| April Transactions (deposits via transfer on 18 May 2020) | \$1,248.73 |
| Interest Earned (31 May 2020) | \$5.61 |
| Ending Balance (31 May 2020) | \$13,906.11 |

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

| Description | Amount |
|---------------------------------------|-----------------------|
| Office of Impact Fees General Account | \$137,506.83 |
| School Impact Fee Account | \$4,752,154.27 |
| Law Enforcement Fee Account | \$169,115.32 |
| Parks & Recreation Impact Fee Account | \$300,721.24 |
| EMS Impact Fee Account | \$13,906.11 |
| Total Impact Fees | \$5,373,403.77 |

/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 May 2020 Fee Transfers /1

| Account | 31 May 2020 Account Totals | Pending Impact Fee Transfers | Account Totals |
|---------------------------------------|-------------------------------|---------------------------------|-----------------------|
| School Impact Fee Account | \$4,752,154.27 | \$124,923.98 | \$4,877,078.25 |
| Law Enforcement Fee Account | \$169,115.32 | \$1,936.54 | \$171,051.86 |
| Parks & Recreation Impact Fee Account | \$300,721.24 | \$9,600.77 | \$310,322.01 |
| EMS Impact Fee Account | \$13,906.11 | \$1,045.54 | \$14,951.65 |
| Total Impact Fees | \$5,235,896.94 | \$137,506.83 | \$5,373,403.77 |

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

| Process Number | Date | Last Name | First Name | Tax District | Deed Book | Deed Page | Tax Map | Parcel | Impact Fees Collected | Date | Exemption Reason |
|----------------|------------|-----------|------------|----------------|-----------|-----------|---------|--------|-----------------------|------------|------------------|
| 2000123 | 05/18/2020 | Hoak | William | 07 Middleway | 1203 | 234 | 11 | 26.3 | \$0.00 | 05/18/2020 | Form 200 |
| 2000126 | 05/21/2020 | Roper | Mark | 08 Ranson Corp | 796 | 52 | 2 | 18 | \$0.00 | 05/21/2020 | Form 200 |

Category Count: 2

Category Total \$0.00

Non-Exempt Applications

| | | | | | | | | | | | |
|---------|------------|--------------|-----------------|------------------|------|-----|------|------|------------|------------|-----|
| 2000117 | 05/04/2020 | Wylie McDade | Shenandoah | 02 Charles Town | 1236 | 629 | 0001 | 0132 | \$2.00 | 05/04/2020 | N/A |
| 2000118 | 05/04/2020 | Keller | Bob | 09 Shepherdstown | 1222 | 405 | 8 | 11 | \$13.00 | 05/04/2020 | N/A |
| 2000119 | 05/07/2020 | Guzman | Alexander | 06 Kabletown | 1225 | 250 | 1 | 2.7 | \$6,700.00 | 05/07/2020 | N/A |
| 2000120 | 05/11/2020 | Allinger | Ty | 04 Harpers Ferry | 968 | 593 | 11C | 17 | \$6,423.00 | 05/11/2020 | N/A |
| 2000121 | 05/14/2020 | Henry | James | 02 Charles Town | 1237 | 509 | 23B | 328 | \$6,700.00 | 05/14/2020 | N/A |
| 2000122 | 05/14/2020 | Tracey Crim | T.Lane Homes, | 07 Middleway | 1189 | 394 | 17 | 4 | \$6,700.00 | 05/14/2020 | N/A |
| 2000124 | 05/18/2020 | Rowan | David | 06 Kabletown | 1238 | 653 | 5 | 8.19 | \$6,700.00 | 05/18/2020 | N/A |
| 2000125 | 05/21/2020 | Lee Snyder | Keyes Crossing, | 04 Harpers Ferry | 1199 | 681 | 13C | 35 | \$6,700.00 | 05/21/2020 | N/A |
| 2000127 | 05/21/2020 | Gladhill | Maurice | 02 Charles Town | 952 | 565 | 4G | 33 | \$277.00 | 05/21/2020 | N/A |
| 2000128 | 05/21/2020 | Rohrer | Naomi | 02 Charles Town | 1227 | 306 | 7A | 131 | \$6,700.00 | 05/21/2020 | N/A |
| 2000129 | 05/21/2020 | Roper | Mark | 08 Ranson Corp | 1011 | 240 | 2 | 24.4 | \$6,524.00 | 05/21/2020 | N/A |
| 2000130 | 05/26/2020 | Mcintyre | Stuart | 05 Harpers Ferry | 1146 | 210 | 1 | 31.1 | \$6,524.00 | 05/26/2020 | N/A |
| 2000131 | 05/26/2020 | Channing | Roger | 02 Charles Town | 1209 | 271 | 21F | 20 | \$6,423.00 | 05/26/2020 | N/A |
| 2000132 | 05/29/2020 | President's | | 08 Ranson Corp | 1059 | 359 | 8G | 22 | \$7,281.00 | 05/29/2020 | N/A |
| 2000133 | 05/29/2020 | President's | | 08 Ranson Corp | 1059 | 359 | 8G | 23 | \$7,281.00 | 05/29/2020 | N/A |
| 2000134 | 05/29/2020 | President's | | 08 Ranson Corp | 1059 | 359 | 8G | 24 | \$7,281.00 | 05/29/2020 | N/A |
| 2000135 | 05/29/2020 | President's | | 08 Ranson Corp | 1059 | 359 | 8G | 25 | \$7,281.00 | 05/29/2020 | N/A |
| 2000136 | 05/29/2020 | President's | | 08 Ranson Corp | 1059 | 359 | 8G | 26 | \$7,281.00 | 05/29/2020 | N/A |
| 2000137 | 05/29/2020 | President's | | 08 Ranson Corp | 1059 | 359 | 8G | 27 | \$7,281.00 | 05/29/2020 | N/A |
| 2000138 | 05/29/2020 | President's | | 08 Ranson Corp | 1059 | 359 | 8G | 28 | \$7,281.00 | 05/29/2020 | N/A |

| Process Number | Date | Last Name | First Name | Tax District | Deed Book | Deed Page | Tax Map | Parcel | Impact Fees Collected | Date | Exemption Reason |
|--------------------------------|------------|--------------|------------|------------------|-----------|-----------|---------|--------|-----------------------|---------------------|------------------|
| Non-Exempt Applications | | | | | | | | | | | |
| 2000139 | 05/29/2020 | Wormald, Jr. | Robert | 04 Harpers Ferry | 975 | 635 | 10A | 106 | \$6,700.00 | 05/29/2020 | N/A |
| 2000140 | 05/29/2020 | Lutman Land | | 06 Kabletown | 1238 | 617 | 9F | 19 | \$6,700.00 | 05/29/2020 | N/A |
| 2000141 | 05/29/2020 | Lutman Land | | 06 Kabletown | 1238 | 389 | 8C | 17-18 | \$6,700.00 | 05/29/2020 | N/A |
| Category Count: 23 | | | | | | | | | Category Total | \$137,453.00 | |
| TOTAL APPLICATIONS: 25 | | | | | | | | | Grand Total | \$137,453.00 | |