

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2020
THURSDAY, OCTOBER 1, 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. Invites will be posted on Facebook and email alerts.*

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- September 3, 2020 - Regular Meeting
- September 11, 2020 - Public Hearing & Special Session
- September 17, 2020 - Regular Meeting

APPROVAL OF REQUISITIONS

- October 1, 2020

APPROVAL OF ACCOUNTS PAYABLE

- September 24, 2020
- October 1, 2020

APPROVAL OF MANUAL CHECKS

- September 25, 2020
- October 2, 2020

APPROVAL OF PAYROLL

- September 17, 2020

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

****You may participate in public comment during the virtual meeting by raising your hand. Please submit comments via email to Info@jeffersoncountywv.org. Your comments will be included in the minutes and agenda correspondence. Please include your name.**

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action
2. 10:00 a.m. Pete Dougherty, Sheriff
- Approval of hire of Deputy - Discussion/Action
3. 10:15 a.m. Stacy Horst, Breast Cancer Awareness - Cumberland Valley
- Breast Cancer Awareness Month - Discussion/Action
4. 10:30 a.m. Michelle Gordon, Finance Director
- Ambulance Fee Appeal - Tim Ross, Invoice number 2134487 - Discussion/Action
5. 10:45 a.m. Roger Goodwin, Engineering, Planning & Zoning
- Complete Bond Release - Primax Construction, Inc. - Advance Auto Parts (File #S15-03) - Discussion/Action
- Complete Bond Release - Magnolia WV, LLC - Magnolia Springs Subdivision, Phase 1 (File #18-05) - Discussion/Action
6. 11:00 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-20 - Discussion/Action
- Discussion of legal issues regarding proposed solar text amendment including bonding and related matters - Discussion/Action
- Discussion of Department of Interior inquiry of Historic Landmarks Commission activity for docket number PCRNPS-04-20 - Discussion/Action

NEW BUSINESS

7. Continuation of the discussion of Article 147 - changes that the Charles Town City Council made - Discussion/Action (JC)
8. Acknowledgment of the Assessor's Certificate of Compliance - Discussion/Action
9. CEOS - West Virginia Breast Cancer Awareness - Proclamation - Discussion/Action
10. Decision - Proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA19-03, to allow Solar Energy Facilities to process as a Principal Permitted Use in the following Zoning Districts: General Commercial, Highway Commercial, Light Industrial, Major Industrial, Rural Residential Growth, Residential-Light Industrial-Commercial, and Industrial Commercial. The text amendment, in accordance with WV Code Chapter 8A and Article 12 of the Zoning Ordinance, proposes revisions to Article 2, Definitions; Article 8, Supplement Use Regulations (creation of Section 8.20 Solar Energy Facilities); and Appendix C, Principal Permitted and Conditional Uses Table - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Discuss request for funding: COVID-19 Pandemic Block Grant \$100,000 - Discussion/Action
- Discuss Halloween - Trick or Treat - Discussion/Action
- Discuss Ambulance Fee Collection - Discussion/Action

COUNTY COMMISSION REPORTS

11. **ADJOURN**

CORRESPONDENCE/INFORMATION

Notice of Special Session - Board of Assessment Appeal - October 22, 2020 at 9:30 a.m.

Disbursement of Wireless E-911 Subscriber Fees.

Correspondence received from the following regarding Solar Energy Facilities:

Richard A. Zigler

Lisa G. Payne

Anastasya Tabb

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, September 3, 2020

A meeting of the Jefferson County Commission was held on Thursday, September 3, 2020 during the third 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, September 3, 2020 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Lorenzetti led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the August 20, 2020 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
83665	10-42 TACTICAL LLC	\$ 11,570.00
83666	ALBERT HOCKMAN	\$ 912.51
83667	ALEXANDRA BEAULIEU	\$ 3,071.56
83668	AMANDA MASTERS	\$ 35.08
83669	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 3,082.04
83670	COAST TO COAST COMPUTER PRODUCTS	\$ 793.92
83671	CRYSTAL SPRING	\$ 533.91
83672	DEBRA A YOUNG	\$ 722.54
83673	DODSON SEPTIC SERVICE LLC	\$ 285.00
83674	DONNA MASON	\$ 1,997.85
83675	FEDEX	\$ 334.85

83676	GUTTMAN OIL CO	\$ 4,944.30
83677	HIGHMARK WV	\$ 204,838.53
83678	IPC TECHNOLOGIES INC.	\$ 337.50
83679	JEANNA HOLLER	\$ 9.90
83680	JENNILEE HARTMAN	\$ 2,581.75
83681	KAREN OLDEN	\$ 694.03
83682	KONE INC.	\$ 203.91
83683	LANGUAGE LINE SERVICES	\$ 184.34
83684	MAZZITTI & SULLIVAN EAP	\$ 936.00
83685	MID ATLANTIC ENTRY MD LLC	\$ 596.00
83686	MILLENIUM INSURANCE GROUP	\$ 900.00
83687	NATIONAL VISION ADMIN.	\$ 1,808.70
83688	OLD CHARLES TOWN LIBRARY	\$ 1,500.00
83689	PATRICIA A NOLAND	\$ 2,952.52
83690	R.E. MICHEL CO. LLC	\$ 73.04
83691	RANSON POLICE DEPT	\$ 956.91
83692	ROBERT L PETERSON SR	\$ 4.13
83693	RONALD DANTZIC	\$ 29.18
83694	SHAYNA MASON	\$ 450.00
83695	SHENANDOAH PLANNING MILL	\$ 485.00
83696	TEK ADVISORS LLC	\$ 7,257.13
83697	MOOREFIELD POLICE DEPARTMENT	\$ 1,705.71
TOTAL		\$ 256,787.84

Motion by Mr. Compton to approve the Accounts Payable for August 27, 2020 in the amount of \$256,787.84. Motion seconded and unanimously approved.

CHECK#	VENDOR NAME	AMOUNT
83699	84 LUMBER	843.24
83700	ADAM WARD	434.62
83701	AHA-ARTS & HUMANITIES ALLIANCE	508.53
83702	BIDDLE CONSULTING GROUP	599.00
83703	BUREAU OF CHILD SUPPORT	248.31
83704	CACH LLC	276.76
83705	CLAUDETTE M GAUJOT-TURNER	407.50
83706	DEBRA A YOUNG	1,507.29
83707	EFTPS IRS TAXES	103,382.85
83708	EMPOWER RETIREMENT	5,258.12
83709	FUTURITY IT INC	1,000.00
83710	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	753.01
83711	JEFFERSON CO CONVENTION AND VISITORS BUREAU	12,713.27

83712		JEFF CO PARKS & RECREATION COMMISSION		11,451.73
83713		JEFFERSON SECURITY BANK		4,620.00
83714		JOSEPH MURPHY		2,559.81
83715		MARY K. HURLEY		242.55
83716		MINUTEMAN PRESS		308.60
83717		NATIONWIDE RETIREMENT SOLUTIONS		849.00
83718		R.E. MICHEL CO. LLC		247.83
83719		WV DEPUTY SHERIFF RETIREMENT SYSTEM		15,651.17
83720		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		48,466.31
83721		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		166.49
83722		WV STATE AUDITOR		2,000.00
83723		TYLER TECH		355.00
TOTAL				214,850.99

Motion by Mr. Lorenzetti to approve the Accounts Payable for September 3, 2020 in the amount of \$214,850.99. Motion seconded and unanimously approved.

MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
823	AV/56	PRINT-O-STAT		\$ 1,914.44

Motion by Mr. Compton to approve the Manual Checks for August 28, 2020 in the amount of \$1,914.44. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
824	AV/56	GLOBAL SCIENCE & TECH		\$ 14,500.00

Motion by Ms. Noland to approve the Manual Checks for September 4, 2020 in the amount of \$14,500.00. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was received by the following: David Tabb (via e-mail)

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

PRESENTATIONS

1. Pete Dougherty, Sheriff
 - a. Employment Approval
 - **Motion by Ms. Noland to approve the employment of Cynthia Rezmer as an Administrative Assistant within the Sheriff's Office at a salary of \$31,559.00, effective September 8, 2020. Motion seconded and unanimously approved.**
 - b. Pay Adjustment
 - **Motion by Ms. Tabb to reclassify Emma Brown from a 70 hour per week employee to an 80 hour a week employee with an annual salary of \$32,000. Motion seconded and unanimously approved.**
 - c. Vehicle Disposal
 - d. Personnel Issues
2. Nikki Painter, County Clerk's Office, Elections – requested the approval of Poll Workers and Alternates for the 2020 General Election.
 - **Motion by Ms. Noland to approve the poll workers and alternates for the 2020 General Election as presented. Motion seconded and unanimously approved.**
 - Ms. Painter also informed the Commission of the need to designate a new voting location for Precincts 23A and 23B as the former location was permanently closed due to COVID-19. It was the consensus of the Commission to decide this matter after the solar facilities text amendment public hearing on the afternoon of Friday, September 11, 2020.
3. Jacquelyn Milliron, Individual Charles Town Utility Board Director – provided the Commission and the audience with an informal update on the happenings at the Charles Town Utility Board.
4. David Bowen, Citizen – requested the exoneration of ambulance fee bill late fees accrued in 2016.

- Mr. Bowen did not appear virtually to discuss his request. As a result, it was the consensus of the Commission to take no action.
- 5. Laura Kuhn, Interim Director, Jefferson County Maintenance Department – presented a Resolution to Bryan Perkins for thirty years of service.
- 6. Michelle Gordon, Finance Director
 - a. Presented the Commission with a review of FY2020 Budget to Actual as of 6./30/20
 - b. Review and Approval of Fy2021 State Budget Revision 1 for the General Fund
 - **Motion by Ms. Noland to approve FY20 State Budget Revision 1 for the General Fund as presented. Motion seconded and unanimously approved.**
 - c. Review and Approval of the FY2021 State Budget Revision 1 for the Coal Severance Fund
 - **Motion by Ms. Tabb to approve FY21 State Budget Revision 1 for the Coal Severance Fund. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to continue with the cost cutting measures implemented in FY21 through at least January 1, 2021. Motion seconded and unanimously approved.**
- 7. 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 & #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 of Jefferson County Circuit Court Civil Action #17-C-174. Discussion/Action.
- Discussion of Jefferson County Circuit Court Civil Action #20-C-20. Discussion/Action.
- Discussion of Department of Interior inquiry of Historic Landmarks Commission activity for docket number PCRNPS-04-20
 - **Motion by Ms. Noland to enter into Executive Session to receive legal advice regarding issues concerning the Jefferson County Emergency Services Agency Board and a discussion of the Department of Interior inquiry of Historic Landmarks Commission activity for docket number PCRNPS-04-20. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to authorize Mr. Cochran to contact outside legal counsel with regard to the fire and ambulance issues discussed in Executive Session. Motion seconded and unanimously approved.**

NEW BUSINESS

8. Discuss request for funding: COVID-19 Pandemic Block Grant for \$100,000.00
 - **Motion by Ms. Noland to provide the funding requested by Independent Fire Company, Shepherdstown Volunteer Fire Department, and Citizens Fire Company and delay action on granting the funding requested by Jefferson Community Ministries and Shepherdstown Shares until staff has verification of qualification for the grant funds. Motion seconded and unanimously approved.**
9. Renewal of Lease of Agricultural Land Owned by Jefferson County Commission (note – President Tabb recused herself from both the discussion and decision on this item.)
 - **Motion by Mr. Lorenzetti to approve the renewal of the lease of 17 acres of agricultural land owned by the Jefferson County Commission to Lyle Tabb, Jr., at \$157 per acre for farming. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Ms. Grove reminded the Commission of the 9/11 Remembrance Ceremony at Independent Fire Company in Ranson and the solar facilities text amendment public hearing the same day at 1:00 pm.
- Ms. Grove notified the Commission one of the dispatchers tested positive for COVID-19 and, as a result, the Emergency Communications staff underwent mandatory testing.
- Ms. Grove discussed the possibility of meeting with both the ESA and the Fire & Rescue Association sometime in November.

10. The Commission adjourned at 2:40 p.m. on a motion by Ms. Noland. Motion was seconded and unanimously approved.

Jane M. Tabb, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant

SPECIAL SESSION:

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

At a Public Hearing and Special Session of the Jefferson County Commission, continued and held via Zoom on Friday, September 11, 2020 beginning at 1:00 p.m.

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

STAFF: Roger Goodwin, Chief County Engineer
Michelle Gordon, Finance Director
Alex Beaulieu, Zoning Administrator
Jennie Brockman, County Planner
Nikki Painter, Chief Deputy Elections Officer
Stephanie Grove, County Administrator
Jessica Carroll, Recording Clerk

The County Commission of Jefferson County, met this 11th day of September, 2020 at 1:00 pm for the purpose of conducting a public hearing on both the Zoning Text Amendment ZTA19-03, Solar Energy Facilities and the proposed Amendment to the Stormwater Management Ordinance and also a Special Session to discuss the memorandum on Deferring Payroll Tax Obligation in Light of Ongoing COVID-19 Disaster Executive Order and the polling place change for Precincts 23A and 23B.

President Tabb opened the meeting at 1:02 pm. Ms. Beaulieu, Zoning Administrator and Roger Goodwin, Chief County Engineer, both provided background information regarding the proposed text amendments for both solar energy facilities and the Stormwater Management Ordinance. Ms. Tabb then opened the floor for public comment, which was provided by the following: Christine Wimer, Diane Blust, Susan Hough, Stacy Hough, Dr. Keith Berkeley, Anastaysa Tabb, Nicola Bastian, Stanley Dunn, Neil Snyder, Christine Marshall, Catherine Jozwick, Gayle Kolhorst, Bob Aitcheson, Richard Ziegler, and Doug Rockwell.

There being no further comments from the public, President Tabb closed the floor for comment but stated the record would remain open for two weeks to allow addition time to receive written comment. It was the consensus of the Commission to schedule discussion/action on this matter during the October 1, 2020 regularly scheduled meeting.

Ms. Painter then presented the Commission with information regarding a new polling place for Precincts 23A and 23B, stating notices would be mailed to all registered voters in Precincts 23A and 23B to notify voters of the change.

- **Motion by Ms. Noland to designate Cross Pointe Church as the polling place for Precincts 23A and 23B during the 2020 General Election. Motion seconded and unanimously approved.**

Michelle Gordon, Finance Director, then addressed the Commission regarding a memorandum on Deferring the Payroll Tax Obligation in Light of the Ongoing COVID-19 Disaster – Executive Order, recommending the Commission not participate in the deferral.

- **Motion by Ms. Tabb to not participate in the payroll tax holiday upon the recommendation of Ms. Gordon, Finance Director. Motion seconded and unanimously approved.**

There being no further business, motion by Ms. Noland to adjourn at 2:49 pm. Motion seconded and unanimously approved.

Jane M. Tabb, COMMISSION PRESIDENT

Minutes

Jefferson County Commission

Thursday, September 17, 2020

A meeting of the Jefferson County Commission was held on Thursday, September 17, 2020 during the third quarterly session at 6:00 p.m. The meeting was held via GoToWebinar. Present were Commissioners Jane Tabb, President, Patricia Noland, Ralph Lorenzetti, Caleb Hudson, 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, September 17, 2020 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
83724	MONROE SYSTEMS FOR BUSINESS	\$ 217.76
83725	THE JOURNAL	\$ 208.00
83726	84 LUMBER	\$ 1,814.89
83727	ALEXANDRA BEAULIEU	\$ 302.65
83728	AMERIFLEX	\$ 128.00
83729	AMERIFLEX	\$ 185.00
83730	BOLAND TRANE SERVICES INC	\$ 1,771.00
83731	BONDED APPLICATORS OF MD INC	\$ 1,696.00
83732	CAPITAL LIGHTING & SUPPLIES LLC	\$ 119.82
83733	COLONIAL LIFE	\$ 163.20
83734	DS SERVICES STANDARD	\$ 87.69
83735	DELTA DENTAL OF WV	\$ 6,851.34
83736	FIFTH THIRD BANK	\$ 86,298.04
83737	GARY DUNGAN	\$ 100.00
83738	GUTTMAN OIL CO	\$ 2,822.32

83739	JASON MICKEY	\$ 62.15
83740	KATHRYN KING	\$ 2,370.64
83741	LEIGH KOONCE	\$ 100.00
83742	MILLER'S SUPPLIES AT WORK	\$ 694.85
83743	PANHANDLE PRINTING & DESIGN	\$ 427.07
83744	PATRICIA A NOLAND	\$ 128.39
83745	R.E. MICHEL CO. LLC	\$ 507.79
83746	RETIREE HEALTH BENEFIT TRUST	\$ 8,392.00
83747	RICE TIRES CO	\$ 522.96
83748	SHERIFF OF JEFFERSON COUNTY	\$ 104.06
83749	SHERIFF OF JEFFERSON COUNTY	\$ 55.84
83750	SHERWIN-WILLIAMS	\$ 60.49
83751	THE HARTFORD	\$ 3,609.38
83752	THE HARTFORD	\$ 2,393.95
83753	WV REGIONAL JAIL & CORRECTION FACILITY AUTH	\$ 61,953.00
83754	WV TREASURY	\$ 4,800.00
TOTAL		\$ 188,948.28

Motion by Mr. Compton to approve the Accounts Payable for September 10, 2020 in the amount of \$188,948.28. Motion seconded and unanimously approved.

CHECK#	VENDOR NAME	AMOUNT
83755	SHERIFF OF JEFFERSON CO - AMBULANCE	\$ 15,000.00
83757	ADAM WARD	\$ 1,287.23
83758	AMANDA MASTERS	\$ 54.64
83759	ANGELA L BANKS	\$ 82.75
83760	BUREAU OF CHILD SUPPORT	\$ 248.31
83761	CACH LLC	\$ 276.76
83762	COMPTROLLER OF MARYLAND	\$ 1,387.44
83763	CRYSTAL SPRING	\$ 46.31
83764	DEBRA A YOUNG	\$ 1,020.17
83765	EFTPS IRS TAXES	\$ 97,046.44
83766	EMILY MORROW	\$ 101.20
83767	EMPOWER RETIREMENT	\$ 5,266.83
83768	GUTTMAN OIL CO	\$ 4,703.12
83769	JEFFERSON CO EMERGENCY SERVICES AGENCY	\$ 13,789.76
83770	JEFFERSON SECURITY BANK	\$ 4,620.00
83771	LECTOR DENISE RIDEOUTT	\$ 176.13

83772		MAZZITTI & SULLIVAN EAP	\$	936.00
83773		MILLER'S SUPPLIES AT WORK	\$	271.69
83774		MONROE SYSTEMS FOR BUSINESS	\$	82.47
83775		NATIONWIDE RETIREMENT SOLUTIONS	\$	849.00
83776		RHONDA WILLINGHAM	\$	82.75
83777		ANDREA JODEIT	\$	239.10
83778		SHENTEL	\$	1,832.65
83779		SOFTWARE SYSTEMS INC	\$	2,408.00
83780		SPECIALTY BUSINESS SUPPLIES	\$	46.25
83781		THE CHAPMAN PRINTING COMPANY	\$	16.43
83782		US POSTAL SERVICE	\$	20,000.00
83783		VA DEPT OF TAXATION	\$	1,053.64
83784		WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$	15,928.53
83785		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$	46,328.01
83786		WV STATE TAX DEPARTMENT	\$	35,107.77
83787		XEROX CORPORATION	\$	3,387.40
83788		XEROX FINANCIAL SERVICES	\$	249.81
83789		JEFFERSON CO EMERGENCY SERVICES AGENCY	\$	200,000.00
83790		TYLER TECH	\$	1,956.00
83791		JEFFERSON CO - GENERAL SCHOOL-004	\$	15,971.80
TOTAL				491,854.39

Motion by Ms. Tabb to approve the Accounts Payable for September 17, 2020 in the amount of \$491,854.39. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
708	HD/8	ATTENTI		\$ 3,727.20
709	HD/8	FIFTH THIRD BANK		\$ 57.56
825	AV/56	COMMERCIAL PRESS		\$ 572.50
826	AV/56	FIFTH THIRD BANK		\$ 866.47
827	AV/56	PRINT-O-STAT		\$ 418.00
828	AV/56	SEGRA		\$ 616.00
TOTAL				\$ 6,257.73

Motion by Mr. Compton to approve the Manual Checks for September 11, 2020 in the amount of \$6,257.73. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
829	AV/56	DLT SOLT.		613.8
830	AV/56	THE JOURNAL		\$ 480.00
329	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 108,237.80
293	DK/O3	SHERIFF OF JEFFERSON CO		\$ 1,328.27
1249	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 270,987.10
1250	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 2,464.61
1251	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 22,161.24
1252	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 2,422.61
118	IP/249	TISCHLERBISE INC.		\$ 4,280.00
109	IP/249	TISCHLERBISE INC.		\$ 4,240.00
140	IP/249	TISCHLERBISE INC.		\$ 3,395.00
132	IP/249	TISCHLERBISE INC.		\$ 5,200.00
133	IP/249	JEFF CO PARKS & REC		\$ 50,000.00
TOTAL				\$ 475,810.43

Motion by Mr. Lorenzetti to approve the Manual Checks for September 18, 2020 in the amount of \$475,810.43. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Ms. Tabb to approve the Payroll for September 3, 2020 \$283,250.81. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was received by David Tabb (via e-mail).

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
Louisa Sonnik	PP	CTD	304407	\$127.46

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 304407 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Paul and Beth Beam	PP	SD	315521	\$694.18

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 315521 as presented. Motion seconded and unanimously approved.**

2. Earl Cogle, Fire Chief, Blue Ridge Mountain Fire Company – requested a waiver of fees.

- **Motion by Mr. Compton to waive all building permit fees required by the Department of Engineering, Planning, and Zoning associated with the processing of the interior renovation in the amount of \$559.00. Motion seconded and unanimously approved.**

3. Interviews and Appointments to the Jefferson County Farmland Protection Board – three four-year terms ending September 7, 2024

- **Motion by Ms. Tabb to reappoint Catharine Johnson to the Jefferson County Farmland Protection Board as the Farm Bureau representative for a four-year term ending September 7, 2024. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to reappoint Robert Glenn to the Jefferson County Farmland Protection Board as the Non-Famer representative for a four-**

year term ending September 7, 2024. Motion seconded and unanimously approved.

- **Motion by Ms. Noland to appoint Dr. Glen Hetzel to the Jefferson County Farmland Protection Board as the Farmer-at-Large for a four-year term ending September 7, 2024. Motion seconded and unanimously approved.**

4. Lynn Fields, Probate

- Estate of Geraldine W. Bolyard: Counsel for the Estate is requested that the Commission compel Fiduciary Commissioner, David DeJrnett, to prepare and present his report to the Commission in order to finalize the Estate
- Estate of Frances P. Rampp: Current administrator cta, Joseph Rampp wishes to step down and have sister, Charis Tawney, appointed as executor of the Estate
- Accept/Approve Fiduciary Commissioner's Report

- **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**

- The Commission provided unanimous consent to allow Mr. Cochran to contact Mr. David DeJarnett, Fiduciary Commissioner, regarding his presentation of the Fiduciary Report in the Estate of Geraldine W. Bolyard to the County Commission in order to finalize the estate.

- **Motion by Ms. Noland to allow Joseph Rampp to recuse himself as current administrator in the estate of Frances P. Rampp, deceased, and appoint Charis Tawney as executor of the Estate, as presented. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve Mr. Frank Hill's Fiduciary Commissioner Report on the Estate of James Hatchett and allow Mr. Hill to step down as Fiduciary Commissioner and be replaced by the appointment of Mr. John Dorsey. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**

5. 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 & #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 of Jefferson County Circuit Court Civil Action #17-C-174. Discussion/Action.
 - Discussion of Jefferson County Circuit Court Civil Action #20-C-20. Discussion/Action.
 - Discussion of legal issues regarding proposed solar text amendment including bonding and related matters – Discussion/Action
 - Discussion of legal issues regarding proposed solar text amendment including bonding and related matters – Discussion/Action
 - Discussion of Department of Interior inquiry of Historic Landmarks Commission activity for docket no. PCRNPS-04-20 – Discussion/Action
- **Motion by Ms. Tabb to enter into Executive Session to receive legal advice regarding issues concerning the Jefferson County Emergency Services Agency Board and a discussion of the Department of Interior inquiry of Historic Landmarks Commission activity for docket number PCRNPS-04-20. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to reconvene in Regular Session. Motion seconded and unanimously approved.**

6. Pete Dougherty, Sheriff

- GHSP Grant Approval
- **Motion by Ms. Noland to approve the grant application and resolution for the Governor’s Highway Safety Grant and authorize the President to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**

- Vehicle Purchases and Disposal
 - **Motion by Ms. Noland to authorize the Sheriff the purchase the four vehicles requested and within the previously approved budget.**

NEW BUSINESS

7. Discuss possible work session for the Solar Facilities Amendment and Stormwater Management Amendment – it was the consensus of the Commission to conduct another work session regarding the Solar Facilities Amendment and Stormwater Management Amendment on Friday, September 25, 2020 at 9:30 am via GoToWebinar.

COUNTY ADMINISTRATOR REPORTS

- Payment of COVID-19 testing for E-9-1-1 dispatchers
 - **Motion by Ms. Tabb to authorize Ms. Grove to pay for the COVID-19 test costs accrued by the E-911 Public Safety Dispatchers. Motion seconded and unanimously approved.**
- 8. The Commission adjourned at 8:02 p.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

October 1, 2020

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
IT	21006	\$8,103.38	Judicial Dialog Systems	Software maintenance & support
OTHER BUILDINGS	21007	\$5,670.00	G & Triple T, LLC	Data and electrical at Visitor's Center
OTHER BUILDINGS	21008	\$13,676.00	IPC Technologies, Inc.	Mitel phone system annual support
GRAND TOTAL		\$ 15,139.38		

Requisitions

- Back
- Add
- Excel
- Mass Allocate
- Duplicate
- Custom Interface
- Notes
- Actions/ Approvers
- Release
- Activate
- My Approvals
- Attach (1)

Requisition: 2021/21006

Released, Vivian Fields, 09/01/2020

Total Cost: \$8,103.38

Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year* Requisition Number* Created Date*

2021 21006 09/01/2020

Department*

(428) IT DATA PROCESSING ... View

Commodity

... View

Description

SOFTWARE MAINT & SUPPORT

Buyer

...

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

by ...

Type

(N) NORMAL

Purchase order

Review

Needed by

09/24/2020

PO Expiration

Items (1)

Add Item

Line	Description	Qty	UOM	Unit Price	Line Total	GL Account
1	SOFTWARE MAINT & SUPPORT FROM NOV 1 2020 TO OCT 31	1.00	EACH	\$8,103.38000	\$8,103.38	5 (001428 426600) LICENSE AND ANNUAL FEE

Notifications (1) Save Cancel



DIALOG

JUDICIAL DIALOG SYSTEMS

www.judicialdialogsystems.com

Invoice

BILL TO

Jefferson County Prosecuting Attorney
120 S. George St.
PO Box 729
Charles Town, WV 25414

DATE

INVOICE #

8/26/2020

WV20-826-2

DUE DATE

10/1/2020

QUANTITY	DESCRIPTION	RATE	AMOUNT
	Judicial/Dialog software maintenance & support from Nov 1, 2020 to Oct 31, 2021 PLEASE REMIT TO: JUDICIAL DIALOG SYSTEMS PO BOX 182 MONROVIA, MARYLAND 21770	8,103.38	8,103.38
Payable upon receipt. I thank you!		Total	\$8,103.38



Requisitions

- Back
- Add
- Excel
- Mass Allocate
- Duplicate
- Custom Interface
- Notes
- Actions/ Approvers
- Release
- Activate
- My Approvals
- Attach (1)

Requisition: 2021/21007

Released, Laura Kuhn, 09/04/2020

Total Cost: \$5,670.00

Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year* 2021 Requisition Number* 21007 Created Date* 09/04/2020

Department* (425) OTHER BUILDINGS ... View

Commodity ... View

Description ELECTRICIAN LABOR FOR VISITOR CENTER PROJECT

Buyer ...

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

by ...

Type (N) NORMAL

Purchase order

Review

Needed by

PO Expiration

Items (1)

Add Item

Line	Description	Qty	UOM	Unit Price	Line Total	GL Account
1	LABOR 126 HOURS TO DATE FOR ELECTRICAL ON VISITORS	1.00	EACH	\$5,670.00000	\$5,670.00	5-001425-424100-000170-MATERIALS AND SUPPLIES

Notifications (1) Save Cancel

G & TRIPLE T, L.L.C.

100 PIT LANE
MARTINSBURG, WV 25404
WV010406

Invoice

DATE	INVOICE #
8/24/2020	50446

BILL TO
JEFFERSON COUNTY COMMISSION MAINTENANCE DEPT 128 INDUSTRIAL BLVD KEARNEYSVILLE, WV 25430

Payment by
 check or money order
 visa
 mastercard
 discover
 account #

exp date: __/__/__ amount\$ _____
 signature: _____

P.O. NO.	terms	PROJECT
visitor center	upon receipt	

QUANTITY	DESCRIPTION	RATE	AMOUNT
126	labor 2 men 63 hours to date electrical on visitor center Harpers Ferry tax exempt	45.00	5,670.00T
		0.00	0.00

service charge of 1-1/2% per month on all overdue accounts
 \$25.00 service charge returned checks

\$5,670.00

Phone # 3042632818

Fax # 304-267-4280

Romans 10:13

21007

Requisitions



- Back
- Add
- Excel
- Mass Allocate
- Duplicate
- Custom Interface
- Notes
- Actions/ Approvers
- Release
- Activate
- My Approvals
- Attach (1)

Requisition: 2021/21008

Released, Laura Kuhn, 09/17/2020

Total Cost: \$13,676.00

Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year* Requisition Number* Created Date*

Department* ... [View](#)

Commodity ... [View](#)

Description

Buyer ...

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

by ...

Type

Purchase order

Review

Needed by

PO Expiration

Items (1)

Add Item

Line	Description	Qty	UOM	Unit Price	Line Total	GL Account
1	ANNUAL SUPPORT CONTRACT FOR PHONE SYSTEM	1.00	EACH	\$13,676.00000	\$13,676.00	5 (001425-422000) CONTRACTED SERVICES

Notifications (1)

IPC Technologies, Inc.
 7200 Glen Forest Drive
 Suite 100
 Henrico VA 23226-3768

INVOICE	IVC3030486
Type	
Date	8/31/2020
Page	1

Bill to:

Jefferson County Commission
 124 Washington Street
 P.O. Box 250
 Charles Town WV 25414

Ship to:

Jefferson County Commission
 124 Washington Street
 P.O. Box 250
 Charles Town WV 25414

Purchase Order ID		Customer ID	Salesperson ID	Shipping Method	Payment Terms ID		
		04765	BSA		NET30		
Quantity	Item Number	Description	U Of M	Discount	Unit Price	Ext. Price	
1.00	WARRANTY RENEWAL	Partner Support, 5 Yr., Annual Bill, NO H	Each	\$0.00	\$13,676.00	\$13,676.00	

Mitel - Five Year - Annual Bill - Partner Warranty
 (NO Handsets)
 3rd Year: 09/29/2020 thru 09/28/2021

Subtotal	\$13,676.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$13,676.00



Mitel®

RENEWAL QUOTE

Account: Jefferson County Government
 ATTN: Laura Kuhn
 128 Industrial Boulevard, Suite 100
 Keameysville, WV 25430

Partner: IPC Technologies, Inc.
 7200 Glen Forest Dr. Suite 100
 Richmond, VA 23226
 Main Phone: (804) 285-9300
 Main Fax: (804) 285-1099

Current Agreements & Entitlements:

Agreement: Partner Support Warranty (5 Yr. - MYBA)
 Customer Success Center (CSC): YES
 Hardware Maintenance: YES
 Web-Based End-user & Admin Training: YES
 Software Update Product: YES

Mitel Product Profile:

Five Year Support Warranty Term (No Handsets) from 09/29/2018 through 09/28/2023 with \$13,676.00 Billed Annually

Qty.	Product	Serial#	Status	Support Terms	Pricing
6	SG90 Voice Switch	S90F162249CBA1 S90F13192E9B41 S90F13182E9A55 S90F13192E9B46 S90F13192E9B02 S90F13192E9B66	Production	Covered	
5	SGT1K Voice Switch	T1KF17114EF22D T1KF13142E9412 T1KF13162E951D T1KF13142E9413 T1KF13092E87FA	Production	Covered	
3	SG50V Voice Switch	50VF17455549CA 50VF1301284EE2 50VF1301284EC5	Production	Covered	
1	SG90V Voice Switch	90VF15013D1368	Production	Covered	
1	Emergency Notification License		Production	Covered	
1	Distributed Voice Services Server		Production	Covered	
240	Extension & Mailbox Licenses		Production	Covered	
1	MiVoice Connect Essentials License Bundle		Production	Covered	
83	Extension Only Licenses		Production	Covered	
15	SIP Trunk Licenses		Production	Covered	
6	Additional Site Licenses		Production	Covered	
2	Audio Conferencing License (10 Ports),		Production	Covered	
5	Mobility Client Access License Bundle		Production	Covered	
323	Personal Access License		Production	Covered	
1	Operator Access Licenses		Production	Covered	
1	Service Appliance 100 IIXL TPM	7KQNS1	Production	Covered	
1	Mobility Router 4000 (MR4000)	244679052003	Production	Covered	
				2021 Renewal Due:	\$13,676.00

*Payments for support renewals must be received by IPC at least five working days prior to the active agreement expiration date to allow time for processing.
 *Quotations for annual support renewals are subject to a 40% re-enlistment fee if payments are not received by the end of the contract date stated on the quote or invoice. Rate will increase incrementally for each additional day it is lapsed past expiration.



Mitel[®]

RENEWAL QUOTE

*Account: Jefferson County Government
ATTN: Laura Kuhn
128 Industrial Boulevard, Suite 100
Kearneysville, WV 25430*

*Partner: IPC Technologies, Inc.
7200 Glen Forest Dr. Suite 100
Richmond, VA 23226
Main Phone: (804) 285-9300
Main Fax: (804) 285-1099*

The TechFirst Customer Success Center (CSC) is a state-of-the-art Help Desk service provided by IPC Technologies, Inc., designed to furnish the employees of Jefferson Co. Government with timely and efficient resolution to Mitel phone issues. The CSC is staffed by experienced technicians who are experts at solving a wide variety of computer and telephone problems for everyday users.

The CSC is available to help you resolve your phone and computer problems Monday through Friday from 7:00 AM until 6:00 PM (EST). Jefferson Co. Government employees needing assistance for phone-related problems or services should call the CSC toll-free at the following number:

(888) 472-9497

When you call, the Help Desk representative will enter your information into a ticketing system and will then work with you to provide the appropriate solution. The ticketing system will automatically generate e-mails to keep you informed of the ticket's status. If an on-site visit is required, a local technical engineer will be scheduled and dispatched to resolve the problem.

Alternatively, you may e-mail your contact information and a description of the problem to IssueReport@IPCTech.com

When Initiating a support call, please be prepared to provide the following information:

- Your company name
- Your name
- Your location
- Your phone number
- Nature of the problem (including complete error message, if applicable).

Who We Are

IPC Technologies, Inc. brings to a variety of industries IT solutions that keep organizations productive. Headquartered in Richmond, Virginia, IPC is one among a short list of this country's premier IT solutions providers, delivering to our national clients award-winning Consulting Services, Managed Services, and Training.

Delivering solutions that make good economic sense to businesses and organizations, IPC supports an ever-changing array of "Best of Breed" Technology Products. Our clients, ranging from Fortune 500 firms to start-up enterprises, have experienced attractive returns on investment from technologies implemented and supported by IPC since 1981.

For more information, please contact us at:

IPC Technologies, Inc.
7200 Glen Forest Drive
Richmond, VA 23226
(804) 285-9300
<http://www.ipctech.com>

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$409,538.98		\$409,538.98
6.2% Tax Payable OASDI	\$24,260.70		\$24,260.70
1.45% Tax Payable HI	\$5,673.94		\$5,673.94
Fed Withholding	\$37,177.16		\$37,177.16
WV State Withholding	\$17,016.07		\$17,016.07
PERS Retirement Deduct 4.5%	\$10,224.01		\$10,224.01
PERS Retirement Deduct 6%	\$5,019.03		\$5,019.03
Hosp. Pre-Taxed	\$15,699.00		\$15,699.00
Cancer/ICU Pre-Taxed	\$605.87		\$605.87
Cancer/ICU Not Pre-Taxed	\$939.76		\$939.76
Optional Life Not Pre Taxed	\$1,800.44		\$1,800.44
Christmas Club	\$4,620.00		\$4,620.00
Wage Attach #1	\$248.31		\$248.31
Wage Attach #2			\$0.00
Wage Attach #3	\$276.76		\$276.76
DSRS Retirement Deduct 8.5%	\$6,604.52		\$6,604.52
457 - Nationwide	\$849.00		\$849.00
457I - Empower	\$4,481.83		\$4,481.83
457R - Roth	\$785.00		\$785.00
MD State Tax	\$693.72		\$693.72
D/VF	\$1,932.63		\$1,932.63
VA State Tax	\$171.39		\$171.39
Colonial(Plus)	\$81.60		\$81.60
Uniforms			\$0.00
Total Deductions	\$139,160.74	\$0.00	\$139,160.74
Net Wages Total	\$270,378.24	\$0.00	\$270,378.24
Payroll Date	September 17, 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: **October 1, 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: Pete Dougherty

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

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice next meeting

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

Date Requested – 2nd Choice:

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

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

The Sheriff's Office has a vacancy created due to the resignation of Deputy McCusker. We have identified an eligible candidate to fill the position. He is already a certified WV officer. As such, his starting salary would be \$47,833.

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

If so, how much? \$

Provide exact financial impact/request: none

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

I move to approve the hire of Joshua Weaver to the position of Deputy Sheriff at a starting salary of \$47,833.

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: pdougherty@jcsdvw.com

Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Stacy Horst

Department or Organization: **Breast Cancer Awareness – Cumberland Valley**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **October 1, 2020**

*If a specific date is needed, please provide reason for specific date: **Kick off of Breast Cancer Awareness Month***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Breast Cancer Awareness Month**

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

We would like the County Commission to recognize and help us celebrate the beginning of Breast Cancer Awareness Month (October)

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*):

Motion to proclaim October as Breast Cancer Awareness Month

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: Stacy Horst, Director

Email address: stacy@bcacv.org

Phone Number: 301-791-5843

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

Jessica Carroll

From: Admin <admin@bcacv.org>
Sent: Thursday, September 24, 2020 11:32 AM
To: Jessica Carroll
Subject: RE: Breast Cancer Awareness Month

Hi Jessica,

Do you have a template of some kind? Here's what we're doing for the other towns/municipalities. We would like to County Commissioners to read, if possible. Thank you very much!

Whereas Breast Cancer Awareness – Cumberland Valley strives through community involvement to make understood the impact of breast cancer and ensure that no one faces breast cancer alone.

Whereas BCA-CV is celebrating 31 years of serving patients of all ages throughout Franklin County and seeks to promote early detection of breast cancer in women and men, increase awareness of breast cancer in the community, advocate locally for breast cancer causes, support and assist those affected by breast cancer, celebrate survivors, and raise funds to provide breast cancer programs and services.

Whereas BCA-CV provides free mammograms for men and women who have little or no insurance and cannot afford to be screened, and offers programs to local breast cancer patients and their families to aid in supporting them through their entire breast cancer journey.

Now, therefore be it resolved, that we, the County Commissioners of Jefferson, do hereby proclaim October as Breast Cancer Awareness Month.

Thanks!

From: Jessica Carroll [mailto:jcarroll@jeffersoncountywv.org]
Sent: Thursday, September 24, 2020 11:22 AM
To: Admin <admin@bcacv.org>
Cc: Sandra McDonald <Sandy@jeffersoncountywv.org>
Subject: RE: Breast Cancer Awareness Month

Hello Again –

I was hoping you could send along a copy of the Proclamation you'd like approved during the October 1, 2020 County Commission Meeting. Also, would a representative from the BCACV like to read the Proclamation into the record or would you prefer one of the Commissioners to do it? We need this information so we know whether to provide you with

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **October 1, 2020**

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

Date Requested – 2nd Choice:

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

- Ambulance Fee Appeal-Tim Ross, Invoice number 2134487

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

Background: Other citizens have contacted us regarding 2nd residential unit that is being utilized by their adult child, sibling, or other relatives. No other requests to exonerate the bill for qualified residential units have been granted.

The unit in question does meet the criteria of a separate residential unit, does not qualify as an Accessory Structure, and is billed properly. The property owner has requested a Commission appeal.

Jefferson County, Emergency Ambulance Service Fee Ordinance, Pertinent Definitions

ACCESSORY STRUCTURE. Any separate structure associated with a residential unit such as a garage, storage shed, workshop or otherwise located on the same parcel shall be included as part of the residential unit and not subject to a separate fee so long as it is not actually used as a residential or non-residential unit. If a dispute arises with regard to whether or not a structure qualifies as accessory structure not subject to a separate fee, the burden is upon the owner to demonstrate that the structure is not a commercial or residential unit.

RESIDENTIAL PROPERTY. Means any place of residence, whether occupied or unoccupied, as classified by the records of the Jefferson County Assessor, including, but not limited to, single-family homes, duplexes, vacation and secondary homes, mobile homes, apartments, and rental units.

RESIDENTIAL UNIT. Means any habitable structure intended for residential use, whether occupied or unoccupied, including, but not limited to, single-family homes, duplexes, vacation and secondary homes, mobile homes, apartments, condominiums and rental units. In the case of a structure which contains multiple independent addressable dwelling units, such as duplexes and apartments, each addressable unit shall be deemed to be a separate residential unit.

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

If so, how much? \$ *NA*

Provide exact financial impact/request:

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

- Motion to accept / deny exoneration of the FY21 ambulance fee for ambulance fee invoice number 2134487 in the amount of \$50.00.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

September 4, 2020

Jefferson County Commission
Ambulance Fee
P.O. Box 250
124 East Washington Street
Charles Town WV, 25414

Dear Commissioners,

I am writing to appeal the ambulance fee for invoice number 2134487, which is listed as "Residential - Non-Owner Occupied." The building in question is a garage that was renovated into a "guest house." The building is occupied by my daughter who is finishing up her college degree remotely due to Covid. This house is used by her when she is home. If we ever have company, they might use it when she is not home, or they might stay in the main house. The only occupants of this house are the owner or dependents, so the classification is incorrect.

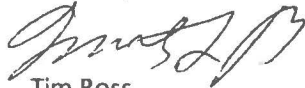
When the fee was first implemented, we appealed to have the guest house removed from the ambulance fee and the commission did agree with our appeal and dropped the assessment of the fee on this building. This is the first year we have received an invoice for it since the first year of the fee. It appears either the commission has changed its mind or has forgotten that it agreed with my appeal.

I don't have a copy of the appeal I wrote then, but as I recall there was an inconsistency in the explanation given by the Commission and the commission agreed that while it is another building on my property it is in essence simply another bedroom. There are three of us that live at this address. If an ambulance was needed by one of us it wouldn't matter where we were when we needed it. No matter if we were in the main house, the guest house or the yard, there are only three of us here that would require ambulance service.

Since this house is not a rental and the total number of people that would require an ambulance here is not dependent upon the number of dwellings, I request that the Commission again waive the fee for the second building on my property.

I am enclosing my payment of \$39 for the main house. I would appreciate confirmation from you on your decision to accept my appeal for a fee waiver on the guest house. If you require additional information please reach out to me via mail, email or phone. My contact information is below.

Sincerely, ..



Tim Ross

1853 Flowing Springs Road, Charles Town WV, 25414

304 724-7612

trxccl@gmail.com

Michelle Gordon

From: Michelle Gordon
Sent: Monday, September 21, 2020 10:08 AM
To: 'tim ross'
Subject: Ambulance Fee Appeal

Hi Mr. Ross,
Your Ambulance Fee appeal will be placed on the agenda for Commission review on 10/1/2020.

Michelle

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



Jefferson County Commission
 Ambulance Fee
 P.O. Box 250
 124 E Washington St
 Charles Town, WV 25414

Phone Number
 304-728-5606

Ambulance Fee Invoice

Customer Copy-Fiscal Year July 1, 2020 - June 30, 2021

Payment Methods: Mail; In Person M-F 9-4:30; After Hours Drop Box; and
 Online at www.jeffersoncountywv.org

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
ROSS TIMOTHY L	08/31/2020	2134487	\$0.00	12/31/2020	\$50.00

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
RESIDENTIAL-NON OWNER OCCUPIED RESIDENTIAL-NON OWNER OCCUPIED EMERGENCY AMBULANCE SERVICE FEE	1.00	\$50 0000	UNIT	\$50.00	\$0.00	\$0.00	\$50.00

Invoice Total: **\$50.00**

02 4 0016 0000 0000 CARD 2; LUC 101 / CLASS 2; LEGAL: 2.28 AC. AGLIONBY,BROWSE

*WE ACCEPT: CHECK, MONEY ORDER, & CREDIT/DEBIT-A \$2.50 CONVENIENCE FEE APPLIES

**NO PAYMENTS BY PHONE ACCEPTED

***SEE REVERSE SIDE FOR VOLUNTARY DONATION RULES AND PAYMENT APPLICATION PRIORITIES, AND INDICATE THE AMOUNT IN THE SPACE BELOW.



Jefferson County Commission
 Ambulance Fee
 P.O. Box 250
 124 E Washington St
 Charles Town, WV 25414

Phone Number
 304-728-5606

Ambulance Fee Invoice

Remit Portion

Invoice Date	08/31/2020
Invoice Number	2134487
Customer Number	44813
Parcel Number	02 4 0016 0000 0000 2
Amount Paid	
Due Date	12/31/2020
Invoice Total Due	\$50.00

VOLUNTARY DONATION \$
 MAKE CHECKS PAYABLE TO: JEFFERSON COUNTY COMMISSION
 Add late fee if paying after December 31st

ROSS TIMOTHY L
 ROSS MARY E
 1853 FLOWING SPRINGS RD
 CHARLES TOWN, WV 25414



Jefferson County Commission

Ambulance Fee

Additional Information

WE ACCEPT: Check, Money Order, Cash, and Credit/Debit Cards (no payments by phone accepted)

*****ALL CREDIT / DEBIT CARD PAYMENTS RECEIVE A \$2.50 CONVENIENCE CHARGE*****

Residential Fee per Unit

Occupied or unoccupied, single family homes, duplexes, vacation and secondary homes, mobile homes, apartments, condominiums, and rental units. Includes farm with house (agricultural exemption).

Owner occupied	\$39.00 per unit
Non-owner occupied	\$50.00 per unit

Homestead Exemption

Granted a property tax Homestead Exemption by the Assessor. Must have applied for by December 1, 2019, over the age of 65 or legally disabled. (Proof of exemption will show on your tax bill.)

Non-Residential Fee per Parcel

Commercial, industrial or non-residential activity conducted for a profit or non-profit, and any federal, state or local government (except those defined as "Agricultural").

- Farm with retail commercial enterprise open to the public is Commercial
- Home with attached business i.e. home with beauty shop in home is Commercial

Fee shall be calculated based on total building square footage, and based on one of six classifications:

1) 10,000 sf or less (the minimum fee)	\$90.00
2) 10,001 sf to 20,000 sf	\$200.00
3) 20,001 sf to 65,000 sf	\$512.00
4) 65,001 sf to 360,000 sf	\$1,875.00
5) 360,001 sf or greater	\$33,400.00
6) Building sf not available	\$150.00

LATE FEES

Residential -	Payments received <i>after December 31st</i> -Add \$5 late fee per ticket.
	Payment received <i>after March 31st</i> -Add total of \$15 late fee per ticket.
Non-Residential -	Payments received <i>after December 31st</i> -Add 10% late fee per ticket.
	Payments received <i>after March 31st</i> -Add total of 30% late fee per ticket.

DONATIONS

Pursuant to the provisions of W. Va. Code 7-15-10 and subject to the restrictions as outlined by the West Virginia Ethics Commission, the Emergency Services Agency may accept voluntary donations. Payments will be applied first to outstanding fees due for the current and prior years. Donations may not be made in lieu of the actual fees due and will not be reallocated toward future payments.

WE CANNOT ACCEPT PROPERTY TAX PAYMENTS. NAMES ARE LISTED AS ON DEED. IF MAILING PAYMENT, PLEASE ALLOW 4-6 WEEKS TO PROCESS.

Mailing Address Changes: _____

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin
Department or Organization: Engineering, Planning & Zoning

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: October 1, 2020

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

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

Subject (*Wording to be placed on agenda*): Two Complete Bond Release requests

1. Primax Construction, Inc. – Advance Auto Parts (Files #S15-03)
2. Magnolia WV, LLC – Magnolia Springs Subdivision, Phase I (File #18-05)

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

1. Complete release of Performance Bond No. 018039136 with The Ohio Casualty Insurance Company, Charlotte, NC bond security for Primax Construction, Inc. – Advance Auto Parts (Files #S15-03).
2. Complete release of Performance Bond No. 0763071 with International Fidelity Insurance Company, Newark, NJ construction bond security for Magnolia WV, LLC – Magnolia Springs Subdivision, Phase I (File #18-05). The bond is being re-secured by D.R. Horton, Inc. for the full amount with Lexon Insurance Company, Mt. Juliet, TN.

Is this a funding request? Y/NO

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

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

1. I authorize a complete release of Performance Bond No. 018039136 with The Ohio Casualty Insurance Company, Charlotte, NC in the amount of \$345,226.00 construction amount for Primax Construction, Inc. – Advance Auto Parts (Files #S15-03).
2. I authorize a complete release of Performance Bond No. 0763071 with International Fidelity Insurance Company, Newark, NJ in the amount of \$4,464,221.000 construction bond amount for Magnolia WV, LLC – Magnolia Springs Subdivision, Phase I (File #18-05).

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

Construction Bond Release Letter

Bond Release Request Report

Site Map

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Jane M. Tabb

VICE PRESIDENT

Ralph Lorenzetti

COMMISSIONER

Caleb Wayne Hudson

COMMISSIONER

Josh Compton

COMMISSIONER

Patricia A. Noland

October 1, 2020

Ms. Angela Ramsey, Attorney-in-Fact
The Ohio Casualty Insurance Company
13830 Ballantyne Corporate Place, Suite 300
Charlotte, NC 28277

RE: Performance Bond No. 018039136 dated March 23, 2016, Construction Bond Surety for Primax Construction, Inc. – Advance Auto Parts (File #S15-03).

Dear Ms. Ramsey:

The Jefferson County Commission authorizes a complete release of \$345,226.00 from the construction bond amount for Primax Construction, Inc. – Advance Auto Parts (File #S15-03). This project is located on 890 East Washington Street at its intersection with Euclid Avenue. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Performance Bond No. 018039136 originally issued in the amount of \$345,226.00. 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: Ms. Jennifer Noland, Controller
Primax Construction, Inc.
1100 Harding Place
Charlotte, NC 28204
Department of Engineering, Planning & Zoning

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 09 / 15 / 2020

J.C.P.C. File No. S15 - 03

Consultant/Engineer/Firm Name: FOX & ASSOC.

Mailing Address: 981 Mt. AETNA ROAD

City: HAGERSTOWN

State: MD

Zip: 21740

Contact Person: GORDON POFFENBERGER

Phone: 301 + 733 - 8503

Project/Subdivision Name: ADVANCE AUTO PARTS SITE PLAN

Section/Phase: _____

Lots: _____

Review Comments:

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

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

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

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

Comments: ALL WORK APPEARING COMPLETE

Approved for:
BOND RELEASE
By [Signature] 09/29/2020
County Engineer Date

Original Bond Amt \$ 300,196 + 15% Cont \$ 45,025.00 = Total Original Bond Amt \$ 345,226

Total Current Bond Amount \$ 345,226.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

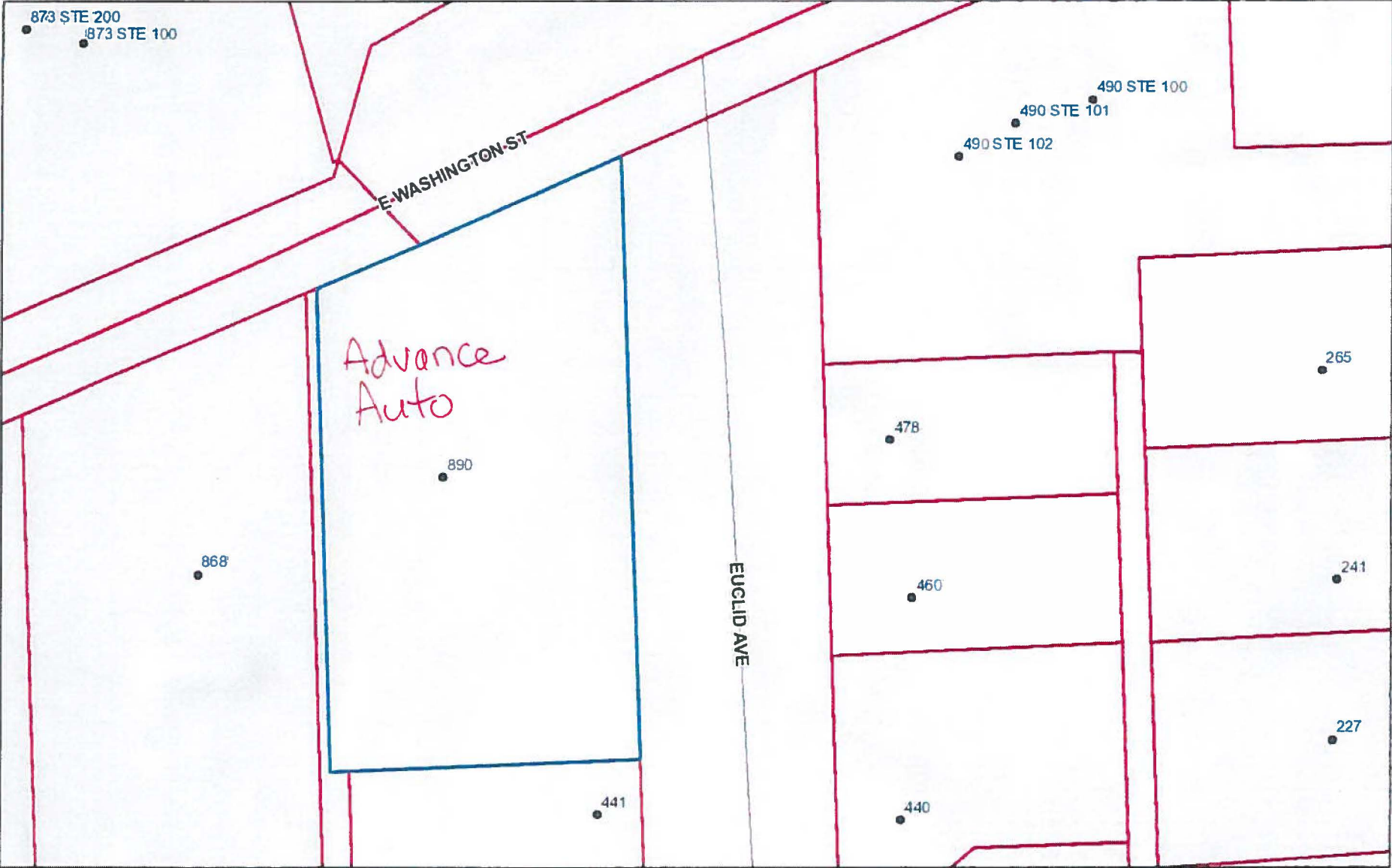
Reviewed By: JOSEPH W. KURT

Title: L.D.I.

Signature: [Signature]

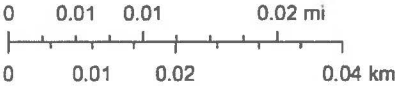
Date: 09 / 24 / 2020

Viewer Map



September 24, 2020

1:1,128



Sources Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS,



JEFFERSON COUNTY COMMISSION

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

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Caleb Wayne Hudson

COMMISSIONER
Josh Compton

COMMISSIONER
Patricia A. Noland

October 1, 2020

Deron K. Treadwell
International Fidelity Insurance Company
One Newark Center
Newark, NJ 07102-5207

RE: Performance Bond No. 0763071 dated December 11, 2019, Construction Bond Surety for Magnolia WV, LLC – Magnolia Springs Subdivision, Phase I (File #18-05).

Dear Deron Treadwell:

The Jefferson County Commission authorizes a complete release of \$4,464,221.00 from the construction bond for Magnolia WV, LLC – Magnolia Springs Subdivision, Phase I (File #18-05). The construction bond is being re-secured for the full amount by D.R. Horton, Inc., with Lexon Insurance Company-Performance Bond No. LICX1195988. This project is located at the end of Belvedere Farm Court and Euclid Avenue. All site work is remains to be completed under the new construction bond by D.R. Horton, Inc.

In summary, you are hereby authorized to fully release the amount of the above referenced Performance Bond No. 0763071 originally issued to Magnolia WV, LLC in the amount of \$4,464,221.00. Please contact the Jefferson County Department of Engineering, Planning & Zoning - Office of Engineering at (304) 728-3257 if you have any questions.

Sincerely,

Jane M. Tabb, President
Jefferson County Commission

JMT:rfb

cc: Mr. Hunter Wilson, Manager
Magnolia WV, LLC
665 Simonds Road
Williamstown, MA 01267
Department of Engineering, Planning & Zoning

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Shusher McDonald

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 08 / 28 / 2020 J.C.P.C. File No. 18 - 05
PUT RECORD on 9/10/2020

Consultant/Engineer/Firm Name: GORDON

Mailing Address: 148 S. QUEEN STREET

City: MARTINSBURG State WV Zip 25401

Contact Person: JASON BEHMART Phone: 304-725-8456

Project/Subdivision Name: MAGNOLIA SPRINGS

Section/Phase: PHASE I ONLY Lots: _____

Review Comments:

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

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

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

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

Comments: A RED-LINE REVISION & MINOR PLAT CHANGE HAVE BEEN APPROVED, & THE PLAT CHANGE RECORDED. A NEW BOND HAS BEEN POSTED BY THE NEW DEVELOPER, THIS BOND IS NO LONGER REQUIRED.

Approved for:
BOND/RELEASE
 By [Signature] 08/17/20
County Engineer Date

Original Bond Amt \$ 3,381,971 + 15% Cont \$ 582,290 = Total Original Bond Amt \$ 4,464,261

Total Current Bond Amount \$ 4,464,221.00

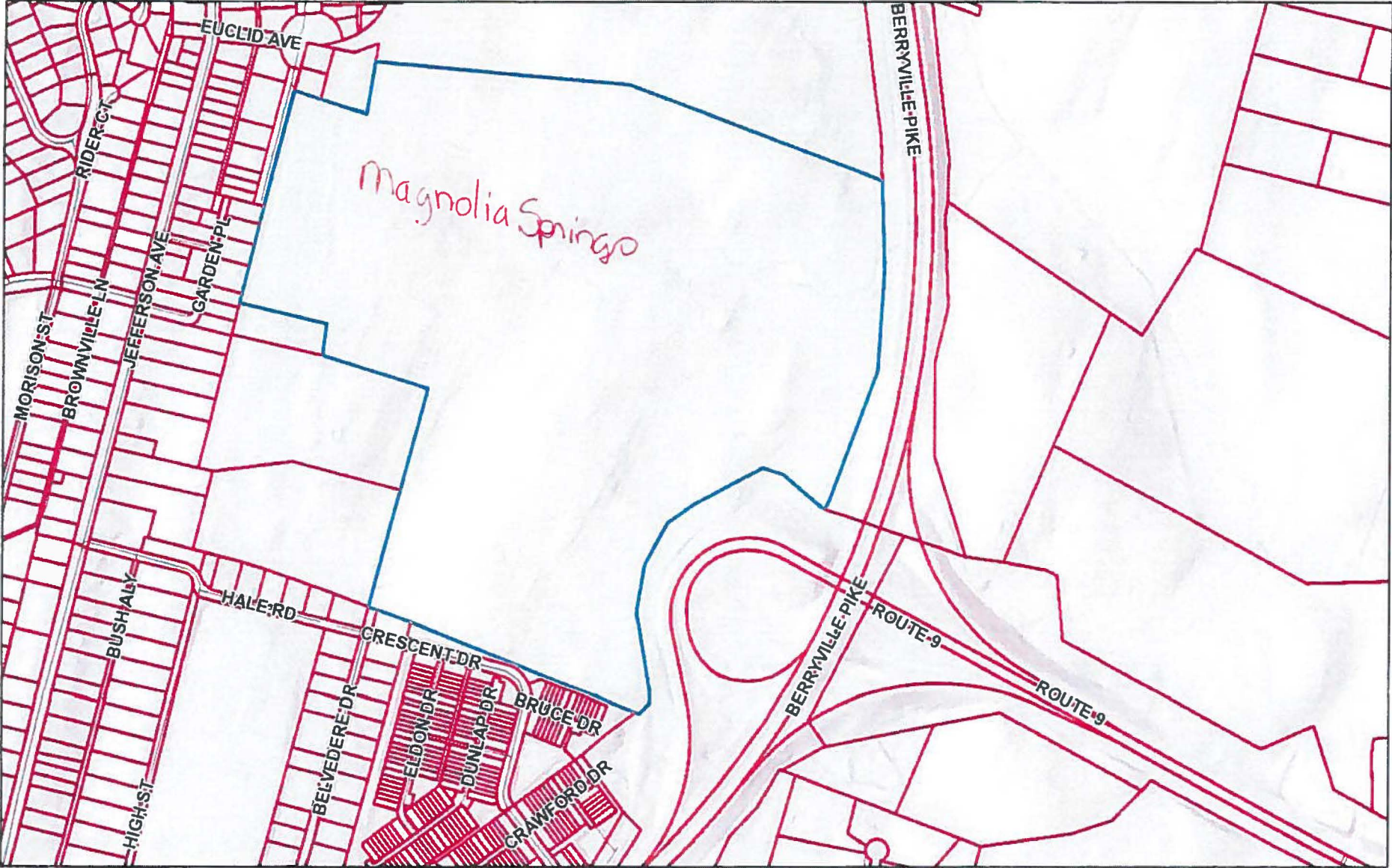
Cost of Work Remaining \$ _____ .00 + Contingency Amount \$ _____ .00

= Approved for Revised Bond Amount \$ _____ .00

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

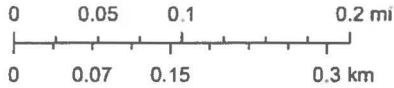
Signature: [Signature] Date: 09 / 17 / 2020

Viewer Map



September 24, 2020

1:9,028



Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS.

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: **October 1, 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-20. Discussion/Action.
9. Discussion of legal issues regarding proposed solar text amendment including bonding and related matters. Discussion/Action.
10. Discussion of Department of Interior inquiry of Historic Landmarks Commission activity for docket number PCRNPS-04-20. 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: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **October 1, 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*): **Continuation of the discussion of Article 147 changes that the Charles Town City Council made - 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.](#)



Name:

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **October 1, 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*): **Acknowledgment of the Assessor's Certificate of Compliance - 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.](#)

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner
Joseph L. Hatton, Deputy Commissioner



ASSESSOR'S CERTIFICATE OF COMPLIANCE

TO THE HONORABLE COUNTY COURT OF JEFFERSON COUNTY

The Assessor of Jefferson County, Angela L. Banks, has completed the Farm Census of 2020 and has satisfactorily complied with the requirements of the Farm Statistics Law. She is, therefore, eligible to receive compensation from the County Court according to Chapter 7, Article 7, Section 6C of the New Code of West Virginia.

A handwritten signature in cursive script that reads "Kent A. Leonhardt".

Commissioner of Agriculture



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **CEOS**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **October 1, 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*):

Proclamation - 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.](#)

PROCLAMATION

West Virginia Breast Cancer Awareness Day and Breast Cancer Awareness Month

In 2020, an estimated **1,470** West Virginia women will be diagnosed with breast cancer and approximately **290** women will die from the disease. Breast cancer continues to be a leading cause of cancer related deaths among WV women. A woman has about a 1 in 8 (12%) chance of developing breast cancer in her lifetime and about a 1 in 38 (2.6%) chance of dying from the disease.

Currently, the best method to reduce deaths due to breast cancer is through early detection of the disease. Women age 50 and older should have a mammogram every year. Women ages 40-49 should talk with their health care provider about their screening schedule. Clinical breast exams by a physician or nurse are recommended every three years for women in their 20s and 30s and every year for women 40 and over. Breast self-exam (BSE) is an option for women starting in their 20s. Women should be told about the benefits and limitations of BSE.

Clinical breast exams, breast self-exams, and mammograms can save lives. Women should talk to their health care provider about their individual screening schedule.

In recognition of the important lifesaving early detection practices available for breast cancer, The Jefferson County Commission of Jefferson County, do hereby proclaim October 1, 2020, as West Virginia Breast Cancer Awareness Day and October 2020 as Breast Cancer Awareness Month. I urge all Jefferson County women to become aware that they are at risk for developing breast cancer and to discuss screening with their health care providers.

October 1, 2020

Jane M. Tabb, President



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **October 1, 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*):

Decision - Proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA19-03, to allow Solar Energy Facilities to process as a Principal Permitted Use in the following Zoning Districts: General Commercial, Highway Commercial, Light Industrial, Major Industrial, Rural Residential Growth, Residential-Light Industrial-Commercial, and Industrial Commercial. The text amendment, in accordance with WV Code Chapter 8A and Article 12 of the Zoning Ordinance, proposes revisions to Article 2, Definitions; Article 8, Supplement Use Regulations (creation of Section 8.20 Solar Energy Facilities); and Appendix C, Principal Permitted and Conditional Uses Table - 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: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **October 1, 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*):

- **Discuss request for funding: COVID-19 Pandemic Block Grant \$100,000 - Discussion/Action**
- **Discuss Halloween - Trick or Treat - Discussion/Action**
- **Discuss Ambulance Fee Collection - 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.](#)



Request for Funding: COVID-19 Pandemic Block Grant

Please complete the information requested and return to the address below or e-mail to sandy@jeffersoncountywv.org with the subject COVID-19 Block Grant. All mailed applications should be addressed in care of COVID-19 Block Grant Administrator. Applications must be post-marked or e-mailed by August 21, 2020, in order to be considered.

Jefferson County Commission
124 E. Washington Street
P. O. Box 250
Charles Town, WV 25414

Date:

Organization Name:

Address:

City: State: Zip: 25442

If address listed above is outside Jefferson County, list place of business in Jefferson County:

Street Address:

City: State: Zip:

Organization's Telephone Number: Facsimile:

Contact Person: Title:

Contact Person's Daytime Telephone Number:

Contact email address:

Amount of funding requested: \$

(Attach an itemized receipt/estimate/quote for the purchase must be attached)

Has the organization applied for the same funding request from any other source?:

Yes No

If yes, please provide the status of that request:

Provide a brief explanation of how the funds were/will be used and how the expenses relate to the COVID-19 pandemic (attach additional sheets if necessary):

We purchased bell covers for our instruments to help cut down on the expended aerosol coming out the ends of the bells. Research has shown that the bell covers will help cut down on live virus in the air.

We also purchased face masks for all of our students so that every student would have a face mask and that the face mask was uniform.

These block grant funds may only be expended for purposes allowable under the Federal Coronavirus Aid, Relief, and Economic Security Act (H.R. 748, the CARES Act), which means that these funds may only be used to cover for expenses that:

1. Are necessary expenditures incurred due to the public health emergency with respect to the COVID-19 pandemic;
2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for your county or municipality; and
3. Were or will be incurred during that begins on March 1, 2020, and ends December 20, 2020.

These block grant funds are NOT meant to backfill local budgets or to pay ordinary expenses of the county or municipalities.

Applicant's Purpose:

Municipality

Emergency Services

Public Safety

Recreational Activity Other, Specify

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.

- Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19 related treatment.
2. Public health expenses such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
 3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency.
 4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
 5. Any other COVID-19-related expenses reasonably necessary to the function of

government that satisfy the Fund's eligibility criteria.

Nonexclusive examples of ineligible expenditures:

1. The following is a list of examples of costs that would not be eligible expenditures of payments from the Fund:
 - Expenses for the State share of Medicaid.
 - Damages covered by insurance.
 - Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
 - Expenses that have been or are eligible to be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, FEMA, HUD, COVID-19 grants or other resources.
 - Reimbursement to donors for donated items or services.
 - Workforce bonuses other than hazard pay or overtime.
 - Severance pay.
 - Legal settlements.

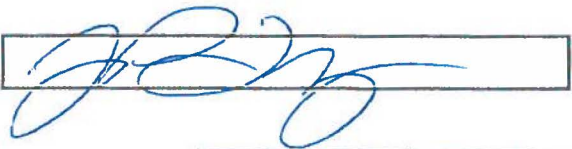

Applicant Submission Statement:


I hereby declare or affirm, under penalty of perjury, that the matters and facts set forth herein are true and correct and that any receipts/documents attached are unmodified and true and genuine copies. I also declare and affirm that I am a person duly authorized to enter into legally binding obligations on behalf of the herein applicant organization.

I hereby agree that I have provided proof that any funds received from the County Commission of Jefferson County were expended for the purpose requested herein from the receipt of said funds.

I hereby represent and warrant that the applicant organization does not discriminate on the basis of race, creed, sex, age national origin, physical or mental disabilities for employment or the achievement of the mission or goal of the organization.

I understand that any and all applications submitted, as well as supporting documentation may be considered public documents. As such, all applications and supporting documents may be viewable and obtainable by the public.

Signed:  Date: 

Printed name and title: 



Invoice

Zeroin Sports, LLC

PO Box 1340
Harpers Ferry, WV 25425
(304) 261-6194
bryan@zeroinsports.com

DATE 9/12/2020
Invoice NO. 200015
Purchase Order
CUSTOMER ID HS-JHS-12

TO

Jefferson High School Band
C/O John Lynch
Jefferson High School
4141 Flowing Springs Rd
Shenandoah Junction, WV 25442

SHIP TO

Jefferson High School Band
C/O John Lynch
Jefferson High School
4141 Flowing Springs Rd
Shenandoah Junction, WV 25442

JOB

Jefferson High School Marching Band - Masks and Staff Poles

PAYMENT TERMS

Due Upon Receipt

DESCRIPTION	QUANTITY	AMOUNT	TOTAL
Maroon Mask with white and vegas gold print Sizes: Adult S/M	200.00	\$10.00	\$2,000.00
Bulk Order Discount	200.00	-\$4.00	-\$800.00
Maroon Polo Shirt with white and vegas gold embroidered logo (left chest) Sizes: TBD NOTE: for 3XL size add \$3/polo, for 4XL size add \$4.50/polo	10.00	\$25.00	\$250.00
WV State Tax (6%) - waived as school is tax exempt	0.00	\$0.00	\$0.00
Shipping & Handling (FREE)	19.00	\$0.00	\$0.00
		TOTAL DUE	\$1,450.00

If you want to order from this quote you can make your check payable to Zeroin Sports, LLC. THANK YOU FOR YOUR BUSINESS!



MCCORMICK'S

McCormick's Group, LLC
 550 Palwaukee Drive
 Wheeling, IL 60090
 800.323.5201

Sales Order

228779

CUSTOMER NO

25442000

SOLD TO	SHIP TO
Jefferson High School JP Lynch 4141 Flowing Springs Rd Shenandoah Junction, WV 25442	Jefferson High School JP Lynch 4141 Flowing Springs Rd Shenandoah Junction, WV 25442

SHIP VIA:

ORDER DATE	PURCHASE ORDER #	ORDER NUMBER	PAYMENT TERMS
08/14/20	501 A - 178	228779	Net 10 Days

QTY ORDERED	QTY SHIPPED	QTY B O	ITEM NUMBER	DESCRIPTION	UNIT PRICE	DISC %	EXTENDED PRICE
23	0	23	3070011	Instrument Bell Cover - Custom - 3"	18.99		436.77
45	0	45	3070011	Instrument Bell Cover - Custom - 5"	18.99		854.55
8	0	8	3070011	Instrument Bell Cover - Custom - 6"	18.99		151.92
22	0	22	3070011	Instrument Bell Cover - Custom - 8"	18.99		417.78
15	0	15	3070011	Instrument Bell Cover - Custom - 10"	18.99		284.85
10	0	10	3070011	Instrument Bell Cover - Custom - 26"	28.99		289.90

		Subtotal	2,435.77
		Freight	109.03
Taxable	2,435.77		
Non-Taxable	109.03		
		Total	2,544.80



Request for Funding: COVID-19 Pandemic Block Grant

Please complete the information requested and return to the address below or e-mail to sandy@jeffersoncountywv.org with the subject COVID-19 Block Grant. All mailed applications should be addressed in care of COVID-19 Block Grant Administrator. Applications must be post-marked or e-mailed by August 21, 2020, in order to be considered.

Jefferson County Commission
124 E. Washington Street
P. O. Box 250
Charles Town, WV 25414

Date:

Organization Name:

Address:

City: State: Zip:

If address listed above is outside Jefferson County, list place of business in Jefferson County:

Street Address:

City: State: Zip:

Organization's Telephone Number: Facsimile:

Contact Person: Title:

Contact Person's Daytime Telephone Number:

Contact email address:

Amount of funding requested: \$

(Attach an itemized receipt/estimate/quote for the purchase must be attached)

Has the organization applied for the same funding request from any other source?:

Yes No

If yes, please provide the status of that request:

Provide a brief explanation of how the funds were/will be used and how the expenses relate to the COVID-19 pandemic (attach additional sheets if necessary):

See attachment.

These block grant funds may only be expended for purposes allowable under the Federal Coronavirus Aid, Relief, and Economic Security Act (H.R. 748, the CARES Act), which means that these funds may only be used to cover for expenses that:

1. Are necessary expenditures incurred due to the public health emergency with respect to the COVID-19 pandemic;
2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for your county or municipality; and
3. Were or will be incurred during that begins on March 1, 2020, and ends December 20, 2020.

These block grant funds are NOT meant to backfill local budgets or to pay ordinary expenses of the county or municipalities.

Applicant's Purpose:

Municipality

Emergency Services

Public Safety

Recreational Activity

Other, Specify

Support Services for the Elderly and Adult

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.

- Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19 related treatment.
2. Public health expenses such as:
- Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency.
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
- Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. Any other COVID-19-related expenses reasonably necessary to the function of

government that satisfy the Fund's eligibility criteria.

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 - Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
 - Expenses that have been or are eligible to be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, FEMA, HUD, COVID-19 grants or other resources.
 - Reimbursement to donors for donated items or services.
 - Workforce bonuses other than hazard pay or overtime.
 - Severance pay.
 - Legal settlements.

Applicant Submission Statement:

I hereby declare or affirm, under penalty of perjury, that the matters and facts set forth herein are true and correct and that any receipts/documents attached are unmodified and true and genuine copies. I also declare and affirm that I am a person duly authorized to enter into legally binding obligations on behalf of the herein applicant organization.

I hereby agree that I have provided proof that any funds received from the County Commission of Jefferson County were expended for the purpose requested herein from the receipt of said funds.

I hereby represent and warrant that the applicant organization does not discriminate on the basis of race, creed, sex, age national origin, physical or mental disabilities for employment or the achievement of the mission or goal of the organization.

I understand that any and all applications submitted, as well as supporting documentation may be considered public documents. As such, all applications and supporting documents may be viewable and obtainable by the public.

Signed: Toni Millbourne

Date: 9-24-2020

Printed name and title: Toni Millbourne, Finance Officer

Explanation of how funds would be used:

Jefferson County Council on Aging provides many services that are vital to the local community.

At the Anna Mae Reedy Senior Center, we provide services to individuals who are 60 years of age or older. Due to Covid-19, services are currently restricted to individual assistance including assistance with Medicare D plans, care-giver training, transportation, well-visits, In-Home Care and home-delivered meals.

We also operate the Jefferson Center that provides day habilitation services to adults with intellectual and/or developmental disabilities.

If awarded these funds, we plan to purchase sanitizing mist machines for use at the Senior Center and Jefferson Center as well as a portable machine to be used for meal delivery and transit vehicles. These machines would allow us to thoroughly sanitize all areas utilized on a regular basis by community members, mostly made up of members of an at-risk population.

These machines could also enable us to provide additional services, when approved, such as small group activities to prevent elder isolation, exercise classes and support groups such as Chronic Disease Self-Management and Alzheimer Support.

PRODUCT PRICE QUANTITY SUBTOTAL



OW - DS-3000 - Battery Powered

Remove

\$749.99

1

\$749.99



OW - DH-1600 - Large Capacity Mister

Remove

\$549.99

2

\$1,099.98



ProKure™ V Liquid Disinfectant / Virucide / Deodorizer- 5 Gallons

Remove

\$49.99

2

\$99.98



Rechargeable Lithium-Ion Battery

Remove

\$249.99

1

\$249.99



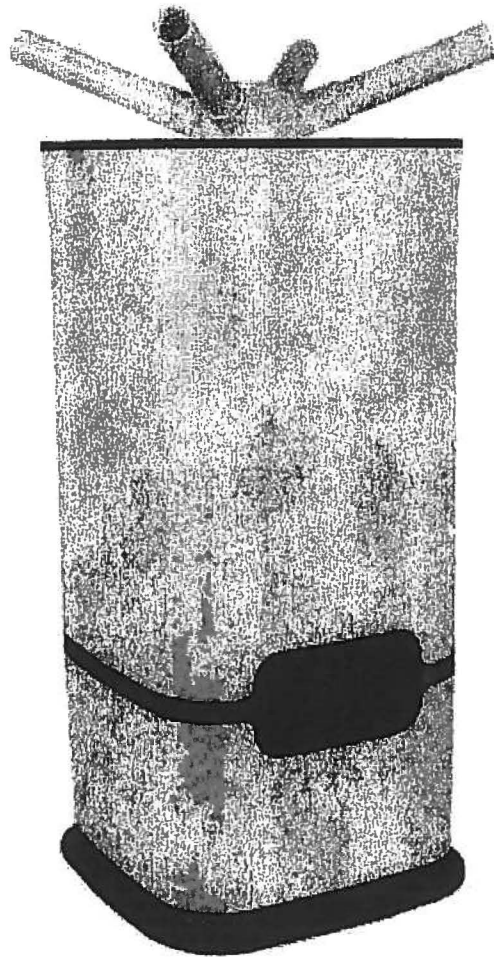
BIOESQUE Botanical Disinfectant Solution

Remove

\$89.99

2

\$179.98



(<https://oilworks.co/wp-content/uploads/2020/06/PHC08-10-44.jpg>)



Hello, my name is Jamie,

All of our products are in stock and are available for shipping!

Thanks and let me know if you have any questions.

oil

DESCRIPTION FAQ

The DH-1600 is a large capacity humidifier/mister that can disinfect at a rate of up to 350 sq ft per hour. Popular for use in schools, hotels, churches, gyms, and other businesses as well as homes to help disinfect.

Large tank capacity holds 16 liters of liquid including disinfectant.

Key Features

- Disinfectant rate is 350 sq ft an hour
- 4.2 gallon/16 liter tank capacity (easily refill from the top)
- AC Power Adapter / 80 Watts
- 110 Volts, 50Hz
- Operating Time up to 8 hours
- Mist Output 2000ml/hr
- Adjustable Droplet Size/Mist Level
- Remote Control & LED Display, UV Light
- Auto-Shutoff Setting/Timer
- Weighs 12lbs
- Can use any disinfectant liquid
- 1-Year Warranty
- Product Dimensions: 10" x 10" x 21.25"
- Package Dimensions: 12" x 12" x 24"

Q. *What is this product good for?*

A. It is ideal for disinfecting, sanitizing, decontamination, humidifyir

✕
Hello, my name is Jamie,

All of our products are in stock and are available for shipping!

Thanks and let me know if you have any questions.

Customer Submitted Reviews

**COUNTY COMMISSION OF JEFFERSON COUNTY
NOTICE OF SPECIAL SESSION
BOARD OF ASSESSMENT APPEAL**

The County Commission of Jefferson County, will hold a Special Session on Thursday, October 22, 2020, at 9:30 a.m. The Board of Assessment Appeal will be held virtual due to the COVID pandemic.

The purpose of the Special Session is to hold a Board of Assessment Appeal Hearing. All scheduled hearings are subject to change due to COVID-19.

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

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323



Phone: (304) 340-0300
Fax: (304) 340-0325

September 16, 2020

Received

SEP 19 2020

Jefferson County Commission

Jefferson County Commission
124 East Washington Street
Charles Town, WV 25414

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$228,736.70 representing a disbursement of Wireless E-911 subscriber fees **will be mailed directly from the West Virginia State Auditor's Office.** This amount is your County's share of the fees remitted to the Public Service Commission for the months of June, July and August 2020. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-511, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in black ink, appearing to read "Sandra Mitchell".

Sandra Mitchell
Budget & Finance Manager

SM:kp

Ladies and Gentlemen of the Jefferson County Commission,

In the past five weeks we have seen the proposed Solar Facility will not cause any of the following:

- i. Ground pollution
- ii. Water/stream pollution
- iii. Air pollution/building of smokestacks
- iv. Noise pollution

Received

SEP 21 2020

Jefferson County Commission

Instead, Solar Facilities will provide:

- i. Maintained Storm Water Management to prevent erosion
- ii. Provide "Green Space"
- iii. Support wildlife and better ground cover for nesting birds
- iv. Reduce the carbon footprint of the county with renewable energy

The Solar Facilities will be in a limited area, with close access to substations and/or High Lines, preventing a scattered patchwork pattern around the county, nowhere near the 90% of the county as has been expressed.

Solar Facilities are community friendly, while providing adequate screening where needed, reducing the need for excessive setbacks.

Farmland will be saved from permanent, residential growth and does not require new water and sewer infrastructures. Additional emergency services will not be needed. Schools will not have an influx of new students to cause crowding or over population of classrooms or add to a financially stressed school system.

At the end of the lease agreement the land will be returned to its original condition, allowing the land to support agriculture again, should that be the desire of the landowner. This keeps the "Family Farm", in the family. The land under the Solar Facilities will be taxed as commercial, same as renting a house, and the county will get revenue without obligations that would be required, by a housing development, and there is no evidence that such a long-term lease would cause land rental prices to rise. On the contrary, it may help stabilize land leasing.

But above all else, if the economics of agriculture were as lucrative as many non-agricultural people believe, there would be no need for such an enterprise as this. In fact, there would have been no need for any housing developments in this county either, as farmers would continue to farm the land and have other family members take their place upon their retirement. With no one to continue the farming operation, the farmland must have a purpose and the only thing left is housing and all the demands that go with it, or it can adopt a new, productive identity. Farmland, without an active farmer, is an expensive park that someone must pay for, or else a new, permanent housing development. Solar Facilities can and will change that.

There is concern that losing agriculture in the county would be an issue. There is only a small amount of direct sales of local grown produce marketed here. There are no large mills or processing plants for grain or livestock, so there is no expectation of great local consumption to be lost.

Housing developments have few residual jobs. When building is complete, the crew moves to the next project, in the next county or state.

Loss of Viewshed isn't a major concern as vegetative screening will cover most all concerns. Setbacks should not be excessive. In years past at meetings about county development, and looking towards my own retirement and wanting all options open, my opinion for years has been, "If viewshed is so important, buy it." Otherwise you are dictating and legislating away my retirement, my property and *my pursuit of happiness*... There was once great controversy over a housing development in the county. When all the legal wrangling received attention at the state level, the concept that if you are not that property, contiguous to that property, or contiguous to the property contiguous to that property, you do not have a dog in the fight. People that do not live near the proposed array cannot really say they have lost Viewshed.

Some express favor of solar, but that it needs to be regulated strictly to Brownfield Sites and abandoned coal fields where terrain is unacceptable. What do you call a tract of land that had decades of herbicides, fungicides, and insecticides including Malathion, Guthion, Parathion, and heavy metals such as Arsenic? Brownfield Sites? Some orchards, that used those products, were turned into housing developments. By the way, "thion" products, are nerve gas derivatives.

Some people want clean and green energy to make the world a better place, but not here. Ironic, yes? Panels are built to take impacts of anything Nature can throw at them shy of a Cat 5 hurricane, major earthquake or a tree falling directly on it. Therefore, there will be a low chance of leakage or static pollution.

The discussions and workshops have consumed a more than adequate period of time to complete extensive and proper research by the county officials and, emotions aside, the facts are favorable for Solar Facilities here. The fiscal year for farmers is near an end. Crops for next year must be planned for, including items such as seed, fertilizer, herbicides, fungicides, insecticides and marketing. If needed, planning for the "other" alternative must be looked at and studied.

So, in conclusion, allow Solar Facilities to be installed. Allow maximum acreage to be used within the very limited area and can be economically installed, with as few restrictions as possible, especially setbacks. The County basically receives free revenue without obligations. Let's get this done.

My name is Richard Zigler. I farm in Jefferson County on Roper North Fork Road, Charles Town, West Virginia. I have made what I believe is a fair summary of the issue of Solar Arrays in our county.

Thank you for your time,

A handwritten signature in black ink, appearing to read "Richard A. Zigler". The signature is written in a cursive style with a large initial "R" and "Z".

Richard A. Zigler

9/18/20

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Friday, September 25, 2020 5:05 PM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

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

Form Name: County Commission Contact
Date & Time: 09/25/2020 5:05 PM
Response #: 1532
Submitter ID: 5012
IP address: 73.132.83.225
Time to complete: 3 min. , 38 sec.

Survey Details

Page 1

1. Name

Lisa Payne

2. Email

lisagpayne@comcast.net

3. Questions or Concerns

I was unable to submit my public comment regarding the proposed amendment to allow Solar Facilities in Jefferson County. My comments follow:

September 25, 2020
Jefferson County Commissioners
124 E. Washington Street
Charles Town, West Virginia 25414

I am writing to comment on the proposed Solar Facilities Amendment.

Although county planners have stated that the Comprehensive Plan permits alternative forms of power generation, the plan does state that this would be for local power. Although appears as a minor issue, it has the potential to limit future opportunities for such facilities to be developed, because of the existing solar facilities long-term contracts committed to generating power to out of state buyers. When changes to the zoning occur, a Comprehensive Plan loses some of it's power and the vision of the county is diminished.

The proposed amendment must require that the applicant be obtain special permission after a public hearing and after considerations are made to determine the impact(s) to neighboring property owners and viewsheds that bring tourism to the area. Appropriate screening and buffers should also need to be included in the requirements for building solar facilities.

Thank you for your consideration of my comments.

Respectfully,
Lisa G. Payne

372 Apple Jack Lane
Harpers Ferry, WV 25425

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

(o) Yes

Thank you,
Jefferson County Commission, WV

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

September 25, 2020

RE: Public Comment on File #ZTA19-03 - a proposed text amendment to the Zoning Ordinance to incorporate provisions to allow Solar Energy Facilities to process in Jefferson County.

Dear Jefferson County Commissioners,

For a long while, individuals have been unable to spur the transition or acceptance of substantial alternative energy sources. As businesses are recognizing climate change - or the impacts of industry powered by fossil fuels – they are desiring sustainable, renewable energy and governments are beginning to make changes to enable the development.

WV, which ranks 48th in the nation for solar energy production, is still not prepared to open the market, at least not for individuals, but is deciding to make some change to lure larger economic investments. This past legislative session, with power purchase agreements still not approved, we saw some movement in the passage of SB583 for utility development by First Energy and American Electric.

We are told this does not apply to solar facilities being considered in Jefferson County, but it should be noted that this bill refers to large scale installations and specifies appropriate, eligible sites as brownfields, closed landfills, hazardous waste sites or former industrial / mining sites. Land with very little options as to future possibilities.

For some reason our Planning Commission proposed for anyone who wishes to convert land in 8 zones, encompassing 90% of use designations, as eligible to allow these facilities, by – right. Our Comp Plan is clear that non-agricultural use in Rural areas should be evaluated under the conditional use permitting process. The residential growth zone was oddly added at the last minute by the request of 1 engineering firm. The application to consider solar facilities came as a reasonable request for conditional use in rural zones, as it should be. This is how the ordinance, if it goes into effect, should be altered not to allow this as a principal permitted use.

It is understandable that landowners want to diversify operations and retain their land with options. These are individual decisions, but the impact spans outside a parcel's boundary. These facilities require large tracts of land. During the workshop with industry representatives, and from the Interconnection Developers, we heard most projects would occupy 500 – 800 acres.

For perspective, consider what other "businesses" in Jefferson Co occupy the most land –

Shepherd Univ – 323 acres

Charles Town Races – 300 acres

Summit Point Motosports – 800 acres.

Perhaps the Planning Commission could consider area wide planning, to identify size of parcels facilities would be acceptable to cover, or a percentage of zones that could be eligible. While this is not a typical designation, it is a protective measure that can be implemented.

Large scale solar only began to take a foot in the US since 2000. For an industry with a very little regulations and presence in WV, we have no idea how the PSC or WV DEP plans to further permit this. The County Ordinance ZTA19-03 offers a few guidelines (buffer/screening/fencing) for a facility installation, and other than asking for a small surety that used sites will be reclaimed properly, we should be considering some type of Environmental review.

Often, these companies must perform soil samples, geotechnical evaluations and a hydrology study (sediment and erosion control, before and after construction). Why not obtain the results or require these analyses are conducted, and include any impacts to wetlands, loss of habitat and the surrounding area to be verified as benign prior to the approval of the land use?

If the guidelines of the Ordinance are changed to a Conditional Use, this allows the County the opportunity to evaluate the potential impacts of each project to ensure proper siting in a location that won't jeopardize the safety of operations, the general public or have negative impacts to the natural and surrounding environment. It is not unreasonable for an environmental assessment to be conducted by the Developer or Interconnection customer.

Thank You for closely evaluating the proposed guidelines and holding the workshops to ensure the appropriate measures are taken beforehand. This will go a long way in not only moving us in the direction of sustainable energy production, but a reliable investment to our County, that won't do more harm than good in the anticipated 30-year life cycle of these facilities.

Sincerely,

Anastasya Tabb
Shepherdstown, WV