

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2020
THURSDAY, OCTOBER 15, 2020
6:00 P.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

- October 1, 2020 - Regular Meeting

APPROVAL OF REQUISITIONS

- October 15, 2020

APPROVAL OF ACCOUNTS PAYABLE

- October 8, 2020
- October 15, 2020

APPROVAL OF MANUAL CHECKS

- October 9, 2020
- October 16, 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. 6:45 p.m. Pete Dougherty, Sheriff
 - Grant Application Approval - Discussion/Action
 - Sheriff's Office Staffing - Discussion/Action

2. 7:00 p.m. Michelle Gordon, Finance Director
 - Approval of the FY20 Financial Statement - Discussion/Action

3. 7:15 p.m. Kelly Franklin, Jefferson Day Report Center, Inc.
 - Case Management Support Request - Discussion/Action

4. 7:30 p.m. Lynn Fields, Probate Office
 - Quarterly Review of Estates/Approval of Accounts and Waivers - Discussion/Action

5. 7:45 p.m. Dennis Jarvis, Jefferson County Development Authority
 - Request to extend 2020 Audit completion date to December 31, 2020 - Discussion/Action

6. 8:00 p.m. Nathan Cochran, Assistant Prosecuting Attorney
 - Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues - Discussion/Action
 - Discussion of EEOC Charge #533-2017-00706 and 533-2019-01397 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #19-P-69 - Discussion/Action
 - Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282) - Discussion/Action
 - Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1) - Discussion/Action
 - Report by Counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues, and matters related thereto - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #17-C-174 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #20-C-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. Amendments/Updates to the Jefferson County Recycling Ordinance - Discussion/Action (JT)

COUNTY ADMINISTRATOR REPORTS

- Discuss request for funding: COVID-19 Pandemic Block Grant \$100,000 - Discussion/Action

COUNTY COMMISSION REPORTS

8. ADJOURN

CORRESPONDENCE/INFORMATION

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

Correspondence regarding Halloween Activities During COVID-19 received from the Jefferson County Health Department.

Correspondence received from the Stanley Dunn regarding Solar Energy Facilities.

Public Comment received from David Tabb regarding the September 17, 2020 meeting.

Minutes for February 14, 2020 and March 13, 2020 received from the Harpers Ferry/Bolivar PSD.

Impact Fee Status Report for September, 2020 received.

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

REQUISITIONS TO BE APPROVED

October 15, 2020

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
SHERIFF-LAW ENFORCEMENT	20062	\$11,900.00	Berkeley Glass	Holding Cell Doors
GRAND TOTAL		\$ 11,900.00		

Requisitions

- Back
- Add
- Excel
- Map
- Allocate
- Duplicate
- Custom Interface
- Notes
- Approvers
- Release
- Activate
- My Approvals
- Attach

Requisition: 2020/20062
Released, Deborah Lowe, 09/28/2020

Total Cost: \$11,900.00

Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year* 2020
Requisition Number* 20062
Created Date* 09/28/2020

Type (N) NORMAL

Purchase order

Department* (700) LAW ENFORCEMENT

Commodity ... View

Description Holding Cell Doors

Buyer ... View

Review

Needed by

PO Expiration

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

by ...

Items (1)

Add Item

Line	Description	Qty	Unit Price	Line Total	GL Account
1	Holding Cell Doors	1.00	\$11,900.00000	\$11,900.00	E (001700-446000-G2020) CO-19CSF12 HOLDING CELLS

Minutes

Jefferson County Commission

Thursday, October 1, 2020

A meeting of the Jefferson County Commission was held on Thursday, October 1, 2020 during the fourth quarterly session at 9:30 a.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 and Sandy McDonald, Deputy County Administrator (The archived meeting of the Thursday, October 1, 2020 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Compton led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Commissioner Noland to approve the September 3, 2020 Regular Meeting Minutes as presented/with noted corrections. Motion seconded and unanimously approved.

Motion by Commissioner Noland to approve the September 11, 2020 Public Hearing and Special Session Minutes as presented/with noted corrections. Motion seconded and unanimously approved.

Motion by Commissioner Compton to approve the September 17, 2020 Regular Meeting Minutes as presented/with noted corrections. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Commissioner Compton to approve the Requisitions for October 1, 2020 as presented in the amount of \$15,139.38 to include Requisition Nos. 21006, 21007, and 21008.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
83792	84 LUMBER	122.76
83793	AT&T	202.74
83794	ATLANTIC OCCUPSYCH, INC.	1,200.00
83795	CAPITAL LIGHTING & SUPPLIES LLC	217.15
83796	CRYSTAL SPRING	561.54
83797	DR. ROBERT E JONES III	1,000.00
83798	FIDELITY POWER SYSTEMS	1,749.00
83799	J.C. EHRlich	744.00
83800	JOSEPH MOFFETT	1,726.58
83801	KONE INC.	312.60
83802	LANGUAGE LINE SERVICES	131.77
83803	NICOLE NOBREGA	2,322.98
83804	RICE TIRES CO	935.48
83805	SHERWIN-WILLIAMS	266.53
83806	STACI HOVERMALE	3,250.00
83807	SHERIFF OF JEFFERSON CO	5,000.00
83808	WVCORP WV COUNTIES SELF INSURANCE RISK POOL	193,784.25
TOTAL		213,527.38

Motion by Commissioner Noland to approve the Accounts Payable for September 24, 2020 in the amount of \$ 213,527.38. Motion seconded and unanimously approved.

There were no Manual Checks for September 25, 2020 to approve.

CHECK#	VENDOR NAME	AMOUNT
83810	ADAM WARD	\$ 11.00
83811	AHA-ARTS & HUMANITIES ALLIANCE	\$ 1,304.32
83812	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 3,091.26
83813	BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	\$ 20,625.00
83814	BUREAU OF CHILD SUPPORT	\$ 248.31
83815	CACH LLC	\$ 276.76
83816	COLONIAL LIFE	\$ 163.20
83817	CROCK-HAMRICK REPORTING SERVICES LLC	\$ 321.00
83818	DELTA DENTAL OF WV	\$ 6,687.90

83819		EFTPS IRS TAXES	\$	95,547.78
83820		EMPOWER RETIREMENT	\$	5,143.12
83821		GUTTMAN OIL CO	\$	2,464.62
83822		HIGHMARK WV	\$	201,787.73
83823		INVESTIGATIVE SPECIALTY SERVICES LLC	\$	550.00
83824		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$	1,931.37
83825		JEFFERSON CO EMERGENCY SERVICES AGENCY	\$	655,711.75
83826		JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$	32,608.01
83827		JEFFERSON COUNTY DEVELOPMENT AUTHORITY	\$	26,500.00
83828		JEFF CO PARKS & RECREATION COMMISSION	\$	96,567.31
83829		JEFFERSON DAY REPORT CENTER	\$	37,502.50
83830		JEFFERSON SECURITY BANK	\$	4,839.00
83831		MILLENIUM INSURANCE GROUP	\$	900.00
83832		MILLER'S SUPPLIES AT WORK	\$	19.52
83833		NATIONAL VISION ADMIN.	\$	1,770.60
83834		NATIONWIDE RETIREMENT SOLUTIONS	\$	849.00
83835		OLD CHARLES TOWN LIBRARY	\$	20,625.00
83836		SHEPHERDSTOWN PUB LIBRARY	\$	20,625.00
83837		SOUTH JEFFERSON PUBLIC LIBRARY	\$	20,625.00
83838		TONI L MILBOURNE	\$	650.00
83839		WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$	14,883.18
83840		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$	46,353.35
83841		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$	166.49
83842		WV TAX DEPUTIES ASSOCIATION	\$	30.00
83843		WVU WEST VIRGINIA UNIVERSITY	\$	3,700.00
83844		TYLER TECH	\$	652.00
83845		CITIZEN VOLUNTEER FIRE	\$	2,543.27
83846		INDEPENDENT FIRE CO	\$	7,013.10
83847		SHEPHERDSTOWN FIRE CO	\$	5,000.00
TOTAL			\$	1,340,287.45

Motion by Commissioner Compton to approve the Accounts Payable for October 1, 2020 in the amount of \$1,340,287.45. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount

512	CS/2	EPTA - EASTERN PANHANDLE TRANSIT AUTH.	\$	3,583.50
513	CS/2	JEFF CO COMMUNITY MINISTRIES	\$	3,000.00
831	AV/56	PRINT-O-STAT	\$	190.00
TOTAL			\$	6,773.50

Motion by Commissioner Noland to approve the Manual Checks for October 2, 2020 in the amount of \$6,773.50. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Commissioner Noland to approve the Payroll for September 17, 2020 in the amount of \$270,378.24. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was received by Tim Ross, Catherine Jozwick and Christine Wimer.

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
Financial Services Vehicle Trust	PP	HF	307617	\$334.57

- **Motion by Commissioner Compton to approve the Exoneration for Ticket No. 307617 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Leah Petersen	PP	KD	310941	\$98.68

- **Motion by Commissioner Noland to approve the Exoneration for Ticket No. 310941 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Shari and Victor Jones	PP	CTD	302626	\$188.91

- **Motion by Commissioner Compton to approve the Exoneration for Ticket No. 302626 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Timothy and Roxanne Rickard	PP	MD	313263	\$279.95

- **Motion by Commissioner Noland to approve the Exoneration for Ticket No. 313263 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Lyn Noordam	PP	SD	317048	\$22.76

- **Motion by Commissioner Tabb to approve the Exoneration for Ticket No. 317048 as presented. Motion seconded and unanimously approved.**

2. Pete Dougherty, Sheriff – requested the approval of a deputy hire.

- Motion by Commissioner Noland to approve the hire of Joshua Weaver to the position of Deputy Sheriff at a starting salary of \$46,833. Motion seconded and unanimously approved.
3. Stacy Horst, Breast Cancer Awareness – Cumberland Valley – requested the approval of a Proclamation declaring October as Breast Cancer Awareness Month in Jefferson County.
 - Motion by Commissioner Lorenzetti to approve the Proclamation declaring October as Breast Cancer Awareness Month in Jefferson County. Motion seconded and unanimously approved.
 4. Michelle Gordon, Finance Director – presented an Ambulance Fee Appeal submitted by Tim Ross, Invoice number 2134487.
 - Motion by Commissioner Lorenzetti to grant a one year exoneration for the FY21 ambulance fee appeal for Tim Ross, invoice number 2134487 in the amount of \$50.00 as presented by Ms. Gordon and to be exempt from back billing. Motion failed by a 3-2 vote. Commissioners Tabb, Noland, and Hudson voted no.
 5. Roger Goodwin, Chief County Engineer – requested the approval of the following bond releases:
 - a. Complete Bond Release of Performance Bond No. 018039136 with the Ohio Casualty Insurance Company, Charlotte, NC bond security for Primax Construction, Inc. – Advance Auto Parts (File #S15-03)
 - Motion by Commissioner Noland to 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). Motion seconded and unanimously approved.
 - b. 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.
 - Motion by Commissioner Tabb to authorize a complete release of Performance Bond No. 0763071 with International Fidelity Insurance Company, Newark, NJ in the amount of \$4,464,221.00 construction bond amount for Magnolia WV, LLC – Magnolia Springs Subdivision, Phase I (File #18-05). Motion seconded and unanimously approved.

6. 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
- o Mr. Cochran stated that he had no new updates to provide at this time regarding the matters listed above.

NEW BUSINESS

7. Continuation of the discussion of Article 147 – changed made by Charles Town City Council.
- **Motion by Commissioner Compton to hire Will Rohrbaugh, Esq. to review the changes to Article 147 made by the Charles Town City Council and to report back to the Jefferson County Commission. Motion seconded and unanimously approved.**
8. Acknowledgement of the Assessor’s Certificate of Compliance.

- **Motion by Commissioner Tabb to acknowledge the Assessor's Certificate of Compliance. Motion seconded and unanimously approved.**

9. CEOS – West Virginia Breast Cancer Awareness Proclamation.

- **Motion by Commissioner Tabb to approve the Proclamation declaring October as Breast Cancer Awareness Month in Jefferson County as Presented by the CEOS. Motion seconded and unanimously approved.**

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, proposed 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.

- **Motion by Commissioner Noland to approve File ZTA-19-02 as presented and to include an increase on the setbacks. Motion passed by a 3-2 vote. Commissioners Tabb and Lorenzetti voted no.**
- **Motion by Commissioner Lorenzetti to approve the Stormwater Management Text Amendments as presented. Motion seconded and unanimously approved.**
- **Motion by Commissioner Noland to approve the date for the Solar Energy Text Amendments to be effective in 45 days – November 16, 2020. Motion passed by a 3-2 vote. Commissioners Tabb and Lorenzetti voted no.**

COUNTY ADMINISTRATOR REPORTS

Discuss request for funding: COVID-19 Pandemic Block Grant \$100,000.

- **Motion by Commissioner Tabb to approve the request received from the JCCOA in the amount of \$2,546.52 from the COVBID-19 Pandemic Block Grant and to reimburse the JCCOA after the purchase is made and receipts are turned in. Motion seconded and unanimously approved.**

Discuss Halloween – Trick or Treat.

- **By consensus, the Commission agreed to take no action on the Halloween – Trick or Treat decision and to refer this matter to the Jefferson County Health Department.**

Discuss Ambulance Fee Collection.

- **Motion by Commissioner Noland to hire a temporary employee to help with the Ambulance Fee Collections. Motion seconded and unanimously approved.**

COUNTY COMMISSION REPORTS

Please refer to the archived meetings on the jeffersoncountywv.org website to listen to County Commission reports.

11. The Commission adjourned at 1:02 p.m. on a motion by Commissioner Noland. Motion was seconded and unanimously approved.

Jane M. Tabb, PRESIDENT

Respectfully submitted
Sandy S. McDonald
Deputy County Administrator

OCTOBER 8, 2020

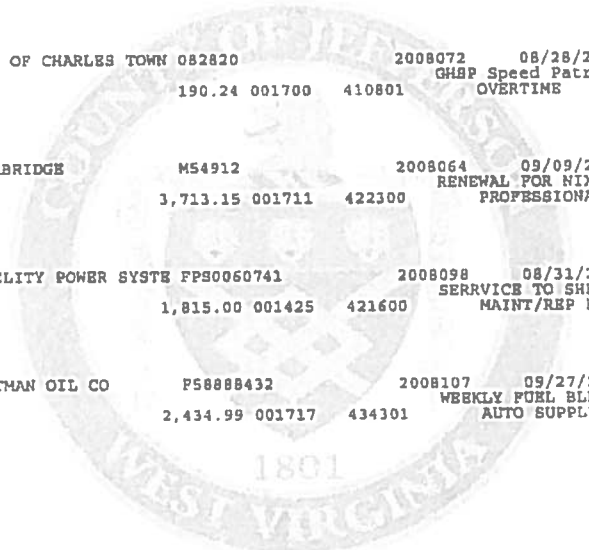
CHECK#		VENDOR NAME	AMOUNT
83848		10-42 TACTICAL LLC	\$ 29,575.00
83849		CAPITAL LIGHTING & SUPPLIES LLC	\$ 242.90
83850		CITY OF CHARLES TOWN	\$ 190.24
83851		EVERBRIDGE	\$ 3,713.15
83852		FIDELITY POWER SYSTEMS	\$ 1,815.00
83853		GUTTMAN OIL CO	\$ 2,434.99
83854		OLD CHARLES TOWN LIBRARY	\$ 1,500.00
83855		R.E. MICHEL CO. LLC	\$ 971.81
83856		RANSON POLICE DEPT	\$ 460.88
83857		RICE TIRES CO	\$ 543.26
83858		SHERWIN-WILLIAMS	\$ 19.99
83859		MOOREFIELD POLICE DEPARTMENT	\$ 1,060.27
83860		W B MASON CO. INC	\$ 217.95
83861		WV EMERGENCY MANAGMENT COUNCIL	\$ 125.00
83862		TYLER TECH	\$ 652.00
83863		JEFFERSON CO DAY REPORT	\$ 5,472.50
TOTAL			\$ 48,994.94

9-Oct-20

MANUAL CHECKS			
Check#	Fund	VENDOR	Amount
514	CS/2	EASTRIDGE HEALTH SYSTEM	\$ 2,600.00
832	AV/56	JOURNAL	\$ 1,080.00
134	IP/249	TISCHLERBISE INC.	\$ 3,300.00
141	IP/249	TISCHLERBISE INC.	\$ 2,425.00
119	IP/249	TISCHLERBISE INC.	\$ 7,840.00
110	IP/249	TISCHLERBISE INC.	\$ 2,700.00
TOTAL			\$ 19,945.00

Jefferson County
Charles Town, West Virginia

10/07/2020 09:51 vfields		Jefferson County, WV - Production A/P CASH DISBURSEMENTS JOURNAL						P	1
CASH ACCOUNT: 999		10102	CASH-BANK OF CHARLES TOWN		DOCUMENT	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INVOICE DTL	DESC			
83848	10/08/2020	PRTD	29138 10-42 TACTICAL LLC	1266	2008069	07/13/2020	2020027	AP201008	25,578.00
	Invoice: 1266								
				25,578.00 001700	434100	Patrol Ballistic Vests			
						MATERIALS AND SUPPLIES			
	Invoice: 1395			1395	2008070	08/17/2020	2020031	AP201008	3,997.00
				3,997.00 001700	434100	SRT Vests and Equipment			
					GRANT	MATERIALS AND SUPPLIES			
						CHECK	83848	TOTAL:	29,575.00
83849	10/08/2020	PRTD	29028 CAPITAL LIGHTING & S	S041794526.001	2008093	09/15/2020		AP201008	105.28
	Invoice: S041794526.001								
				105.28 001425	434100	BATTERIES			
						MATERIALS AND SUPPLIES			
	Invoice: S041853534.001			S041853534.001	2008094	09/21/2020		AP201008	137.62
				137.62 001425	434100	ELECTRICAL AND LIGHTING SUPPLIES			
						MATERIALS AND SUPPLIES			
						CHECK	83849	TOTAL:	242.90
83850	10/08/2020	PRTD	12025 CITY OF CHARLES TOWN	082820	2008072	08/28/2020		AP201008	190.24
	Invoice: 082820								
				190.24 001700	410801	GHSP Speed Patrol			
						OVERTIME			
						CHECK	83850	TOTAL:	190.24
83851	10/08/2020	PRTD	14034 EVERBRIDGE	M54912	2008064	09/09/2020		AP201008	3,713.15
	Invoice: M54912								
				3,713.15 001711	422300	RENEWAL FOR NIXLE EMERGENCY NOTIFICATION SYSTEM			
						PROFFSSIONAL SERVICES			
						CHECK	83851	TOTAL:	3,713.15
83852	10/08/2020	PRTD	15040 FIDELITY POWER SYSTE	FPS0060741	2008098	08/31/2020		AP201008	1,815.00
	Invoice: FPS0060741								
				1,815.00 001425	421600	SERRVICE TO SHERIFF'S GENERATOR			
						MAINT/REP EQUIPMENT			
						CHECK	83852	TOTAL:	1,815.00
83853	10/08/2020	PRTD	16074 GUTTMAN OIL CO	P58888432	2008107	09/27/2020		AP201008	2,434.99
	Invoice: F58888432								
				2,434.99 001717	434301	WEEKLY FUEL BLLNG			
						AUTO SUPPLIES- FUEL ONLY			
						CHECK	83853	TOTAL:	2,434.99



Jefferson County
Charles Town, West Virginia

10/07/2020 09:51 | Jefferson County, WV - Production
vfields | A/P CASH DISBURSEMENTS JOURNAL

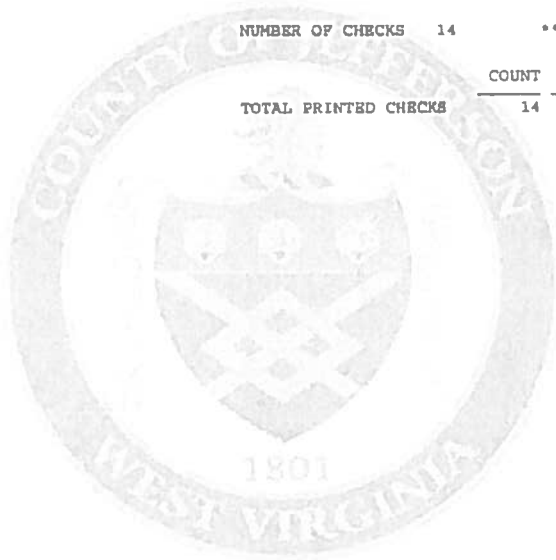
P 2
apcshdab

CASH ACCOUNT: 999	10102	CASH-BANK OF CHARLES TOWN	DOCUMENT	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME	INVOICE	INVOICE DTL	DESC		
83854	10/08/2020	PRTD 12135 OLD CHARLES TOWN LIB	CTL10/20	2008112	10/01/2020	AP201008	1,500.00
		Invoice: CTL10/20			OCT 2020 RENT		
			1,500.00 001425	421905	CHARLES TOWN LIBRARY RENT		
					CHECK	83854 TOTAL:	1,500.00
83855	10/08/2020	PRTD 27116 R.E. MICHEL CO. LLC	41922900	2008099	09/21/2020	AP201008	776.58
		Invoice: 41922900			HVAC SUPPLIES		
			776.58 001424	434100	MATERIALS AND SUPPLIES		
		Invoice: 46679000					41.32
			46679000	2008100	09/23/2020	AP201008	
			41.32 001424	434100	HVAC SUPPLIES		
					MATERIALS AND SUPPLIES		
		Invoice: 44235900					153.91
			44235900	2008101	09/23/2020	AP201008	
			153.91 001424	434100	SUPPLIES FOR BOILERS		
					MATERIALS AND SUPPLIES		
					CHECK	83855 TOTAL:	971.81
83856	10/08/2020	PRTD 27119 RANSON POLICE DEPT	090120	2008073	09/01/2020	AP201008	460.88
		Invoice: 090120			GHSP Speed Patrols		
			460.88 001700	410801	OVERTIME		
					CHECK	83856 TOTAL:	460.88
83857	10/08/2020	PRTD 27106 RICE TIRES CO	14065257	2008086	09/11/2020	AP201008	412.52
		Invoice: 14065257			TIRES		
			412.52 001717	434100	MATERIALS AND SUPPLIES		
		Invoice: 14065644					130.74
			14065644	2008087	09/22/2020	AP201008	
			130.74 001717	434100	TIRES		
					MATERIALS AND SUPPLIES		
					CHECK	83857 TOTAL:	543.26
83858	10/08/2020	PRTD 28066 SHERWIN-WILLIAMS	0487-6	2008085	09/23/2020	AP201008	19.99
		Invoice: 0487-6			PAINTING SUPPLIES FOR VISITORS PROJECT		
			19.99 001425	43410000017	MATERIALS AND SUPPLIES		
					CHECK	83858 TOTAL:	19.99
83859	10/08/2020	PRTD 22208 MOOREFIELD POLICE DE	091020	2008071	09/10/2020	AP201008	1,060.27
		Invoice: 091020			GHSP Patrols		
			516.68 001700	410801	OVERTIME		
			200.27 001700	410801	OVERTIME		

Jefferson County
Charles Town, West Virginia

10/07/2020 09:51 | Jefferson County, WV - Production | P 3
vfields | A/P CASH DISBURSEMENTS JOURNAL | apcahdab

CASH ACCOUNT: 999	10102	CASH-BANK OF CHARLES TOWN	DOCUMENT	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME	INVOICE	INVOICE DTL	DESC		
			85.83 001700	410801	OVERTIME		
			257.49 001700	410801	OVERTIME		
					CHECK	83859 TOTAL:	1,060.27
83860	10/08/2020	PRTD 32185 W B MASON CO. INC	213940943	2008074	09/22/2020	AP201008	217.95
		Invoice: 213940943			SHERIFF OF JEFF CO STAMP		
			217.95 001404	434100	MATERIALS AND SUPPLIES		
					CHECK	83860 TOTAL:	217.95
83861	10/08/2020	PRTD 32074 WV EMERGENCY MANAGME	9-2-2020	2008065	09/02/2020	AP201008	125.00
		Invoice: 9-2-2020			ANNUAL MEMBERSHIP DUES WV EMC		
			125.00 001711	422200	DUES AND SUBSCRIPTIONS		
					CHECK	83861 TOTAL:	125.00
					NUMBER OF CHECKS	14	*** CASH ACCOUNT TOTAL ***
							42,870.44
					COUNT	AMOUNT	
					TOTAL PRINTED CHECKS	14	42,870.44
							*** GRAND TOTAL ***
							42,870.44



Jefferson County
Charles Town, West Virginia

10/07/2020 10:03
vfields

Jefferson County, WV - Production
A/P CASH DISBURSEMENTS JOURNAL

P 1
apcsbdb

CASH ACCOUNT: 053	101	CASH-AMBULANCE SERVICE FEE	DOCUMENT	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME	INVOICE	INVOICE DTL	DESC		
83862	10/08/2020	PRTD 29123 TYLER TECHNOLOGIES	045-314446	2007904	08/28/2020	2020021 AM201008	652.00
		Invoice: 045-314446				08-19-20 Citizen Self Service	
			652.00	053715	43560000013	LICENSE AND ANNUAL FEES	
						CHECK 83862 TOTAL:	652.00
						NUMBER OF CHECKS 1	652.00
						*** CASH ACCOUNT TOTAL ***	652.00
						TOTAL PRINTED CHECKS	652.00
						COUNT 1	AMOUNT 652.00
						*** GRAND TOTAL ***	652.00



Jefferson County
Charles Town, West Virginia

10/07/2020 10:10 vfields		Jefferson County, WV - Production A/P CASH DISBURSEMENTS JOURNAL					P	1	
CASH ACCOUNT: 010		101	CASH-STATE GRANTS FUND		DOCUMENT	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPR	VENDOR NAME	INVOICE	INVOICE DTL DESC				
83863	10/08/2020	PRTD	19044 JEFFERSON DAY REPORT	53014	2008102	09/29/2020		SG201008	5,472.50
	Invoice: 53014					Parole Per Diem Day Report			
				5,472.50 010443	456800G2011	CONTRIBUTION/ TRANSPER OTHER			
						CHECK	83863 TOTAL:		5,472.50
					NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***		5,472.50
						COUNT	AMOUNT		
					TOTAL PRINTED CHECKS	1	5,472.50		
							*** GRAND TOTAL ***		5,472.50



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 **Oct. 15, 2020**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Grant Application Approval**
Sheriff's Office Staffing

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

The Sheriff's Office is seeking funding through the Records Management and Preservation Board (RMPB) grant to purchase and install a mobile filing system for our records room. A quote was received for the system and installation under the GSA contract for a total cost of \$20, 296.93. We will be requesting \$15,000 of this be covered by the grant and the remainder would be our match. The Sheriff's Office is unaware of any other county entity filing for this grant that could impact the need to submit a ranking different from what is in the packet.

Discussion of Sheriff's Office Staffing – possible action

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 RMPB grant application in the amount of \$15,000.00 and authorize the president to affix her signature.

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

**West Virginia
Records Management and Preservation Board
Grant Guidelines
For Fiscal Year 2021-22
Due: November 1, 2020**

The Records Management and Preservation Board awards grants to county commissions to assist office holders in the management and preservation of county records. Applications may be submitted in behalf of the office of the assessor, circuit clerk, county clerk, prosecuting attorney, sheriff, and/or county commission. Grant applications must demonstrate the willingness of the applicant office and the county commission to comply with all grant reporting deadlines and budget, purchasing, and reporting requirements; and to provide internal staff support to ensure the success of the project and the improvement of the management and preservation of the records addressed in the grant. Grant recipients must provide at least a ten percent (10%) cash match for each dollar expended by the RMPB. Grant funds are awarded on a reimbursement basis, which requires submission of the official Request for Reimbursement or invoice form. Multiple projects (projects representing two or more specific county offices, such as the County Clerk and Circuit Clerk) require separate applications, with priority ranking clearly designated by the County Commission.

The application (pages 4-8) and required supporting documentation are to be typed and on letter-size paper. An ORIGINAL signed application and thirteen complete copies must be submitted. Please see Page 3 for a list of Supporting Materials necessary to complete the application.

Applications must be completed and sent via certified mail with a postmark on or before November 1, 2020, or hand delivered by this date to: RMPB, c/o Denise Ferguson, West Virginia Archives and History, 1900 Kanawha Boulevard East, Building 9, Charleston, WV 25305-0300. Faxed or other electronic submissions will NOT be accepted. All grant applications submitted by the deadline will be reviewed for completeness and applicants contacted no later than November 15, 2020, if there are any omissions or irregularities in the submitted application. The RMPB will review all qualified grant applications and may request applicants to present details of their proposed project.

The Records Management and Preservation Board may approve total, partial, or no funding. Applicants approved for partial funding or not approved for funding will be informed in writing by February 1, 2021, and may submit within fifteen (15) days a written appeal documenting why the RMPB's denial of application should be reconsidered. Successful applicants are to perform and complete project work during Fiscal Year 2021-22 (July 1, 2021, through June 30, 2022).

Applicants are encouraged to contact Denise Ferguson, county records archivist, or Joe Geiger, director of Archives and History, at (304) 558-0230, to discuss potential projects, the general requirements of the grant or review draft proposals in advance of the November 1 deadline for submission.

Eligible Projects:

Personnel Costs (\$10,000 maximum)

- To conduct inventory of records and remove non-records, duplicates, and accumulations of records that have reached or exceeded required retention periods.
- To scan and index records using the county's existing records management software.

Current employees may be used for hours in excess of regular work hours if devoted totally to work approved in the proposal.

Records Storage and Shelving (\$15,000 maximum)

To provide for physical storage units and systems for records, such as manually operated mobile track shelving systems, roller shelving, open steel shelving, map cabinets and/or Mylar map sleeves, and standard archives records boxes (10"x12"x15").

Reformatting (\$10,000 maximum)

To improve access and preservation of records through digitization or microfilming of permanent records which exist only in digital format. Counties are required to verify that all digital images are exact duplicates of the original records and are to provide copies of all images in TIFF format to the State Archives. The images provided to the State Archives will not be retained beyond the life of the storage device.

Equipment (\$10,000 maximum)

To purchase computer terminals and single function printers for public access use in the records room, and/or scanners for county government employees to use for digitizing long term and/or permanent records. The scanner must be compatible with the county's existing records management software. Funding for these projects is contingent on the county's commitment to provide installation, technology support, upgrades, and maintenance necessary to network the computer(s) and scanner(s) to existing database or software programs. Eligible equipment purchases may also include micro-cut shredders for destruction of confidential records that have met their retention requirement.

Conservation (\$5,000 maximum)

To restore, mend, encapsulate, rebind or recover original permanent records, record books or original maps. Counties should consider digitizing the original records during any restoration project as this sometimes provides the best opportunity to reformat the records to enhance accessibility.

Ineligible Projects:

Furniture

Software programs, storage devices, or servers

Personnel costs for new permanent positions

Personnel costs to refund or supplement salaries of staff for regular work hours

Climate control projects such as dehumidifiers, heating/cooling and fire suppression systems

Key Information:

- ❖ Applications are due no later than November 1, 2020
- ❖ Applications are to be sent by certified mail or hand delivered
- ❖ Applications are for Fiscal Year 2022 (July 1, 2021-June 30, 2022)
- ❖ Eligible projects are listed on page 2
- ❖ County Commission must indicate priority ranking for multiple submissions
- ❖ Include original and thirteen copies of the application (only pages 4-8)

Checklist of Required Supporting Materials:

The materials listed below must be included with the application:

1. ____ Priority ranking (Page 8) as determined by the County Commission for counties submitting applications from multiple offices
2. ____ Resolution of support for the project, with original signature of the President of the County Commission in blue ink
3. ____ Letter of support with original signature of specific office holder participating in the records project
4. ____ Certification Form (Page 8) with original signature in blue ink of President of the County Commission agreeing to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, and the stated application requirements. This form must also be signed in blue ink by the applicable office holder (assessor, circuit clerk, county clerk, prosecuting attorney, and/or sheriff) whose records are involved in the project.
5. ____ Photographs, floor plans, etc., which may demonstrate or document the need for the project
6. ____ Estimates, bids, proposals, job descriptions, qualifications and/or resumes, supplies, equipment, floor plans, and drawings for proposed work to be purchased or contracted services must be dated within 60 days of the application
7. ____ Original and thirteen copies of the application (only pages 4-8) with supporting materials
8. ____ Other relevant information, if applicable

**West Virginia
Records Management and Preservation Board
Grant Application
2021-2022**

Please complete and return only pages 4-8 of this application with supporting materials (see page 3) and thirteen copies. You do not need to submit pages 1-3.

Applicant Contact Information:

County:	Jefferson
County Office:	Jefferson County Commission
Name of Office Holder:	Sheriff Peter H. Dougherty
Mailing Address:	102 Industrial Blvd, Kearneysville WV 25430
Telephone Number	304-728-3205
E-Mail Address:	pdougherty@jcsdvw.com

County Commission President:	Jane Tabb
Mailing Address:	PO Box 250, Charles Town WV 25414
Telephone Number:	304-728-3284
E-Mail Address:	vinemont.farm@gmail.com

Grant Administrator:	Deborah Lowe
Telephone Number:	304-728-3369
E-Mail Address:	dlowe@jeffersoncountywv.org

Activity Description:

Provide detailed explanation of the project. Identify internal and external staff or vendor necessary to complete work on the project. Include time frame and schedule for project completion.

The Jefferson County Sheriff's Office is seeking to purchase and install a mobile filing system in our records room. This system would be installed on a rail system on top of the existing concrete floor. The vendor would complete the installation. Our maintenance department would need to reverse the swing of the entry door and remove or create a flush installation of an electrical outlet. It is believed that this project could be completed within 6 months of award.

Identify specific record titles, date spans, and quantity (example: Will Books, 1846-1884, Volumes 1-20).

This project would provide storage space for files too numerous to name here, but include:

- Felony files
- Unsolved Case files
- Grant files
- Conservatorship files
- Estate files

Activity Description (continued):

Describe how this project will benefit the records management, preservation, and/or records access needs of your office(s).

While the Sheriff's Office is continuing to scan as many files as we are able and is creating as many new files in an electronic format as possible, there are some records that we are required to maintain the original hard copies. Prior funding was provided to assist us with moving all of the files from their storage areas throughout the county to scan or destroy. This project would allow us to take these hard copy files that we need to maintain and keep them in one cohesive organized space within our office.

Provide statement about past and future activities to protect records.

The Jefferson County Sheriff's Office continues to create new incident and accident reports in electronic formats and continues to scan files that are unable to be created in a purely electronic format, such as concealed carry permits. The Sheriff requested the creation of the file room to provide one space to maintain files that were unable to be scanned, this filing system will provide the storage place to organize the records for the future. Additionally, when and if files are able to be destroyed, it will provide a way to easily identify and remove those records.

Project Budget (Attach Cost Estimates):

Eligible Project (see page 2)	Estimate of Total Cost	RMPB Request formula (total cost / 1.1)
Personnel Costs (\$10,000 maximum award)		
Records Storage and Shelving (\$15,000 maximum award)	20296.93	15,000.00
Reformatting (\$10,000 maximum award)		
Equipment (\$10,000 maximum award)		
Conservation (\$5,000 maximum award)		

Total RMPB Request

\$ 15,000.00

Applicants must provide a 10% cash match for all grant funds expended by the RMPB. You will be notified of your required cash match after the Board awards funds for your project. Cash Match may only be applied to board-funded portions of grant.

Provide a detailed explanation and breakdown of the project budget. Potential vendor estimates obtained within the past 60 days that are relevant to the project and/or personnel costs estimated to complete scanning and indexing projects must be included.

Purchase and Installation of Mobile Filing System - 20,296.93
 RMPB Grant Funds - 15,000.00
 County Match - 5,296.93

Certification Form:

I agree that funds granted under the Records Management and Preservation Board’s grant program will be spent only in accordance with the plan of work and budgeted statement presented in this application or revised and agreed to in the Grant Agreement, and that any changes in the plan of work or budget will be submitted in writing for approval in advance.

I agree to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, to administer the grant in compliance with standard financial management systems and general accounting standards for audit of government entities, and to participate in a grant administration workshop.

This document must be signed using blue ink by the County Commission President and all office holders who are applying for a Records Management and Preservation Board grant. Counties submitting applications from multiple offices must include a priority ranking as determined by the County Commission.

County:	Jefferson		
Name of County Commission President:	Jane Tabb		
Signature of County Commission President:			
Date:	10/15/2020		
PRIORITY 1			
Name of County Office Holder:	Peter H. Dougherty		
Title of County Office Holder:	Sheriff		
Signature of County Office Holder:			
Date:	10/13/2020		
PRIORITY 2			
Name of County Office Holder:			
Title of County Office Holder:			
Signature of County Office Holder:			
Date:			
PRIORITY 3			
Name of County Office Holder:			
Title of County Office Holder:			
Signature of County Office Holder:			
Date:			

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: ~~October 16, 2020~~ ¹⁵

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

Date Requested – 2nd Choice:

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

- Approval of the FY20 Financial Statements

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

Is this a funding request? Y/N No

If so, how much? \$ 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 approve the FY20 Financial Statements

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

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Kelly Franklin

Department or Organization: **Jefferson Day Report Center, Inc.**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: 1st October Meeting

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

October 15, 2020

Date Requested – 2nd Choice: 2nd October Meeting

Subject (*Wording to be placed on agenda*): Case Management Support Request

Please provide the County Commission with a description of your request or presentation, including any background information: The Jefferson Day Report Center remained open and operational from the start of the pandemic closures in March 2020 until present. COVID-19 impacted access to care in Jefferson County. The JDRC staff worked hard to ensure no disruption in services were experienced however; the number of referrals and case management services increased rapidly and remains elevated. (See attached charts and letter of support).

Is this a funding request? Y/N Yes

If so, how much? \$ 50,000

Provide exact financial impact/request: The JDRC would like to request an additional \$50,000 (includes benefits) to fund an additional Case Manager due to increased needs as a direct result of COVID-19.

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

N/A

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: Kelly Franklin

Email address: kfranklin@jeffersondrc.com

Phone Number: (304) 728-3527

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

STATE OF WEST VIRGINIA
23rd Judicial Circuit
Berkeley, Jefferson & Morgan

DAVID M. HAMMER
SUPERVISING JUDGE, JEFFERSON COUNTY
TEL: (304) 728-3237
FAX: (304) 728-3251



100 EAST WASHINGTON STREET
CHARLES TOWN, WV 25414
DAVID.HAMMER@COURTSWV.GOV

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

Dear Commissioners,

I am pleased to report that despite the ongoing COVID-19 pandemic, the court system is fully functioning due to the rapid adoption of technology, the flexibility and adaptability of its participants, along with the tremendous assistance of various county offices, including the Circuit Clerk, Sheriff, Maintenance, as well as the cooperation of City of Ranson in coordinating use of its Civic Center for jury selection, and the Eastern Regional Jail in advancing video conferencing capability.

However, while we act to protect the health and safety of our courthouse community, there is still more that can be done to protect the general public by greater use of available tools to slow the transmission of the virus amongst individuals who suffer from the panoply of diseases grouped as Substance Use Disorder (SUD), but who have a low-risk for violence.

I rely on the Jefferson Day Report to perform psychological assessments to identify dependency disorders, treatment history, and other factors that assist me and the Court's probation officers in bond/probation supervision, as well as in Drug Court with treatment recommendations and follow-up services such as medication assisted treatment. My anecdotal impression is that the pandemic has increased the number of referrals to JDRC for evaluation. Their utilization of tele-behavioral health has been invaluable during the pandemic allowing them to continue services without interruption, but they lack the case management staffing to meet the demands of increased referrals.

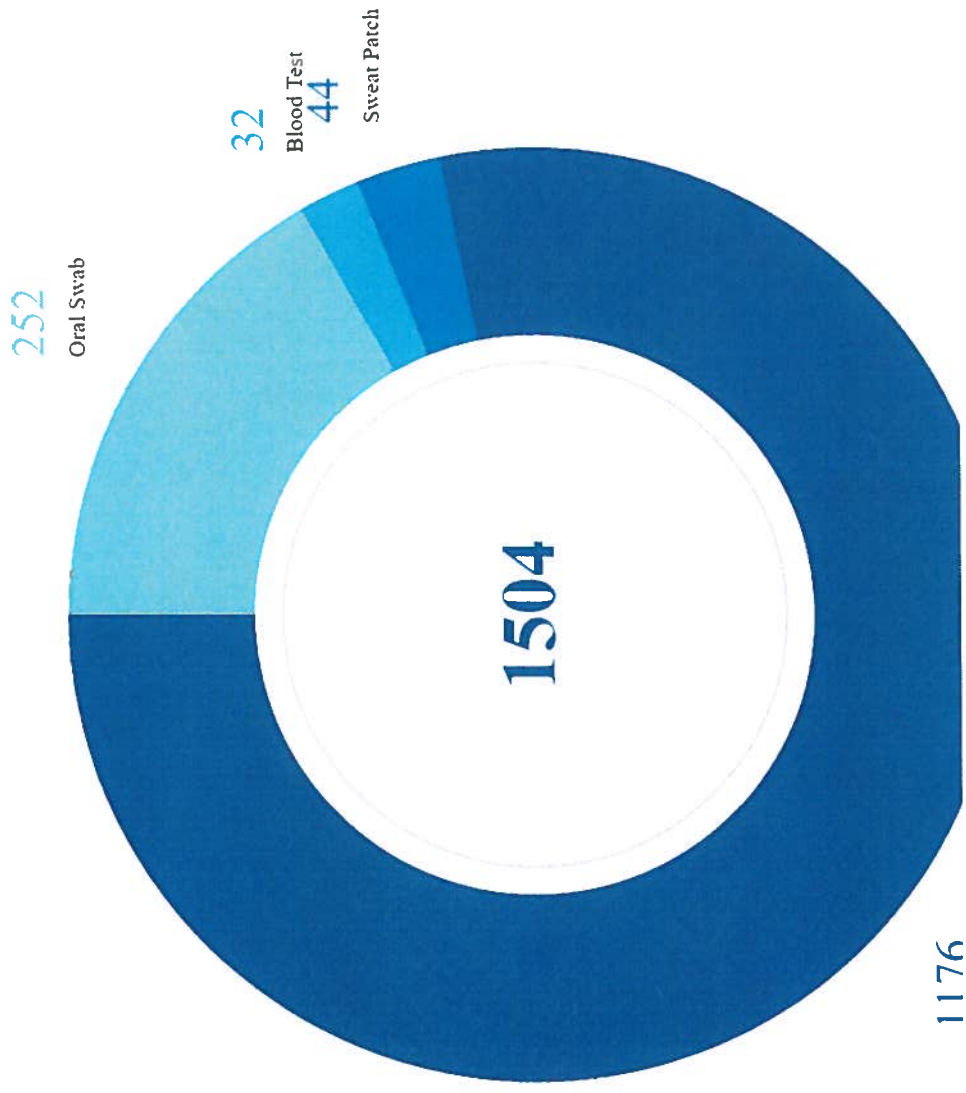
I ask for your careful consideration of their request to fund an additional case management position to assist with serving the increased number of referrals and ensure the timely completion of assessments.

Thank you,

A handwritten signature in cursive script, appearing to read "David M. Hammer".

David M. Hammer, Supervising Judge
Jefferson County, West Virginia

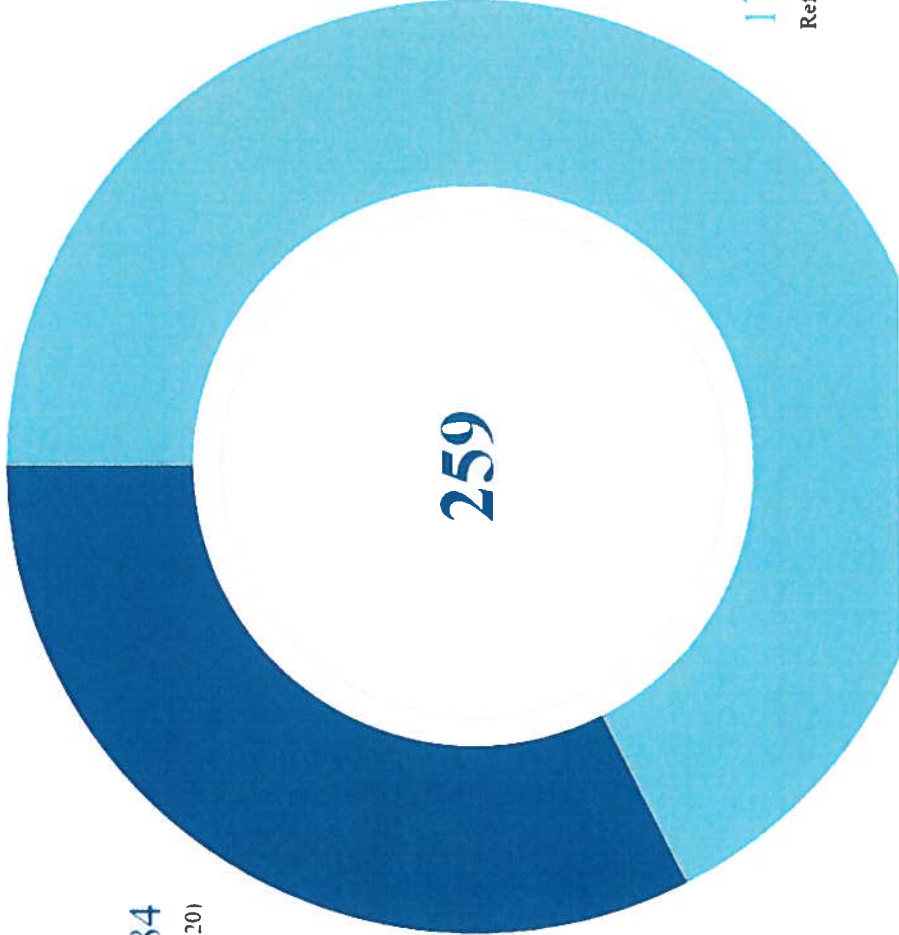
Substance Screen's-March 2020- September 2020



Jefferson Co. Referrals-March 2020- September 2020

84

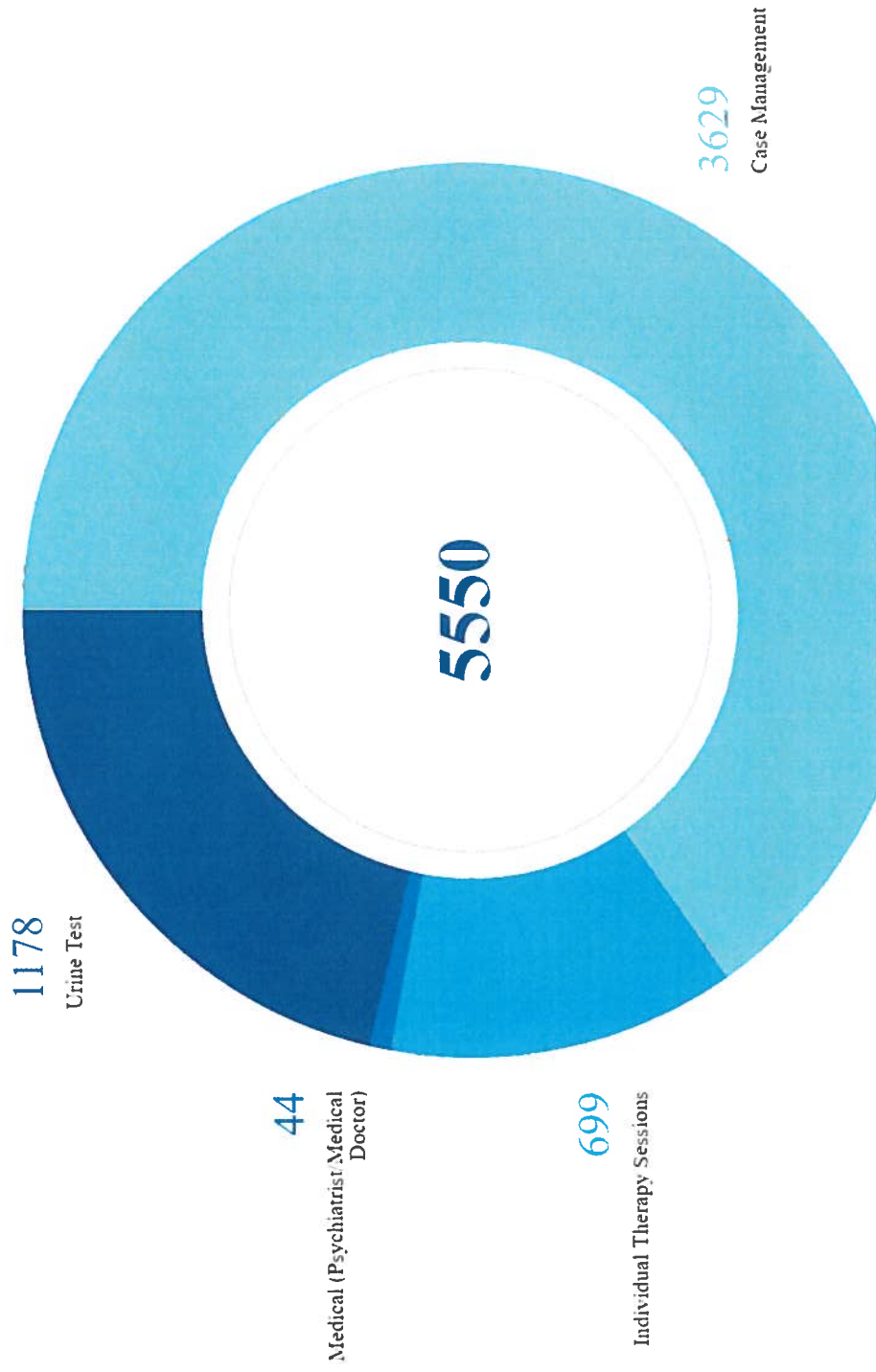
Referrals (September 2020)



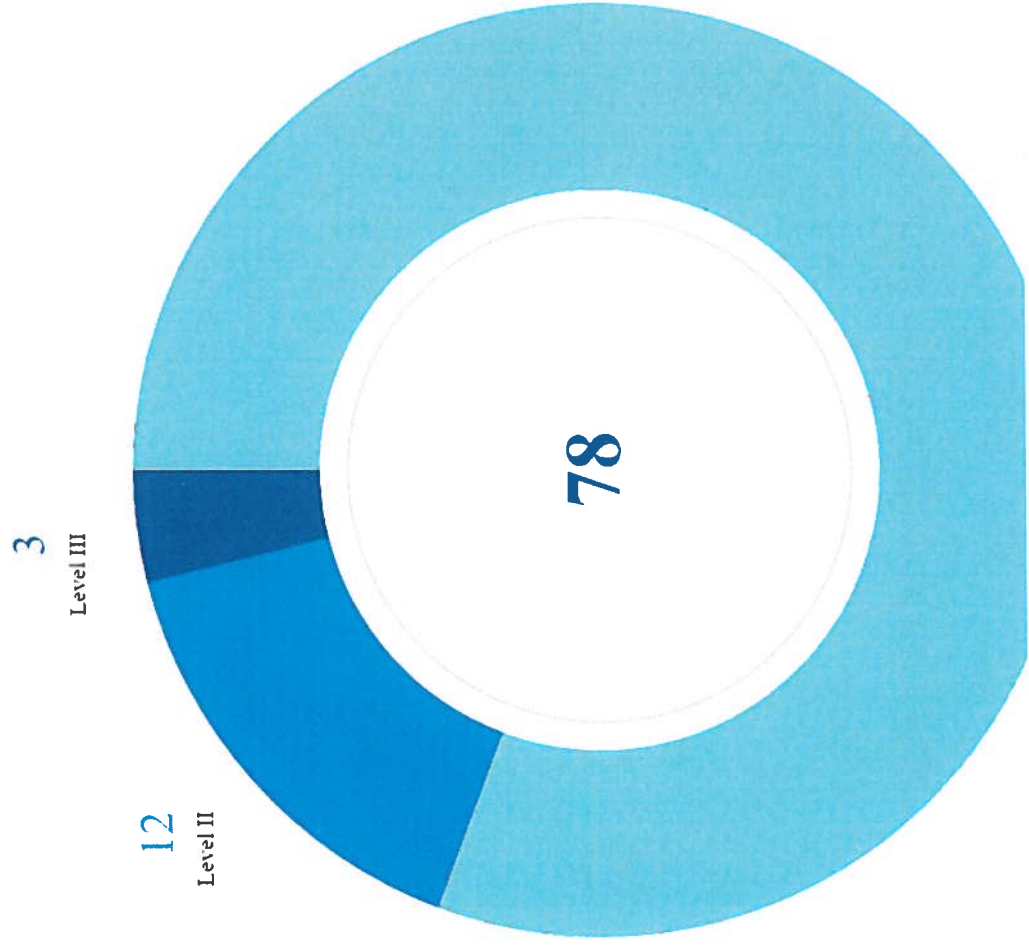
175

Referrals (March 2020- August 2020)

DRC---Interventions---March 2020- September 202



Virtual DUI Program--April 2020- September 2020



AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 10-15 MINUTES

DATE REQUESTED: 1ST CHOICE October 15, 2020

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

SUBJECT: Quarterly Review of Estates/Approval of Accounts and Waivers

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

The probate office requests approval of accountings and waivers that have met all of the requirements of probate and approval of estates opened since the last quarterly review.

ARE DOCUMENTS ATTACHED: To follow

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Dennis Jarvis**

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

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **October 15, 2020**

*If a specific date is needed, please provide reason for specific date: **2020 Audit***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Request to extend 2020 Audit completion date to December 31, 2020.

Please provide the County Commission with a description of your request or presentation, including any background information: **JCDA did not receive bid response to the Audit RFP 20-326 with completion date of November 30, 2020. The West Virginia State Auditor advised JCDA to request extension of due date from the Jefferson County Commission in order to send the RFP to additional CPA firms. Letter of approval from JCC needed for the WVSAO to authorize the extension.**

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 approve extending the JCDA 2020 Audit completion date to December 31, 2020.

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: Jane Jones, Dennis Jarvis

Email address: janejones@jcda.net, djarvis@jcda.net

Phone Number: 304-728-3255

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

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 15, 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.jeffersoncountyvva.org



Name: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **October 15, 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*): **Amendments/Updates to the Jefferson County Recycling Ordinance - 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.](#)

RECYCLING PROGRAM OF PANHANDLE DUMPSTERS LLC FOR
JEFFERSON COUNTY, WEST VIRGINIA

Panhandle Dumpsters LLC (“Panhandle”), on this 22nd day of June, 2020, hereby submits to the Jefferson County Commission its Recycling Program for Jefferson County, West Virginia:

1. Designated Recyclable Materials. Panhandle hereby designates the following recyclable materials for collection: metal, paper, and plastics, each as more fully described on the attached flyer.

2. Collection Schedule. Panhandle has established that the Designated Recyclable Materials will be collected on each Thursday of each week, subject to adjustment for nationally recognized holidays.

3. Public Information. In addition to Panhandle’s website, Panhandle will provide existing customers with information regarding the required methods for source separating materials, how the collection system will operate, the dates of collection and program incentives. A copy of this information is enclosed with this submission.

4. Other. As a Harper Carrier, any waste which Panhandle picks up which originates in West Virginia must be disposed of outside of West Virginia (though waste which originates outside of West Virginia may be disposed of in West Virginia). Because of this requirement, Panhandle cannot dispose of recyclable materials collected within Jefferson County with the Jefferson County Solid Waste Authority. Alternatively, Panhandle disposes of its Designated Recyclable Materials in Baltimore, Maryland.

PANHANDLE DUMPSTERS LLC, a
West Virginia limited liability company

/s/Nathaniel McClain, its Manager

ABRAHAM M. ASHTON, ESQ.
ATTORNEY AT LAW
LICENSED IN WV, DC

THE
ASHTON
LAW FIRM

126 E. BURKE STREET
MARTINSBURG, WV 25401
304-267-1020 (O)
800-616-2141 (F)
ABE.ASHTON@ACWLAWYERS.COM

June 22, 2020

VIA REGULAR AND ELECTRONIC MAIL

Jefferson County Commission
200 E. Washington Street
Charles Town, West Virginia 25414

with a copy to:

Jefferson County Solid Waste Authority
332 Jefferson Orchard Road
Kearneysville, West Virginia 25430
Attention: Mr. William Madert

**RE: Recycling Program of Panhandle Dumpsters LLC (“Panhandle”) for
Jefferson County, West Virginia**

Dear Members of the Commission and JCSWA:

Please let this letter serve as a response to that certain letter, dated May 19, 2020, from the JCSWA requesting that Panhandle demonstrate its compliance with the County’s Amended Recycling Ordinance. In that regard, please find enclosed with this letter Panhandle’s Recycling Program for your review.

Additionally, for clarity and background information, Panhandle, unlike other collection entities such as Apple Valley Waste (“AVW”), operates as a “Harper” interstate waste transport carrier. In Harper v. Public Service Com’n of WV, 427 F. Supp. 2d 707, 724 (S.D.W.V 2006), the Court held that “West Virginia Code § 24A-2-5 is invalid insofar as it requires solid waste haulers engaged in the interstate transportation of solid waste to obtain a certificate of convenience and necessity from the PSC prior to providing those services.”

In plain language what that means is that, as a Harper Carrier, any waste that Panhandle collects which originates in West Virginia must be disposed of outside of West Virginia (however, any waste originating outside of West Virginia may be disposed of in West Virginia). Therefore, for purposes of waste collection in Jefferson County, Panhandle cannot utilize the JCSWA for the disposal of the recyclables.

Furthermore, Panhandle is committed to recycling and has been seeking efficient means to implement a recycling program not just for Jefferson County, but for every region it serves. However, these efforts are being severely hampered by competitors. Specifically, the nearest out-of-state recycling facility is located in Hagerstown, Maryland. It, however, is owned by AVW, who refuses to allow Panhandle to use the facility, notwithstanding it is open to the public. The lack of access to the Hagerstown facility is the primary reason Panhandle's recycling program has lagged, as Panhandle has been forced to locate alternative means to handle the recycling. At this time, Panhandle is able to meet its recycling needs at a facility in Baltimore, Maryland.

Finally, while Panhandle is committed to providing recycling services to all of the areas it serves regardless of any legal requirement to do so, the Commission should be aware that the Amended Recycling Ordinance may no longer be valid. Specifically, the Amended Recycling Ordinance, adopted August 13, 1992, was enacted under the authority of West Virginia Code, Chapter 20, Article 11 (the West Virginia Recycling Program). However, that act was repealed in its entirety in 2005. Accordingly, the authority under which the Amended Recycling Ordinance was adopted has not existed in 15 years; therefore, the Commission may find it desirable to revisit said Ordinance and either amend it or adopt a new ordinance under authority vested in another article of the West Virginia Code.

As an additional practical matter, the existing Ordinance, at nearly 28 years old, does not contemplate new carriers. For example, Article 9.0 of the Ordinance requires each collection agency to submit its recycling plan by October 1, 1992 and have it implemented by October 1, 1993. There are no instructions for new carriers. Accordingly, given its age and the changing times, Panhandle recommends that the Ordinance be updated or a new one adopted, and it looks forward to working with the County on any such implementation.

Sincerely,

Abraham M. Ashton, Esq.

AMA

cc: Client



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 15, 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**

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.](#)

**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 virtually 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



TERRENCE J. REIDY
HEALTH OFFICER

GILLIAN R. BEACH
ACTING ADMINISTRATOR

1948 WILTSHIRE ROAD, SUITE 1
KEARNEYSVILLE, WV, 25430
PHONE: 304-728-8416
FAX: 304-728-3319
WWW.JCHDWV.ORG

Halloween Activities During COVID-19

Following are some guidelines that we recommend members of our community follow. Please keep in mind that pursuant to an Executive Order issued by the Governor, indoor and outdoor social gatherings are limited to no more than 25 people when our county is green or yellow on the County Alert Map. If Jefferson County is gold, orange or red on the County Alert Map, social gatherings are limited to no more than 10 people. **If you may have COVID-19 or you may have been exposed to someone with COVID-19, you should not participate in trick-or-treating and should not give out candy to trick-or-treaters.**

Trick-Or-Treating

- Limit trick-or-treating activities to October 31st from 6:00 pm to 8:00 pm in order to limit crowd sizes (if communities host trick-or-treating at different dates or times crowds are likely to be larger because trick-or-treaters can go to more than one location)
- Wear appropriate face coverings that cover the mouth and nose to limit exposure to COVID-19 while trick-or-treating
- Create one-way trick-or-treating if possible
- Provide individually wrapped goodie bags and line them up for families to grab and go while continuing to social distance (such as at the end of a driveway or at the edge of a yard)
 - If you are preparing goodie bags, [wash your hands](#) with soap and water for at least 20 second before and after preparing the bags.
- If you choose to hand out candy, go to the end of the driveway (this prevents crowding in a smaller space such as a walkway or porch) and place a barrier between yourself and trick-or-treaters (i.e. a table) and have individually wrapped candy in a large container or lined up on a table for the parent or child to grab and go
- If you choose to hand out candy at your door instead of the end of the driveway, sit in front of the door/porch/house instead of having children knock or ring the doorbell and try to place a barrier between yourself and trick-or-treaters (i.e. table) to reduce contact and allow for social distancing
- Carry hand sanitizer with you while trick-or-treating so you can sanitize your hands before touching your face or eating candy
- If going door-to-door instead of driveway to driveway, wait at the end of the driveway for other children at the door to exit before approaching in order to allow for social distancing

For further guidance on Halloween related activities go to:

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays.html#halloween>

Jessica Carroll

From: Stanley Dunn <stanleydunn40@gmail.com>
Sent: Thursday, October 1, 2020 3:28 PM
To: JCCInfo
Subject: Letter Regarding Solar Energy Panels on Farms

Jefferson County Commission Members:

My name is Stanley Dunn and I am a lifelong resident of Jefferson County, West Virginia. I began farming in 1958, at the age of eighteen. I started a dairy operation in 1962 with 40 cows. Along with the dairy operation; crop farming was a part of the day-to-day operations, as well. In my later years, I retired from the dairy operation and began beef farming, in addition to crop farming. Today, I would like to share with you some of my experiences and beliefs for the future of Jefferson County.

Solar and wind energy are the cleanest producers for electric energy. The three properties being proposed are in a very rural part of Jefferson County and the least developed area of the county for housing. Solar projects will provide extra income for some farmers.

We do not want our country burning coal and polluting the air. Like coal, natural gas is a limited resource also. Natural gas has become so expensive that some power plants have gone back to burning coal. What will we do when all of the natural gas is depleted? Solar energy is a must for our future! Solar energy does not need any large bodies of water to cool them down as large power plants need.

We have been building houses and industries on farm land for more than a century. Farmers may utilize solar energy to increase their income; after a period of time, the land can be returned back to agricultural use, if needed.

As better and longer lasting batteries are produced for the energy needs of motor vehicles; we will plug-in for our cheapest energy, our county will need to double our energy resources.

The federal government subsidizes ethanol plants to produce ethanol to add to gasoline from corn. A large quantity of corn has to be grown in order to produce ethanol. The corn crop requires a large amount of fertilizer and fuel to be produced, as well as having some air pollution.

From 1959 to 2020, we have seen great changes in yields of corn, soybeans and wheat. Around 1959, corn yielded 60 to 70 bushels per acre to currently producing between 200 to 250 bushels per acre. Wheat, in 1959, produced 30 to 35 bushels per acre to currently producing between 70 to 90 bushels per acre. Soybeans, in 1959, produced 30 to 35 bushels per acre and currently produces between 60 to 90 bushels per acre.

Farmers have been blessed with improved science that has led to increases in yields within their crop farms and improved genetics that have helped to increase milk production all across the county. Additionally, farmers are constantly improving their business and management skills to improve their crop yield incomes through the years.

I started a dairy operation in 1962 with 40 cows, producing 12,000 pounds of milk per year, per cow. In 1998 my herd of 300 cows produced 28,000 pounds of milk per year, per cow. Our country will never go hungry and we will help to feed the rest of the world also.

Jefferson County supports the thoroughbred horse industry which provides employment for the county. The thoroughbred industry provides sport and entertainment for the county. This industry covers over 2000 acres of farmland in Jefferson County that could otherwise be utilized for producing food in our county and our country.

Respectfully submitted,

Stanley Dunn

Sandra McDonald

From: David Tabb <sssi27@yahoo.com>
Sent: Thursday, September 17, 2020 11:03 AM
To: JCCInfo
Subject: Public Comment for JCC Meeting 9-17-2020

Public Comment for Jefferson County Commission meeting Sept 17, 2020

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

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

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

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

The "Approval of Manual Checks" is just wrong. If you have a budget, just stick to it. How are you going to approve manual checks for September 18th, 2020 when you haven't listed what it's for?

Public comment... It appears the complete agenda packet was sent this time. Hurray!

Presentation #4 – Nathan Cochran, Assistance Prosecuting Attorney

It appears that more people have joined in to legally challenge the Jefferson County Commission/Government. I guess you are having trouble throwing these other cases out of Court. That is why the list continues to get larger or is it just the new tactic of "don't respond"; like you have done to me (Case# 19-P-69). Good to see the public taking charge of the Government and not the other way around.

Presentation #5 – Pete Dougherty, Sheriff

- Governor Highway Safety Program (GHSP) Grant (\$96,000)

Now we get more money to patrol the roads that we are already are required to be patrolling. The object is to ignore your job until the State Government gives you a grant to perform the tasks already required to service and protect the public. Is the money going to the purchase of the next agenda item? (Vehicle Purchase and Disposal/Action). So, what is going to be disposed of? Could it be our tax dollars?

Under the special conditions of the grant, the Jefferson County Commission will be reimbursed at the rate of \$138.52 per hour and the officers can be compensated not less than 2 hours, not more than 8 hours per shift, and not to exceed more than time and a half the regular pay rate. So, where is the money we are supposed to be doing this with anyway? The fines collected during this special grant go where? Or is this another manual check funding mechanism?

New Business –

(#6) Discuss Solar Facilities Amendment and Stormwater Management Amendment

Shouldn't this be presented to the voters (ballot item)? Instead of our Five (5) County Commissioners making a perment requirement to all land use. The workshops are useless; the public still has no voice on the outcome. The Commissioners, once again, will have the final decision. I personally did not give the Commissioners that power of authority.

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

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

Have a nice day!

Harpers Ferry/ Bolivar PSD

P. O. BOX 235
192 LAKE QUIGLEY DRIVE
HARPERS FERRY, WEST VIRGINIA 25425
(304)-535-2390 FAX (304)-535-2524

THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE FEBRUARY MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON FEBRUARY 14th, 2020.

The meeting was called to order at 8:00 a.m.

Those in attendance were:

David Simmons-Chairman Term 6/30/2021
Mike Lowrey-Secretary Term 6/30/2022
Helen Dettmer-Treasurer Term 6/30/2024

Eddy Tennant-Operations Supervisor
Joe Adams-Plant Operator
Jimmy Williams-Consultant/HF-B-PSD

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the January minutes, approved.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the January revenue checking account financial statement, approved.

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the January security deposits account financial statement, approved.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the January Phase II construction account financial, approved.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the January working capital reserve account, approved.

Discussion on Alpha invoice #78 in the amount of \$ 1,590.61.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to accept the alpha invoice #78, approved.

Discussion on SRF Resolution for monthly draw #24, in the amount of \$1,591.00.

Motion by Mr. Lowrey, seconded by Mr. Simmons to accept the Resolution for monthly draw #24, approved.

Discussion on SRF pay requisition #24 in the amount of \$1,591.00.

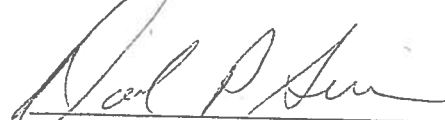
Motion by Ms. Dettmer, seconded by Mr. Lowrey to accept SRF pay requisition #24, approved.

Discussion by Mr. Tennant about the ISCO flow meter at the waste water treatment plant that needs to be replaced, we can no longer get parts or service for the 20 year old unit. The price for a replacement model was quoted to the PSD from Advance Instruments, Inc. at \$5,495.00.

Motion by Mr. Simmons, seconded by Mr. Lowrey to accept the purchase of the new flow meter to replace the existing model, approved.

The Board discussed possible collection of service fee for sewer and water service connections. The District's attorney will discuss the matter with the two towns. The attorney for the district will have a (3) hour invoice.

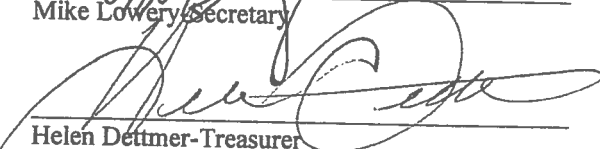
The meeting was adjourned at 8:45 a.m.



David Simmons-Chairman



Mike Lowery-Secretary



Helen Dettmer-Treasurer

Harpers Ferry/ Bolivar PSD

P. O. BOX 235
192 LAKE QUIGLEY DRIVE
HARPERS FERRY, WEST VIRGINIA 25425
(304)-535-2390 FAX (304)-535-2524

THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE MARCH MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON MARCH 13th, 2020.

The meeting was called to order at 8:05 a.m.

Those in attendance were:

David Simmons-Chairman Term 6/30/2021
Mike Lowrey-Secretary Term 6/30/2022
Helen Dettmer-Treasurer Term 6/30/2024

Eddy Tennant-Operations Supervisor
Joe Adams-Plant Operator
Jimmy Williams-Consultant/HF-B-PSD

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the February minutes, approved.

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the February revenue checking account financial statement, approved.

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the February security deposits account financial statement, approved.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the February Phase II construction account financial, approved.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the February working capital reserve account, approved.

Discussion on Alpha invoice #79 in the amount of \$ 938.16.

Motion by Mr. Simmons, seconded by Mr. Lowrey to accept the alpha invoice #79, approved.

Discussion on SRF Resolution for monthly draw #25, in the amount of \$939.00.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to accept the Resolution for monthly draw #25, approved.

Discussion on SRF pay requisition #25 in the amount of \$ 939.00.

Motion by Mr. Lowrey, seconded by Mr. Simmons to accept SRF pay requisition #25, approved.

Discussion on the new ISCO flow meter cost of \$ 5,495.00, to cover the cost of the new meter to move \$3,502.00 from the contingency line item, \$ 1,000.00 from the legal line item and \$519.00 from the administrative line item. This would total \$5,021.00, the PSD will cover the remainder of the cost for the meter.

Motion by Mr. Simmons, seconded by Mr. Lowrey to move \$3,502.00 from the contingency line item, \$1,000.00 from the legal line item and \$519.00 from the administrative line item for new flow meter, approved.

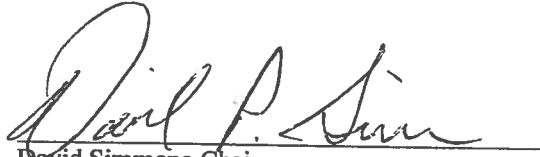
Discussion on the official DEP approved O&M manuals for the Phase II project new equipment.

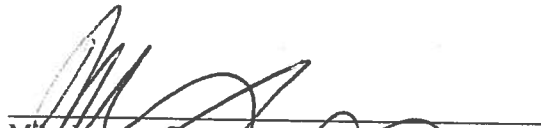
Discussion on PSD staff to canvase the Bolivar Heights area to see if the homeowners would be in favor of the PSD doing a project to provide sewer to the effected homes. Also to contact the Health Department to see if there have been any complaints of failed septic systems in the proposed area.

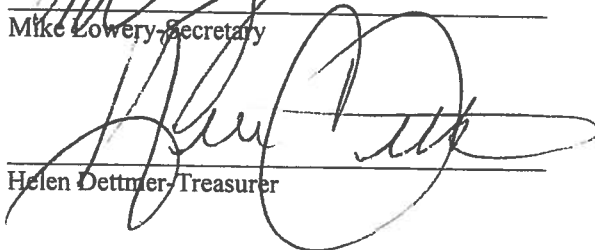
The Board discussion on fees for new sewer taps, haven't heard back form the legal council as of yet.

Discussion on storm water issues in the area near and around the sewer lines that feed into the Old Furnace Road lift station. After discussion with DEP, it would be better and more cost efficient for the PSD to line the sewer pipes to keep storm water from entering our pipes, lift station and then being treated at the waste water treatment plant.

The meeting was adjourned at 8:45 a.m.


David Simmons-Chairman


Mike Lowery-Secretary


Helen Dettmer-Treasurer

Impact Fee Status Report September 2020

Office of Impact Fees

Summary

Date Range: Tuesday 1 through Wednesday 30 September 2020

Report Date: 1 October 2020

Process Number Range: 2000249-2000265

Total Applications: 17

Total Non-Exempt: 15

Of which:

Commercial: 0

Residential: 15

Of which:

County: 14

Municipal: 1

Total Exempt: 2

Of which:

Commercial: 0

Residential: 2

Of which:

County: 1

Municipal: 1

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

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 30 September 2020	2	0	15	17
Fees collected		\$0.00	\$96,057.00	\$96,057.00
<i>Of which</i>				
School Impact Fee			\$85,966.00	\$85,966.00
Law Enforcement Fee		\$0.00	\$2,464.00	\$2,464.00
Parks & Recreation Fee			\$6,883.00	\$6,883.00
EMS Fee		\$0.00	\$744.00	\$744.00

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

Description	Amount
Opening Statement Balance (1 September 2020)	\$298,035.56
September Deposits (1 – 30 September 2020)	\$96,057.00
School August Transactions (withdraws via transfer on 21 Sept. 2020)	(\$270,987.10)
Law August Transactions (withdraws via transfer on 21 September 2020)	(\$2,464.61)
Parks & Rec Aug. Transactions (withdraws via transfer on 21 Sept. 2020)	(\$22,161.24)
EMS August Transactions (withdraws via transfer on 21 September 2020)	(\$2,422.61)
Interest Earned (30 September 2020)	\$92.64
Ending Statement Balance (30 September 2020)	\$96,149.64
<i>Outstanding Credits (deposits through 1 October 2020)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 September 2020)	\$5,169,879.61
August Transactions (deposits via transfer on 21 September 2020)	\$270,987.10
2020 Impact Fee Recalculation Study for August (22 September 2020)	(\$4,280.00)
Interest Earned (30 September 2020)	\$2,161.20
Ending Balance (30 September 2020)	\$5,438,747.91

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

Description	Amount
Opening Balance (1 September 2020)	\$173,439.00
August Transactions (deposits via transfer on 21 September 2020)	\$2,464.61
2020 Impact Fee Recalculation Study for August (22 September 2020)	(\$4,240.00)
Interest Earned (30 September 2020)	\$71.09
Ending Balance (30 September 2020)	\$171,734.70

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

Description	Amount
Opening Balance (1 September 2020)	\$329,880.83
Requisition 20R0127 - James Hite Park Playground (18 September 2020)	(\$50,000.00)
August Transactions (deposits via transfer on 21 September 2020)	\$22,161.24
2020 Impact Fee Recalculation Study for August (22 September 2020)	(\$5,200.00)
Interest Earned (30 September 2020)	\$129.06
Ending Balance (30 September 2020)	\$296,971.13

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

Description	Amount
Opening Balance (1 September 2020)	\$14,917.64
August Transactions (deposits via transfer on 21 September 2020)	\$2,422.61
2020 Impact Fee Recalculation Study for August (22 September 2020)	(\$3,395.00)
Interest Earned (30 September 2020)	\$6.04
Ending Balance (30 September 2020)	\$13,951.29

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

Description	Amount
Office of Impact Fees General Account	\$96,149.64
School Impact Fee Account	\$5,438,747.91
Law Enforcement Fee Account	\$171,734.70
Parks & Recreation Impact Fee Account	\$296,971.13
EMS Impact Fee Account	\$13,951.29
Total Impact Fees	\$6,017,554.67

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

Table 8. Pending September 2020 Fee Transfers /1

Account	30 September 2020 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$5,438,747.91	\$86,048.45	\$5,524,796.36
Law Enforcement Fee Account	\$171,734.70	\$2,466.78	\$174,201.48
Parks & Recreation Impact Fee Account	\$296,971.13	\$6,889.48	\$303,860.61
EMS Impact Fee Account	\$13,951.29	\$744.93	\$14,696.22
Total Impact Fees	\$5,921,405.03	\$96,149.64	\$6,017,554.67

/1 This table represents each of the impact fee category account totals as of 30 September 2020 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in September 2020 are listed in table 1 of the General Account (3111776); these transactions will be processed in October 2020. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Tuesday 1 through Wednesday 30 September 2020

Application Number	Date	Case Name	Prop Name	City/County	Tract	Map	Area	Impact Type	Collection Date	Exemption Reason
2000255	09/22/2020	Pine	Donald	08 Ranson Corp			3	80	\$0.00	Form 200
2000259	09/22/2020		Lutman Land	06 Kabletown			6C	185	\$0.00	Form 200

Category Count: 2 **Category Total** **\$0.00**

Application Number	Date	Case Name	Prop Name	City/County	Tract	Map	Area	Impact Type	Collection Date	Exemption Reason
2000249	09/02/2020	Walls	Christopher	09 Shepherdstown			15	13	\$6,700.00	N/A
2000250	09/10/2020	Frischkorn	Glenn	06 Kabletown			23	4.9	\$6,700.00	N/A
2000251	09/11/2020	Spears	Lauren	07 Middleway			23	3.4	\$6,700.00	N/A
2000252	09/11/2020	Duncan	Mickey	08 Ranson Corp			1	197	\$2,257.00	Form 260
2000253	09/21/2020	Lanham	Donnie and	07 Middleway			1	7	\$6,700.00	N/A
2000254	09/21/2020	Wormald, Jr.	Robert	04 Harpers Ferry			10A	107	\$6,700.00	N/A
2000256	09/22/2020	Lutman Land		09 Shepherdstown			4	42	\$6,700.00	N/A
2000257	09/22/2020	Lutman Land		02 Charles Town			10A	94	\$6,700.00	N/A
2000258	09/22/2020	Cogle	Paul	04 Harpers Ferry			13	29.21	\$6,700.00	N/A
2000260	09/28/2020	Corbin	Raymond	02 Charles Town			7	53.17	\$6,700.00	N/A
2000261	09/29/2020	Lutman Land		02 Charles Town			8A	58	\$6,700.00	N/A
2000262	09/29/2020	Lutman Land		04 Harpers Ferry			3	10.3	\$6,700.00	N/A
2000263	09/30/2020	Lutman Land		04 Harpers Ferry			3	10.5	\$6,700.00	N/A
2000264	09/30/2020	Christopher	Tri-State	09 Shepherdstown			17	9.10	\$6,700.00	N/A
2000265	09/30/2020	Lutman Land		04 Harpers Ferry			3	10.4	\$6,700.00	N/A

Category Count: 15 **Category Total** **\$96,057.00**

TOTAL APPLICATIONS: 17 **Grand Total** **\$96,057.00**