

**JEFFERSON COUNTY COMMISSION  
FIRST QUARTERLY SESSION - JANUARY-MARCH 2021  
THURSDAY, JANUARY 21, 2021  
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**

- January 7, 2021 Regular Meeting

**APPROVAL OF REQUISITIONS**

- January 21, 2021

**APPROVAL OF ACCOUNTS PAYABLE**

- January 14, 2021
- January 21, 2021

**APPROVAL OF MANUAL CHECKS**

- January 15, 2021
- January 22, 2021

**APPROVAL OF PAYROLL**

- January 7, 2021

**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](mailto:info@jeffersoncountywv.org). Your comments will be included in the minutes and agenda correspondence. Please include your name.*

## **PRESENTATIONS**

- 1. 6:30 p.m. Angie Banks, Assessor**
  - Exonerations - Discussion/Action
  
- 2. 6:40 p.m. Thomas H. Hansen, Sheriff**
  - Chief Deputy Appointment - Discussion/Action
  - Chief Bailiff Hire - Discussion/Action
  - Vehicles - Discussion/Action
  - Part-time/Temporary Deputies - Discussion/Action
  
- 3. 6:55 p.m. Jefferson County Emergency Services Agency - Update**
  
- 4. 7:10 p.m. Effie Kallas/Lyn Widmyer, League of Women Voters of Jefferson County**
  - LWV Proclamation of Appreciation to Nikki Painter, Elections Clerk - Discussion/Action
  
- 5. 7:20 p.m. Lynn Fields, Probate Office**
  - Quarterly Review - Discussion/Action
  - Probate in Solemn Form LW&T of Ernest Lowndes - Discussion/Action
  
- 6. 7:35 p.m. Dennis Jarvis, II, Jefferson County Development Authority**
  - Permission to Hire Administrative Assistant Candidate - Discussion/Action
  
- 7. 7:45 p.m. Martin Burke, Jefferson County Historic Landmarks Commission**
  - Request to waive all fees associated with the restoration of Duffield's Depot
  - Discussion/Action
  
- 8. 8:00 p.m.**
  - Interviews and Appointments to the Eastern Panhandle Transit Authority - two 3-year terms ending January 31, 2024 - Discussion/Action
  
  - Interviews and Appointments to the Jefferson County Planning Commission - one unexpired term ending March 31, 2021 - Discussion/Action
  
  - Interviews and Appointments to the Jefferson County Emergency Services Agency - one unexpired term for Citizens Representative ending June 30, 2022 and one 3-year term for Citizen Representative ending June 30, 2023 - Discussion/Action
  
- 9. 8:15 p.m. Roger Goodwin, Chief County Engineer**
  - Personnel Requisition for the Planning Clerk position - Discussion/Action

10. 8:25 p.m. Stephen S. Allen, Director, Jefferson County Office of Homeland Security and Emergency Management  
- Consideration of entering into agreement with the Region 9 Planning and Development Council to be part of the Regional Hazard Mitigation Plan with Berkeley and Morgan Counties - Discussion/Action
11. 8:40 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
  - Discussion with counsel regarding Charles Town Council changes to Article 147 - Discussion/Action

#### **NEW BUSINESS**

- Discussion of evaluation and continuation of Project Manager Position - Discussion/Action

#### **COUNTY ADMINISTRATOR REPORTS**

- Discuss dues with the County Commissioners' Association of WV \$3,900 - Discussion/Action

- Update Meeting Session Policy - Discussion/Action

## **COUNTY COMMISSION REPORTS**

### **12. ADJOURN**

## **DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS**

- Jefferson County Historic Landmarks Commission Quarterly Report - October 1, 2020 - December 31, 2020

## **CORRESPONDENCE/INFORMATION**

Notice of Public Hearing - Draft 2020 Impact Fee Recalculation Study - Thursday, January 28, 2021 at 7 p.m.

Notice of Public Hearing - Rezoning Request - Thursday, February 18, 2021 at 7p.m.

Notice of Public Budget Forum - Tuesday, February 2, 2021 - 7 p.m.

Notice of Board of Review and Equalization.

Impact Fee Status Report - December 2020.

Public comment received from David Tabb regarding the Jefferson County Commission meeting January 7, 2021.

Correspondence received via e-mail from multiple county residents regarding the Jefferson County Board of Education and Superintendent Dr. Bondy Shay Gibson.

*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, January 7, 2021

---

A meeting of the Jefferson County Commission was held on Thursday, January 7, 2021 during the first quarterly session at 9:30 a.m. The meeting was held both in person and via GoToWebinar. Present were Commissioners Jane Tabb, President, Caleb Hudson, Josh Compton, Steve Stolipher and Tricia Jackson. Also present were Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator, and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, January 7, 2021 meeting is available on the Jefferson County Commission website.)

#### PLEDGE OF ALLEGIANCE

Commissioner Compton led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

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

#### APPROVAL OF REQUISITIONS

**Motion by Mr. Hudson to approve the Requisitions for January 7, 2021 in the amount of \$38,760.00 to include Requisition Nos. 21026 and 21027. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
84157	BOLAND TRANE SERVICES INC	632.40
84158	BUREAU OF CHILD SUPPORT	248.31
84159	CACH LLC	283.32

84160		COMPTROLLER OF MARYLAND	1,756.38
84161		EFTPS IRS TAXES	104,023.98
84162		EMPOWER RETIREMENT	5,307.82
84163		ESS ELECTION SYSTEMS & SOFTWARE	2,266.54
84164		FIDELITY POWER SYSTEMS	1,152.00
84165		GUTTMAN OIL CO	3,911.02
84166		J.C. EHRlich	748.00
84167		JEFFERSON SECURITY BANK	4,674.00
84168		MILLENIUM INSURANCE GROUP	900.00
84169		NATIONWIDE RETIREMENT SOLUTIONS	849.00
84170		REBECCA F BURNS	3,250.00
84171		SOFTWARE SYSTEMS INC	3,074.62
84172		STATE TAX DEPARTMENT	963.03
84173		STORAGE NETWORKS	5,870.00
84174		TRACY P HERRON-RICE	173.75
84175		US POSTAL SERVICE	20,000.00
84176		VA DEPT OF TAXATION	945.50
84177		WV DEPUTY SHERIFF RETIREMENT SYSTEM	18,889.60
84178		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	45,824.70
84179		WV STATE TAX DEPARTMENT	35,728.78
<b>TOTAL</b>			<b>261,472.75</b>

**Motion by Mr. Stolipher to approve the Accounts Payable for December 22, 2020 in the amount of \$261,472.75. Motion seconded and unanimously approved.**

CHECK#	VENDOR NAME	AMOUNT
84180	AHA-ARTS & HUMANITIES ALLIANCE	\$ 506.36
84181	CITIZENS VOLUNTEER FIRE COMPANY	\$ 82,500.00
84182	DR. ROBERT E JONES III	\$ 1,000.00
84183	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$ 749.79
84184	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 12,659.04
84185	JEFF CO PARKS & RECREATION COMMISSION	\$ 11,402.88
84186	MAZZITTI & SULLIVAN EAP	\$ 936.00
84187	RETIREE HEALTH BENEFIT TRUST	\$ 8,086.00
84188	TEK ADVISORS LLC	\$ 4,200.00

84189		WVCORP WV COUNTIES SELF INSURANCE RISK POOL		\$ 31,323.25
84190		JEFF CO EMS		\$ 268,000.00
<b>TOTAL</b>				<b>\$ 421,363.32</b>

**Motion by Mr. Compton to approve the Accounts Payable for December 29, 2020 in the amount of \$421,363.32. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
84192		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU		\$ 3,077.94
84193		BOLIVAR / HARPERS FERRY PUBLIC LIBRARY		\$ 20,625.00
84194		BUREAU OF CHILD SUPPORT		\$ 248.31
84195		CACH LLC		\$ 282.14
84196		DELTA DENTAL OF WV		\$ 6,617.55
84197		EFTPS IRS TAXES		\$ 100,094.04
84198		EMPOWER RETIREMENT		\$ 5,322.32
84199		JEFFERSON CO EMERGENCY SERVICES AGENCY		\$ 655,711.75
84200		JEFFERSON CO CONVENTION AND VISITORS BUREAU		\$ 6,066.51
84201		JEFFERSON COUNTY DEVELOPMENT AUTHORITY		\$ 26,500.00
84202		JEFF CO PARKS & RECREATION COMMISSION		\$ 67,195.00
84203		JEFFERSON DAY REPORT CENTER		\$ 37,502.50
84204		JEFFERSON SECURITY BANK		\$ 4,459.00
84205		LANGUAGE LINE SERVICES		\$ 186.44
84206		MIDDLEWAY FIRE COMPANY		\$ 6,885.00
84207		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
84208		OLD CHARLES TOWN LIBRARY		\$ 22,125.00
84209		SHANNON BURLETT		\$ 1,871.79
84210		SHENTEL		\$ 1,807.00
84211		SHEPHERDSTOWN PUB LIBRARY		\$ 20,625.00
84212		SHERIFF OF JEFFERSON COUNTY		\$ 250.00
84213		SOUTH JEFFERSON PUBLIC LIBRARY		\$ 20,625.00
84214		STATE TAX DEPARTMENT		\$ 799.38
84215		TEK ADVISORS LLC		\$ 7,923.96
84216		THE HARTFORD		\$ 2,381.25
84217		TOWN OF BOLIVAR		\$ 6,066.52
84218		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 18,173.42
84219		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 46,003.52
84220		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 166.49

84221		WVU WEST VIRGINIA UNIVERSITY		\$ 3,700.00
84222		XEROX CORPORATION		\$ 2,334.50
84223	053/AM	PANHANDLE PRINTING		\$ 2,702.20
84224	206/COV	SHEPHERDSTOWN SHARES		\$ 25,000.00
<b>TOTAL</b>				<b>\$ 1,124,162.53</b>

**Motion by Mr. Compton to approve the Accounts Payable for January 7, 2021 in the amount of \$1,124,162.53. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
848	AV/56	GLOBAL SCIENCE & TECH		\$ 289.73

**Motion by Mr. Stolipher to approve the Manual Checks for December 23, 2020 in the amount of \$289.73. Motion seconded and unanimously approved.**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
143	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 15,000.00

**Motion by Mr. Hudson to approve the Manual Checks for December 29, 2020 in the amount of \$15,000.00. Motion seconded and unanimously approved.**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
519	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 1,200.00
520	CS/2	EPTA-EASTERN PANHANDLE TRANSIT		\$ 3,583.50
521	CS/2	JEFF CO COMMUNITY MINISTRIES		\$ 3,000.00
849	AV/56	PRINT-O-STAT		\$ 190.00
1752	CO/246	JEFFERSON CO EMS		\$ 66,000.00
<b>TOTAL</b>				<b>\$ 73,973.50</b>

**Motion by Mr. Compton to approve the Manual Checks for January 8, 2021 in the amount of \$73,973.50. Motion seconded and unanimously approved.**

### **PAYROLL APPROVAL**

**Motion by Mr. Hudson to approve the Payroll for December 24, 2020 in the amount of \$283,178.92. Motion seconded and unanimously approved.**

### **PUBLIC COMMENT**

Public Comment was received by the following: David Tabb

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

### **PRESENTATIONS**

#### 1. County Commission Organization

##### a. Selection of President

- Commissioner Tabb offered her nomination to Commission Hudson for President of the Commission for 2021. He received one vote (Tabb).
- Commissioner Stolipher offered his nomination to Commissioner Compton for President of the Commission for 2021. He received four votes (Compton, Stolipher, Hudson, Jackson)

- **By majority vote, Commissioner Compton was selected as President of the Jefferson County Commission for 2021.**

##### b. Selection of Vice President

- Commissioner Jackson offered her nomination to Commissioner Hudson for Vice President of the Commission for 2021. He received two votes (Jackson, Tabb).
- Commissioner Compton offered his nomination to Commissioner Stolipher for Vice President of the Commission for 2021. He received three votes (Compton, Stolipher, Jackson).

- By majority vote, Commissioner Stolipher was selected as Vice President of the Jefferson County Commission for 2021.

c. Committee Assignments

<b>Assignment to Boards, Commissions &amp; Organizations Calendar Year 2020</b>		
<i>Organization</i>	<i>Commissioner 2020</i>	<i>Commissioner 2021</i>
Approval of Bills	Compton	Compton
Board of Health	Hudson	Hudson
Charles Town Utility Board Liaison	Hudson	Hudson
Building Repair & Security Courthouse Committee	Lorenzetti	Hudson
Community Corrections Committee - Day Report Center	Hudson	Jackson
Development Authority	Lorenzetti	Stolipher
E-911 Council	Tabb	Compton
Extension Service	Tabb	Tabb
Farmland Protection Board	Tabb	Tabb
Jefferson County Convention & Visitors Bureau	Noland	Stolipher
Jefferson County Emergency Services Agency / Fire & Rescue	Tabb	Jackson/Compton
Historic Landmarks Commission	Hudson	Hudson
Homeland Security/LEPC	Tabb	Jackson
Legislative Liaison	County Admin.	County Admin.
MPO Interstate Council	Noland	Stolipher
Eastern Panhandle Transportation Authority (EPTA)	Tabb	Tabb
Parks and Recreation	Compton	Compton
Planning Commission	Lorenzetti	Stolipher
Region 9	Noland	Stolipher
Solid Waste Authority	Compton	Compton
Water Advisory Committee	Hudson	Tabb
Workforce Investment Act Liaison	Lorenzetti	Jackson

- LEPC Runoff – Commissioner Tabb received one vote (Tabb), Commissioner Jackson received four votes (Compton, Hudson, Jackson, Stolipher)
- Planning Commission Runoff – Commissioner Tabb received one vote (Tabb). Commissioner Stolipher received four votes (Compton, Hudson, Jackson, Stolipher).

2. Jane Tabb, Commissioner – requested a discussion regarding staff participation County Commission meetings

- **Motion by Ms. Tabb to protect the health and safety of all staff by allowing them to participate in County Commission meetings remotely until the WV County Alert System places Jefferson County in the “green.” Motion seconded and fails on a vote of 1-4 with Commissioners Compton, Stolipher, Hudson, and Jackson opposing.**
- **Amendment to Ms. Tabb’s motion by Mr. Compton to state that Staff can have the option to remain participating in meetings virtually if they feel uncomfortable attending in person. Ms. Tabb did not accept the amendment.**
- **Motion by Mr. Compton to protect the health and safety of all staff, staff may choose to participate in meetings remotely, without fear of job loss or retaliation, until it becomes safe to reconvene in person. Motion seconded and unanimously approved.**

3. Angela Banks, Assessor – presented the following Exonerations:

NAME	TYPE	DISTRICT	TICKET No.	AMOUNT
Lawrence and Elizabeth Toth	PP	SD	317499	\$491.08

- **Motion by Mr. Compton to approve the Exoneration to Ticket No. 317499 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET No.	AMOUNT
Heidi Griffin	PP	HFD	307759	\$36.42

- **Motion by Mr. Hudson to approve the Exoneration to Ticket No. 307759 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET No.	AMOUNT
Brian and Aubry McBean	PP	HFD	308303	\$245.81

- **Motion by Mr. Compton to approve the Exoneration to Ticket No. 308303 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET No.	AMOUNT
Gordon and Rebecca Richardson	RE	MD	22742	\$962.75

- **Motion by Mr. Compton to approve the Exoneration to Ticket No. 22742 as presented. Motion seconded and unanimously approved.**

4. Lee Thorne, District 5 Manager, WV Department of Highways – provided the Commission and the audience with an introduction and update regarding WVDOH projects.
5. Chris Livingston, Dead Rock Contractor Services, LLC – requested a Zoning Map Amendment Rezoning Request for Dead Rock Contractor Services.

- **Motion by Mr. Compton to accept the request for the Zoning Map Amendment for Dead Rock Contractor Services, LLC., refer the request the Jefferson County Planning Commission for review of Comprehensive Plan Consistency, and to schedule a public hearing on the rezoning request on February 18, 2021 at 7:30 pm to receive input from the public regarding the request. Motion seconded and unanimously approved.**

6. Douglas S. Rockwell, Citizen – requested reimbursement for attorney fees and costs incurred in challenging the finding by the Commission that Zoning Text Amendment (ZTA) 19-03 was consistent with the Comprehensive Plan.

- **Motion by Mr. Compton to enter into Executive Session to receive legal advice regarding Mr. Rockwell’s request. Motion seconded and unanimously approved.**
  - **Motion by Mr. Compton to adjourn from Executive Session and resume regular session. Motion seconded and unanimously approved.**
  - **Motion by Mr. Stolipher to deny Mr. Rockwell’s reimbursement request for attorney fees and costs incurred in challenging the finding by the Commission that Zoning Text Amendment (ZTA19-03) was consistent with the Comprehensive Plan. Motion seconded and unanimously approved.**
7. Interviews and Appointments to the Jefferson County Board of Zoning Appeals – two three-year terms ending January 1, 2024 and two alternate terms ending January 1, 2022 and January 1, 2024.
- **Motion by Ms. Tabb to nominate Ms. Deirdre Catterton to serve a three-year term on the Jefferson County Board of Zoning Appeals, ending January 1, 2024. Motion seconded and unanimously approved.**
  - **Motion by Mr. Hudson to nominate Matthew McKinney to serve a three-year term on the Jefferson County Board of Zoning Appeals, ending January 1, 2024. Motion seconded and unanimously approved.**
  - **Motion by Ms. Stolipher to nominate Danesia Chicchirichi to serve as an Alternate on the Jefferson County Board of Zoning Appeals with a term ending January 1, 2024. Motion seconded and unanimously approved.**
8. The Commission recessed for break at 11:00 am.  
The Commission reconvened at 11:15 am.
9. Jeffrey Polczynski, Director, Jefferson County Emergency Communications – requested the approval of employment for four full-time public safety dispatchers.
- **Motion by Ms. Tabb to approve the hire of Mallory Spinks, Megan Farias, Carrie Orr, and Amanda Duvall as full-time public safety dispatchers at a Grade 4, Step 1 with a salary of \$37,750, effective February 2021. Motion seconded and unanimously approved.**

10. Roger Goodwin, Chief County Engineer

- a. Bond Release Request for Seneca Crossing, LLC – Seneca Crossing Subdivision, Lots 1-3 (Files #18-25-SD)
  - **Motion by Mr. Compton to authorize a complete release of Irrevocable Letter of Credit #3000025580-44 with United Bank in the amount of \$480,985.00 construction bond amount of Seneca Crossing, LLC – Seneca Crossing Subdivision, Lots 1-3 (File #18-25-SD). Motion seconded and unanimously approved.**
- b. Bond Release Request for Berkeley Medical Center – Lot 1 Seneca Crossing Subdivision (File #19-3-S).
  - **Motion by Mr. Compton to authorize a complete release of Irrevocable Letter of Credit #4832790-44 with United Bank in the amount of \$258,642.00 construction bond amount for Berkeley Medical Center – Lot 1 Seneca Crossing Subdivision (File #19-3-S). Motion seconded and unanimously approved.**
    - Mr. Goodwin also informed the Commission the Impact Fee Calculation Study had been figured to include the school bond and was now ready for public hearing. It was the consensus of the commission to schedule the hearing for Thursday, January 28, 2021 at 7:00 pm.

11. Russell Burgess, Director, Department of Internet Technology

- a. Approval to Advertise for Department of Information Technology Support/Helpdesk Technician
  - **Motion by Mr. Compton to approve the Information Technology Department to Advertise for Department of Information Technology Support/Helpdesk Technical Level 1 at a salary of \$35,000 per year as a full time employee. Motion seconded and unanimously approved.**
- b. Approval of Homeland Security and Emergency Management Grant for Cybersecurity Software
  - **Motion by Mr. Compton to approve the grant from the Homeland Security Grant Department program for the Department of Information Technologies Cybersecurity Software initiative and to have the Commission President sign the attached documents to return to the Homeland Security State Administration Agency. Motion seconded and unanimously approved.**

12. Michelle Gordon, Finance Director – Review of FY2022 Budget Charge for Departments

13. 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
  - Discussion with counsel regarding Charles Town City Council changes to Article 147 – Discussion/Action
  - Discussion of all aspects of case, issues, potential for resolution, and use of outside counsel regarding Jefferson County Circuit Court Civil Action #20-C-125 and #s20-C-132-137 – Discussion/Action
- 
- **Motion by Mr. Compton to enter into Executive Session to receive legal advice, etc. Motion seconded and unanimously approved.**
  
  - **Motion by Mr. Hudson to come out of Executive Session. Motion seconded and unanimously approved.**

## NEW BUSINESS

14. Review/Approval of the 2021 Notice of the Board of Review and Equalization

- **Motion by Mr. Stolipher to approve the 2021 Notice of Board of Review and Equalization as presented. Motion seconded and unanimously approved.**

## COUNTY ADMINISTRATOR REPORTS

- Annual Leave Accrual and Maximum Overages
- **Motion by Mr. Compton to allow departmental employees to carry over their vacation hours until December 31, 2021 with the understanding they will not be paid beyond the maximum accrual as defined by the policy in the event the employees leaves or is terminated, and any excess hours will be eliminated after December 31, 2021. Motion seconded and unanimously approved.**
- Continuation of COVID-19 Policy 216-A
- **Motion by Mr. Compton to continue COVID-19 Policy 216-A for an additional 30 days and reassess at the regularly scheduled February 4, 2021 County Commission meeting. Motion seconded and unanimously approved.**

15. The Commission adjourned at 2:47 p.m. on a motion by Mr. Compton. Motion was seconded and unanimously approved.

---

Joshua J. Compton, PRESIDENT

Respectfully submitted  
Jessica Carroll  
Executive Administrative Assistant

# REQUISITIONS TO BE APPROVED

January 21, 2021

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
IT/DATA PROCESSING	21028	\$13,500.00	SCPDC	Online Permitting System for Eng. Dept
OTHER BUILDINGS	21032	\$7,400.00	Gruber Latimer	Brickwork at the Judicial Bldg
<b>GRAND TOTAL</b>		<b>\$ 20,900.00</b>		







# Requisitions

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

Requisition: 2021/21032  
 Released, Laura Kuhn, 01/13/2021

Total Cost: \$7,400.00

## Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year\* 2021  
 Requisition Number\* 21032  
 Created Date\* 01/13/2021

Department\* (425) OTHER BUILDINGS View  
 Commodity ... View  
 Description BRICKWORK AT JUDICIAL BUILDING  
 Buyer ...

Type (N) NORMAL  
 Purchase order  
 Review  
 Needed by  
 PO Expiration

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

by ...

## Items (1)

Line	Description	Qty	UOM	Unit Price	Line Total	GL Account
1	REPOINTING AND REPAIRING DAMAGED BRICKWORK.	1.00	EACH	\$7,400.00000	\$7,400.00	E (001425-421500) MAINT/REP BLDG AND GRNDS



## PROPOSAL

**Date:** January 11, 2021  
**Presented To:** Jefferson County; **ATTN:** Laura Kuhn  
**Project:** Judicial Building Downspout Repointing  
**Location:** 110 North George Street, Charles Town, WV 25414  
**Proposal Number:** 20-001

---

Gruber-Latimer Restoration visited this potential project on January 5, 2021, and evaluated the condition of the brickwork.

Gruber-Latimer has outlined its findings and recommended Scope of Work in the proposal below:

### Section 1 – Scope of Work

- 1.01 **Mobilization** – Stage materials and equipment on site. Erect scaffolding.
- 1.02 **Mortar Removal** – Cut out 100% of the existing mortar joints on exterior brick wall 1) from "cold joint" on the left to the window on the right, from the top of the parapet to the ground, and 2) the area extending under the first floor window.
- 1.03 **Brick Repointing** – Repoint all affected brick using Type N mortar with a joint profile and color to match existing brickwork.
- 1.04 **Cleaning Exterior Masonry** – Clean all affected brick work using a medium-pressure/hot-water process and – if needed – a bio-degradable masonry detergent and restoration cleaner to remove dirt, dust, staining, vegetation and mortar residue.
- 1.05 **Demobilization** – Clean work area. Remove all debris and excess materials that result directly from our work.

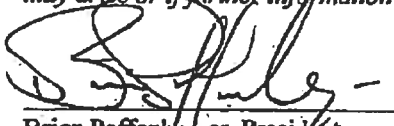
### Section 2 – Special Notes

- 2.01 **Water and Electricity** – Owner will provide potable water and electrical service to the site of our work at no charge.
- 2.02 **Surrounding Landscape, Structures, Materials, and Finishes** – Gruber-Latimer will make a diligent effort to limit the amount of disturbance to adjacent soils, landscaping, structures, sidewalks, and finishes. However, we can offer no guarantee in this regard. Should we need to replace materials and finishes, we will match the existing as closely as possible.
- 2.03 **Mortar Removal** – Gruber-Latimer will remove existing mortar both by hand and by mechanical means, using masons with substantial experience in restoration work.
- 2.04 **Repointing and Cleaning Only** – The scope of this work includes repointing and cleaning only. Brick reconstruction or structural crack repairs, if needed, are excluded but could be added with a written change order, signed by both the owner and Gruber-Latimer Restoration.

Project: Judicial Building  
Proposal Number: 21-001

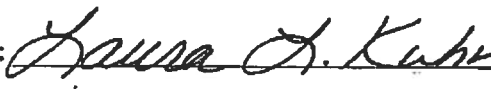
Gruber-Latimer Restoration  
(301) 223-8848

*Thank you for considering Gruber-Latimer Restoration to be your partner on this project. We are confident that our experience will enable us to meet your expectations. Please call with any questions that may arise or if further information would be helpful. We look forward to working with you.*

  
Brien Poffenberger, President  
Gruber-Latimer Restoration

**Section 5 – Acceptance of Proposal**

The above specifications, price estimates and terms and conditions are satisfactory and are hereby accepted. Gruber-Latimer Restoration is authorized to do the work as specified. Payment will be made as outlined above.

Signature:  Date: 11/2/21

In order to complete this agreement, please sign two originals, retain one copy for your records, and return the other signed copy to Gruber-Latimer Restoration via e-mail, mail, or FAX:

Gruber-Latimer Restoration  
PO Box 52  
Sharpsburg, MD 21782  
(301) 223-8971 FAX  
brien@gl-restore.com

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$419,446.59		\$419,446.59
6.2% Tax Payable OASDI	\$24,867.14		\$24,867.14
1.45% Tax Payable HI	\$5,815.68		\$5,815.68
Fed Withholding	\$38,728.40		\$38,728.40
WV State Withholding	\$17,721.25		\$17,721.25
PERS Retirement Deduct 4.5%	\$10,167.56		\$10,167.56
PERS Retirement Deduct 6%	\$4,965.49		\$4,965.49
Hosp. Pre-Taxed	\$15,879.00		\$15,879.00
Cancer/ICU Pre-Taxed	\$586.74		\$586.74
Cancer/ICU Not Pre-Taxed	\$933.10		\$933.10
Optional Life Not Pre Taxed	\$1,656.42		\$1,656.42
Christmas Club	\$4,459.00		\$4,459.00
Wage Attach #1	\$248.31		\$248.31
Wage Attach #2	\$1,248.01		\$1,248.01
Wage Attach #3			\$0.00
DSRS Retirement Deduct 8.5%	\$7,535.32		\$7,535.32
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,577.32		\$4,577.32
457R - Roth	\$745.00		\$745.00
MD State Tax	\$900.89		\$900.89
D/VF	\$1,898.45		\$1,898.45
VA State Tax	\$111.89		\$111.89
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$143,926.81	\$0.00	\$143,926.81
Net Wages Total	\$275,519.78	\$0.00	\$275,519.78
Payroll Date	January 7, 2021		



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



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **January 21, 2021**

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

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

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

✚ **Exonerations – Discussion/Action**

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

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text.](#)



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



Name: Sheriff Thomas H. Hansen

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

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1<sup>st</sup> Choice next meeting

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

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

Subject (*Wording to be placed on agenda*): Chief Deputy Appointment  
Chief Bailiff Hire  
Courthouse modifications  
Vehicles  
Part-time/Temporary Deputies

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

By State Code, the Sheriff is allowed to appoint a Chief Deputy. I am coming before you to announce my choice for Chief Deputy and to request a pay adjustment.

Chief Bailiff Louis Brunswick retired at the end of December. He was a Full-time employee. I am seeking approval to hire an individual to fulfill this role on a part-time basis.

Within the St Margaret's Building (Magistrate Court) there are some modifications I would like to request to increase efficiencies within the court process and provide greater customer satisfaction within the Tax Office. This would involve moving the Home Confinement Office to a vacant office on the courtroom floor and expanding the Tax Office space to provide a 3<sup>rd</sup> window during busy periods, requiring the access point for the Magistrate Supply area to be moved.

I have been advised that my predecessor was given permission to order vehicles; however, that because of other Commission decisions to not allow Capital Outlay purchases that I am not allowed to take possession or complete the purchase of those vehicles. I am here to request that decision be overturned so that I may purchase, outfit, and take possession of those vehicles when they come in.

By State Code, the Sheriff's Office may hire part-time/temporary deputies to help when a member is on active duty for the military. I am requesting the ability to hire three part-time/temporary deputies to fill these roles.

Is this a funding request? Y/N

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*):

I move to approve the appointment of Chief Deputy and the salary modification of \$10,000.

I move to approve the hire of the Chief Bailiff at a compensation of \$20.00/hr.

I move to approve the proposed St Margaret's Building Modifications.

I move to approve that the Sheriff be able to purchase, outfit, and take possession of the ordered police cruisers when they come in.

I move to approve the hire of three part-time/temporary deputies to assist when fulltime deputies are active duty orders.





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

Name: **Jefferson County Emergency Services Agency**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **January 21, 2021**

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

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

Subject (*Wording to be placed on agenda*): **JCESA - Update**

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

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

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

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

.

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

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

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

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

Contact information:

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

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

[Click here to enter text](#).



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



Name: Effie Kallas/Lyn Widmyer

Department or Organization: **League of Women Voters of Jefferson County**

Estimation of amount of time needed for appointment: 15 mins

Date Requested – 1<sup>st</sup> Choice: **January 21**

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

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

Subject (*Wording to be placed on agenda*): LWV proclamation of appreciation to Nikki Painter, Elections Clerk

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

The LWV of Jefferson County is grateful to Nikki Painter for participating in a series of conversations about the 2020 election process. The conversations were available to the public and addressed many questions about voting procedures

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: Lyn Widmyer

Email address: [lynwidmyer@gmail.com](mailto:lynwidmyer@gmail.com)

Phone Number: 304 279 3201

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

not applicable



AGENDA REQUEST FORM

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

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

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

DATE REQUESTED: 1<sup>ST</sup> CHOICE January 21<sup>st</sup>, 2021

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

SUBJECT: (1) Quarterly Review  
(2) Probate in Solemn Form LW&T of Ernest Lowndes

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

- (1) Accept/close estates that have met the requirements of the probate office
- (2) Accept and permit the probate of the LW&T of Ernest Lowndes, deceased

ARE DOCUMENTS ATTACHED: To follow

IS A PROJECTOR NEEDED?: NO

[lfields@jeffersoncountywv.org](mailto:lfields@jeffersoncountywv.org) (304) 728-3210



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



Name: Dennis Jarvis, II

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

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **January 21, 2021**

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

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

Subject (*Wording to be placed on agenda*): **Permission to Hire Administrative Assistant Candidate**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

Approve the hiring of Administrative Assistant candidate at the salary amount presented, with the effective date stated.

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: Dennis Jarvis, II

Email address: [djarvis@jcda.net](mailto:djarvis@jcda.net)

Phone Number: Ext 3102 or 304-728-3255

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

not applicable



Jefferson County Development Authority  
1948 Wiltshire Rd.  
Suite #4  
Kearneysville, WV 25430

Dear Hiring Manager,

As a former business owner in Jefferson County, I was able to take advantage of the help offered to businesses by the JCDA. When I saw the notice for the Administrative Assistant position, I knew this might be a good fit for me moving forward. I'm confident my business and office management experience would be an asset to the JCDA team.

In my former role as President and Office Manager at Burch Wood Products, Inc, I used Quick Books daily. I was in charge of managing our work force, the handling of Accounts Receivable, Accounts Payable, Purchasing and Payroll. Critical thinking and problem solving were key elements of my job as well. Maintaining reports, written policies and procedures and keeping an orderly office were also part of my duties. Of course, developing and maintaining good customer relations were of the greatest importance to a small business.

I've attached my resume which further details my skills and education. Please do not hesitate to reach out if you have any questions and I look forward to the opportunity to speak with you further. Thank you for your time and consideration.

Sincerely,

Krista Hoffman



**Krista Hoffman**  
**5938 Winchester Ave.**  
**Inwood, WV 25428**  
**Phone 304-283-6566**  
**[dqkah@aol.com](mailto:dqkah@aol.com)**

**Work experience**

October 2008 – Present Premier Designs Jewelry

**Consultant**

- Development of clients through cold calling and fostering relationships.
- Set goals and forecasting to grow business.
- Time management and organization of business details.
- Utilize written and verbal communication skills to maintain clients.
- Input data into website for ordering and accounting program for taxes.
- Provide excellent customer service.

July, 2000-Present - Burch Wood Products, Inc. Summit Point, WV

**President and Operations Manager**

- Weekly preparation of payroll and maintenance of payroll records.
- Weekly preparation of invoices and maintenance of accounts receivable.
- Weekly maintenance of accounts payable.
- Personnel maintenance to include hiring of new employees, Employee benefits i.e. health insurance, life insurance, AFLAC, etc., Department of Health and Human Resources Bureau For Child Support Enforcement, scheduling, and employee evaluations.
- Provide clients with current and accurate information in reference to production.
- Schedule purchases and negotiate prices.
- Analyze data to insure correct pricing of new products.
- Maintain a professional and organized office appearance for clientele.

January, 1997 – July, 2000 Federal Emergency Management Agency  
Disaster Finance Center Berryville, VA

**Accounting Technician**

- Posted Travel Vouchers to the IFMIS accounting system.
- Verification of all pertinent information on travel voucher.
- Researched accounting system for travel advances, supervisory notification of advance found.

- Notification to traveler in reference to the certification status of travel voucher via email or regular mail.
- Examined Temporary Housing Schedules and verified all pertinent information.
- Reviewed and prepared documents for Vendor Payments.
- Prepared vendor files.
- Maintained conversion and liquidation logs.
- Verified requisitions and obligating documents.
- Insured all payments were processed within the direction of the Prompt Payment Act.
- Reconciled IFMIS and Smartlink Systems with the Standard Form 269 submitted by the state in order to close the following disaster grant programs: Public Assistance, Hazard Mitigation, Individual and Family Grants, and Crisis Counseling.
- Maintained Microsoft Excel Spreadsheets for tracking purposes.
- Completed any final transactions in IFMIS to recoup all advances, and liquidate open obligations. All unexpended funds are then de-obligated.
- Utilized Microsoft Word in the preparation of correspondence for the Chief Financial Officer.
- Utilized IFMIS, Microsoft Word and Excel in the preparation of the daily, weekly, monthly and FY internal product reports.
- Achieved a specific time managed plan for each day.

**Education**

January 1985 – May 1985

**Shepherd University**

September 1999 – May 2000

Shepherdstown, WV

**Community  
Involvement –  
Volunteer Activities**

Member of Bunker Hill United Methodist Church  
 Member of the Bunker Hill United Methodist Women  
 Director of Children's programs at BHUM Church  
 Teacher for Children's Sunday School Program  
 Volunteer with Berkeley County Meals on Wheels Program  
 Served as a Trustee and Financial Steward

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



Name: Martin Burke

Department or Organization: **Jefferson County Historic Landmarks Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **January 21, 2021**

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

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

**Request to waive all fees associated with the restoration of Duffield's Depot.**

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

**Duffield's Depot, circa 1842, is the second oldest combined freight and passenger station in the U.S. JCHLC was gifted the Depot in 2018. JCHLC is beginning restoration of the stone stationmaster's quarters, office, and passenger waiting area. JCHLC is requesting all fees for the commercial building permit and any reinspection fees be waived. Fees total approximately \$530.**

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*):

**I move that all fees associated with the restoration of Duffield's Depot be waived.**

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: Martin Burke

Email address: [martinburke@frontiernet.net](mailto:martinburke@frontiernet.net)

Phone Number: 304-876-3883

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

not applicable



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



Name: Jessica Carroll

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1<sup>st</sup> Choice: **January 21, 2021**

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

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

Subject (*Wording to be placed on agenda*): **Interviews and Appointments:**

✚ **Eastern Panhandle Transit Authority – two three-year terms ending January 31, 2024 – Discussion/Action**

✚ **Jefferson County Planning Commission – one unexpired term ending March 31, 2021 – Discussion/Action**

✚ **Jefferson County Emergency Services Agency – one unexpired term for Citizen Representative ending June 30, 2022 and one three-year term for Citizen Representative ending June 30, 2023– Discussion/Action**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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



The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 21, 2021, or as soon thereafter as the Commission may decide:

**Eastern Panhandle Transit Authority Board - two three-year terms ending January 31, 2024.**

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday before the proposed date of appointment.

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



## Jessica Carroll

---

**From:** Joy Lewis <joy@joylewis.com>  
**Sent:** Thursday, January 14, 2021 1:40 PM  
**To:** Jessica Carroll  
**Subject:** EPTA board

Jessica,

I would like to represent Jefferson County and continue to serve on the EPTA board for another term.

Thank you for the opportunity,

Joy Lewis  
304-279-2124



**Jefferson County Commission**  
**Application for Boards, Committees or Commissions**

Please type or print information

Name: Danisia Chiechinicki

Home Telephone Number: 304-283-9144

Work Address: 4115 Charles Town Road Kearneyville, WV  
25430

Work Phone Number: 571-438-3612

Mobile Phone Number: 304-283-9144

E-mail Address: Dechice@comcast.net

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

N/A

Occupation: Administrative Assistant

Education: High School Musselman High School

College \_\_\_\_\_

Trade/Business School \_\_\_\_\_

Are you a United States citizen? Yes  No

Are you a West Virginia resident? Yes  No

Are you a resident of Jefferson County? Yes  No

Are you able to produce verification of residency? Yes  No

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

Address: 41 Newington Court So.  
Charles Town, WV 25414

Magisterial District: 65<sup>th</sup> District

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

Resume Attached

Organization Memberships and Positions Held : Board Member  
on Stars that Shine

Have you even been convicted of any felonies? If yes, please list. N/A

Date:	Offense:

Statement: N/A

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

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

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

Signature: [Signature] Date: 8 December 2020

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

# DANESIA CHICCHIRICHI

Charles Town, WV 25414

Dechicc@comcast.net

(304) 283-9144

Authorized to work in the US for any employer



## WORK EXPERIENCE

### **Bookkeeper & Bail Agent**

WEATHERHOLTZ BONDING LLC - Martinsburg, WV

April 2003 to Present

Per-Diem (as needed only) Agent, my responsibilities included posting surety bonds in the Magistrate court judicial systems. Input defendant data and update account status. Review & Finance qualified applicants. Data Entry. Quick Books bookkeeping and reconciliation of multiple accounts. AR/AP.

### **Administrative Assistant & Community Liaison**

Jefferson County Chamber of Commerce - Charles Town, WV

June 2014 to July 2020

My responsibilities include facilitating grand openings, ribbon cuttings, and monthly membership meetings, overseeing the craft beer tent at the Mountain Heritage Arts & Crafts Festival. General office management. Maintaining membership database. Data Entry. Recruiting new members, volunteers for Chamber events, and providing customer service to the general public inquiring about Jefferson County. Compose and publish the monthly newsletter that highlights members events, training sessions, and accomplishments. Assembling Tourism and Relocation packets for those who request them. Processing membership dues. Post member events on the website calendar and social media. Promote, market, and advocate business members events and promotions. Provide resources for inquiring members and general public. Photograph and archive member and Chamber events. Provide resources available in the community to anyone in need of assistance. My key role was to build a rapport with all the Chamber members to better understand their needs to advocate and support their business growth.

### **Financial Counselor**

University Healthcare Associates - Harpers Ferry, WV

February 2010 to July 2013

#### Responsibilities

Review accounts that are past due and make contact with patients to offer payment plans or assistance. Review and approve applicants for Charity care program. Provide resources to patients in need of assistance. Verify insurance coverage, deductibles, co payments, and co insurances. Counsel patients having surgery on their financial responsibility if a co insurance is involved or a deductible has not been met. Register or schedule patients coming for office visits as needed. Cover the switchboard call center as needed.



## EDUCATION

### Diploma

MUSSELMAN HIGH SCHOOL - Bunker Hill, WV  
1991



## SKILLS

- Administrative Support
- Excel
- Microsoft Excel
- MS Office
- Marketing
- Scheduling
- Office Management
- Bookkeeping
- Event Planning
- Quickbooks



## CERTIFICATIONS AND LICENSES

### Notary Public

May 2002 to February 2020



## GROUPS

### Girl Scout Leader

October 2013 to June 2015

I am a former Daisy scout leader with the Girl Scouts of the Nations Capital. I lead the 5 & 6 year old troops.

### Leadership Jefferson Alumni

September 2014 to Present

I completed a 10 month program on leadership and networking.

### Volunteer at Ranson Parks & Recreation

June 2019 to Present

I volunteer my spare time to help Ranson Parks & Recreation. I helped facilitate ticket sales, donations, and my time for the first annual Ranson Cash Bash. I also volunteered at the Ranson Pizza with Santa at a station.

### **City of Charles Town**

March 2019 to Present

I volunteer at the WV Fest. In 2019, I helped coordinate the first ever pepperoni roll contest at the WV Festival. I helped facilitate volunteers, guest judges, reached out to the public for participants, and researched contests of the like.

### **Stars That Shine**

July 2020 to Present

I currently serve on the Board of Directors of Stars that Shine. Stars that Shine is a non-profit organization dedicated to girls 12-20, providing programs and experiences that will prepare girls to overcome barriers and be successful in the future.



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

January 14, 2021

Dear Commissioners:

I am interested in the open Board of Directors position with the Eastern Panhandle Transit Authority (EPTA). Please find enclosed my resume for your review.

Presently, I work as a performance auditor for the Amtrak Office of Inspector General, where I conduct performance audits and make recommendations to improve Amtrak's business processes. From September 2012 through January 2015, I worked for Congressman Nick J. Rahall, II, from southern West Virginia as his Legislative Assistant, handling much of his domestic policy portfolio. At that time, Congressman Rahall was the Ranking Member of the House Transportation and Infrastructure Committee.

I am passionate about public transportation and its efficacy in providing a public service and driving economic activity. My interest in serving on the EPTA Board of Directors would be to ensure EPTA functions efficiently, and provides our community with a safe, clean, and reliable mode of transportation. I think my education and experience can add value to EPTA's Board of Directors, and help ensure EPTA continues to be a good steward of taxpayer funds.

I would appreciate your consideration, and I look forward to hearing from you soon.

With Regards,

Andrew W. Mollohan  
419 Prospect Avenue  
Harpers Ferry, WV 25425  
202-557-6602  
[andrewmollohan@gmail.com](mailto:andrewmollohan@gmail.com)



# Andrew W. Mollohan

[andrewmollohan@gmail.com](mailto:andrewmollohan@gmail.com)

202-557-6602

## **Amtrak Office of Inspector General (OIG)**

**Senior Auditor, Washington DC, March 2015 – Present**

- Conducts performance audits of Amtrak business operations; past projects include the review of [Amtrak Safety Culture](#), [Acela 21 Delivery](#), [Amtrak's Private Car business](#), [Acela 21 Procurement](#), [FAST Act Boarding Audit](#), among others.
- Develops and maintains comprehensive knowledge of Amtrak's business processes and stays apprised of Northeast Corridor (NEC) policy issues, NEC infrastructure (including Gateway), the Acela 21 program, and all related Federal legislative and regulatory activity
- Initiates, designs, plans and executes all phases of a performance audit
- Interviews Amtrak senior management and program personnel, reviews and evaluates policies and procedures, internal controls, and corresponding financial and program data to identify potential waste, fraud and abuse of Amtrak programs, projects, and businesses
- Analyzes testimony, documents, and observations for audit evidence, and drafts supporting documentation in compliance with industry standards to develop reportable findings
- Drafts, edits and prepares final reports for publication, drafts text for message documents, including internal memorandums to senior OIG leadership and external press releases
- Briefs OIG senior leadership regularly throughout the course of an audit, as well as members of Amtrak's Executive Leadership Team as requested

## **U.S. Rep. Nick J. Rahall, II, (retired)**

**Legislative Assistant, Washington DC, September 2012 – January 2015**

- Developed and monitored policy initiatives, drafted legislation, talking points, press releases, mass mailings, and opinion columns related to small business, finance, tax, trade, entitlements, health care, and other issues as assigned
- Briefed the Congressman on all legislative activities, vote recommendations, floor and committee action, and district events within assigned issue areas
- Consulted with senior House Transportation and Infrastructure Committee staff on which the Congressman served as Ranking Member
- Met with constituents and interest groups to understand constituent policy positions and input, and to act as a liaison with Federal agencies for the Congressman in their behalf

## **Remington Executive Suites**

**Marketing and Operations Consultant, Washington, DC, August 2011 – August 2012**

- Managed sales and daily operations of a short-term corporate housing business catering to government, corporate, and private clients

# Andrew W. Mollohan

[andrewmolohan@gmail.com](mailto:andrewmolohan@gmail.com)

202-557-6602

## **International Trade Administration, Office of Europe**

**Market Access and Compliance Intern, Washington, DC, January 2011 – June 2011**

- Liaised with business executives to clarify and promote the administration's National Export Initiative for the Deputy Assistant Secretary for Market Access and Compliance, Office of Europe

## **Education**

- Shenandoah University, Winchester, Virginia - Master of Business Administration, 2010
- Sterling College, Craftsbury, Vermont - Bachelor of Arts, 2008

## **Professional and Personal Accomplishments**

- Council of the Inspector General on Integrity and Efficiency (CIGIE) Audit Award for Excellence [2017](#), [2018](#), and [2020](#).

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 21, 2021 or as soon thereafter as the Commission may decide:

**Planning Commission - one unexpired term ending March 31, 2021**

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, by 12:00 pm on Friday, January 15, 2021.

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



# Maura Ross

Jefferson County Planning  
Commission

January 13<sup>th</sup>, 2021

## Personal Information

### **Email**

mlross@butler.edu

### **Address**

1853 Flowing Springs Road  
Charles Town, WV 25414

### **Phone**

304-676-9224

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

Dear Commissioners,

As a recent college graduate, I am excited to begin my professional career in Jefferson County. In school, I studied the technical aspect of society through an engineering lens and now I want to apply this knowledge in a practical way that will benefit my community.

This past December, I graduated with a B.S. in energy engineering from Purdue University and a B.S. in environmental studies and B.A. in music from Butler University. The most relevant coursework pertaining to community planning was an Urban Spaces class I took in Sweden, where I spent a semester working in a group developing a comprehensive plan for how to transform a commercial district to mixed-use within 35 years. Additionally, my engineering capstone project was to develop a 5-year expansion plan for an existing orphanage village in the Democratic Republic of the Congo with the challenge of making the village sustainable and affordable for its non-profit sponsors.

I am available for the Planning Commission's meetings at 7pm every second and forth Tuesday of every month in the Charles Town Library basement or via Zoom and will be able to complete the two-hour training session within 90 days of Jan 21<sup>st</sup>. I have read through and understand the Commission's bylaws which I would follow.

I have always been fascinated with how government works, particularly on a local level. Additionally, I believe that participating on this commission would be a fulfilling and educational experience and I would be able to bring a fresh perspective as a young member of the community. With this letter and resume, it is my goal to show the commission my desire and passion to serve the community by acting as a Jefferson County Planning Commission member.

Sincerely,



Maura Ross

# Maura L. Ross

1853 Flowing Springs Road  
Charles Town, West Virginia 25414  
(304) 676-9224 mlross@butler.edu

---

## EDUCATION

### **BUTLER UNIVERSITY, Indianapolis, IN**

*Bachelor of Arts in Music and Bachelor of Science in Environmental Studies*

**Dec 2020**

### **PURDUE SCHOOL of ENGINEERING & TECHNOLOGY, IUPUI, Indianapolis, IN**

*Bachelor of Science in Energy Engineering*

**Dec 2020**

### **SOLAR HOLLER, Shepherdstown, WV**

Intern, May 2017 – August 2017

- Designed over 30 solar panel systems with the programs Helioscope and Aurora
- Conducted research, organized the company calendar, & wrote informational handouts

## STUDY ABROAD

### **Luleå Technical University, Sweden**

Through the International Student Exchange Program, August-December 2018

- Studied Swedish language and culture in and out of the classroom, as well as sustainable design in city planning, landfill management, and energy efficiency
- Worked with fellow international students on an energy project for the Swedish company, Xylem

## EXPERIENCE

### **INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT, Indianapolis, IN**

Starting position: Intern; Ending position: Subcontractor & Program Coordinator, May 2019 – Aug 2020

- Researched existing programs and created a new, statewide sustainable communities program
- Organized and led stakeholder working groups to implement the new program
- Developed a website and 150 sustainability projects for the program

### **BUTLER UNIVERSITY BASSOON REED COMPANY, Indianapolis, IN**

Starting position: Manager; Final position: Webmaster/Reed Maker, August 2015 – May 2019

- Managed the student owned and operated company on campus
- Updated and developed content for company website

### **CHILDREN'S SPEECH, LANGUAGE AND LEARNING SERVICES, Indianapolis, IN**

Private Tutor, August 2017 – May 2018

- Coached private students in all high school subjects, focusing on math and science
- Assessed students' needs and adjusted teaching methods

## RECOGNITION

Solid Waste Association of North America's Grant H. Flint International Scholarship (2020)

Hoosier Chapter of the Solid Waste Association of North America Scholarship (2020)

Butler University's LAS Excellence in Science, Technology, and Environmental Studies Award (2020)

Butler University's STES Department Excellence Service Award (2019)

## PUBLICATION

*Writing Climate Change Assessments: Author Challenges and Rhetorical Negotiations*

- Journal of Technical Writing and Communications, Spring/Summer 2021

## PROGRAMING/DESIGNER SKILLS

MATLAB – R – Mathematica – Helioscope – Aurora – Revit –Autodesk CFD – C++ – GIS – WordPress

**Jefferson County Commission**  
**Application for Boards, Committees or Commissions**

Please type or print information

Name: Matthew Knott

Home Telephone Number: 3046717199

Work Address: 408 Alstadts Hill Road, Harpers Ferry, WV 25425

Work Phone Number: 3046717199

Mobile Phone Number: 3046717199

E-mail Address: visithf@gmail.com

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

Occupation: business owner

Education: High School Jefferson High School

College Shepherd University - BS

Trade/Business School Massachusetts Institute of Technology - MBA

Are you a United States citizen?                      Yes                       No

Are you a West Virginia resident?                      Yes                       No

Are you a resident of Jefferson County?                      Yes                       No

Are you able to produce verification of residency?                      Yes                       No

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

Address:  
200 River Rock Run, Harpers Ferry, WV 25425  
\_\_\_\_\_  
\_\_\_\_\_

Magisterial District: Harpers Ferry

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

have completed multiple projects in Jefferson County and have a good understanding of the Jefferson County Regulations and Ordinances related to Planning and Zoning.

Organization Memberships and Positions Held : Jefferson County Board of Zoning Appeals  
Jefferson County Parks and Recreation, West Virginia Whitewater Commission,  
West Virginia Tourism Commissioner, Jefferson County CVB Board member

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

Date:	Offense:

Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

Signature:  Date: 01/11/21

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

**Matthew Knott**  
200 River Rock Run  
Harpers Ferry, WV 25425

304.671.7199

visithf@gmail.com

---

## Objective

To serve on the Jefferson County Planning Commission and provide objective decision making in all matters brought before the Commission.

## Employment

### **River Riders, Inc – Harpers Ferry, WV**

**CEO and President**

**1998 – present**

**Raft Guide**

**1994-1997**

#### Accomplishments

- Led the organization forward by searching for and implementing growth opportunities.
- Developed new adventure activities and revenue streams.
- Evaluated and implemented opportunities for greater efficiency in all operations.
- Directed overall operations for campgrounds, vacation rental homes, zip-line tours, ropes course, flat water tubing, white-water kayaking and rafting, bike rentals, etc.
- Grew the tourism industry in Harpers Ferry, Jefferson County and West Virginia.
- Redesigned low use flat-water activities from destination trips to “out and back” with tremendous improvement in guest satisfaction.
- Grew the business from 10 to 200 employees, and from 4,000 to 90,000 annual visitors.

### **Family Adventure Resort, LLC – Harpers Ferry, WV**

**Founder and Managing Member**

**2015 – present**

#### Accomplishments

- Led the renovation and rejuvenation of the 40-year-old “Cliffside Inn” full service hotel, restaurant, catering operation, and meeting space that was in foreclosure and bankruptcy. Restored 50 local, year-round jobs.
- Merged the hotel operations with River Riders’ operations to become an all-inclusive family adventure resort.
- Grew revenues over 100% in 2 years in the hotel and 300% in the food service and conference center.
- First hotelier in the Choice Franchise System (6,300 hotels) to achieve Level 3 “Room to be Green” Certification.
- Installed the largest privately owned solar energy system in the State of WV at the time.

### **Schrock, Inc**

**President and CEO**

**2018 - present**

Acquired and operated a charter bus business in operation since 1973. Brought that business to WV from Virginia creating local jobs.

## Awards

2017 Small Business Person of the Year for West Virginia, U.S. Small Business Administration

## Appointments and Boards

- West Virginia Tourism Commissioner 2017-present
- West Virginia Whitewater Commission Budget Committee Chairperson 2000-2006, 2010-2016
- Choice Hotels Owners Council National Delegate for Region 4 2017-present
- Shenandoah River Outfitters Association Treasurer 1998-present
- Jefferson County Parks and Recreation Commission Treasurer 2008-2012
- Board of Directors and Executive Committee  
Jefferson County, WV Convention and Visitors Bureau 2014-present
- President, Harpers Ferry Merchants Association 2014-2016
- Jefferson County, WV Board of Zoning Appeals 2013-2018

## Education

### Shepherd University – Shepherdstown, WV

B.S., Business Administration with Marketing Concentration and Minor in Recreation 1996

### West Virginia University – Morgantown, WV

Safety Management Course 2000

### Massachusetts Institute of Technology – Sloan School of Management – Cambridge, MA

MBA in Management Science 2020

## Certifications

- Commercial Pilot and UAS Licenses 2014
- Class A CDL with Passenger Endorsement 1998
- Emergency Medical Technician-B 1995
- Swift Water and Rope Rescue Technician 2002
- Jefferson County River Rescue 2002
- American Red Cross and American Heart Professional Rescuer CPR and First Aid Instructor 2002
- American Canoe Association Whitewater Kayak Instructor 2000
- WV Licensed General Contractor, Class B Water Plant Operator 2002
- Licensed raft guide (Shenandoah, Cheat & Gauley Rivers) 1994-present
- Licensed White Water Trip Leader 1995
- ACCT ICE Inspector Level II with Supervisor Endorsement 2015

## Conference Presentations

- Association for Challenge Course Technology (ACCT) 2015-17
- WV Aerial Safety Summit 2017
- Beanstalk Journeys Aerial Symposium, Lead Presenter 2017

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 21, 2021 or as soon thereafter as the Commission may decide:

**Jefferson County Emergency Services Agency Board - one unexpired term for Citizen Representative, ending June 30, 2022 and one three-year term for Citizen Representative, ending June 30, 2023**

**Per the Ordinance to Dissolve and Reconstitute the Jefferson County Emergency Services Agency: Section 3 - Joint Emergency Services Board**

*(f) No citizen member of the Board may provide fire service or emergency ambulance service in Jefferson County. Nor may any member of the Board have any immediate family member who provides fire service or emergency ambulance service in Jefferson County.*

*(g) No member of the Board, nor their immediate family member, shall have any interest in any firm, partnership, corporation or association engaged in the business of providing ambulance or fire service, nor in the manufacture, sale or lease of ambulance or fire equipment or facilities. For purposes of this ordinance, immediate family member shall mean a spouse or other person with whom a member is living as husband and wife and any child or children, grandchild or grandchildren and parent or parents.*

*(h) Employees of the Agency are not eligible to serve as members of the Board.*

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 p.m on Friday, January 15, 2021.

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



## Jessica Carroll

---

**From:** Steve Harris <sharris4253@gmail.com>  
**Sent:** Monday, January 4, 2021 12:47 PM  
**To:** Jessica Carroll  
**Subject:** resubmit my application for appointment to the Jefferson County Emergency Service Agency Board

Jessica,

This is Steve Harris. Last month I appeared via Webinar before the Commission for appointment to the JCESA. At that time, the Commission placed my application on hold until I fulfill a couple of requests and then re-appear once I had done so. I have completed those requests and ask that you place my application back on active status and scheduled me for a Webinar Interview before the Commission again this month.

Please let me know the date, time, and link once again for the interview.

Thank you for your assistance.

Respectfully,  
Steve Harris

Please type or print information

Name: STEPHEN M. HARRIS

Home Telephone Number: 681-252-3287

Work Address: RETIRED

Work Phone Number: N/A

Mobile Phone Number: 304-261-6600

E-mail Address: sharris4253@gmail.com

Party Affiliation: (Building Commission and Health Department applicants)

REPUBLICAN

Occupation: RETIRED LAW ENFORCEMENT OFFICER

Education: High School YES - WASHINGTON IRVING

College YES - UNIV OF MD

Trade/Business School BALTIMORE POLICE ACADEMY  
YES - PRINCE GEORGES COUNTY MD POLICE ACADEMY

- |  |   |                             |
|--|---|-----------------------------|
| Are you a United States citizen?                   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you a West Virginia resident?                  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you a resident of Jefferson County?            | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you able to produce verification of residency? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

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

Address:  
19 RED BIRD LANE  
HARPERS FERRY, WV  
25425

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

I HAVE OVER 40 YEARS OF PUBLIC SAFETY EXPERIENCE, I ALSO HAVE BEEN THE DIRECTOR OF A PUBLIC SAFETY DEPT. AND ATTENDED FEMA CLASSES ON WEATHER DISASTERS, AND EVACUATIONS.

Organization Memberships and Positions Held : MOOSE / AMERICAN LEGION / VFW / BLUE KNIGHTS / FRATERNAL ORDER OF POLICE /

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

Date:	Offense:

Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

Signature: Stephen M. Harris Date: 11-19-2020

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



ESA

Jefferson County Commission  
Application for Boards, Committees or Commissions

Please type or print information

Name: Joshua D Stillwell

Home Telephone Number: 304-582-3031

Work Address: 137 FLORAL LN HFWV 25425

Work Phone Number: 304-582-3031

Mobile Phone Number: 304-582-3031

E-mail Address: stillwell Heating and Air @yahoo.com

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

---

Occupation: HVAC BUSINESS OWNER

Education: High School 12TH GRADE

College N/A

Trade/Business School JAMES Rumsey Votec

Are you a United States citizen? Yes  No

Are you a West Virginia resident? Yes  No

Are you a resident of Jefferson County? Yes  No

Are you able to produce verification of residency? Yes  No

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

Address: 137 FLORAL LANE  
Harpers Ferry WV 25425

---

Magisterial District: Charleston

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

Business Owner served on a board of directors for a volunteer fire company in the past

Organization Memberships and Positions Held: former member of Friendship Fire Company was there safety officer then a 2nd lieutenant

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:
	N/A

Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

Signature: John Stettin Date: 1/13/2021

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

# DANESIA CHICCHIRICHI

Charles Town, WV 25414

Dechicc@comcast.net

(304) 283-9144

Authorized to work in the US for any employer



## WORK EXPERIENCE

### **Bookkeeper & Bail Agent**

WEATHERHOLTZ BONDING LLC - Martinsburg, WV

April 2003 to Present

Per-Diem (as needed only) Agent, my responsibilities included posting surety bonds in the Magistrate court judicial systems. Input defendant data and update account status. Review & Finance qualified applicants. Data Entry. Quick Books bookkeeping and reconciliation of multiple accounts. AR/AP.

### **Administrative Assistant & Community Liaison**

Jefferson County Chamber of Commerce - Charles Town, WV

June 2014 to July 2020

My responsibilities include facilitating grand openings, ribbon cuttings, and monthly membership meetings, overseeing the craft beer tent at the Mountain Heritage Arts & Crafts Festival. General office management. Maintaining membership database. Data Entry. Recruiting new members, volunteers for Chamber events, and providing customer service to the general public inquiring about Jefferson County. Compose and publish the monthly newsletter that highlights members events, training sessions, and accomplishments. Assembling Tourism and Relocation packets for those who request them. Processing membership dues. Post member events on the website calendar and social media. Promote, market, and advocate business members events and promotions. Provide resources for inquiring members and general public. Photograph and archive member and Chamber events. Provide resources available in the community to anyone in need of assistance. My key role was to build a rapport with all the Chamber members to better understand their needs to advocate and support their business growth.

### **Financial Counselor**

University Healthcare Associates - Harpers Ferry, WV

February 2010 to July 2013

#### **Responsibilities**

Review accounts that are past due and make contact with patients to offer payment plans or assistance. Review and approve applicants for Charity care program. Provide resources to patients in need of assistance. Verify insurance coverage, deductibles, co payments, and co insurances. Counsel patients having surgery on their financial responsibility if a co insurance is involved or a deductible has not been met. Register or schedule patients coming for office visits as needed. Cover the switchboard call center as needed.



## EDUCATION

### Diploma

MUSSELMAN HIGH SCHOOL - Bunker Hill, WV  
1991



## SKILLS

- Administrative Support
- Excel
- Microsoft Excel
- MS Office
- Marketing
- Scheduling
- Office Management
- Bookkeeping
- Event Planning
- Quickbooks



## CERTIFICATIONS AND LICENSES

### Notary Public

May 2002 to February 2020



## GROUPS

### Girl Scout Leader

October 2013 to June 2015

I am a former Daisy scout leader with the Girl Scouts of the Nations Capital. I lead the 5 & 6 year old troops.

### Leadership Jefferson Alumni

September 2014 to Present

I completed a 10 month program on leadership and networking.

### Volunteer at Ranson Parks & Recreation

June 2019 to Present

I volunteer my spare time to help Ranson Parks & Recreation. I helped facilitate ticket sales, donations, and my time for the first annual Ranson Cash Bash. I also volunteered at the Ranson Pizza with Santa at a station.

### **City of Charles Town**

March 2019 to Present

I volunteer at the WV Fest. In 2019, I helped coordinate the first ever pepperoni roll contest at the WV Festival. I helped facilitate volunteers, guest judges, reached out to the public for participants, and researched contests of the like.

### **Stars That Shine**

July 2020 to Present

I currently serve on the Board of Directors of Stars that Shine. Stars that Shine is a non-profit organization dedicated to girls 12-20, providing programs and experiences that will prepare girls to overcome barriers and be successful in the future.



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



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Engineering, Planning & Zoning Department**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **January 21, 2021**

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

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

Subject (*Wording to be placed on agenda*): **Personnel Requisition for the Planning Clerk position.**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**The County Commission authorized advertising for the vacant position of Planning Clerk. The department advertised the position and conducted interviews. This is a request for approval to proceed with an offer of employment as outlined in the attached Personnel Requisition request.**

Is this a funding request? **No, currently in department budget.**

If so, how much? **\$36,000.00 Salary**

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):  
**Authorize the Department of Engineering, Planning & Zoning to offer the Planning Clerk position to the person chosen for the position at a salary of \$36,000.00.**

Attach supporting documents for request, or request may be denied.  
**Personnel Requisition & Planning Clerk Job Description**

Is equipment needed? **Projector** Y/No [Click here to enter text.](#) **Internet/Wi Fi** Y/No [Click here to enter text.](#)

Telephone for conference call **Y/No** [Click here to enter text](#)

Contact information: **Roger Goodwin, Chief County Engineer**

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

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

[Click here to enter text](#)



JEFFERSON COUNTY

Personnel Requisition

Department Name Engineering Planning Zoning Date 1/14/2021 Date Needed 2/1/2021

Job Title Planning Clerk Salary \$36,000<sup>00</sup> Criminal History Check Yes  No

Suggested Recruitment Source(s) Advertised in Spirit, Journal, County Webpage, County Facebook

Applicants Interviewed By Roger Goodwin Position Reports To County Planner

Minimum Education Required \_\_\_\_\_

High School Diploma

Minimum Experience Required See attached Planning Clerk Job Description

Job Duties See attached Planning Clerk Job Description

Budget Information

Addition \_\_\_ Replacement  Explain or For Whom Replace Planning Clerk who left in October 2019

Position Budgeted  Yes \_\_\_ No Proposed Salary \$36,000<sup>00</sup> Grade III Date of Hire 1/1/2021

Is Position: Full Time  Regular Part-Time \_\_\_ On-Call Occasional \_\_\_ Temporary \_\_\_

Safety/Security \_\_\_ Hours Per Week 35

Approvals

Elected Official Approval \_\_\_\_\_ Date \_\_\_\_\_

Department Head Approval \_\_\_\_\_ Date \_\_\_\_\_

County Commission Approval \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

**Jefferson County, West Virginia  
Job Description**

<b>Position Title:</b>	Planning Clerk (Planning)	<b>Grade Level:</b>	III
<b>Department</b>	Engineering, Planning & Zoning Planning Office	<b>Date:</b>	July 1, 2016 Rev 10/9/20
<b>Reports to:</b>	County Planner	<b>FLSA Status</b>	Non-Exempt

**Statement of Duties:** The employee performs administrative, research and data collection, and clerical services in support of the operation of the Office of Planning within the Department of Engineering, Planning and Zoning Department. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general supervision of the County Planner, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The County Planner provides instruction for new or unusual assignments. Unusual situations are referred to the County Planner for advice and further instructions. Supervisor reviews work to remain aware of progress, work methods, and technical accuracy. In many cases, the work is self-checking, for example, requiring accounts to balance before proceeding.

**Supervisory Responsibility:** Employee, as a regular continuing part of the job, does not regularly supervise other employees.

**Confidentiality:** Employee has access to some confidential information obtained during performance of essential functions, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include time loss, adverse public relations, monetary loss, labor/material loss, jeopardize programs and legal repercussions.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** Typical indoor environment/office setting. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee will be required to work beyond normal business hours to attend evening meetings.

**Nature and Purpose of Personal Contact:** Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

**Occupational Risk:** Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

**Jefferson County, West Virginia**  
**Job Description**

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Assist with administrative functions related to Subdivision Regulations and Zoning Ordinance, including research, data gathering, Power Point presentations, and the organization, copying, and distribution of draft documents.
2. Conduct data collection, assessment, and analysis functions for other planning related projects and functions for the County Planner.
3. Prepare Planning Commission Minutes and letters as required; and perform other duties assigned by the County Planner, Director, and/or collective Members of the Planning Commission.
4. Provide Clerical support to the Planning Commission in the capacity of Recording Secretary, with duties to include but not limited to: preparing agenda, organizing and mailing packets for review, attending meetings, preparing Conference Room for meeting, maintain audio/video recordings of meetings, take notes and transcribe minutes of meetings, process all documents and files pertaining to said Commission.
5. Prepare Legal Advertisements for each Planning Commission project file in accordance with ordinance or policy standards; prepare and post Notice of Hearings to be forwarded to Governmental Agencies and Staff Review Board.
6. Serve as one of the primary customer service personnel interacting with members of the public, applicants, and customers addressing questions concerning the zoning and subdivision regulations and application submission and review process.
7. Accept and process new application data into a digital content management software program (including fee collection); and manage resubmittals of applications into content management system.
8. Manage digital workflow including distribution of project data and tasks to pertinent review staff, collection of review comments, and generation of summary review reports for distribution to applicants within prescribed time frames.
9. Provide primary telephone coverage and public inquiries, referring calls as necessary.
10. Complete professional development training to improve skills.
11. Willingness to cross-train as a temporary fill-in for other positions in the office when deemed necessary by the County Planner and/or the Office Manager.
12. Willingness to take on additional duties as needed in support of Departmental and County goals and objectives.

## Jefferson County, West Virginia Job Description

### **Recommended Minimum Qualifications:**

**Education and Experience:** High School degree with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Driver's license may be required.

### **Knowledge, Abilities and Skill**

**Knowledge:** Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions.

**Abilities:** Use good judgment and decision making abilities, prioritize tasks and work independently with minimum supervision, and follow established office policies. Ability to communicate professionally with people of diverse backgrounds and levels of education is required.

**Skills:** Proficiency with Microsoft Office Suite and Adobe Pro. Basic computer literacy, including working knowledge of how to navigate the World Wide Web, and strong typing skills. Written and verbal communication skills; strong organizational skills including record keeping and time management; and effective customer service skills.

### **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper (up to 30lbs).

**Motor Skills:** Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

**Visual Demands:** Visual demands require the employee to constantly read documents for general understanding and for analytical purposes.

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



Name: Stephen S. Allen, Director

Department or Organization: Jefferson County Office of Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1<sup>st</sup> Choice: January 21, 2021

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

Date Requested – 2<sup>nd</sup> Choice: February 4, 2021

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

1. Consideration of entering into agreement with the Region 9 Planning and Development Council to be part of the Regional Hazard Mitigation Plan with Berkeley and Morgan counties

Please provide the County Commission with a description of your request or presentation, including any background information:  
Every 5 years an update of the Jefferson County Multi-Jurisdictional Hazard Mitigation Plan must be performed as required by the Disaster Mitigation Act of 2000. In addition to this requirement, the Community Rating System utilizes this plan for determining our CRS rating regarding items included in the plan. The Region 9 Planning and Development Council will be updating the "regional" plan beginning in 2021/2022 timeframe and our "independent" plan will need to be developed in 2023 for approval by January 2024. As a time and work reduction measure for our office, I propose coordinating with the R9PDC and include Jefferson County in the "regional" Hazard Mitigation Plan, and thus have the plan completed a year ahead of the scheduled update period.

Is this a funding request? No

If so, how much? N/A

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

1. I move to approve the signing of a Memorandum of Agreement between the Jefferson County Commission and Region 9 Planning and Development Council to be part of the Regional Hazard Mitigation Plan.

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

If not attached, explain:

Attachment:

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

Contact information:

Email address: [sallen@jeffersoncountywv.org](mailto:sallen@jeffersoncountywv.org). Phone Number: 304-728-3290

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

Click here to enter text.



# **Jefferson County, West Virginia Multi-Jurisdictional Hazard Mitigation Plan Update**



**Jefferson County Commission  
Regular Meeting**

**January 21, 2021**



## What is a Hazard Mitigation Plan?

- Formal document that identifies Jefferson County's risk to all hazards (e.g., Flooding, High Winds, Winter Storms, Land Subsidence, Wildfires, Earthquakes, etc.). It incorporates mitigation strategies and risk reduction strategies. It is a **LIVING** document!
- Plan must be reviewed/updated/re-adopted and submitted to FEMA every 5 years. The current plan expires 1/24.



# History

- 2003: First Multi-Jurisdictional, All Hazards Risk Assessment and Mitigation Plan for Jefferson County under Project Impact.
- 2019: Revised and updated document. Approved by County Commission, local jurisdictions and FEMA.
- Every year the Risk Assessment Committee reviews the goals and strategies in the document.

A decorative graphic on the left side of the page, consisting of several overlapping, wavy blue lines of varying shades, creating a sense of movement and depth.

# Our Process

- Committee Review – Will need to meet approximately every two weeks to work through the document in order to complete the timeline.
- Public Meeting for Community to review the new document.
- Public Comment Period.
- Make copies available throughout the community for review.
- Upon Final Document, put it out **ONE MORE TIME.**



# Hazards for Consideration

- Dam Failure
- Drought
- Earthquake
- Flooding
- Hailstorm
- Hazmat Incident
- Landslide
- Land Subsidence
- Severe Thunderstorm
- Severe Wind/Tornado
- Severe Winter Storm
- Solar Flares
- Terrorism
- Wildfire

# Multi-Jurisdictional Requirements

The Hazard Risk Assessment and Multi-Jurisdictional All-Hazard Mitigation Plan will cover the following jurisdictions and Jefferson County. No municipal jurisdictions have been added or removed from the plan since it was first approved and adopted in March of 2003.

## Jurisdictions Covered by This Plan

Town of Bolivar	City of Charles Town	Town of Harpers Ferry
City of Ranson	Corporation of Shepherdstown	Unincorporated Areas of Jefferson County

A decorative graphic on the left side of the page, consisting of several overlapping, wavy blue lines of varying shades, creating a sense of movement and depth.

# Profiling Hazards

By virtue of their location in Jefferson County, the municipalities in the county can be said to be susceptible to the same hazards as the county. The municipalities, however, may be more or less susceptible. Please take a few minutes to review the handout for your municipality.

# Probability vs. Severity

## Hazard Probability Classifications

Description	Specific Hazard Event	Frequency
Frequent	Likely to occur frequently	Continuously experienced
Probable	Will occur several times in the life of an item	Experienced several times
Occasional	Likely to occur sometime in the life of an item	Experienced
Remote	Unlikely but possible to occur in the life of an item	Unlikely that it has been experienced.
Improbable	So unlikely it can be assumed occurrence may not be experienced.	Not experienced.



# Probability vs. Severity

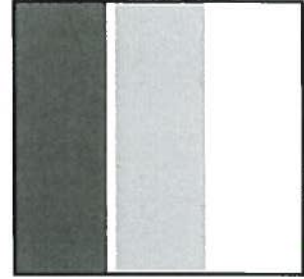
## Hazard Severity Classifications

Description	Mishap Definition
Catastrophic	Death or major structural loss
Critical	Severe injury, severe illness or marginal structural damage
Marginal	Minor injury, minor illness or structural damage
Negligible	Less than minor injury, illness or structural damage.

# Probability vs. Severity

## Risk Assessment Matrix

HAZARD SEVERITY	PROBABILITY			
	Frequent	Probable	Occasional	Remote
Catastrophic				
Critical				
Marginal				
Negligible				



Risk reduction required

Risk reduction suggested

Risk reduction not required



# Asset Inventory

- *Critical Facilities:* Governmental facilities, water/wastewater facilities, emergency services facilities, medical facilities (hospitals/clinics), military facilities, and the transportation infrastructure.
- *Vulnerable Populations:* Schools, nursing homes, and senior centers.
- *Economic Assets:* Large commercial/industrial facilities or large employers (not covered in other categories).
- *Special Considerations:* Residences, community outreach facilities, post offices, and libraries.
- *Historical Considerations:* Areas/structures listed on the National Register of Historic Places.



# Analyzing Development Trends

The plan should provide a general description of land uses and development trends within the community so that mitigation options can be considered in future land use decisions.



# Goals, Objectives & Strategies

The categories for mitigation strategies (with sample projects) are as follows:

**Prevention – Acquisition/Relocation**  
**Property Protection – Structural Elevation**  
**Natural Resource Protection – Water conservation**  
**Structural Project – Floodwall construction**  
**Emergency Services – Radio communication upgrades**  
**Public Education and Awareness – Informational brochure**

# Goals, Objectives & Strategies -

## Example

Goal 13 Reduce or eliminate the negative effects of various other hazards in Jefferson County, and improve upon the protection of the citizens of Jefferson County from all natural and man-made hazards.

**Objective 13.4 Provide training for local first responders.**

**Strategy 13.4.1:** Conduct annual tabletop disaster exercises with local law enforcement, emergency managers, city and county officials, and other disaster response agencies.

A decorative graphic on the left side of the page, consisting of several overlapping, wavy blue shapes in various shades of blue, creating a sense of movement and depth.

# Strategy Implementation

The following criteria (roughly corresponding to the STAPLEE method) were used as considerations when prioritizing projects.

- **Social Impacts**
- **Technical Feasibility**
- **Administrative Requirements**
- **Political Impacts**
- **Legal Ramifications**
- **Environmental Impacts**
- **Economic Impacts/Cost Benefit**

A decorative graphic on the left side of the page, consisting of several overlapping, wavy blue lines of varying shades, creating a sense of movement and depth.

# Adoptions

The updated *Jefferson County Multi-Jurisdictional All-Hazards Mitigation Plan* was developed as a multi-jurisdictional plan; therefore, to meet the requirements of Section 322, the final plan must be re-adopted by formal resolution by each of the municipalities as well as the county to implement the plan in their jurisdiction.

The updated plan will be sent for final approval prior to the adoption process. If a municipality does not adopt the plan, it will not be covered, and will be required to develop its own plan.



# Community Rating System (CRS)

- The Community Rating System (CRS) is a voluntary incentive program that recognizes and encourages community floodplain management practices that exceed the minimum requirements of the National Flood Insurance Program (NFIP). Over 1,500 communities participate nationwide.



In CRS communities, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from the community's efforts that address the three goals of the program:

- Reduce and avoid flood damage to insurable property
- Strengthen and support the insurance aspects of the National Flood Insurance Program
- Foster comprehensive floodplain management

A decorative graphic on the left side of the page, consisting of several overlapping, wavy blue lines of varying shades, creating a sense of movement and depth.

Flood insurance premium rates in Community Rating System communities are discounted in increments of 5%.

A Class 10 community is not participating in the CRS and receives no discount.

A Class 9 community receives a 5% discount for all policies in its Special Flood Hazard Areas (SPHA).

A Class 8 community receives a 10% discount, all the way to a Class 1 community, which receives a 45% premium discount.

**Jefferson County is a 6 and receives a 20% discount.**



Classifications are based on 19 creditable activities,  
organized in four categories:

- Public Information
- Mapping and Regulations
- Flood Damage Reduction
- Warning and Response

# Integration of the Hazard Mitigation

## Plan and the CRS

- We must assure that the plan, meets the requirements of all, laws, regulations, policies, procedures, and authorities, as well as, written in such a way that it will help to maximize Jefferson County's CRS Rating (Community Rating System of the National Flood Insurance Program).
- Information on the requirements from CRS for the Hazard Mitigation Plan are available at:  
<https://crsresources.org/500-2/>





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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **January 21, 2021**

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

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

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

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

1. Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues. Discussion/Action.
2. Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397. Discussion/Action.
3. Discussion of Jefferson County Circuit Court Civil Action #19-P-69. Discussion/Action.
4. Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282). Discussion/Action.
5. Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1). Discussion/Action.
6. Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto.
7. Discussion of Jefferson County Circuit Court Civil Action #17-C-174. Discussion/Action.
8. Discussion of Jefferson County Circuit Court Civil Action #20-C-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.
11. Discussion with counsel regarding Charles Town City Council changes to Article 147. 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





Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **January 21, 2021**

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

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

**Discussion of evaluation and continuation of Project Manager Position - Discussion/Action – Possible Executive Session**

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text.](#)



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



Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **January 21, 2021**

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

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

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

**Discuss dues with the County Commissioners' Association of WV - \$3,900**

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

[Click here to enter text.](#)

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text.](#)





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

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **January 21, 2021**

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

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

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

- **Update Meeting Session Policy -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.](#)





## Quarterly Report

October 1, 2020 – December 31, 2020

### 1. Active Projects

- a. Civil War Battlefield Preservation in Jefferson County – Ongoing
  - i. Shepherdstown Battlefield properties acquisition and management – ongoing
- b. Peter Burr Farm improvements and programing - ongoing
- c. *Jefferson County Historic Preservation Fund* Campaign - ongoing
- d. WV GeoExplorer project – sponsor and coordinate - ongoing
- e. Duffield's Depot –building stabilization - ongoing
- f. Concept Plan reviews in conjunction with JC Planning Department - ongoing
- g. Verification of JCHLC historic sites inventory data - ongoing
- h. Text amendment to Zoning Ordinance to include - Delay of Demolition Ordinance – ongoing
- i. Designation of NR Landmark – *Taylor's Meadow* aka *McMurrin Farm* - Awaiting final review March 1, 2021 by AHC
- j. Designating the *Jefferson County Courthouse*, as a National Historic Landmark – awaiting NHL Committee review
- k. *Duffield's Depot* brochure – in research phase
- l. Rt. 340 mitigation - a contractor hired to produce four NR nominations
  - i. Designation of NR Landmark *Spring Grove/Olive Boy* – Awaiting final review March 1, 2021 by AHC
  - ii. Designation of NR Landmark - *Wayside Farm* - in progress
- m. Antietam National Battlefield boundary expansion to include the Shepherdstown Battlefield – ongoing
- n. Design Guidelines for Middleway Historic District – on review at Middleway Conservancy

### 2. Projects Completed

- a. Received a \$10,485 WV Development grant for Duffield's Depot – November- Grant declined
- b. Received a \$1,315 Two Rivers Giving Circle grant for Duffield's Depot - October
- c. Received a \$25,000 grant from the National Trust for Historic Preservation. The grant will be divided between the JC Historic Preservation Fund and Duffield's Depot - October
- d. *The Rocks* listed in the National Register of Historic Places – December 3, 2020
- e. New roof on the Peter Burr Farm Barn - November

Submitted by  
Martin Burke

---



# NOTICE

## Jefferson County Commission

### Public Hearing on the Draft 2020 Impact Fee Recalculation Study

The County Commission of Jefferson County will be holding a public hearing on Thursday, January 28, 2021 at 7:00 p.m. via GoToWebinar. The purpose of the public hearing is to hear comments regarding the Draft 2020 Impact Fee Recalculation Study.

*\*\*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.*

For information and copies of the Draft 2020 Impact Fee Recalculation Study are available at the link below or by contacting the Office of Impact Fees at 304-728-3331 or [mmason@jeffersoncountywv.org](mailto:mmason@jeffersoncountywv.org)

<http://www.jeffersoncountywv.org/county-government/departments/office-of-impact-fees/forms-instructions-documents>

By Order of The County  
Commission of Jefferson County  
Josh Compton, President

Please Run 2 Times:

February 3 & February 10

**NOTICE OF PUBLIC HEARING**  
**Thursday, February 18, 2021 at 7:00 PM**

The County Commission of Jefferson County will hold a Public Hearing regarding a Zoning Map Amendment (rezoning) for the property designated as Tax District: Harpers Ferry (04); Tax Map: 9; Parcels: 23 & 27. The properties are located off Shipley School Road in Harpers Ferry, WV. The property owner is Dead Rock Contractor Services, LLC / Contact: Chris Livingston. The total combined acreage of both parcels is .86 acres. The property is currently zoned Residential Growth and a petition has been made to the County Commission by the property owner to change the zoning classification to General Commercial (Planning Commission File #20-2-Z).

The hearing will be held on **Thursday, February 18, 2021 at 7:00 PM** as a virtual meeting via GoTo Meeting. The URL will be published on the meeting agenda.

Oral or written comments can be provided at the hearing on **Thursday, February 18, 2021 at 7:00 PM**. Written comments may also be submitted to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) or to PO Box 250, Charles Town, WV 25414.

Please contact the Office of Planning and Zoning for additional information on the proposed request: 304-728-3228 or visit the County's website: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org).

By Order of the Jefferson County Commission  
Josh Compton, President

**COUNTY COMMISSION OF JEFFERSON COUNTY  
NOTICE OF PUBLIC BUDGET FORUM  
BUDGET FY22**

**The County Commission of Jefferson County will hold a public budget forum on Tuesday, February 2, 2021, at 7:00 p.m.**

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

**The purpose of the forum is to provide information regarding the upcoming FY22 budget and educate the public on the county budget process. There will be an opportunity for attendees to provide comment.**

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

**Written comments can be sent to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org).**

**No decisions will be made during the forum.**

**By Order of The County  
Commission of Jefferson County  
Josh Compton, President**

**NOTICE**

**Board of Review and Equalization**

***Due to the COVID-19 Pandemic, the meetings may be held virtually and a link will be provided to view the meeting.***

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Thursday, January 28<sup>th</sup>, 2021, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2021.

If you disagree with your appraisal, you may appeal by filing a written petition for an informal review with your county Assessor within eight (8) business days of receiving your Notice of Increase in Assessment.

Please be advised that questions of property tax class changes, questions of taxability or late filing requesting of farm use valuation shall not be addressed.

The Jefferson County Commission will continue to sit as a Board of Review and Equalization in February, 2021 and hold hearings at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on the following dates and times:

Thursday	January	28, 2021	1:30 p.m.
Tuesday	February	2, 2021	1:30 p.m.
Thursday	February	4, 2021	1:30 p.m.
Tuesday	February	9, 2021	1:30 p.m.
Thursday	February	11, 2021	1:30 p.m.
Tuesday	February	16, 2021	1:30 p.m.

Persons wishing to appear before the Commission should apply with the Assessor's office no later than Friday, February 5, 2021 in order to complete the proper forms and to schedule a hearing date prior to the planned final hearing date of Tuesday, February 16<sup>th</sup>, 2021.

In the alternative, you may also request an appeal by filing a written protest with the Clerk of the County Commission no later than February 19, 2021, indicating you wish your protest to be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2021. If the Board of Review and Equalization has adjourned sine die before February 19, 2021, and a request to have your protest heard by the Board of Assessment Appeals is filed no later than February 19, 2021 with the Clerk of the County Commission, your appeal will be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2021.

Given under my hand this 7<sup>th</sup> day of January, 2021.

/s/  
JACQUELINE C. SHADLE, COUNTY CLERK

# Impact Fee Status Report

## December 2020

### Office of Impact Fees

#### Summary

Date Range: Tuesday 1 through Thursday 31 December 2020

Report Date: 5 January 2021

Process Number Range: 2000574-2000611

Total Applications: 38

Total Non-Exempt: 38

*Of which:*

Commercial: 2

Residential: 36

*Of which:*

County: 7

Municipal: 31

Total Exempt: 0

*Of which:*

Commercial: 0

Residential: 0

*Of which:*

County: 0

Municipal: 0

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

**Table 1. Form 100 Tallies**

	Exempt	Commercial	Residential	Total
1 – 31 December 2020	0	2	36	38
Fees collected		\$3.00	\$229,375.00	\$229,378.00
<i>Of which</i>				
School Impact Fee			\$210,975.00	\$210,975.00
Law Enforcement Fee		\$0.00	\$1,232.00	\$1,232.00
Parks & Recreation Fee			\$15,493.00	\$15,493.00
EMS Fee		\$3.00	\$1,675.00	\$1,678.00

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

Description	Amount
Opening Statement Balance (1 December 2020)	\$116,347.99
December Deposits (1 – 31 December 2020)	\$229,378.00
School November Transactions (withdraws via transfer on 18 Dec. 2020)	(\$106,410.40)
Law November Transactions (withdraws via transfer on 18 Dec. 2020)	(\$7,934.57)
Parks & Rec Nov. Transactions (withdraws via transfer on 18 Dec. 2020)	(\$1,142.51)
EMS November Transactions (withdraws via transfer on 18 Dec. 2020)	(\$860.51)
Interest Earned (31 December 2020)	\$91.51
<b>Ending Statement Balance (31 December 2020)</b>	<b>\$229,469.51</b>
<i>Outstanding Credits (deposits through 1 January 2021)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 December 2020)	\$6,179,001.43
November Transactions (deposits via transfer on 18 December 2020)	\$106,410.40
Interest Earned (31 December 2020)	\$2,644.37
<b>Ending Balance (31 December 2020)</b>	<b>\$6,288,056.20</b>

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

Description	Amount
Opening Balance (1 December 2020)	\$172,691.21
November Transactions (deposits via transfer on 18 December 2020)	\$1,142.51
Interest Earned (31 December 2020)	\$73.55
<b>Ending Balance (31 December 2020)</b>	<b>\$173,907.27</b>

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

Description	Amount
Opening Balance (1 December 2020)	\$354,638.91
November Transactions (deposits via transfer on 18 December 2020)	\$7,934.57
Interest Earned (31 December 2020)	\$152.12
<b>Ending Balance (31 December 2020)</b>	<b>\$362,725.60</b>

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

Description	Amount
Opening Balance (1 December 2020)	\$17,979.84
November Transactions (deposits via transfer on 18 December 2020)	\$860.51
Interest Earned (31 December 2020)	\$7.80
<b>Ending Balance (31 December 2020)</b>	<b>\$18,848.15</b>

**Table 7. Total Impact Fees as of 1 January 2021/1**

Description	Amount
Office of Impact Fees General Account	\$229,469.51
School Impact Fee Account	\$6,288,056.20
Law Enforcement Fee Account	\$173,907.27
Parks & Recreation Impact Fee Account	\$362,725.60
EMS Impact Fee Account	\$18,848.15
<b>Total Impact Fees</b>	<b>\$7,073,006.73</b>

/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 December 2020 Fee Transfers /1**

Account	31 December		Account Totals
	2020	Pending Impact	
	Account Totals	Fee Transfers	Account Totals
School Impact Fee Account	\$6,288,056.20	\$211,058.26	\$6,499,114.46
Law Enforcement Fee Account	\$173,907.27	\$1,232.92	\$175,140.19
Parks & Recreation Impact Fee Account	\$362,725.60	\$15,499.41	\$378,225.01
EMS Impact Fee Account	\$18,848.15	\$1,678.92	\$20,527.07
<b>Total Impact Fees</b>	<b>\$6,843,537.22</b>	<b>\$229,469.51</b>	<b>\$7,073,006.73</b>

/1 This table represents each of the impact fee category account totals as of 31 December 2020 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in December 2020 are listed in table 1 of the General Account (3111776); these transactions will be processed in January 2021. 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 Thursday 31 December 2020*

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											

**Category Count: 0** **Category Total** **\$0.00**

**Non-Exempt Applications**

2000574	12/01/2020	Lutman Land		09 Shepherdstown	1244	61	7D	14	\$6,700.00	12/01/2020	N/A
2000575	12/01/2020	Lutman Land		06 Kabletown	1250	217	6J	108	\$6,700.00	12/01/2020	N/A
2000576	12/01/2020	Regenberg	Peter	08 Ranson Corp	1197	652	12	1.3	\$1.00	12/01/2020	N/A
2000577	12/01/2020	Regenberg	Peter	08 Ranson Corp	1197	652	12	1.3	\$2.00	12/01/2020	N/A
2000578	12/02/2020	Day	Ryan	09 Shepherdstown	1228	333	15	6.4	\$6,700.00	12/02/2020	N/A
2000579	12/02/2020	Lutman Land		03 Charles Town	1235	513	2	70	\$1,098.00	12/02/2020	N/A
2000580	12/02/2020	Lutman Land		03 Charles Town	1235	513	2	70	\$1,098.00	12/02/2020	N/A
2000581	12/02/2020	Lutman Land		03 Charles Town	1235	513	2	70	\$1,098.00	12/02/2020	N/A
2000582	12/08/2020	Belotte	Jonathan	07 Middleway	1235	347	6	14.29	\$6,700.00	12/04/2020	N/A
2000583	12/10/2020	President's		08 Ranson Corp	1059	359	8G	43	\$7,281.00	12/10/2020	N/A
2000584	12/10/2020	President's		08 Ranson Corp	1059	359	8G	44	\$7,281.00	12/10/2020	N/A
2000585	12/10/2020	President's		08 Ranson Corp	1059	359	8G	45	\$7,281.00	12/10/2020	N/A
2000586	12/10/2020	President's		08 Ranson Corp	1059	359	8G	46	\$7,281.00	12/10/2020	N/A
2000587	12/10/2020	President's		08 Ranson Corp	1059	359	8G	47	\$7,281.00	12/10/2020	N/A
2000588	12/10/2020	President's		08 Ranson Corp	1059	359	8G	48	\$7,281.00	12/10/2020	N/A
2000589	12/10/2020	President's		08 Ranson Corp	1059	359	8G	49	\$7,281.00	12/10/2020	N/A
2000590	12/10/2020	President's		08 Ranson Corp	1059	359	8G	50	\$7,281.00	12/10/2020	N/A
2000591	12/10/2020	President's		08 Ranson Corp	1059	359	8G	57	\$7,281.00	12/10/2020	N/A
2000592	12/10/2020	President's		08 Ranson Corp	1059	359	8G	58	\$7,281.00	12/10/2020	N/A
2000593	12/10/2020	President's		08 Ranson Corp	1059	359	8G	59	\$7,281.00	12/10/2020	N/A
2000594	12/10/2020	President's		08 Ranson Corp	1059	359	8G	60	\$7,281.00	12/10/2020	N/A
2000595	12/10/2020	President's		08 Ranson Corp	1059	359	8G	61	\$7,281.00	12/10/2020	N/A
2000596	12/10/2020	President's		08 Ranson Corp	1059	359	8G	62	\$7,281.00	12/10/2020	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
<b>Non-Exempt Applications</b>											
2000597	12/10/2020	President's		08 Ranson Corp	1059	359	8G	63	\$7,281.00	12/10/2020	N/A
2000598	12/10/2020	President's		08 Ranson Corp	1059	359	8G	64	\$7,281.00	12/10/2020	N/A
2000599	12/11/2020	Markee	Nathan	06 Kabletown	1229	194	6D	160	\$6,700.00	12/11/2020	N/A
2000600	12/11/2020	DR Acquisitions		08 Ranson Corp	1028	659	4	321	\$7,281.00	12/11/2020	N/A
2000601	12/11/2020	DR Acquisitions		08 Ranson Corp	1028	659	4	322	\$7,281.00	12/11/2020	N/A
2000602	12/11/2020	DR Acquisitions		08 Ranson Corp	1028	659	4	323	\$7,281.00	12/11/2020	N/A
2000603	12/11/2020	DR Acquisitions		08 Ranson Corp	1028	659	4	324	\$7,281.00	12/11/2020	N/A
2000604	12/18/2020	Oliver Homes,		09 Shepherdstown	1116	221	21	12	\$6,700.00	12/18/2020	N/A
2000605	12/18/2020	Lavigne	James and Cheryl	02 Charles Town	1243	626	13	4.14	\$6,700.00	12/18/2020	N/A
2000606	12/18/2020	Zinsein	Jane	03 Charles Town			1	264	\$2,349.00	12/18/2020	Form 260
2000607	12/18/2020	Zinsein	Jane	08 Ranson Corp	1197	211	5	8.2	\$2,088.00	12/18/2020	Form 260
2000608	12/18/2020	DR Acquisitions		08 Ranson Corp	1028	659	4	325	\$7,281.00	12/18/2020	N/A
2000609	12/18/2020	DR Acquisitions		08 Ranson Corp	1028	659	4	326	\$7,281.00	12/18/2020	N/A
2000610	12/18/2020	DR Acquisitions		08 Ranson Corp	1028	659	4	327	\$7,281.00	12/18/2020	N/A
2000611	12/18/2020	DR Acquisitions		08 Ranson Corp	1028	659	4	328	\$7,281.00	12/18/2020	N/A

**Category Count: 38**

**Category Total \$229,378.00**

**TOTAL APPLICATIONS: 38**

**Grand Total \$229,378.00**

**From:** David Tabb <sssi27@yahoo.com>  
**Sent:** Thursday, January 7, 2021 9:04 AM  
**To:** JCCInfo  
**Subject:** Public Comment County Commission meeting 1-7-2021

Public Comment for Jefferson County Commission meeting Jan 7, 2021

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.

**PUBLIC COMMENT:**

The Jefferson County Commission no longer attaches submitted public comments with the minutes of the County Commission meeting. Apparently, the County Commission can't handle the truth and continues to hide their decisions by not releasing the information and/or the comments challenging their authority. An example is case 2019-P-69 that appears on Nathan Cochran's agenda. The County Commission and their attorneys have ignored Judge Hammer following the TCR (Trial Court Rules) to get this case dismissed. Notice of appeal has already been filed with the West Virginia Supreme Court, the Judicial Investigation Commission has also been notified along with the West Virginia State Bar of improper procedural protocol. It appears the court has learned this from the County Commission.

### AGENDA 3 – ANGIE BANKS, ASSESSOR Exonerations- Discussion/Action

This agenda item has no documents attached to it for the public to review. What is in the agenda packet is Michelle Gordon, Finance Director FY2020 budget change, of which, indicates an 8.5% decrease in market value for FY2021. Everyone should request their residential reviews for 2019/2020 year and 2020/2021 new assessment year. Compare the two (2) and make sure your property value has decreased by 8.5%.

### AGENDA 4 – WVDOH, Introduction and Update

This is to make sure that everyone knows about the Governor's SWAT (Safety with Action Today) program. This was approved in 2018 and only now has anyone known anything about it. Supposedly, you can report a safety and/or problem with highway issues and it will be verified within 24 hours with a response. Here is the information to contact the WV SWAT Program: 1-833-WVROADS or [WVROADS@WV.GOV](mailto:WVROADS@WV.GOV). Let's see how this works!

### AGENDA 6 – Douglas S. Rockwell, Citizen

Request of reimbursement of attorney fees and cost (settlement), by Plaintiff, in cases CC19-2020-C125 and Nos. CC19-2020-C-132-137. These cases were citizen's complaint against the County Commission to address the language of the Planning and Zoning ordinances to ensure the consistency with the Comprehensive Plan. Their bill \$19K plus and have requested \$15K from the Commission. I would keep an eye on this to see if I can request the same reimbursement.

### AGENDA 11 – RUSSELL BURGESS, Director, Dept of Internet Technology (CYBERSECURITY)

This is a request for \$9,485.00, marked as equipment, except the project description states this is software and training to be provided by Solarwinds Network that does not have the software in inventory with a contract description form that lists NO planning, NO equipment, NO training and NO exercise! How do you make this up? Training provided with no contractor on this project? Sounds like a good deal for Solarwinds Network! So, could this be another way for the County Commission to grant a settlement behind the scenes?

Correspondences – Letter from the WV Public Service Commission re: Disbursement of Wireless E-911 Subscriber Fees

## Jessica Carroll

---

**From:** Regina Smith <rayregsmith@gmail.com>  
**Sent:** Thursday, January 14, 2021 5:54 PM  
**To:** JCCInfo  
**Subject:** BOE Superintendent

Dear Members of the Jefferson County Commission,

I am writing in before your meeting tomorrow, as I am unable to attend due to family situation.

I am appalled that 2 (that I know of) employees of our school system have been discriminated against due to their political views. I am aware that both of them have been cleared by a BOE hearing, but they were suspended over a complaint of some sort (which was not shared or presented during their hearings). They were, however, treated as if they were guilty of some horrific crime before any evidence was presented to indicate credibility of the complaint.

I don't care what the political persuasion of our superintendent is, but I expect her to do her job, which is NOT political activism. This was an attempt to use her power within our school system to intimidate persons under her authority simply because of their political beliefs. This is a clear offense against the Constitution of the United States and her employment in the school system should be terminated.

We pay for the children's education with our tax dollars, and we, by no means, are willing to pay a salary to someone who does not have the children's welfare as a priority, but her own political activism. We need a new superintendent.

Respectfully,  
Regina Smith, taxpayer  
Kearneysville

## Jessica Carroll

---

**From:** irish54@frontiernet.net  
**Sent:** Thursday, January 14, 2021 8:37 PM  
**To:** JCCInfo  
**Subject:** Special Meeting Public Comment

*Please include with public comments for the January 15 meeting of the County Commission.*

Dear Commissioners,

I have not met Mr. Stolipher. But the consideration of removing school board members might appear that he had a vendetta against one or more of them when he was seated on the Jefferson County Commission at the beginning of January. Otherwise, why consider WV Code 6-6-7 when the Board of Education was merely conducting an investigation of paid employees?

Patricia Corley  
Kabletown district

**To:**

*Jefferson County Commissioners*  
*Josh Compton, President*  
*Steve Stolipher, Vice President*  
*Jane Tabb, Commissioner*  
*Caleb Wayne Hudson, Commissioner*  
*Tricia Jackson, Commissioner*

Date: January 14, 2021

**Subject: Discuss Procedure for removal of county, school district and municipal officers having fixed terms pursuant to W. Va. Code 6-6-7 - Discussion/Action - Possible Executive Session**

Respected Commissioners,

I would like to start with the following as I believe as elected officials you are the example for our community.

*Nov 13, 2020 · CHARLESTON, W.Va. (AP) — West Virginia Gov. Jim Justice announced Friday that facial coverings will be required at all times in businesses and other indoor spaces starting at midnight. The Republican governor said businesses will need to post signs notifying entrants of the mask requirement under his executive order.*

I would think as cases are still rising in our county and across WV each of you would wear a mask as required. Maybe you feel you are not a business, but be aware it does specify "other indoor spaces". Those in elected offices and those that are entrusted in taking care of the public certainly should always keep in mind they are usually held and act in higher standards. Bravo for Josh Compton to be such an example.

Which leads me to your discussion on our elected Board of Education and the Superintendent of Jefferson County: These individuals are entrusted to ensure to hold people accountable to ensure the safety of the kids entrusted in the care of our teachers, bus drivers and all other personnel that would be working in our school system. Each of these individuals should know they are always expected to be held to a higher standard because we trust them to take care of our kids.

Recently we have had some unrest in our nation. This has been heartbreaking for most of us. A letter was sent out to several individuals after it was discovered they had attended a riot and insurrection in DC; because they had posted pictures and video on social media. The individuals were suspended with pay to ensure they had the chance to explain their attendance in DC. They were cleared after proper procedure was followed.

Bondy Shay Gibson did what she should have done to ensure policy was being followed, and certainly the children and parents wouldn't be involved any further in any issues, if they should have emerged. Anyone who was at the outside perimeter, believing they were attending a peaceful protest, certainly shouldn't have any issues with the BOE, nor should they mind explaining their attendance, with the riots that occurred in DC. Remember, people took over our Capitol, terrorized our elected officials and their staff, people were harmed, a Capitol Officer was killed, pipe bombs were found and more.

Anyone...ANYONE who did not have anything to do with this horrific event would have wanted to ensure they were there and had absolutely no involvement with the riots, and simply were exercising their first amendment rights.

Our first amendment rights certainly should always be protected. Peaceful protest and peaceful civil disobedience is American as Apple Pie. Not riots and insurrection.

In fact, one of your sitting commissioners has told me on two occasions that even though he disagrees with me to why I sometimes protest, or attend rallies, and have been arrested for Civil disobedience – he supports my rights to exercise my rights to the first Amendment; as I would support each and every one of those that attended the function in DC, before it turned into a violent riot and insurrection.

Everyone would be up in arms and demanding the same thing if anyone that was on the Democratic side had been at such an event. How could they not?

It would be the right thing to do to investigate such a thing when you would have to ensure you can trust the person(s) that are caring for our children.

Do not confuse civil disobedience with the riots and insurrection in DC and hold this against our Superintendent. Civil disobedience is peaceful. You do not cause damage. You do not have any dead bodies. You do not have feces anywhere in the room. You do not touch an officer and harm them. You do not carry weapons, pipe bombs or anything else that may kill or blow up something. You peacefully go with the officer when you are arrested.

Currently, several groups and individuals are trying to say that one other teacher hadn't been investigated by the BOE or Superintendent; and well...it was for those reasons. He participated in civil disobedience. Remember, we have and had elected officials in Congress who have been arrested for civil disobedience.

Anyone in DC who would have participated in the riots are wanted by the FBI. None of us who participated in civil disobedience, or gone to rallies here locally or in DC have ever been wanted by the FBI.

You are not judge and jury. The issue at hand was handled by a proper process. Gibson did her job as her job description required.

Now, another step was taken by two bus drivers, which is their right, and they are suing. Now it will be up to a judge and possibly a jury. How could you possibly make any decisions? The law will do that.

In short, your action against the BOE and the Superintendent should be none. Let the voters decide if they don't like what the BOE has done.

As I previously mentioned, I believe as you discuss your action and you vote upon an action, it should be none taken. Bondy Shay Gibson did her job. Period.

*Susan Pipes*

*267 Fulton Ave*

*Charles Town, WV 25414*

*spipes304@gmail.com*

## Jessica Carroll

---

**From:** Aaron Krouse <krousea@frontier.com>  
**Sent:** Friday, January 15, 2021 7:27 AM  
**To:** JCCInfo  
**Subject:** Comment for Meeting - Recent School Board Actions

My comment relates to the recent actions of Bondie Shay Gibson. It's frightening enough to see Ms. Gibson attempt to trample the First Amendment rights of her employees. Thankfully public opinion made her reverse course on that decision. Yet, right on the heels of that debacle, Ms. Gibson has decided to refuse to do her job of educating our children.

Our family was overjoyed to hear that the governor had announced the reopening of elementary schools, finally acknowledging that Covid is not a threat to young children. Our 7 year old daughter, Charlotte, was elated that to hear that she would be returning to class. Things were FINALLY starting to return to normal. That is until Ms. Gibson and the board decided to pull the rug out from under her. I had to watch Charlie cry herself to sleep last night. I had to tell her that daddy lied when he said she'd be going back to school. You have no idea how heart-wrenching that is.

The job of The Board of Education is to educate our children. If Ms. Gibson and the current board abdicate that responsibility, they need to be removed and replaced with a board that will. Our children are suffering. Charlie is suffering.

Thank you.

**Aaron B. Krouse**  
102 Belmeade Way  
Shepherdstown, WV 25443  
Cell: (304) 579-9846  
E-mail: krousea@frontier.com

*This message was sent from a handheld device  
Please excuse any typos*

## Jessica Carroll

---

**From:** Gabrielle Tokach <gmtokach@gmail.com>  
**Sent:** Friday, January 15, 2021 9:18 AM  
**To:** JCCInfo  
**Subject:** Dr. Gibson

After I learned that Dr. Gibson was in a position to lose her job, I immediately felt the need to reach out. Dr. Gibson did exactly the right thing regarding the two teachers who were identified at the coup on January 6.

This group tried to *overthrow the government and had plans to kill*. Don't you want to know if the teachers in your county were carrying explosive devices into the capitol? Wouldn't you want to know if they were responsible for hitting a police officer over the head with a fire extinguisher?

The teachers were suspended *with pay* and an investigation was made.

Isn't that what we do in the criminal justice system? An investigation is held to determine guilt or innocence? How is this different? Dr. Gibson protected the educators, staff, and most importantly students in the Jefferson County School system. I thank her for her diligence and care with this matter.

Gabrielle Tokach  
Shepherdstown Resident

---

## Jessica Carroll

---

**From:** WebmastervJCC <webmaster@jeffersoncountywv.org>  
**Sent:** Friday, January 15, 2021 9:30 AM  
**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:** 01/15/2021 9:30 AM  
**Response #:** 1712  
**Submitter ID:** 5298  
**IP address:** 99.2.181.255  
**Time to complete:** 2 min. , 26 sec.

---

### Survey Details

#### Page 1

**1. Name**

Anonymous

**2. Email**

Not answered

**3. Questions or Concerns**

Will the county commissioners be held to the same standards as the bus drivers under investigation for participating in the recent rallies in Washington, D.C.? Commissioner Jackson was in attendance but I have seen no action or investigation into her participation.

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

No

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.

I'm here today, not only as a citizen of Jefferson County and a parent of students who attended Jefferson County Public Schools, but also as the tax paying employer of Dr. Bondy Shay Gibson and the Board of Education. I'm requesting her resignation of employment with Jefferson County Public Schools effective immediately. If Dr. Gibson refuses to resign, I'm requesting the Board of Education to conduct their due diligence in performing a termination of employment and conducting an exit interview on behalf of the citizens of Jefferson County. However, if they fail to perform their duties they've been elected to do, by the People, I'm asking for their resignations as well. I'd then like to ask the County Commission to consider terminating Dr. Gibson for broad overreach, abuse of power, reckless endangerment of employees and students rights and for her incompetency. Dr. Gibson clearly makes rash judgments and hasty decisions which affects our entire county and burdens the taxpayer, to placate a few.

With that said, many people have come here today, to this the public forum, to voice their opinions and concerns. Some, here, will defend, in protest, Dr. Gibson's words and actions concerning the current situation. Should their protest be heard or should they be silenced and prohibited from protesting? If you've answered, yes, their voices should be heard as required under the US Constitution, then join me in asking for her resignation and termination. I have a few questions for the public to consider. Has the BOE, as of today, applied the same measure and treatment for Dr. Gibson that she herself applied to these two employees for violating their 1<sup>st</sup> amendment rights? Has she been suspended pending an investigation? If not, why? Why is there 2 different sets of rules and 2 different sets of standards? Who sets these divisive rules and applies them? Dr. Gibson and the Board of Education have clearly lost the community's trust and faith in their ability to serve our community. For those coming in the name of social justice, social justice for whom? This is not justice for people exercising their rights under the law. This is not justice when losing a job and income, just for abiding by the law, is threatened. This is not justice when employee's who don't agree with you politically are crucified for abiding by the law, while those who do agree with you politically, break the law and do not receive letters, threats of termination, or fear of losing their job and income. Where is the justice? Cancel the cancel cultured.

Denise Nick

## Jessica Carroll

---

**From:** mwilts <mwilts@comcast.net>  
**Sent:** Friday, January 15, 2021 10:51 AM  
**To:** JCCInfo  
**Subject:** Removal of Board of Education Members

This is the perfect time for the Jefferson County Commission to show true leadership by de-escalating this situation. There are angry people jumping to conclusions and the best role for government is to minimize the tension, not exacerbate it.

Focus instead on the positive things you can do for Jefferson County and save the county and state a lot of wasted time and money.

Mike Wiltshire  
Mwilts@comcast.net

## Jessica Carroll

---

**From:** Dave Hart <davisbhart@gmail.com>  
**Sent:** Friday, January 15, 2021 10:57 AM  
**To:** JCCInfo  
**Cc:** 'Tricia Jackson'; jjcompton05@gmail.com; 'Steve Stolipher'; Vinemont.farm@gmail.com; calebHUDSONforjeffersonwv@gmail.com  
**Subject:** Comments for January 15 Commission Meeting-Why is the Jefferson County BOE afraid of free speech

Dear Commissioners, I am requesting you take action and include my comments in the record of the Commission meeting minutes tonight.

Our government only survives if the elected govern with the consent of the electorate. Political differences have existed since our democracy was founded and I fully support political differences; however, there has to be a bond of trust between citizens and our leaders. Two years ago, Supt Gibson and the BOE began to illegally and unconstitutionally take property from a legitimate business under Eminent Domain. Under the guise of “doing this for our children” (Gibson comments in Spirit of Jefferson 4/18/19), they decided to side with a radical political opposition group using their power and authority to file the illegal action. Supt Gibson and the BOE wasted over 1/3 of a million dollars on their political foolishness and have never been held accountable. It also appears that school employees that participated in protests that got them arrested were not held accountable.

Last week, once again, Supt Gibson and the BOE succumbed to the far left in our county to punish at least two employees for protected speech and activities. Once again, under the guise of doing this for our children, Supt Gibson and the BOE are now potentially forcing taxpayers in Jefferson County to pay for their politics as a result of a Federal Civil Rights lawsuit, once again, violating that trust of the electorate. I include our elected BOE in this because they have been absolutely silent on their role in this.

I am respectfully asking the Commission to use every bit of their authority to hold the BOE accountable, through the power of funding. I would like to see the elected BOE to explain what their role was in the debacle last week, who they are going to hold accountable, and what policies or review they will implement to protect free speech and wasting taxpayer funding for their partisan political actions. I would recommend until the BOE explains their role, assures voters that politics will not be hidden under the guise of protecting our children, Jefferson County taxpayer funds not be further wasted with an out of touch BOE.

Respectfully,

Dave

Dave Hart  
116 Pinehurst Court  
Charles Town, WV 25414  
[davisbhart@gmail.com](mailto:davisbhart@gmail.com)  
(304) 725-1602 (West Virginia)

## Jessica Carroll

---

**From:** mia@creopr.com  
**Sent:** Friday, January 15, 2021 11:03 AM  
**To:** JCCInfo  
**Subject:** Dr. Bondy Shay Gibson

Good morning,

My name is Mia Humphreys and I am a resident of Shepherdstown, WV – as well as a parent at Shepherdstown Elementary School. It was brought to my attention today that the Count Commission is looking to remove Dr. Gibson from her post due to complaints around the recent paid administrative leave of two Jefferson County education staff members.

As a dedicated parent to my children's education (so much so that I put my 20 year PR career on hold to help them navigate remote learning), I am furious at the idea that the Commission would even consider removing our Superintendent at this time. Our children and schools are fragile and this is not the time to add more instability to an already delicate situation. Jefferson County was a model for the entire country on how to open schools safely during a pandemic and that is due greatly to the efforts of Dr. Gibson. After reading the school reentry plan in September, I went into this school year with full confidence that our local school board was balancing safety with education. Again, this is thanks to the stellar leadership from Dr. Gibson. And now, to think that this kind of security could be stripped from us because she and the board were simply following protocol is sad, infuriating and tells me that our Commission would rather play politics, leaving our children to be the ones to suffer. All of this thanks to a slew of inaccurate information.

It is my hope, that if this Commission at all cares about the students, families and community of Jefferson County, you will not do anything to further complicate our children's education. And if you do so, based on lies and misinformation, then shame on each and every one of you.

Our county has recently draw great national attention thanks to Dr. Gibson and her Snow Day Letter. It was be a travesty to have that attention turn negative based off of Dr. Gibson simply doing her job.

Please, consider strongly, your position on this matter and make sure that the welfare of our children is your first – and most important - priority.

Regards,

Mia Humphreys

Creo Communications  
Mia Humphreys, Owner  
Publicist/Communications Coordinator

E: [mia@creopr.com](mailto:mia@creopr.com)

P: 239-297-6592

**Jessica Carroll**

---

**From:** Bryan Bittle <orangeduden2@gmail.com>  
**Sent:** Friday, January 15, 2021 12:23 PM  
**To:** JCCInfo  
**Subject:** Reverse School Board Decision

To Jefferson County Board of Education,

My name is Bryan Bittle and I have two daughters that attend North Jefferson Elementary School. I want to voice my opinion that the School Board's decision yesterday is not one that I support. I have already contacted the state Board of Education and have urged them to reprimand Jefferson County and to force them to adhere to the state mandate of returning to school next week. I have reached out to lots of fellow parents in Jefferson County to urge them to contact you and the state as well.

Thank you,  
Bryan Bittle  
4656 Sulphur Springs Rd, Kearneysville, WV 25430  
304-268-1613

## Jessica Carroll

---

**From:** Lyn Widmyer <lynwidmyer@gmail.com>  
**Sent:** Friday, January 15, 2021 2:06 PM  
**To:** JCCInfo  
**Subject:** written testimony Jan 16,2021

I am speaking today to oppose Comr. Stolipher's request that the county commission consider removing elected school board members and the superintendent for following standard personnel procedures relating to the Capitol insurrection. I support the right of people to participate legally in political demonstrations. I DO NOT support the right of anyone to lay siege to our nation's capitol

I applaud the school board for investigating reports that school personnel were involved in the assault on the Capitol. I would hope the county commission would do the same if reports were made that county employees stormed the capitol, illegally entered the building and put the lives of police at risk.

What really concerns me is that Cmr. Stolipher put this on the commission agenda before the School Board announced its findings. This signals to me that Cmr. Stolipher is not interested in respecting due process or the personnel procedures of the Bd of Education. Is this an omen of things to come? I hope not.

The county commission has serious issues before it, like addressing the pandemic, improving broadband and helping local businesses survive.

Mr. Stoliphers saber rattling agenda item should not distract the commission from dealing with these important issues.

--

Lyn Widmyer  
1434 Cattail Run Road  
Charles Town, WV 25414  
304 279 3201  
web page: [lynwidmyer.net](http://lynwidmyer.net)

**Jessica Carroll**

---

**From:** amyrsimmons@hotmail.com  
**Sent:** Friday, January 15, 2021 2:12 PM  
**To:** JCCInfo  
**Cc:** wburch@k12.wv.us  
**Subject:** Virtual schooling decision

This past weeks actions and decision making from the BOE has been an utter failure to represent our county as a whole. You have failed to hear our voices. Instead, you have made a decision based on the voices of only a few. And yet you had the audacity to say, in your recorded call that went out, that you had discussed the matter with parents. Which parents? How many parents? Did you speak with enough parents in a wide range of opinions? No.

Last year, during the summer, you sent out a survey asking for our feedback and opinions on how to proceed. Why was that not done again this time? Governor Justice announced the Mandate on Dec 30th. You have had plenty of time to take action. But instead you waited until the 11th hour to rip the rug out for under us. We have been building up excitement and hope in many homes across the county in anticipation of returning to school. Saying we are “disappointed” is an understatement!

I urge you to reconsider your actions. Gather more info and send out a survey! You are doing more harm than help by keeping these kids out of school! Harm to their mental health, social health, emotional health, physical health, and academic status.

Please hear us.

## Jessica Carroll

---

**From:** Yahoo <h1driver@yahoo.com>  
**Sent:** Friday, January 15, 2021 12:03 PM  
**To:** JCCInfo  
**Subject:** Jefferson County School Closure

Good Afternoon,

I'm writing to you to inform you how upset I am and how upset my kids are about the decision the Superintendent and Jefferson County BOE has made to not let students return to school Tuesday, January 19th. Instead, they decided to wait until March 1st. In the message sent out they claim one of the reasons they made this decision was talking to parents. Which parents? I was never asked my opinion on this matter. I listen to the Governor's briefing almost every time he comes on. He and his medical experts continue to say how safe it is for our younger kids to go to school and how they NEED to be in school. This I completely agree with. I hope you can help in this decision to be reversed and get our K-8th graders back in school on Tuesday, January 19th.

Thank you,

Jessica Balzli

[Sent from Yahoo Mail for iPad](#)

## Jessica Carroll

---

**From:** Sillie Lillie <chelseamathis1@gmail.com>  
**Sent:** Friday, January 15, 2021 12:13 PM  
**To:** JCCInfo  
**Subject:** [Possible Spam] BACK TO SCHOOL

I'm writing to you as a concerned mother. My daughter is in "kindergarten" and is really struggling. We had chosen to stop doing virtual and put her back in school because she is not getting the education she needs at home. She was so excited to be going to school and playing and learning with her classmates. There are too many distractions at home for a 5 year old to sit on a computer and do "school" all day. I also have an 8 month old so a school schedule is next to impossible. She needs to be in school learning from an actual teacher. I do not have an education degree and have no clue what I'm doing. The mental health of these kids is just as important as physical health so please think on that! Please, as a concerned mother I'm asking you to change your decision and open schools.

Sincerely,  
Chelsea Mathis

## Jessica Carroll

---

**From:** Joyce Smith <j1ellen@yahoo.com>  
**Sent:** Friday, January 15, 2021 11:50 AM  
**To:** JCCInfo  
**Subject:** Jefferson County superintendent and BOE

All,

I have not actively been involved with the politics of JC for good reason, but it is time.

The actions of the superintendent of JCS have been apparent for many years. The latest attack on the two Bus Operators cannot be passed by with her soft spoken words of a a fake apology. Further, the blatant disregard for the Governor's orders to return to the classrooms on 1.19.21 just solidifies superintendent Gibson's, as well as the BOE's overreach and hunger for more and more power.

I am prayerful that the Commission will seek every resource they legally have to immediately remove the current Board of Education Members as well as superintendent Gibson.

Thank you  
Joyce Smith

## Jessica Carroll

---

**From:** Gary Dean <garydean276@yahoo.com>  
**Sent:** Friday, January 15, 2021 11:39 AM  
**To:** JCCInfo  
**Subject:** BOE Members

I'm going to keep my message simple. The BOE members of Jefferson County need to go. Just listen to the meeting from yesterday and you'll see that they don't care about our kids. My household went from looking for a nicer house here in the area to wondering where in VA we should move to after that meeting. If things don't change then we will be leaving. I'm not going to risk my children's future because some BOE members are worried about THEIR health over that of my children. Things need to change and fast. WV is falling farther and farther behind the rest of the country. You have the power to change things. Do what's right for the kids of this county.

Gary and Callie Dean  
1157 Mare St  
Ranson, WV 25438  
904-556-6078

## Jessica Carroll

---

**From:** Siri McDonald <sirimcdonaldwv@gmail.com>  
**Sent:** Friday, January 15, 2021 11:39 AM  
**To:** JCCInfo  
**Subject:** For today's meeting 1/15/2021

To whom it may concern,

I am writing this letter in support of our hardworking, visionary, and dedicated Superintendent, Dr Bondy Shay Gibson. I am a professional school counselor with Jefferson County Schools concerned with the impact of removal of a county superintendent. It is vital that you consider the traumatic impact to students and the entire fabric of our school system of such an action.

I ask you to search for the highest and best outcome for this situation on our students.

Thank you,  
Siri McDonald, MA, LPC, NCC

## Jessica Carroll

---

**From:** Sara Demory <[sdemory156@gmail.com](mailto:sdemory156@gmail.com)>  
**Sent:** Friday, January 15, 2021 3:14 PM  
**To:** JCCInfo  
**Subject:** Fwd: The kids need their education

----- Forwarded message -----

**From:** Sara Demory <[sdemory156@gmail.com](mailto:sdemory156@gmail.com)>  
**Date:** Fri, Jan 15, 2021, 3:07 PM  
**Subject:** The kids need their education  
**To:** <[info@jeffersoncountywv.orh](mailto:info@jeffersoncountywv.orh)>

What do you think? My son started his first year in high school and the first 9 weeks he had the best grades in his whole school career. Since this stupid virtual school began my son is failing FAILING 3 major subjects. Now I know my son is no angel and yes he gets distracted here at home, but I have taken off of a full time job to help my 6th grader and him with this virtual crap. I have documented proof of emails back and forth with a few teachers that they admit they don't know what they are doing with work being submitted and turned in. Now if a freaking teacher will admit that they are not properly prepared and trained to do virtual what makes you think a 15 year old does. We live in the shannondale area and comcast tries their best but wifi back here is NOT RELIABLE!!!! So what do you honestly think is better trapping these kids with this lazy non-educational virtual were teachers and students have no clue how to work with each other or let the kids who's parents want them back in school go back to in school learning. No one is telling any parent that their kid has to go back let those kids and parents stay home but God damn give the kids who actually miss and need school go back!!! What is the freaking problem with that? The worst thing i ever had to hear my kid say was "mom I never thought I'd say this but I really want to go back to school. " that is a 15 year old normal teenager boy saying that. GIVE OUR KIDS BACK THEIR EDUCATION!

I'm sure I'm wasting my breath and I doubt you all could give to shits about what I said but you already got your education and school career why are you taking this generation chances away from them.

SHAME ON ALL OF YOU.

Sarah Demory  
[Sdemory156@gmail.com](mailto:Sdemory156@gmail.com)

## Jessica Carroll

---

**From:** Tiffany Escalante <tiffanylynnescalante@gmail.com>  
**Sent:** Friday, January 15, 2021 3:33 PM  
**To:** JCCInfo  
**Subject:** [Possible Spam] WHAT SIX MORE WEEKS LOOKS LIKE TO CHILDREN AND FAMILIES

Hello, my name is Tiffany Escalante and my children attend school at South Jefferson Elementary in Charles Town. I'm sure this is not the first email you all have received about the Jefferson County Board of Education's decision to keep out children out of the classroom for another six weeks. They seem to think that March first is a better date. That date seems to have been pulled out of nowhere. I was watching their 11th hour "emergency meeting" via zoom. I heard the words, "We have been doing this for ten months. What's another six weeks?" While six weeks may not mean much to them, let me tell you what six weeks means to my family. I have three beautiful children. My two boys are in speech. my seven year old's speech impediment is that he stutters. He is an exceptionally bright child. He will soon be tested for the gifted program. When he was in kindergarten principal Mahoney had a meeting with me and said he is "setting the world on fire academically", but he struggles to get nearly every sentence out. He has the most amazing speech teachers who are doing their very best to continue with virtual speech sessions, but both his speech teacher and 2nd grade teacher agree that if he continues school virtually, he is very unlikely to meet his IEP goals. If he can't get the guidance he needs as a child it is very likely this impediment will affect him into adulthood. Six weeks makes a world of difference where his progress is concerned. Six weeks for children with special needs might as well be six months. I worked as a special education technician at an elementary school. A few days out of the classroom and the child would show signs of regression. What will six more weeks look like to them? How about the child who is stuck at home with their abuser? I can imagine that six weeks of no respite to them must feel like an eternity. What about the children whose parents haven't the time, inclination, or are simply apathetic? Six more weeks could make the difference in whether or not that child passes or fails. My young children couldn't navigate on their own the various platforms used with virtual learning. Many students of all ages have succumbed to depression. I've struggled with depression in the past and can attest the six weeks of isolation would feel like six years. It could even mean the difference of life or death in some cases.

The silent majority's (who will remain silent no more) outrage for the BOE's recent motion is so much more than parents who are exhausted from being parents, employees and now teachers often for multiple grade levels not to mention keeping up with specials all while trying to maintain a household. The way in which this motion to go against Governor Justice's state mandate was cruel at best and nefarious at worst. The Governor's announcement took place on December 30th backed by evidence that when schools followed safety procedures, the transmission of Covid-19 was minimal. 0.02 among students and 0.3 among staff. He spoke of how the DHHR reported a reduction of up to 54% in child protective services referrals. We recently had a child being abused in our neighborhood by her foster parents. If it hadn't been for the ability for teachers, counselors and principals to report what they had found she would still be with her abusers to this day. I digress. The state mandate was given December 30th. Those of us who know and understand the risks associated with the pandemic, but still choose in classroom education for our children feeling it is what is best for them joyously started counting down the days until they would be back in school with their teachers and friends. We never thought the Governor's orders would be disregarded. After all, Jefferson Virtual Academy continues to be available for families who feel they need it. So when the BOE waited until the 11th hour to announce their "emergency meeting" that would take place not even 24 hours before the announcement we began to be concerned. They arranged the meeting to start at 2pm when teachers were still working and students still finishing up zoom meetings. Our principal and my children's teachers hadn't even heard of the emergency meeting taking place. They had from December 30th to announce their intentions of moving against the mandate. They waited until there was only one business day left for working parents who had planned to send

their children back to school to scramble to make new arrangements for childcare. One business day for those caught off guard to respond. In their recorded announcement to the Jefferson County families they said their decision was based on discussions they had with parents. I do not know to which parents they refer. How was it done? Did they send out a survey? Send out emails? How many parents have they talked to and was it a wide enough range for all voices to be heard? The JCBOE needs to rescind their motion at the very least. Retracting it completely and complying with the Governor's orders which were backed by Superintendent Burch would be ideal. The silent majority is silent no more. They have poked the mama bears one too many times and we are awake and ready to fight not only for our own children, but also the children in our community.

Respectfully,

Tiffany Escalante  
575-404-9178