

**JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2021
THURSDAY, FEBRUARY 18, 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 28, 2021 - Draft 2020 Impact Fee Recalculation Study**
- **February 2, 2021 - Budget 101 Public Forum**
- **February 4, 2021 - Regular Meeting**
- **February 4, 2021 - BORE**
- **February 8, 2021 - Budget Presentations**
- **February 9, 2021 - BORE**
- **February 9, 2021 - Budget Presentations**
- **February 10, 2021 - Budget Presentations**
- **February 11, 2021 - BORE**

APPROVAL OF REQUISITIONS

- **February 18, 2021**

APPROVAL OF ACCOUNTS PAYABLE

- **February 11, 2021**
- **February 18, 2021**

APPROVAL OF MANUAL CHECKS

- **February 12, 2021**
- **February 19, 2021**

APPROVAL OF PAYROLL

- February 4, 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. Your comments will be included in the minutes and agenda correspondence. Please include your name.*

PRESENTATIONS

1. 6:25 p.m. Tom Hansen, Sheriff
 - Home Confinement Officer - Discussion/Action
 - Discussion of past and present promotional structure and procedures with the Jefferson County Sheriff's Department - Discussion/Action
2. 6:35 p.m. Michelle Gordon, Finance Director
 - Review and Approval of FY2021 State Budget Revision 3 for the General County Fund - Discussion/Action
 - Review and Approval of FY2021 State Budget Revision 4 for the General County Fund - Discussion/Action
3. 6:45 p.m. Stephen S. Allen, Director, Jefferson County Office of Homeland Security and Emergency Management
 - Request to post the vacant Deputy Director/Planner/Program Manager position - Discussion/Action
 - 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
4. 7:00 p.m. Public Hearings
 - A. - Zoning Map Amendment Rezoning Request for 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.
 - B. - Pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code") relating to proposed issuance of Berkeley County and Jefferson County, West Virginia, as Joint Issuers, Commercial Development Refunding Revenue Bonds (Hospice of the Panhandle, Inc. Project) Series 2021, in the amount not to exceed \$5,500,000 (the "Bonds") to refund the

Issuers' Commercial Development Revenue Bonds (Hospice of the Panhandle, Inc. Project) Series 2012 (the "Prior Bonds"), for the benefit of Hospice of the Panhandle, Inc., a West Virginia nonprofit corporation.

- 5. 7:30 p.m. Jennifer Myers, Jefferson County Parks and Recreation Commission
- To provide updates on Parks and Recreation, including future projects and acquisitions - Discussion/Action**

- 6. 7:45 p.m. Bondy Shay Gibson, Ed.D., Superintendent, Jefferson County Schools
- How Impact Fees are used by the Jefferson County Board of Education - Discussion/Action**

- 7. 8:00 p.m. Nathan Cochran, Assistant Prosecuting Attorney**
 - Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues - Discussion/Action**
 - Discussion of EEOC Charge #533-2021-00262 - Discussion/Action**
 - Discussion of Jefferson County Circuit Court Civil Action #19-P-69 - 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**
 - Discussion of Jefferson County Court Civil Action #20-C-109 - Discussion/Action**

NEW BUSINESS

- 8. Magistrate Court 2nd Floor renovations - Discussion/Action (JT)**

9. **Discuss Impact Fee Workshop and Set Date and Time - Discussion/Action**
10. **Set Public Hearing regarding Administrative Appeal of Impact Fee Coordinator decision that the Conversion of the 51 unit Quality Inn Hotel (near Shepherdstown into 20 one bedroom and efficiency apartment with first floor retail requires full payment of Impact Fees - Discussion/Action**
11. **Second Amendment Sanctuary County - Resolution - Discussion/Action (TJ)**

COUNTY ADMINISTRATOR REPORTS

- **Legislative Updates**
- **Charles Town E. Liberty St. Streetscape Design and Impact on County Parking Lot - Discussion/Action**

COUNTY COMMISSION REPORTS

12. **ADJOURN**

CORRESPONDENCE/INFORMATION

Notice of Intent to Appoint to the Jefferson County Water Advisory Committee

Notice of Intent to Appoint to the Jefferson County Board of Zoning Appeals

Impact Fee Status Report - January 2021

Minutes - Harpers Ferry/Bolivar PSD

Public comment received from David Tabb

Public comment received from Gavin Perry

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.

FIRST QUARTER TERM:

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

At a session of the Jefferson County Commission, held virtually via GoToWebinar on January 28, 2021, beginning at 7:00 p.m.

PRESENT:

Josh Compton, President
Steve Stolipher, Vice President
Caleb Hudson, Commissioner
Tricia Jackson, Commissioner
Jane Tabb, Commissioner

STAFF:

Stephanie Grove, County Administrator
Roger Goodwin, Chief County Engineer
Michelle Mason, Impact Fee Specialist
Jessica Carroll, Recording Clerk

In re: Public Hearing on the Draft 2020 Impact Fee Recalculation Study

President Compton opened the session at 7:01 pm and stated the purpose of the meeting was to receive public input regarding the draft 2020 Impact Fee Recalculation Study.

Mr. Goodwin provided the Commission and the audience with an overview of the draft 2020 Impact Fee Recalculation Study, noting the study is conducted approximately every five years to remain consistent with changes in population and construction trends, among other factors.

Mr. Compton then opened the floor for public comment, which was provided by the following: David Hartley, Lee Snyder, Patricia Noland, David Luttmann, Kyle Carter, Ann Mountz, Lynch Christian, and Amanda Stroud.

There being no further comment, Mr. Compton closed the public hearing at 7:33 pm and stated the record would remain open for at least two weeks to allow time to receive written comment. Mr. Compton also stated the Commission would be working with staff to potentially schedule a workshop with Tischler-Bise, Impact Fee consultant firm, on the draft recalculation study.

There being no further business, the public hearing adjourned at 7:36 pm.

Josh Compton, COMMISSION PRESIDENT

SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held virtually via GoToWebinar on Tuesday, February 2, 2021, beginning at 7:00 o'clock p.m.

PRESENT: Josh Compton, President
Steve Stolipher, Vice President
Caleb Hudson, Commissioner
Tricia Jackson, Commissioner
Jane Tabb, Commissioner
Stephanie Grove, County Administrator
Michelle Gordon, Finance Director
Jessica Carroll, Executive Admin. Assist.

In re: FY22 Public Budget Forum

The meeting was called to order at 7:02 p.m. by President Compton.

Michelle Gordon, Finance Director, provided the audience with an overview of the revenue and expenditures for the upcoming fiscal year, including the budgetary implications of COVID-19, and a summary of the budget requests for each department and elected official. Ms. Gordon explained that the requests were just that at the moment, but if the County were to fulfill all of the submitted requests, there would be a deficit of approximately 3 million dollars. Ms. Gordon stated the Commissioners would be meeting the week of February 8, 2021 to hear from each department and elected official regarding their budgetary requests for the upcoming fiscal year, and these meetings would be open to the public, streamed live on the website, and archived for later viewing. Ms. Gordon also noted the full budget document and the schedule for the upcoming budget talks were currently available on the County website. Ms. Grove gave a brief presentation on the County tax bill

Ms. Gordon, Ms. Grove, and the Commissioners then fielded questions and comments from the attendees regarding the information presented.

There being no further business the Commissioners thanked the public for their attendance and the forum adjourned at 7:46 pm.

Josh Compton, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

Minutes

Jefferson County Commission

Thursday, February 4, 2021

A meeting of the Jefferson County Commission was held on Thursday, February 4, 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, February 4, 2021 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Stolipher led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Hudson to approve the January 15, 2021 Special Session Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Jackson to approve the January 21, 2021 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the January 25, 2021 Special Session Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the January 28, 2021 Special Session Minutes as presented Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the January 28, 2021 Board of Review and Equalization Minutes as presented. Motion seconded and unanimously approved. Commissioners Compton and Tabb abstained as they were not present for the January 28 BORE.

APPROVAL OF REQUISITIONS

Motion by Mr. Compton to approve the Requisitions for February 4, 2021 in the amount of \$44,241.00 to include Requisition No. 21033. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
84304		ADAM WARD		29.97
84305		AHA-ARTS & HUMANITIES ALLIANCE		646.60
84306		DR. ROBERT E JONES III		1,000.00
84307		ELIZABETH WHEELER		1,897.57
84308		FEDEX		92.63
84309		GUTTMAN OIL CO		2,591.92
84310		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		957.45
84311		JEFFERSON CO CONVENTION AND VISITORS BUREAU		16,164.96
84312		JEFF CO PARKS & RECREATION COMMISSION		14,560.91
84313		MILLENIUM INSURANCE GROUP		900.00
84314		MONROE SYSTEMS FOR BUSINESS		16.50
84315		POTOMAC EDISON		26,608.06
84316		SHENTEL		1,807.00
84317		SOFTWARE SYSTEMS INC		1,110.00
TOTAL				68,383.57

Motion by Ms. Tabb to approve the Accounts Payable for January 28, 2021 in the amount of \$68,383.57. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
84319		BERKELEY GLASS INC	\$	520.00
84320		BONDED APPLICATORS OF MD INC	\$	3,350.00
84321		BUREAU OF CHILD SUPPORT	\$	502.16
84322		CAPITAL ELECTRIC	\$	556.01
84323		CROCK-HAMRICK REPORTING SERVICES LLC	\$	319.50
84324		EVERETT W BOOBER	\$	412.50
84325		EFTPS IRS TAXES	\$	95,620.33

84326		EMPOWER RETIREMENT		\$ 5,295.09
84327		GUTTMAN OIL CO		\$ 2,777.11
84328		JEFFERSON COUNTY SOLID WASTE AUTHORITY		\$ 10.27
84329		JEFFERSON SECURITY BANK		\$ 4,459.00
84330		LANGUAGE LINE SERVICES		\$ 168.12
84331		MARY K. HURLEY		\$ 61.60
84332		MILLERS SUPPLIES AT WORK		\$ 53.12
84333		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
84334		OLD CHARLES TOWN LIBRARY		\$ 1,500.00
84335		RC AIR AND MOLD SOLUTIONS		\$ 345.00
84336		RICE TIRES CO		\$ 479.58
84337		RUSSELL BURGESS		\$ 1,992.70
84338		SHERIFF OF JEFFERSON COUNTY		\$ 500,000.00
84339		STATE TAX DEPARTMENT		\$ 799.37
84340		TEK ADVISORS LLC		\$ 4,200.00
84341		THE JOURNAL		\$ 533.49
84342		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 17,904.36
84343		WV ENHANCED 911 COUNCIL		\$ 70.00
84344		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 44,735.46
84345		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 166.49
84346		JEFFERSON DAY REPORT CENTER		\$ 39,665.40
TOTAL				\$ 727,330.66

Motion by Mr. Compton to approve the Accounts Payable for February 4, 2021 in the amount of \$727,330.66. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
522	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 1,800.00
720	HD/8	LEGACY AUTO DETAIL		\$ 250.00
853	AVI/56	PRINT-O-STAT		\$ 190.00
TOTAL				\$ 2,240.00

Motion by Ms. Tabb to approve the Manual Checks for February 5, 2021 in the amount \$2,240.00. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Compton to approve the Payroll for January 21, 2020 in the amount of \$263,214.21. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public Comment was received by the following: no public comment was provided during this meeting.

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

PRESENTATIONS

1. Tom Hansen, Sheriff
 - a. Bailiffs – Sheriff Hansen informed the Commission he'd present this item at a later date as he was awaiting information pertaining to the request.
 - b. Home Confinement Officer – this item was postponed pending an opinion from the Ethics Commission as the potential Home Confinement Officer is related to the Sheriff by marriage.
 - c. Increase of Pledged Securities for the Bank of Charles Town (BCT), Jefferson Security Bank (JSB), and Branch Banking and Trust (BB&T) – Sheriff Hansen informed the Commission of a raise in pledged securities with BCT to \$20,000,000; with JSB to \$1,500,000; and with BB&T to \$3,500,000.
2. Jacqueline Shadle, Clerk of the County Commission – requested approval of employment for two vacant assistant clerk positions.
 - **Motion by Mr. Stolipher to approve the employment of Kelly Sparks as an assistant clerk with a salary of \$33,000, effective March 1, 2021 and Amanda Hefner as assistant clerk with a salary of \$32,000, effective February 18, 2021. Motion seconded and unanimously approved.**

3. Chad Wallen, Gordon Associates – Sheetz Zoning Map Amendment – request for Public Hearing and referral to the Planning Commission to review Zoning Map Amendment Request for the 2.1 acre property identified in Charles Town District (2), Map Number 16, Portion of Parcel 1
 - **Motion by Mr. Compton to accept the Zoning Map Amendment request, refer the request to the Planning Commission for review of Comprehensive Plan consistency and to schedule a public hearing before the County Commission on March 18, 2021 at 6:30pm. Motion seconded and unanimously approved.**

4. Kelly Franklin, Director, Jefferson Day Report Center – requested the approval of the FY22 WV Corrections Grant
 - **Motion by Mr. Compton to authorize Josh Compton, President of the Commission, to act on its behalf to enter into a contractual agreement with the Division of Justice and Administrative Services to receive and administer the grant funds pursuant to the provisions of the Community Corrections Program. Motion seconded and unanimously approved.**

5. Laura Kuhn, Interim Director, Jefferson County Department of Maintenance – requested approval of employment for a full-time custodian position
 - **Motion by Ms. Tabb to approve the employment of Pamela K. Goetz as a Full-time 80-hour Custodian in the Maintenance Department at a Grade II, starting salary of \$31,559.00. Motion seconded and unanimously approved.**

6. Roger Goodwin, Chief County Engineer
 - a. Family Adventure Resort, LLC – River Riders/Clarion Hotel Connector Roads (File #S17-04).
 - **Motion by Mr. Compton to authorize a complete release of Performance Bond #107200295 with Travelers Casualty and Surety Compant of America in the amount of \$72,065.00 construction bond amount for Family Adventure Resort, LLC – River Riders/Clarion Inn Connector Roads (File #S17-04). Motion seconded and unanimously approved.**

 - b. Blossman Gas, Inc. – Burr Industrial Park, Lot 12 (File #19-1-S).

- **Motion by Ms. Tabb to authorize a complete release of Performance Bond #9242691 with Fidelity and Deposit Company of Maryland in the amount of \$170,940.00 construction bond amount for Blossman Gas, Inc. – Burr Business Park, Lot 12 (File #19-1-S). Motion seconded and unanimously approved.**

c. Presentation of Calendar Year 2020 Annual Report for the Office of Impact Fees

- **Motion by Mr. Compton to accept the Calendar Year 2020 Impact Fees Annual Report for the Office of Impact Fees, as presented. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to stay the inflationary adjustment to the impact fees. Motion seconded and unanimously approved.**

d. Presentation of the FY2022 Capital Improvement Plan for the Office of Impact Fees

- **Motion by Mr. Compton to approve the FY2022 Capital Improvement Plan for the Office of Impact Fees as presented. Motion accepted and unanimously approved.**

7. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues. Discussion/Action.
- Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397. Discussion/Action.
- Discussion of Jefferson County Circuit Court Civil Action #19-P-69. Discussion/Action.
- Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282). Discussion/Action.
- Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1). Discussion/Action.
- Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto.
- Discussion of Jefferson County Circuit Court Civil Action #17-C-174. Discussion/Action.
- Discussion of Jefferson County Circuit Court Civil Action #20-C-20. Discussion/Action.
- Discussion of 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
 - **Motion by Mr. Compton to enter into Executive Session to receive legal advice and updates re: personnel matters and ongoing litigation. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to come out of Executive Session and recess for lunch until 1:30 pm to convene for the Board of Review and Equalization and come back into Executive Session once BORE has recessed. Motion seconded and unanimously approved.**

8. The Commission recessed for lunch at 12:07 pm.
The Commission reconvened at 1:30 pm for the Board of Review and Equalization, for which a separate set of minutes have been prepared.

The Commission reconvened in regular session at 1:42 pm.

- **Motion by Mr. Compton to go back into Executive Session. Motion seconded and unanimously approved.**
- **Motion by Mr. Hudson to come out of Executive Session. Motion seconded and unanimously approved.**

UNFINISHED BUSINESS

- Discussion of evaluation and continuation of Project Manager Position
 - **Motion by Mr. Compton to eliminate the Project Manager Position, effective immediately after close of business. Motion seconded and unanimously approved.**

NEW BUSINESS

- Transfer of GIS Office to the IT Department
 - **Motion by Mr. Stolipher to approve the move of the GIS/Addressing Office under the Jefferson County IT Department effective March 1, 2021. Motion seconded and unanimously approved.**

- Permitting and Inspections of Small Businesses in Jefferson County
 - Motion by Mr. Stolipher to have staff create a dedicated e-mail where questions, comments, and complaints regarding permitting and inspections can be submitted, with notice provided to the public that the e-mail account cannot be used to address permitting relating to the Jefferson County Health Department. Motion seconded and unanimously approved.
- Proffers vs. Impact Fees – Ms. Grove provided information on this topic at Mr. Compton’s request.

COUNTY ADMINISTRATOR REPORTS

- Update on 911 Phone System/Discussion of 911 Complaint and Status of Investigation – Ms. Grove stated she met with the Director of the Communications Center to discuss both the 911 phone system and the anonymous complaint and was still in the process of investigating.
- Extension of Policy 216A: FMLA Leave Expansion and Emergency Paid Sick Leave
 - **Motion by Mr. Compton to extend the FMLA Leave Expansion and Emergency Paid Sick Leave policy through March 2021. Motion seconded and unanimously approved.**
- COVID-19 Vaccination Distribution Update

LEGISLATIVE SUMMIT

The Commission met with Delegates Paul Espinosa and Wayne Clark and Senator Patricia Rucker to discuss local legislative priorities for the upcoming legislative session, including but not limited to the collection of Hotel/Motel fees for AirBnB rentals and the exemption of Parks and Recreation summer camp programs from DHHR’s guidelines for child-care facilities.

9. The Commission adjourned 3:41 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

FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Thursday, February 4, 2021, beginning at 1:30 p.m.

PRESENT:

Josh Compton, President
Steve Stolipher, Vice President
Caleb Hudson, Commissioner
Tricia Jackson, Commissioner

STAFF:

Angie Banks, Assessor
June Bowers, Sr. Appraiser
Stephanie Grove, County Administrator
Nathan Cochran, Assistant Prosecuting Attorney
Jessica Carroll, Recording Clerk

In re: 2021 Board of Review and Equalization

President Compton opened the meeting at 1:32 pm. Angela Banks, Jefferson County Assessor, notified the Commission that no hearings were scheduled for the afternoon.

- **There being no further business, motion by Mr. Compton to recess as a Board of Review and Equalization at 1:39 pm and reconvene in the same capacity on Tuesday, February 9th, 2021 at 1:30 pm. Motion seconded and unanimously approved.**

Josh Compton, COMMISSION PRESIDENT

SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held virtually via GoToWebinar and in-person at the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Tuesday, February 8, 2021, beginning at 9:30 o'clock a.m.

PRESENT: Josh Compton, President
Steve Stolipher, V. President
Caleb Hudson, Commissioner
Tricia Jackson, Commissioner
Jane Tabb, Commissioner
Stephanie Grove, County Administrator
Michelle Gordon, Finance Director
Jessica Carroll, Administrative Assistant

In re: FY22 Budget Presentations – Day 1

The meeting was called to order at 9:31 a.m. by President Compton.

Michelle Gordon, Finance Director, gave an overview of the budget process and the projected revenues and expenditure requests submitted by the department heads and elected officials for the upcoming fiscal year.

The Commissioners then heard budget presentations from the following: Eastern Panhandle Transit Authority, Eastern WV Regional Airport, Jefferson County Parks and Recreation, Jefferson Day Report Center, Jefferson County Community Ministries, Jefferson County Historic Landmarks Commission, Local Libraries, the department of Technology, the department of Emergency Communications, the department of Engineering, Planning, and Zoning, Homeland Security and Emergency Management, the Jefferson County Health Department, and CASA.

No decisions regarding the County budget were made during this meeting.

There being no further business, the meeting adjourned at 2:43 pm.

Josh Compton, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held in the Jefferson County Commission Meeting room, located in the Old Charles Town Library at 200 E. Washington Street, Charles Town, WV on Tuesday, February 9, 2021, beginning at 1:30 p.m.

PRESENT:

Josh Compton, President
Steve Stolipher, Vice President
Caleb Hudson, Commissioner
Tricia Jackson, Commissioner
Jane Tabb, Commissioner

STAFF:

Angie Banks, Assessor
June Bowers, Sr. Appraiser
Nathan Cochran, Assistant Prosecuting Attorney
Jessica Carroll, Recording Clerk

In re: 2021 Board of Review and Equalization

President Compton opened the meeting at 1:36 pm with a motion to convene as a Board of Review and Assessment, which was unanimously approved. Angela Banks, Jefferson County Assessor, notified the Commission one hearing was scheduled for the afternoon per request from applicant Tammy Miller.

A hearing was conducted on an appeal by Ms. Miller, owner of property located on Map 17, Parcel 9.4 in the Shepherdstown District.

- **After sworn testimony and presentation of exhibits, motion by Ms. Tabb to deny the appeal on Map 17, Parcel 9.4 in the Shepherdstown District. Motion seconded and unanimously approved.**
- **There being no further business, motion by Mr. Compton to recess as a Board of Review and Equalization at 1:40 pm and reconvene in the same capacity on Thursday, February 11th, 2021 at 1:30 pm. Motion seconded and unanimously approved.**

Josh Compton, COMMISSION PRESIDENT

SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held virtually via GoToWebinar on Wednesday, February 9, 2021, beginning at 6:00 o'clock p.m.

PRESENT: Josh Compton, President
Steve Stolipher, V. President
Caleb Hudson, Commissioner
Tricia Jackson, Commissioner
Jane Tabb, Commissioner
Stephanie Grove, County Administrator
Michelle Gordon, Finance Director
Jessica Carroll, Administrative Assistant

In re: FY22 Budget Presentations – Day 2

The meeting was called to order at 6:00 p.m. by President Compton.

Michelle Gordon, Finance Director, provided the Commission and the audience with a recap of the budget requests presented during the previous day's session.

The Commissioners then heard budget presentations from the following: Capital Projects (presented by Ms. Gordon and Laura Kuhn, interim Maintenance Director), County Sheriff, including the tax office and animal control, Jefferson County Emergency Services Agency, and local fire departments.

No decisions regarding the County budget were made during this meeting.

There being no further business, the meeting adjourned at 6:47 pm.

Josh Compton, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held in the Jefferson County Commission Meeting Room located in the Old Charles Town Library, located at 200 E. Washington Street, Charles Town, West Virginia, and virtually via GoToWebinar on Wednesday, February 10, 2021, beginning at 9:30 o'clock a.m.

PRESENT: Josh Compton, President
Steve Stolipher, V. President
Caleb Hudson, Commissioner
Tricia Jackson, Commissioner
Jane Tabb, Commissioner
Stephanie Grove, County Administrator
Michelle Gordon, Finance Director
Jessica Carroll, Administrative Assistant

In re: FY22 Budget Presentations – Day 3

The meeting was called to order at 9:31 a.m. by President Compton.

Michelle Gordon, Finance Director, provided the Commission and the audience with a recap of the budget requests presented during the previous day's sessions.

The Commissioners then heard budget presentations from the following: Circuit Clerk, Clerk of the County Commission, including Elections, Jefferson County Maintenance Department, including Central Garage and Other Building, Assessor's Office, Prosecuting Attorney's Office, the County Commission, Extension Service Office, the Jefferson County Development Authority, Eastern Panhandle Transit Authority, Magistrate Court and the Coal Severance Fund.

It was the consensus of the Commission to meet on Tuesday, February 16 at 9:30 am to begin budget deliberations, with additional deliberation dates to be discussed during the 16th as well.

No decisions regarding the County budget were made during this meeting.

There being no further business, the meeting adjourned at 11:43 am.

Josh Compton, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held virtually via GoToWebinar on Thursday, February 11, 2021, beginning at 1:30 p.m.

PRESENT:

Josh Compton, President
Steve Stolipher, Vice President
Caleb Hudson, Commissioner
Tricia Jackson, Commissioner
Jane Tabb, Commissioner

STAFF:

Angie Banks, Assessor
June Bowers, Sr. Appraiser
Nathan Cochran, Assistant Prosecuting Attorney
Jessica Carroll, Recording Clerk

In re: 2021 Board of Review and Equalization

President Compton opened the meeting at 1:36 pm. Angela Banks, Jefferson County Assessor, notified the Commission that no hearings were scheduled for the afternoon.

- **There being no further business, motion by Mr. Compton to recess as a Board of Review and Equalization at 1:40 pm and reconvene in the same capacity on Tuesday, February 16th, 2021 at 1:30 pm. Motion seconded and unanimously approved.**

Josh Compton, COMMISSION PRESIDENT

REQUISITIONS TO BE APPROVED

February 18, 2021

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
EMERGENCY COMMUNICATIONS	21034	\$8,625.00	Priority Dispatch	Yearly License Renewal
	21036	\$5,304.00	Informer Systems	Annual Service Agreement
GRAND TOTAL		\$ 13,929.00		

Requisitions



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

Requisition: 2021/21034

Released, Elizabeth A. Dutko, 02/08/2021

Total Cost: \$8,625.00

Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year*	Requisition Number*	Created Date*
2021	21034	02/08/2021

Type
(N) NORMAL

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

Department*
(712) COMMUNICATIONS CENTER-911 ... View

Purchase order

Commodity
... View

Review

Description
PROQA ESP (G) M LICENSE RENEWAL, SERVICE & SI

Needed by
03/04/2021

by

Buyer
(jpolczynski) Jeffrey Polczynski ...

PO Expiration
04/30/2021

Items (1)

Add Item

Line	Description	Qty	UOM	Unit Price	Line Total	GL Account
1	YEARLY PROQA LICENSE RENEWAL, SERVICE & SUPPORT	1.00	EACH	\$8,625.00000	\$8,625.00	E (001712-421600) MAINT/REP EQUIPMENT



Medical Priority Consultants, Inc.
 dba Priority Dispatch Corp
 110 South Regent Street, Suite 500, Salt Lake City, Utah, 84111, United States
 Phone: (801) 363-9127 Fax: (801) 746-5879
 www.prioritydispatch.net
 accounting@prioritydispatch.net

INVOICE

Invoice Number	SIN250561
Invoice Date	02/04/2021
Agency ID	2389

Billing Address

Jefferson County Emergency Communication
 28 Industrial Blvd, Ste 1
 Kearneysville, WV 25430
 United States

Shipping Address

Jefferson County Emergency
 Communication
 28 Industrial Blvd, Ste 1
 Kearneysville, WV 25430
 United States

Customer Reference	Quote #	PO #	Invoice Currency	Due Date
		Multi-Year Agree Signed	USD	Net 30

Product Name	Quantity	Total
ProQA ESP (G) M <i>License Renewal, Service & Support</i> <i>11/1/2020 - 11/1/2021</i>	3	\$ 8,625.00
Shipping & Handling <i>Shipping & Handling</i>	0	\$ 0.00
	Net Total	\$ 8,625.00
	Tax Total	\$ 0.00
	Invoice Total	\$ 8,625.00

Payment Detail
To pay this invoice online please visit: https://payment.prioritydispatch.net
Please make checks payable to Priority Dispatch in US Dollar (USD).
Contact Accounting@prioritydispatch.net with any questions regarding this invoice.

Requisitions



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

Requisition: 2021/21036
Released, Elizabeth A. Dutko, 02/09/2021

Total Cost: \$5,304.00

▼ Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year*	Requisition Number*	Created Date*
2021	21036	02/09/2021

Type
(N) NORMAL

Department*
(712) COMMUNICATIONS CENTER-911 ... View

Purchase order

Commodity
... View

Review

Description
SCHEDULE EXPRESS ANNUAL SERVICE AGREEMENT

Needed by
03/03/2021

Buyer
(jpolczynski) Jeffrey Polczynski ...

PO Expiration
05/31/2021

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

▼ Items (1)

Add Item

Line	Description	Qty	UOM	Unit Price	Line Total	GL Account
1	SCHEDULE EXPRESS ANNUAL SERVICE AGREEMENT 03/31/21	1.00	EACH	\$5,304.00000	\$5,304.00	E (001712-421600) MAINT/REP EQUIPMENT



Informer Systems
 1900 S. Norfolk Street
 Suite 350
 San Mateo, CA 94403
 5126803327
 bmccarthy@informersystems.com
 http://Informersystems.com

Invoice

BILL TO

Jeffrey Polczynski
 Jefferson County ECC
 28 Industrial Blvd, Suite 100
 Kearneysville, WV 25430-9425

SHIP TO

Jeffrey Polczynski
 Jefferson County ECC
 28 Industrial Blvd, Suite 100
 Kearneysville, WV 25430-9425

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
5661	02/01/2021	\$5,304.00	03/03/2021	Net 30	

CUSTOMER NUMBER
 20922

DESCRIPTION	QTY	RATE	AMOUNT
Schedule Express Services from March 1, 2021 - February 28, 2022			
ScheduleExpress Service for March 1 - December 31, 2021 34 Users @ 13.00 = 442.00 442.00 x 10 Months = 4,420.00	1	4,420.00	4,420.00
ScheduleExpress Service for January 1 - February 28, 2022 34 Users @ 13.00 = 442.00 442.00 x 2 Months = 884.00	1	884.00	884.00
BALANCE DUE			\$5,304.00

Thank you for your business!

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$407,786.44		\$407,786.44
6.2% Tax Payable OASDI	\$24,156.09		\$24,156.09
1.45% Tax Payable HI	\$5,649.41		\$5,649.41
Fed Withholding	\$36,009.33		\$36,009.33
WV State Withholding	\$16,869.75		\$16,869.75
PERS Retirement Deduct 4.5%	\$5,002.74		\$5,002.74
PERS Retirement Deduct 6%	\$9,743.16		\$9,743.16
Hosp. Pre-Taxed	\$15,694.00		\$15,694.00
Cancer/ICU Pre-Taxed	\$586.74		\$586.74
Cancer/ICU Not Pre-Taxed	\$933.10		\$933.10
Optional Life Not Pre Taxed	\$1,634.87		\$1,634.87
Christmas Club	\$4,459.00		\$4,459.00
Wage Attach #1	\$502.16		\$502.16
Wage Attach #2	\$1,248.00		\$1,248.00
Wage Attach #3			\$0.00
DSRS Retirement Deduct 8.5%	\$7,423.78		\$7,423.78
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,550.09		\$4,550.09
457R - Roth	\$745.00		\$745.00
MD State Tax	\$860.70		\$860.70
D/VF	\$1,891.45		\$1,891.45
VA State Tax	\$95.89		\$95.89
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$138,937.10	\$0.00	\$138,937.10
Net Wages Total	\$268,849.34	\$0.00	\$268,849.34
Payroll Date	February 4, 2021		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Sheriff Thomas H. Hansen

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

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice next meeting

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Home Confinement Officer**

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

Judge Hammer has appointed Cassie Johnson as a Full-time Home Confinement Officer. She is currently a part-time Bailiff. This is filling a vacancy in the Home Confinement Office.

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 appoint of Cassie Johnson as a Full-time Home Confinement Officer.

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: thansen@jeffersoncountywv.org

Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Name: **Thomas Hansen, Jefferson County Sheriff**
Department or Organization: **Sheriff's Office**
Estimation of amount of time needed for appointment:
Date Requested – 1st Choice: **February 18, 2021**
If a specific date is needed, please provide reason for specific date:
Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):
Please provide the County Commission with a description of your request or presentation, including any background information:
1. Discussion of past and present promotional structure and procedures within the Jefferson County Sheriff's Department. Discussion/Action.

Is this a funding request? Y/N 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*):
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

not applicable

Ora Ash, Director
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26302
 Phone: 627-2415 ext. 5114
 Fax: 627-2417

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists (§ 11-8-26a)

Jefferson County Commission
 GOVERNMENT ENTITY

CONTROL NUMBER
2021
 FY
001
 FUND
3
 REV. NO.
1 of 1
 PG. OF NO.

Person To Contact Regarding

Budget Revision: **Michelle Gordon**

Phone: **304-724-8425**

Fax: **304-725-7916**

P.O. Box 250

STREET OR PO BOX

Charles Town

25414

CITY

ZIP CODE

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
322	Federal Grants	370,506	2,899,378		3,269,884
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

2,899,378

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	1,903,298	3,941		1,907,239
403	Circuit Clerk	508,465	278		508,743
405	Prosecuting Attorney	1,712,568	155		1,712,723
406	Assessor	449,332	958		450,290
425	Other Buildings	733,315	4,940		738,255
428	Data Processing	566,118	37,876		603,994
431	Economic Development	458,585	300		458,885
698	Transfers/Reim. (Audit Findings)	4,697,086	2,738,349		7,435,435
700	Sheriff-Law Enforcement	4,025,555	2,191		4,027,746
712	Communication Center	2,010,039	4,626		2,014,665
715	Ambulance Authority	2,622,847	105,764		2,728,611
	#N/A				

NET INCREASE/(DECREASE) Expenditures

2,899,378

APPROVED BY THE STATE AUDITOR

BY:

Director, Local Government Services Division

Date

AUTHORIZED SIGNATURE
 OF ENTITY

APPROVAL
 DATE

Jefferson County Commission
 State Budget Revision JE

Budget Revision #3 of General Fund FY21

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>
Record Adjustment to make departments whole for COVID Purchases and increased bailiff expense due to COVID			
Federal Grant Revenue	001.322IG0	(2,899,378)	
Co Comm-Unemployment Insurance	001401.422602	3,171	
Co Comm-Contracted Services	001401.423000 COVID	770	
Circuit Clk-Materials & Supplies	001403.434100 COVID	278	
Pros Atty-Dues & Subscriptions	001405.422200 COVID	155	
Assr-Materials & Supplies	001406.434100 COVID	958	
Other Bldgs-Materials & Supplies	001425.434100 COVID	4,940	
IT-Computer Hardware	001428.435400 COVID	32,976	
IT-License & Annual Fees	001428.435600 COVID	4,900	
JCFPB Contributions	001431.456700	200	
JCDA Contributions	001431.456700	100	
Transfer to Capital Outlay Fund	001698.456609	2,738,349	
LEO-Materials & Supplies	001700.434100 COVID	2,191	
Comm Ctr-Materials & Supplies	001712.434100 COVID	4,626	
JCESA -Contributions	001715.456700	105,764	

Total

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 18th Day of February 2021, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2021 budget revision number #3 to the General County Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

_____, and duly seconded by _____
the vote was as follows:

Joshua Compton	_____
Jane M. Tabb	_____
Caleb Hudson	_____
Stephen Stolipher	_____
Tricia Jackson	_____

Whereupon, Commissioner Compton declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Joshua Compton, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Joshua Compton, President
Jefferson County Commission

Jefferson County Commission
 CARES Act 21.019
 Submission Summary

<u>2020</u>	<u>Requested</u>	<u>Approved</u>	<u>Diff</u>	<u>Description</u>
Mar-April	1,105,663.65	1,100,296.57	(5,367.08)	Grant and receipt
May	621,555.85	619,827.85	(1,728.00)	IT-diff grant
June	523,508.05	523,306.05	(202.00)	Dup Receipt
FY20 Subtotal	2,250,727.55	2,243,430.47	(7,297.08)	
July	569,139.19	559,088.26	(10,050.93)	IT-diff grant
August	570,207.75	570,207.45	(0.30)	
September	597,664.20	597,664.20	0.00	
October	621,055.94	621,055.94	0.00	IT-diff grant & Ventilator di
November	551,362.11	551,362.11	-	
December	536,297.11		(536,297.11)	
FY21 Subtotal	3,445,726.30	2,899,377.96	(546,348.34)	
Total	5,696,453.85	5,142,808.43	(553,645.42)	

3,987,738.69

Breakdown by Agency:

<u>2020</u>	<u>JCC</u>	<u>JCESA</u>	<u>JCDA</u>	<u>JCFPB</u>	<u>Grand Total</u>
Mar-April	1,081,793.05	18,155.84	347.68		1,100,296.57
May	611,850.19	7,977.66			619,827.85
June	517,493.95	5,812.10			523,306.05
FY20 Subtotal	2,211,137.19	31,945.60	347.68	-	2,243,430.47
July	545,909.17	13,079.11	99.98		559,088.26
August	554,650.21	15,557.24			570,207.45
September	586,763.18	10,701.13		199.89	597,664.20
October	571,806.96	49,248.98	-		621,055.94
November	543,563.90	7,798.21			551,362.11
December	527,918.20	8,378.91			536,297.11
FY21 Subtotal	3,330,611.62	104,763.58	99.98	199.89	3,435,675.07
Total	5,541,748.81	136,709.18	447.66	199.89	5,679,105.54

Jefferson County Commission
 CARES ACT
 Invoice Summary For December 2020

Grol Agency Other	Date	Vendor	Invoice Number	Description	Amount	Hou Rate Fringe
1 JCC	12/01-12/31/20	JC E911 PAYROLL		JC E911 DISPATCHER EMERGENCY COMMUNICATIONS COVID	68,661.67	
1 JCESA	12/01-12/31/20	JCESA Payroll		JCESA regular Pay COVID	228,076.48	
1 JCC	12/01-12/31/20	JCSO PAYROLL		JCSO REGULAR PAY COVID	146,845.46	
1 JCC	12/01-12/31/20	Payroll		COVID-19 related work for Managerial Positions	22,855.88	
2 JCC	12/01-12/31/20	JC E911 PAYROLL		JC E911 DISPATCHER EMERGENCY COMMUNICATIONS COVID OVERTIME	17,372.23	
2 JCC	12/01-12/31/20	JCSO PAYROLL		JCSO OVERTIME COVID	6,252.98	
2 JCESA	12/01-12/31/20	OT		JCESA OT for backfill due to covid sick absences	7,716.17	
3 JCESA	07/01-09/30/20	Workforce WV	80934-9 10-09-2020	Unemployment		
15 JCC	12/01-12/31/20	Payroll		COVID Sick Leave	31,606.38	
15 JCESA	12/01-12/31/20	Payroll		COVID Isolation Leave	662.74	
21 JCC	425.4341	12/11/2020 Amazon	112-8347195-5305010	Facemasks	126.91	
				Locker barriers for e911 Comm Center to ensure keyboards, headsets and other equipment issued to individual employees are secured and separated from each other. Needed to ensure public safety and continuance of operations. Securing and separating equipment prevents the spread of COVID19 and ensures that we are able to meet 24/7 and minimum staffing levels for the e911 Communication Center.	4,596.00	
21 JCC	7010.434100	11/4/2020 Staples	9823297689			
29 JCC	428.435400	12/4/2020 Amazon	112-7228753-5953841	Replacement switch for overloaded circuits.	423.50	
33 JCC	428.4354	11/23/2020 Dell	2008163992663	1 Laptops for employee telework-capped at 319.99 each	319.99	1,371.56
33 JCC	428.4354	12/2/2020 Dell	2008183311027	5 Laptops for employee telework-capped at 319.99 each	319.99	1,061.32
33 JCC	428.4354	12/8/2020 Office Depot	14342400-001	1 Printer for the Sheriff to telework. Prints complex and lengthy reports.	459.23	
33 JCC		10/22/2020 LOGMEIN	12/23/20-01/22/21 2825	LOGMEIN for Teleworking December Monthly	1.50	
Totals					536,297.11	

Jefferson County Commission
 CARES ACT
 Invoice Summary For November 2020

Gov. Agency	Other	Date	Vendor	Invoice Number	Description	Amount	Hou Rate Fringe
1	JCC	11/01-11/30/20	JC E911 PAYROLL		JC E911 DISPATCHER EMERGENCY COMMUNICATIONS COVID	82,548.81	
1	JCESA	11/01-11/30/20	JCESA Payroll		JCESA regular Pay COVID	212,035.35	
1	JCC	11/01-11/30/20	JCSO PAYROLL		JCSO REGULAR PAY COVID	162,077.68	
1	JCC	11/01-11/30/20	Payroll		COVID-19 related work for Managerial Positions	23,880.07	
2	JCC	11/01-11/30/20	JC E911 PAYROLL		JC E911 DISPATCHER EMERGENCY COMMUNICATIONS COVID OVERTIME	14,717.64	
2	JCC		JCSO PAYROLL		JCSO OVERTIME COVID	9,900.37	
2	JCESA	11/01-11/30/20	OT		JCESA OT for backfill due to covid sick absences	6,956.75	
3	JCESA	07/01-09/30/20	Workforce WV	80934-9 10-09-2020	Unemployment	746.46	
7	JCESA	10/30/2020	Amazon	114-4739063-0778626	Israeli Emergency Bandages 2-Pack	19.26	
7	JCESA	10/30/2020	Amazon	114-6447346-4636257	Bandages for EMS	75.74	
15	JCC	11/01-11/30/20	Payroll		COVID Sick Leave	28,358.15	
21	JCC	406.4341	11/23/2020 Millers Supplies at Work	IN-1113537	DISINFECTING WIPES	262.80	
21	JCC	425.4341	11/23/2020 Millers Supplies at Work	IN-1113560	Disinfectant Spray	174.96	
21	JCC	425.4341	11/23/2020 Millers Supplies at Work	IN-1113504	DISINFECTING WIPES	167.76	
21	JCC	425.4341	11/18/2020 Staples	9823497960	HAND SANITIZER REFILLS	239.98	
21	JCC	425.4341	11/18/2020 Home Depot	WG22499660	ELECTROSTATIC BACKPACK DISINFECTING SPRAYERS	858.00	
21	JCC	425.4341	11/6/2020 Weiss Bros	258591	HAND SANITIZER REFILLS	326.16	
21	JCC	700.434100	11/4/2020 Staples	9823297689	HAND SANITIZER REFILLS	153.38	
29	JCC	428.435400	9/18/2020 Office Depot	122810189-001	Portable Projectors for Public Communications	959.98	
29	JcC	428.4354			partial Paid for JCSO Computers	797.93	
29	JCC	053715.435600	10/20/2020 Tyler	045-319044	Citizen Self Service Installation	1,500.00	
33	JCC	428.4354	10/1/2020 Dell	10427889363	3 Laptops for employee telework-capped at 319.99 each	959.97	4,113.78
33	JCC	428.4354	10/5/2020 Dell	10428638045	1 Laptops for employee telework-capped at 319.99 each	319.99	1,511.51
33	JCC	428.4354	11/17/2020 Dell	10439028912	5 Laptops for employee telework-capped at 319.99 each	1,599.95	4,263.00
33	JCC	428.4354	11/25/2020 Amazon	112-6779523-9263450	Portable screens for finance personnel telework	299.99	
33	JCC	428.4354	11/24/2020 Amazon	112-9452560-7820233	Surface Pro for e911 Director Communications	319.99	
33	JCC	428.4354	10/29/2020 Office Depot	131957726-001	1 Printer for employee telework	329.99	486.91
33	JCC	712	10/22/2020 LOGMEIN	11/23/20-12/22/20 2776	LOGMEIN for Teleworking October Monthly	5.00	
35	JCC	401.4230	10/23/2020 WV United Health System	14631544 08/28/20	COVID Testing for essential employee exposed on the job	192.50	
35	JCC	401.4230	10/23/2020 WV United Health System	H102125785 09-27-20	COVID Testing for essential employee exposed on the job	192.50	
35	JCC	401.4230	10/23/2020 WV United Health System	H102123444 09-24-20	COVID Testing for essential employee exposed on the job	192.50	
35	JCC	401.4230	10/23/2020 WV United Health System	100113719 09-28-20	COVID Testing for essential employee exposed on the job	192.50	
Total Paid						551,362.11	
7	JCESA	11/4/2020	Cognito LLC	2425-7604	automate processes to reduce/ eliminate paper, thereby reducing in person contact and transfer of paper froms touched by multiple people	477.73	
7	JCESA	11/4/2020	Zapier Inc	11/4/2020	automate processes to reduce/ eliminate paper, thereby reducing in person contact and transfer of paper froms touched by multiple people	239.88	
7	JCESA	10/31/2020	DreamHost Web Hosting	2514093-2020-10-31-2	automate processes to reduce/ eliminate paper, thereby reducing in person contact and transfer of paper froms touched by multiple people	178.20	
29	JCC	428.435400	10/16/2020 Dell	10431155469	10 monitors for JCSO Deputies	1,259.90	
29	JCC	428.435400	10/16/2020 Dell	10431198738	5 Computer desktops for JCSO Deputies	3,353.55	

29 JCC	428.435400	10/26/2020 Dell	10433406037	12 monitors for JCSO Deputies	1,360.68
29 JCC	428.435400	10/23/2020 Dell	10432908711	4 Computer Desktops for JCSO Deputies	2,682.84
29 JCC	428.435400			Less Partial Paid for JCSO Computers	(797.93)
Total Not Paid					8,754.85

Jefferson County Commission
 CARES ACT
 Invoice Summary For October 2020

Gro	Agency	Other	Date	Vendor	Invoice Number	Description	Amount	Hour Rate	Fring
1	JCC		10/01-10/31/20	JC E911 PAYROLL		JC E911 DISPATCHER EMERGENCY COMMUNICATIONS COVID	99,181.58		
1	JCESA		10/01-10/31/20	JCESA Payroll		JCESA regular Pay COVID	224,456.07		
1	JCC		10/01-10/31/20	JCSO PAYROLL		JCSO REGULAR PAY COVID	185,336.47		
1	JCC		10/01-10/31/20	Payroll		COVID-19 related work for Managerial Positions	30,721.46		
2	JCC		10/01-10/31/20	JC E911 PAYROLL		JC E911 DISPATCHER EMERGENCY COMMUNICATIONS COVID OVERTIME	11,860.50		
2	JCC		10/01-10/31/20	JCSO PAYROLL		JCSO OVERTIME COVID	7,320.31		
2	JCESA		10/01-10/31/20	OT		JCESA OT for backfill due to covid sick absences	15,361.04		
3	JCC	401.422602		Workforce WV	80084-8 09/30/20	Unemployment	3,170.39		
7	JCESA		10/19/2020	Amazon	112-5637242-0074628	Cleaner and disinfectant solution for fit testing face masks utilized by all EMS staff	56.12		
7	JCESA		10/19/2020	Amazon	112-0842228-2249863	Buckets used for cleaning and disinfectant process of all EMS staff face masks	51.48		
7	JCESA		10/26/2020	Professional Health Services	112300	Physical Exams of all FT Staff to assure all are fit to perform FT duty and patient care	29,864.00		
9	JCESA		10/22/2020	McKesson	17067716	Equipment and supplies to perform patient care with difficulty breathing/RSI	398.12		
15	JCC		10/01-10/31/20	Payroll		COVID Sick Leave	5,688.95		
15	JCESA		10/01-10/31/20	Payroll		COVID Sick Leave	3,518.22		
21	JCC	425	10/21/2020	Dollar General	10331151	Shower Curtains	18.00		
21	JCC	425	10/22/2020	Home Depot	4805-01-72650	Plexi Glass Barrier Supplies	394.70		
21	JCC	425	10/20/2020	Home Depot	4805-01-67676	BARRIER SUPPLIES	29.84		
21	JCC	425	10/26/2020	Millers Supplies at Work	IN-1105254	Touchless Hand Sanitizers and Gel	533.94		
21	JCC	425	9/30/2020	Millers Supplies at Work	IN-1099224	DISINFECTING WIPES AND HAND SANITIZER	333.24		
21	JCC	425	10/22/2020	Staples	267491962	Disposable face Masks	239.98		
21	JCC	425	10/21/2020	Weiss Bros	258055	HAND SANITIZER REFILLS	244.62		
21	JCC	425	10/14/2020	Weiss Bros	257654	HAND SANITIZER REFILLS	163.08		
21	JCC	700.4341	10/22/2020	WalMart	02566.001141.92.05469	Lysol Spray	65.76		
21	JCC	700.4341	10/26/2020	Bound Tree Medical LLC	63812064	Germicidal Disp Wipes	504.88		
21	JCC	700.4341	10/13/2020	Amazon	112-4359937-0543412	Facemasks	199.80		
29	JCC	053715-435600	8/28/2020	Tyler Technologies	045-314446	Citizen Self Service Implementation	652.00		
29	JCC	053715-435600	8/21/2020	Tyler Technologies	045-314047	Citizen Self Service Implementation	652.00		
33	JCC	428.4356	10/13/2020	Dell	2007012573898	3 Laptops for County Clerk's Office	34.39	Partial Paid	
33	JCC	712	10/22/2020	LOGMEIN	10/22/20-11/21/20 2721	LOGMEIN for Teleworking October Monthly	5.00		
Total Paid							621,055.94		
9	JCESA		10/14/2020	Valley Regional Enterprises	I20-004	Stryker Power Stretcher	3,500.00		
9	JCESA		10/28/2020	Master Medical Equipment	48354	Hoses for Ventilator System	100.00		
9	JCESA		10/28/2020	Master Medical Equipment	48376	Hoses for Ventilator System	106.00		
9	JCESA		10/28/2020	Master Medical Equipment	48049	Ventilator System for Patient Care-specifically those requiring assistance with difficulty breathing	18,574.00		
33	JCC	428.4356	10/13/2020	Dell	2007012573898	3 Laptops for County Clerk's Office	4,113.78	Partial Paid	
Total Not Paid							26,393.78		

Jefferson County Commission
 CARES ACT
 Invoice Summary For September 2020

Group	Agency	Other	Date	Vendor	Invoice Number	Description	Amount	Hou Rate Fring
1	JCC		09/01-09/30/20	JC E911 PAYROLL		JC E911 DISPATCHER EMERGENCY COMMUNICATIONS COVID	99,723.44	
1	JCESA		09/01-09/30/20	JCESA Payroll		JCESA regular Pay COVID	221,905.18	
1	JCC		09/01-09/30/20	JCSO PAYROLL		JCSO REGULAR PAY COVID	209,036.96	
1	JCC		09/01-09/30/20	Payroll		COVID-19 related work for administrative policies	30,885.98	
2	JCC		09/01-09/30/20	JC E911 PAYROLL		JC E911 DISPATCHER EMERGENCY COMMUNICATIONS COVID OVERTIME	8,638.81	
2	JCC		09/01-09/30/20	JCSO PAYROLL		JCSO OVERTIME COVID	7,688.99	
2	JCESA		09/01-09/30/20	OT		JCESA OT for backfill due to covid sick absences	10,701.13	
15	JCC		09/01-09/30/20	Payroll		COVID Sick Leave	5,125.70	
26	JCC	425	8/31/2020	Home Depot	4805 02 76915	Barriers for Circuit Clerk's Office	43.70	
26	JCC	406	9/2/2020	Millers Supplies at Work	IN-1091865	Clear Acrylic Screens with mounting brackets	245.00	
26	JCC	406	9/2/2020	Millers Supplies at Work	IN-1092132	Disposable face Masks	449.85	
26	JCC	425	9/15/2020	Amazon	111-2024702-8026633	Disposable face Masks	149.99	
29	JCC	428	8/3/2020	SHI International Corp	B12082299	SonicWall Hardware for IT	2,859.58	
29	JCFPB	431	8/7/2020	Amazon	112-6033564-0477003	WebCam for Farmland Protection Board	49.99	
29	JCFPB	431	9/9/2020	Zoom	INV40573928	JC Farmland Protection Board Zoom Meetings	149.90	
33	JCC	712	8/22/2020	LOGMEIN	08/22/20-09/21/20 259397340	LOGMEIN for Teleworking August Monthly	5.00	
33	JCC	712	9/22/2020	LOGMEIN	09/22/20-10/21/20 266196297	LOGMEIN for Teleworking September Monthly	5.00	
Totals							597,664.20	

Jefferson County Commission
 CARES ACT
 Invoice Summary For August 2020

Group	Agency	Other	Date	Vendor	Invoice Number	Description	Amount	Hour Rate Fring
							570,207.75	
1	JCC		08/01-08/31/20	JC E911 PAYROLL		JC E911 DISPATCHER EMERGENCY COMMUNICATIONS COVID	109,176.59	
1	JCESA		08/01-08/31/20	JCESA Payroll		JCESA regular Pay COVID	219,307.34	
1	JCC		08/01-08/31/20	JCSO PAYROLL		JCSO REGULAR PAY COVID	165,698.36	
1	JCC		08/01-08/31/20	Payroll		COVID-19 related work for administrative policies	31,912.97	
2	JCC		08/01-08/31/20	JC E911 PAYROLL		JC E911 DISPATCHER EMERGENCY COMMUNICATIONS COVID OVERTIME	9,444.65	
2	JCC		08/01-08/31/20	JCSO PAYROLL		JCSO OVERTIME COVID	13,431.43	
2	JCESA		08/01-08/31/20	OT		JCESA OT for backfill due to covid sick absences	10,535.49	
3	JCC			Workforce WV	80084-8 06/30/20	Unemployment		
7	JCESA		8/20/2020	McKesson Medical-Surgical	17021588	Flu Shots for Emergency Services Agency technicians	1,171.41	
15	JCC		08/01-08/31/20	Payroll		COVID Sick Leave	2,632.41	
21	JCESA		8/7/2020	Amazon	114-4544043-3565062	Disinfectant	40.56	
21	JCESA		8/7/2020	Home Depot	WJ13961144	hand held sprayer for disinfectant application	14.92	
21	JCESA		8/20/2020	Home Depot	4805 02 48757	Cabinets for disinfectant materials	489.98	
21	JCESA		8/21/2020	Amazon	111-4862774-9071466	Fogger/Mister used for decontamination of ESA buildings and Equipment	233.26	
21	JCC	425	7/28/2020	Weiss Bros	252385	Clorox wipes	12.33	
23	JCESA		8/14/2020	Valley Regional Enterprises	120-003	Training ambulance box unit - used for training on proper decon	2,000.00	
26	JCC	425	8/27/2020	Millers Supplies at Work	IN-1091028	Disinfecting wipes, Hand Sanitizer	193.68	
26	JCC	403	8/21/2020	Walmart.Com	5052084-084493	Disposable microphone covers for Circuit Court	36.86	
26	JCC	700	8/12/2020	Brisco Apparel Co Inc	21337	Disposable face Masks	651.89	
29	JCC	053715	7/31/2020	Tyler Technologies	045-312241	Implementation of Citizens Self Service	1,956.00	
29	JCC	403	8/21/2020	WallMart	5086 1927 0984 4334 3094 6	Circuit Court -TV to enable remote access for attorneys judges, clients, victims and prisoners	196.00	
29	JCESA		8/31/2020	Cisco Systems Online	101993526613	virtual meetings	486.00	
33	JCESA		8/24/2020	Dropbox Inc	GHY5M9YDMTHS	Remote access for staff	585.62	

Jefferson County Commission
 CARES ACT
 Invoice Summary For July 2020

Group	Agency	Other	Date	Vendor	Invoice Number	Description	Total Billed	569,139.19	Hour Rate Fring
							Amount		
1	JCC		07/01-07/31/20	JC E911 PAYROLL		JC E911 DISPATCHER EMERGENCY COMMUNICATIONS COVID	113,327.93		
1	JCESA		07/01-07/31/20	JCESA Payroll		JCESA regular Pay COVID	213,223.11		
1	JCC		07/01-07/31/20	JCSO PAYROLL		JCSO REGULAR PAY COVID	168,850.82		
1	JCC		07/01-07/31/20	Payroll		COVID-19 related work for administrative policies	28,383.33		
2	JCC		07/01-07/31/20	JC E911 PAYROLL		JC E911 DISPATCHER EMERGENCY COMMUNICATIONS COVID OVERTIME	5,530.95		
2	JCC		07/01-07/31/20	JCSO PAYROLL		JCSO OVERTIME COVID	5,728.70		
2	JCESA		07/01-07/31/20	OT		JCESA OT for backfill due to covid sick absences	13,079.11		
3	JCC		6/30/2020	Workforce WV	80084-8 06/30/20	Unemployment	3,296.72		
15	JCC		07/01-07/31/20	Payroll		COVID Sick Leave	1,201.69		
21	JCC	700	6/15/2020	Public Safety Center	1571863	Super Sanit-Cloths	263.76		
21	JCC	425	7/15/2020	Weiss Bros	251247	Clorox Wipes	24.66		
21	JCC	700	7/16/2020	GenEon	GenEon071620	Minerals for Air Misters to clean, sanitize and disinfect	118.22		
26	JCC	425	5/21/2020	Millers Supplies at Work	IN-1066791	Fusee w/o spike - 30 minute	249.85		
26	JCC	403	6/30/2020	WalMart	4840 4936 9838 5346 491	Hand Sanitizer	8.27		
26	JCC	425	7/8/2020	Home Depot	4805 01 15212	Plexiglass for employee/public barriers	572.40		
26	JCC	425	7/8/2020	84 Lumber	0435-368579	Wood for employee/public barriers	28.72		
26	JCC	403	7/13/2020	Walmart.Com	4662020-676286	Disposable microphone covers for Circuit Court	36.86		
26	JCC	425	7/21/2020	Home Depot	4805 15 35640	Barriers for public and employee protection	63.10		
26	JCC	700	7/24/2020	Target	REC#2-0206-2538-0078-4670-2	Thermometers to test public	97.44		
26	JCC	700	6/23/2020	Amazon	Order 112-1280300-0473000	Disposable face Masks	399.80		
29	JCDA	431	6/25/2020	Amazon	Order 112-2543959-4945046	WebCam	49.99		
29	JCDA	431	7/10/2020	Amazon	Order 112-8606593-9046611	WebCam	49.99		
29	JCC	405	7/29/2020	GoToMeeting	253145099	Pros Atty-Remote conferencing capabilities for Atty-Client and other meetings	154.08		
33	JCC	712	6/22/2020	LOGMEIN	07/22/20-08/21/20	LOGMEIN for Teleworking July Monthly	5.00		
33	JCC	428	7/15/2020	Dell	10407617012	3 Laptops to enable telework for employees	4,343.76		
Total Paid							559,088.26		
29	JCC	053715	7/10/2020	Tyler Technologies	045-309793	Implementation of Citizens Self Service	1,304.00		Not Paid
29	JCC	428	7/31/2020	SHI International Copr	B12076806	Sonic Wall upgrade a result of increased load for COVID public safety	4,899.58		Not Paid
33	JCC	428	6/29/2020	Dell	650639965	Laptops to enable telework for employee	3,847.35		Not Paid
Total Not Paid							10,050.93		

Ora Ash, Director
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26302
 Phone: 627-2415 ext 5114
 Fax: 627-2417

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists (§ 11-8-26a)

Jefferson County Commission
 GOVERNMENT ENTITY

CONTROL NUMBER

2021
 FY
001
 FUND
4
 REV. NO.
1 of 1
 PG. OF NO.

Person To Contact Regarding

Budget Revision: **Michelle Gordon**
 Phone: **304-724-8425**
 Fax: **304-725-7916**

P.O. Box 250
 STREET OR PO BOX
 Charles Town 25414
 CITY ZIP CODE

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
327	Charges for Services		106,653		106,653
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 106,653

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	1,907,239		30,624	1,876,615
423	Insurance Program (Self Insured)	2,395,358		3,353	2,392,005
425	Other Buildings	738,255	2,555		740,810
428	Data Processing	603,994	72,225		676,219
431	Economic Development	458,885	5,000		463,885
440	Engineering	1,275,722		72,225	1,203,497
698	Transfers/Reim. (Audit Findings)	7,435,435		1,023	7,434,412
700	Sheriff-Law Enforcement	4,027,746	30,000		4,057,746
911	Visitor's Bureau	422,100	104,098		526,198
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures 106,653

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

Jefferson County Commission
State Budget Revision JE

Budget Revision #4 of General Fund FY21

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>
1) On 2/4/21, the Commission voted to eliminate the Project Manager Position, Effective 2/4/21.			
Transfer to Capital Outlay Fund	001698.456609	28,977	
Co Comm-Wages	001401.410300		(21,780)
CO Comm-FICA	001401.410400		(1,350)
Co Comm-Medicare	001401.410401		(316)
Co Comm-Retirement	001401.410600		(2,178)
Co Comm-Health Ins	001401.410500		(3,353)
Co Comm-Health Ins Contra	001401.410599	3,353	
Ins Program-Health Insurance	001423.410500		(3,353)
2) On 2/4/21, the Commission voted to transfer GIS from Engineering to IT, Effective 3/1/21.			
Eng-Wages	001440.410300		(56,096)
Eng-FICA	001440.410400		(3,478)
Eng-Medicare	001440.410401		(813)
Eng-Retirement	001440.410600		(5,610)
Eng-Health Ins	001440.410500		(10,961)
Eng-Health Ins Contra	001440.410599	10,961	
Eng-GIS Materials & Supplies	001440.434101		(2,353)
Eng-Training	001440.422100		(850)
Eng-Travel	001440.421400		(975)
Eng-Contracted Services GIS	001440.423001		(841)
Eng-M/R Equipment	001440.421600		(750)
Eng-Dues & Subscriptions	001440.422200		(180)
Eng-Telephone	001440.421100		(279)
IT-Wages	001428.410300	56,096	
IT-FICA	001428.410400	3,478	
IT-Medicare	001428.410401	813	
IT-Retirement	001428.410600	5,610	
IT-Health Ins	001428.410500	10,961	
IT-Health Ins Contra	001428.410599		(10,961)
IT-GIS Materials & Supplies	001428.434101	2,353	
IT-Training	001428.422100	850	
IT-Travel	001428.421400	975	
IT-Contracted Services GIS	001428.423001	841	
IT-M/R Equipment	001428.421600	750	
IT-Dues & Subscriptions	001428.422200	180	
IT-Telephone	001428.421100	279	
3) ON 12/3/2020, the Commission approved in-Kind contribution to the JC CVB for the new welcome center costs. Additionally, A check was received for the FY21 overage OF \$3,695.			
Other Bldgs-Materials& Supplies	001425.434100.00017	2,555	
Charges for Services	001.327CS0		(3,695)
Charges for Services-IN-Kind Labor & Materials	001.327CS5		(102,958)
CVB-InKind Contribution	001911.456710	104,098	
4) Correct GL account for Airport Auth Seat on the Board. Should be JCDA, not Co Comm			
Co Comm-Contribution-Airport Auth	001401.456802		(5,000)
JCDA-Contribution-Airport Auth	001431.456802	5,000	
5) On 12-3-2020, the commission approved an increase in PT Bailiff wages due to the staffing demands created by COVID19			
Transfer to Capital Outlay Fund	001698.456609		(30,000)
LEO-Bailiff PT Wages	001700.410803	27,868	
LEO-FICA	001700.410400	1,728	
LEO-Medicare	001700.410401	404	
Total		161,477	(161,477)

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 18th Day of February 2021, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2021 budget revision number #4 to the General County Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

_____, and duly seconded by _____
the vote was as follows:

Joshua Compton	_____
Jane M. Tabb	_____
Caleb Hudson	_____
Stephen Stolipher	_____
Tricia Jackson	_____

Whereupon, Commissioner Compton declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Joshua Compton, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Joshua Compton, President
Jefferson County Commission

need BR
F421

1-Eliminate
Project Manager
Position from
Dept 401



Name:

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested - 1st Choice: January 21, 2021

Tabled to 2/4/21

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

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

If so, how much? \$

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? Y/N

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/COMMENTS

2/4/21

Josh move
Caleb 2nd

unan approval to

eliminate this position

eff. today

(no pay starting 2/5/21 only
vac. payout)

Jefferson County Commission
 2/4/21 Elimination of Project Manager Position

Bi Weekly Rate	3,170.70	39.63
2/18/2021	1,902.42	
3/4/2021	3,170.70	
3/18/2021	3,170.70	
4/1/2021	3,170.70	
4/15/2021	3,170.70	
4/29/2021	3,170.70	
5/13/2021	3,170.70	
5/27/2021	3,170.70	
6/10/2021	3,170.70	
6/24/2021	3,170.70	
Wage Adjustment	<u>30,438.72</u>	
Less Vac Payout	<u>8,659.16</u>	
Total Wages	<u>21,779.56</u>	001401.410300
FICA	1,350.33	001401.410400
Medicare	315.80	001401.410401
Retirement	2,177.96	001401.410600
Health Insurance	3,352.64	001401.410500
Health Ins Contra	(3,352.64)	001401.410599
Insurance Program	<u>3,352.64</u>	001423.410500
Total Benefits	<u>7,196.73</u>	
Grand Total	28,976.29	

AGENDA REQUEST FORM
www.jeffersoncountywv.org



2/4/21
approved
need FY21 BR
Trfr GIS to IT

Name: Josh Compton, President

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: February 4, 2021

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

Date Requested – 2nd Choice:

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

- ↓ Transfer of GIS Office under the IT Department – Discussion/Action
- ↓ Permitting & Inspections of Small Businesses In Jefferson County – Discussion/Action
- ↓ Proffers vs. Impacts Fees – Discussion/Action
- ↓ Update from Will Rohrbaugh re: CTUB Article 147 – Discussion/Action
- ↓ Update on Jefferson County Legislative Summit – 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

GI Code	Description	Budget request	Comments
✓ 001440.434101	GIS supplies	\$ 5,625.00	Plotter paper, ink for mapping requests. Street Sign blades and Sign posts and hardware.
✓ 001440.422100	Training (GIS portion only)	\$ 850.00	The requested amount is enough for one class for GIS staff to maintain professional certification continuing education units. Focus this year is on ArcPro and Java Script training to support webmapping applications.
✓ 001440.421400	Travel (GIS portion only)	\$ 975.00	GIS Analyst is on West Virginia Association of GIS Professionals and on the WVAGP Communications and Conference Committees, attendance at annual meeting is strongly encouraged. Additional training is often in Charleston or Morgantown. Focus this year is on ArcPro and Java Script training to support webmapping applications.
✓ 001440.423001	Contracted Svcs (GIS copier only)	\$ 1,600.00	These charges are for the maintenance/repair contract and for copies in excess of the base contract amount for the GIS/Addressing Office copier only. These costs are automatically charged against the budget by the finance department.
✓ 001440.421600	Maint/Repair of Equipment	\$750.00	Print O Stat is the vendor and maintenance contract service provider for the large format ink jet plotter used by all offices in the Mason Building. This plotter is used to print large format maps, plats, construction drawings, etc. (up to 42" wide) These documents are used internally and provided to developers, builders, citizens, municipalities, school board and other county offices as requested. The annual full service maintenance (FSM) contract includes travel, labor and parts and has been recommended by IT staff as critical because it is a specialty item that requires unique technical services. It is more efficient to maintain by FSM than in-house.
✓ 001440.422200	Dues & Subscriptions (GIS portion only)	\$ 180.00	WVAGP dues for GIS Manager and GIS Analyst. Needed to maintain continuing education units for certification and professional contributions. GIS Analyst is on WVAGP Communications & Conference Committees; and attends meetings. Membership provides for discounted training opportunities.
✓ 001440.421100	Telephone (GIS portion only)	\$ 670.00	GIS Manager cell phone ONLY

Bal 2353

not spent

not spent

Bal 841

not spent

not spent

Bal 279

Jefferson County Commission
 2/4/21 Transfer GIS from Engineering to IT
 Effective 3/1/21

Bi Weekly Rate	6,374.50	637.45
3/18/2021	6,374.50	
4/1/2021	6,374.50	
4/15/2021	6,374.50	
4/29/2021	6,374.50	
5/13/2021	6,374.50	
5/27/2021	6,374.50	
6/10/2021	6,374.50	
6/24/2021	6,374.50	
7/8/2021	<u>5,099.60</u>	
Total Wages	<u><u>56,095.60</u></u>	410300
FICA	3,477.93	410400
Medicare	813.39	410401
Retirement	5,609.56	410600
Health Insurance	10,960.61	410500
Health Ins Contra	<u>(10,960.61)</u>	410599
Total Benefits	<u><u>9,900.88</u></u>	
Grand Total	65,996.48	

AGENDA REQUEST FORM
www.jeffersoncountywv.org

3-CVB In-Kind Contribution
for Welcome Center Project



Name: Annette Gavin Bates

Department or Organization: Jefferson County CVB

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: December 3, 2020

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): JCCVB presents Annual Report and request JCC to waive maintenance costs associated with Jefferson County WV Welcome Center

Please provide the County Commission with a description of your request or presentation, including any background information: Attached is the 2019 Annual Report and a breakdown from the Interim Maintenance Director, Laura Kuhn, regarding costs of in-kind labor and materials to date on the project.

Is this a funding request? Y/N *yes*

If so, how much? \$53,860.68 to date

Provide exact financial impact/request: attached

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): JCC moves to waive the maintenance costs associated with the Jefferson County WV Welcome Center.

Attach supporting documents for request, or request may be denied. See attached sheet of Maintenance breakdown.
If not attached, explain:

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

Contact information: Annette Gavin Bates

Email address: annette.gavin@jccvb.com

Phone Number: 304-279-3637

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

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3. Kelly Franklin, Director, Jefferson County Day Report Center – follow up from the Case Management Support Request Presented in October 2020 – no action was taken on this item.
4. Interview and Appointment to the Jefferson County Emergency Services Agency – one three-year term ending June 30, 2023 – no action was taken on this item and two citizen representative vacancies remain on the JCESA Board.
5. Annette Gavin Bates, Director, Jefferson County Convention and Visitor’s Bureau – presented the CVB Annual Report and requested the Jefferson County Commission to waive maintenance costs associated with Jefferson County WV Welcome Center.
 - **Motion by Ms. Noland to waive the materials and labor costs associated with the completion of the Jefferson County WV Welcome Center in the amount of \$53,860.68. Motion seconded and passes on a vote of 3-2 with Commissioners Lorenzetti and Tabb opposing.**
6. Laura Kuhn, Interim Director, Jefferson County Maintenance Department – requested permission to begin the advertising and application process to fill an upcoming vacancy of a custodial position within the Maintenance Department.
 - **Motion by Ms. Tabb to approve the hire of a custodial position within the Maintenance Department at a Grade II, starting salary of \$31,500, when the position becomes vacant and to begin the advertising and application process immediately. Motion seconded and unanimously approved.**
7. Dennis Jarvis, Director, Jefferson County Development Authority – requested the approval of Resolution of Participation and Cooperation for Local Economic Development Grant Program
 - **Motion by Ms. Tabb to approve the Resolution of Participation and Cooperation for the JCDA’s application for the Local Economic Development (LED) Grant of \$22,727 from the West Virginia Development Office. Motion seconded and unanimously approved.**
8. Roger Goodwin, Chief County Engineer and Michelle Mason, Impact Fee Specialist – Impact Fees 2020 Recalculation Study – Presentation of Results
 - **Motion by Ms. Tabb to schedule a public hearing on the Impact Fee Study at a date and time to be determined in January 2021. Motion seconded and unanimously approved.**

CVB Project Expenditures

Summary

Total Materials	\$60,066.39
Total Labor	\$89,975.00
Total Project	<u>\$150,041.39</u>

Less CVB Payments	First Draw	-\$40,000.00
	Ck 1007	-\$2,248.91
	Ck 22760	-\$3,694.30

Total In-Kind Contribution 104,098.18

Vendor	Description	Amount
The Home Depot	Materials & supplies	\$66.05
The Home Depot	Materials & supplies	\$30.53
The Home Depot	Materials & supplies	\$123.02
The Home Depot	Materials & supplies	\$177.38
The Home Depot	Materials & supplies	\$173.22
The Home Depot	Materials & supplies	\$170.84
The Home Depot	Materials & supplies (return)	-\$55.86
84 Lumber	Materials & supplies	\$264.74
84 Lumber	Materials & supplies	\$9.24
84 Lumber	Materials & supplies	\$103.11
84 Lumber	Materials & supplies	\$89.72
84 Lumber	Materials & supplies	\$46.69
Jefferson Rentals	saw blade	\$89.99
Thos Somerville Co	plumbing & restroom materials	\$2,825.54
RE Michel	Flex Duct	\$106.74
RE Michel	HVAC Supplies	\$146.53
84 Lumber	Materials & Supplies	\$29.14
Capital Electric	Electrical Supplies	\$245.33
Home Depot	Materials & Supplies	\$26.11
Home Depot	Materials & Supplies	\$11.13
RE Michel	HVAC Supplies	\$45.06
Home Depot	Materials & Supplies	\$103.99
Home Depot	Materials & Supplies	\$19.97
Home Depot	Materials & Supplies	\$7.97
RE Michel	HVAC Supplies	\$1,157.83
84 Lumber	Materials & Supplies	\$373.36
84 Lumber	Materials & Supplies	\$34.14
84 Lumber	Materials & Supplies	\$73.75
Home Depot	Materials & Supplies	\$63.21
Goodman	HVAC Supplies	\$3,435.23
Home Depot	Materials & Supplies	\$21.20
Home Depot	Materials & Supplies	\$34.98
Home Depot	Materials & Supplies	\$51.63
Home Depot	Materials & Supplies	\$74.98
Home Depot	Materials & Supplies	\$18.00
Home Depot	Materials & Supplies	\$32.14

Home Depot	Materials & Supplies	\$9.77
Home Depot	Materials & Supplies	\$23.94
Home Depot	Materials & Supplies	\$47.04
Home Depot	Materials & Supplies	\$5.92
Capital Electric	Electrical Supplies	\$442.30
Capital Electric	Electrical Supplies (Credit)	-\$1,279.35
Capital Electric	Electrical Supplies	\$1,668.95
RE Michel	HVAC Supplies	\$146.53
RE Michel	HVAC Supplies	\$106.74
RE Michel	HVAC Supplies	\$1,059.16
RE Michel	HVAC Supplies	\$146.28
RE Michel	HVAC Supplies	\$139.88
RE Michel	HVAC Supplies	\$85.84
RE Michel	HVAC Supplies	\$433.55
RE Michel	HVAC Supplies	\$33.27
RE Michel	HVAC Supplies	\$206.68
RE Michel	HVAC Supplies	\$81.63
RE Michel	HVAC Supplies	\$133.90
84 Lumber	Materials & Supplies	\$56.61
84 Lumber	Materials & Supplies	\$169.60
84 Lumber	Materials & Supplies	\$742.76
84 Lumber	Materials & Supplies	\$57.11
84 Lumber	Materials & Supplies	\$42.77
84 Lumber	Materials & Supplies	\$36.50
84 Lumber	Materials & Supplies	\$860.61
Thos Somerville Co	plumbing & restroom materials	\$1,105.27
Thos Somerville Co	plumbing & restroom materials	\$5.55
Thos Somerville Co	plumbing & restroom materials	\$592.86
Thos Somerville Co	plumbing & restroom materials	\$300.67
Thos Somerville Co	plumbing & restroom materials (credit)	-\$1,058.57
Thos Somerville Co	plumbing & restroom materials	\$52.54
Thos Somerville Co	plumbing & restroom materials	\$209.68
Thos Somerville Co	plumbing & restroom materials	\$71.22
84 Lumber	Materials & Supplies	\$123.01
84 Lumber	Materials and Supplies	\$34.68
84 Lumber	Materials and Supplies	\$936.98
84 Lumber	Materials and Supplies	\$15.69
RE Michel	HVAC Supplies	\$446.76
Home Depot	Materials and Supplies	\$12.95
Goodman	HVAC Supplies	\$246.99
Goodman	HVAC Supplies	\$72.80
84 Lumber	Materials & Supplies	\$124.86
84 Lumber	Materials & Supplies	\$62.35
84 Lumber	Materials & Supplies	\$56.19
Thos Somerville Co	plumbing & restroom materials	\$339.53
Thos Somerville Co	plumbing & restroom materials (credit)	-\$201.96
RE Michel	HVAC Supplies	\$428.61
RE Michel	HVAC Supplies	\$72.03
RE Michel	HVAC Supplies	\$331.52

RE Michel	HVAC Supplies	\$30.63
RE Michel	HVAC Supplies (credit)	-\$336.95
Home Depot	Materials and Supplies	\$64.40
Home Depot	Materials and Supplies	\$92.09
Home Depot	Materials and Supplies	\$42.39
Sherwin Williams	Paint Supplies	\$10.30
Sherwin Williams	Paint Supplies	\$402.07
Sherwin Williams	Paint Supplies	\$98.17
LTBP Drywall	Drywall Finisher	\$3,520.00
Home Depot	Materials and Supplies	\$71.09
Home Depot	Materials and Supplies	\$36.07
Home Depot	Materials and Supplies	\$101.96
Home Depot	Materials and Supplies	\$36.37
Home Depot	Materials and Supplies	\$45.90
G&Triple T, LLC	Install lights	\$1,147.00
Jefferson Rentals	Scaffold Rental	\$282.66
RE Michel	HVAC Supplies	\$61.72
RE Michel	HVAC Supplies (credit)	-\$118.51
RE Michel	HVAC Supplies	\$199.18
RE Michel	HVAC Supplies	\$99.12
RE Michel	HVAC Supplies	\$110.35
RE Michel	HVAC Supplies	\$52.19
RE Michel	HVAC Supplies	\$33.60
84 Lumber	Materials and Supplies	\$159.75
84 Lumber	Materials and Supplies	\$73.20
84 Lumber	Materials and Supplies	\$33.48
84 LUMBER	SUPPLIES FOR VISITORS PROJECT	617.70
84 LUMBER	ACCOUNT CREDIT	-124.86
JEFFERSON RENTAL	SCAFFOLDING RENTAL	696.84
BERKELEY GLASS INC	FURNISH AND INSTALL GLASS	606.92
SHERWIN-WILLIAMS	PAINT FOR VISITORS CENTER PROJ	10.30
JEFFERSON RENTAL	SCAFFOLDING RENTAL	433.81
SHERWIN-WILLIAMS	SUPPLIES FOR VISITORS PROJECT	48.92
THE HOME DEPOT	SUPPLIES FOR VISITORS CENTER	66.93
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	71.57
THE HOME DEPOT	SUPPLIES FOR THE VISITORS PROJ	56.75
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	21.96
G & TRIPLE T LLC	LABOR TO INSTALL LIGHTS & RECE	720.00
JEFFERSON RENTAL	SCAFFOLDING RENTAL	282.66
84 LUMBER	MATERIALS FOR VISITORS PROJECT	647.70
84 LUMBER	MATERIALS FOR VISITORS PROJECT	274.32
84 LUMBER	SUPPLIES FOR VISITORS PROJECT	57.92
SHERWIN-WILLIAMS	PAINT SUPPLIES FOR VISITORS PR	42.69
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	53.85
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	167.98
THE HOME DEPOT	COVE WALL BASE AND CAULK	11.14
THE HOME DEPOT	PINE BOARDS FOR VISITORS PROJE	27.44
JEFFERSON RENTAL	SCAFFOLDING RENTAL	545.70

84 LUMBER	SUPPLIES FOR VISITORS PROJECT	364.02
84 LUMBER	SUPPLIES FOR VISITORS PROJECT	479.22
SHENANDOAH PLANNING MILL	WOOD PLANKS FOR CEILING - VISI	485.00
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	27.56
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	46.40
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	36.98
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	21.96
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	43.03
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	9.73
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	190.32
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	88.68
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	15.18
84 LUMBER	SUPPLIES FOR VISITORS PROJECT	1,197.58
SHERWIN-WILLIAMS	DUSTWORK PAINT FOR VISITOR CEN	60.49
CAPITAL LIGHTING & SUPPLIES L	FAN DOWNRODS FOR VISITOR PROJE	217.15
84 LUMBER	WINDOWS VISITORS PROJECT	617.31
84 LUMBER	MATERIALS FOR VISITORS PROJECT	122.76
SHERWIN-WILLIAMS	PAINT FOR VISITORS PROJECT	109.19
SHERWIN-WILLIAMS	PAINT FOR VISITORS PROJECT	19.98
SHERWIN-WILLIAMS	PAINT FOR VISITORS PROJECT	69.64
SHERWIN-WILLIAMS	PAINT FOR VISITORS PROJECT	10.99
SHERWIN-WILLIAMS	PAINT FOR VISITORS PROJECT	10.30
SHERWIN-WILLIAMS	PAINT FOR VISITORS PROJECT	36.13
SHERWIN-WILLIAMS	PAINT FOR VISITORS PROJECT	10.30
SHERWIN-WILLIAMS	PAINTING SUPPLIE FOR VISITORS	19.99
CAPITAL LIGHTING & SUPPLIES L	SUPPLIES FOR VISITORS CENTER	277.67
CAPITAL LIGHTING & SUPPLIES L	SUPPLIES FOR VISITORS CENTER	41.91
THOS SOMERVILLE	Plumbing Supplies	557.23
THOS SOMERVILLE	Plumbing Supplies	4,450.00
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	17.84
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	6.74
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	61.18
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	23.98
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	37.98
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	46.07
84 LUMBER	SUPPLIES FOR VISITORS PROJECT	162.02
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	63.58
THE HOME DEPOT	SUPPLIES FOR VISITORS PROJECT	5.16
G & TRIPLE T LLC	ELECTRICIAN LABOR FOR VISITOR	5,670.00
B&M Painting	Interior Prep & Painting	8,684.58
Home Depot	SUPPLIES FOR VISITORS PROJECT	27.96
Home Depot	SUPPLIES FOR VISITORS PROJECT	25.09
Home Depot	SUPPLIES FOR VISITORS PROJECT	36.69
Thos Somerville	plumbing supplies	94.06
Thos Somerville	plumbing supplies	218.61
Thos Somerville	Plumbing supplies	693.15
SHERWIN-WILLIAMS	PAINT FOR VISITORS PROJECT	40.23
Home Depot	SUPPLIES FOR VISITORS PROJECT	28.40
Home Depot	SUPPLIES FOR VISITORS PROJECT	44.10

Home Depot	SUPPLIES FOR VISITORS PROJECT		146.00
Home Depot	SUPPLIES FOR VISITORS PROJECT		126.76
Home Depot	SUPPLIES FOR VISITORS PROJECT		46.91
Materials and supplies Sub-total to date:			\$57,697.09
Labor	Hours	Rate	Amount
Labor - Mechanic/Carpenter	1441.5	\$50.00	\$72,075.00
Labor - Helper	250	\$40.00	\$10,000.00
Total			\$82,075.00
Less In-Kind Discount (50%)			\$41,037.50
Less Plumbing Labor (105 hours @ \$50 per hour less 50% In-Kind Discount)			\$2,625.00
Labor Sub-total to date:			\$38,412.50

MATERIALS AND LABOR EXPENDITURES INCURRED AS OF 11/17/2020		\$96,109.59
First Draw		-40,000
Payment Received 2/18/20 (Check #1007)		-2248.91
TOTAL DUE AS OF 11/17/2020		\$53,860.68

Invoice 1/7/21	Additional Materials	2,369.30
	Labor	2,650.00
Total		5,019.30
Less In-Kind Discount (50%)		\$1,325.00
Labor Sub-total to date:		\$3,694.30

VISITORS BUREAU FOR THE PROMOTION OF TOURISM IN JEFFERSON COUNTY, INC.

37 WASHINGTON COURT
HARPERS FERRY, WV 25425

Bank Of Charles Town
1318 Washington St
Harpers Ferry, WV 25425
304-535-6336

22760

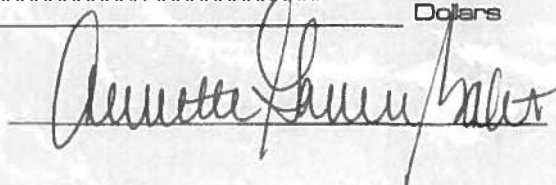
Date 1/7/2021

69-141/570

Pay to the Order of Jefferson County Commission \$ **3,694.30

THREE-THOUSAND SIX-HUNDRED-NINETY-FOUR AND 30/100 ***** Dollars

Jefferson County Commission
Maintenance Department
128 Industrial Blvd
Keameysville, WV 25430



Memo _____

⑈022760⑈⑈05700⑈⑈1418⑈⑈1015877⑈⑈

VISITORS BUREAU FOR THE PROMOTION

22760

Jefferson County Commission

Date	Type	Reference	Original Amt.	Balance Due	1/7/2021 Discount	Payment
1/7/2021	Bill	21.0107	3,694.30	3,694.30		3,694.30
				Check Amount		3,694.30

001.327050
Charges for Services

Checking

3,694.30

Invoice

Jefferson County Commission
 Maintenance Department
 128 Industrial Blvd.
 Kearneysville, WV 25430

1/7/2021

Bill To:
 Jefferson County Convention and Visitors Bureau
 Attn: Annette Gavin
 37 Washington Ct.
 Harpers Ferry, WV 25425

Vendor	Description	Cost	
Home Depot	Materials & Supplies	\$19.96	
Home Depot	Materials & Supplies	\$21.20	
Home Depot	Materials & Supplies	\$14.71	
Home Depot	Materials & Supplies	\$29.46	
Home Depot	Materials & Supplies	\$125.90	
Home Depot	Materials & Supplies	\$23.82	
Home Depot	Cabinets	\$1,749.25	
G&Triple T, LLC	Electrical Labor	\$385.00	
Materials and supplies for March 2020:		\$2,369.30	
Labor	Hours	Rate	Amount
Labor - Mechanic/Carpenter	53	\$50.00	\$2,650.00
Labor - Helper	0	\$40.00	\$0.00
		Total	\$2,650.00
		Less In-Kind Discount (50%)	\$1,325.00
		Labor Sub-total for March 2020:	\$1,325.00
MATERIALS AND LABOR EXPENDITURES FOR DECEMBER 2020			\$3,694.30

**Make check payable to:
 Jefferson County Commission**

Account Inquiry [Jefferson County, WV - Production]



- Back
- Search
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- Output
- Print
- Display
- PDF
- Save
- Excel
- Word
- Email
- Schedule
- Attach (0)
- Detail
- Months
- Seg Find
- Totals
- Project Strings
- User Defined Fields

Account

Fund	001	... GEN FUND	Acct	001.425 GG.434100.00017		Account Notes
Org	001425	... OTHR BLDGS	Acct name	MATERIALS AND SUPPLIES		
Object	434100	... MAT SUPP	Type	Expense	Status Active	
Project	00017	... JC1901VC VISITOR'S CEN	Sub-Rollup			
		Rollup				

MultiYr Fund

4 YEAR COMPARISON

- CURRENT YEAR HISTORY 4 YEAR GRAPH HISTORY GRAPH

Yr/Per 2021/06	Fiscal Year 2021		Fiscal Year 2020		Fiscal Year 2019		Fiscal Year 2022	
Original Budget	30,000.00		.00		.00		.00	
Transfers In	.00		26,534.00		25,000.00		.00	
Transfers Out	.00		.00		.00		.00	
Revised Budget	30,000.00		26,534.00		25,000.00		.00	
Actual (Memo)	32,554.97		19,120.24		9,866.97		.00	
Encumbrances	.00		.00		.00		.00	
Requisitions	.00						.00	
Available	-2,554.97		7,413.76		15,133.03		.00	
Percent used	108.52		72.06		39.47		.00	

Need BR to correct overage of -2554.97 above.
MGordon

Account Inquiry [Jefferson County, WV - Production]



- Back
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- Word
- Email
- Schedule
- Attach
- Detail
- Months
- Seg Find
- Totals
- Project Strings
- User Defined Fields

Account

Fund	001	... GEN FUND	Acct	001.401.GG.456802.	
Org	001401	... CO COMM	Acct name	CONTRIBUTION - AIRPORT AUTH	
Object	456802	... CONT-AIRPT	Type	Expense	Status: Active
Project			Rollup		
			Sub-Rollup		

Account Notes

MultiYr Fund

4 YEAR COMPARISON

- CURRENT YEAR
- HISTORY
- 4 YEAR GRAPH
- HISTORY GRAPH

Yr/Per 2021/06	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2022
Original Budget	5,000.00	.00	.00	.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	5,000.00	.00	.00	.00
Actual (Memo)	.00	.00	.00	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	5,000.00	.00	.00	.00
Percent used	.00	.00	.00	.00

Need to correct gl account. Should be department 001431 -JCDA and not 001401 -Co Commission
 MGorDON

TOTAL					270.00
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Motion by Ms. Noland to approve the Manual Checks for December 4, 2020 in the amount of \$270.00. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Compton to approve the Payroll for November 25, 2020 in the amount of \$279,275.32. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public Comment was received by the following: Effie Kallas.

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

PRESENTATIONS

1. Peter Dougherty, Sheriff – requested a part-time bailiff budget adjustment.
 - **Motion by Ms. Noland to approve the increase of \$30,000 to the part-time bailiff line item. Motion seconded and unanimously approved.**

2. Lynn Fields, Probate – requested the acceptance and approval of the final paperwork on the estates of Geraldine Bolyard, deceased and Gary Lee Taulton, deceased, and approve both estates to be closed.
 - **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to acceptance and approve the final paperwork for the estates of Geraldine Bolyard, deceased, and Gary Lee Taulton, deceased, and approve both estates to be closed.**
 - **Motion by Ms. Noland to reconvene in regular session. Motion seconded and unanimously approved.**

AGENDA REQUEST FORM
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: 10 minutes

Date Requested – 1st Choice: February 18, 2021

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

Date Requested – 2nd Choice: Click here to enter text.

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

1. Request to post the vacant Deputy Director/Planner/Program Manager position.
2. 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:

1. I am requesting to post the vacant position for our Deputy Director/Planner/Program Manager. This position is current an Exempt position that is Grade 5. This is a position that is already budgeted.
2. FOLLOW-UP of January 21, 2021 agenda item - 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?

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

1. I move to approve the posting of the position of the JCHSEM Deputy Director/Planner/Program Manager, which is an Exempt position at a Grade 5 salary.
2. 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. Phone Number: 304-728-3290

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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.

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



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

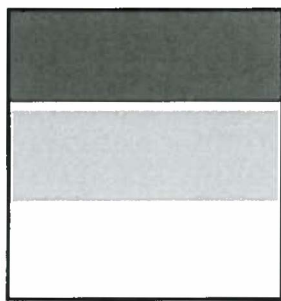
Hazard Severity Classifications

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	Improbable
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.

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

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



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/>

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 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.

By Order of the Jefferson County Commission
Josh Compton, President



JEFFERSON COUNTY, WEST VIRGINIA

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

P.O. Box 716

Charles Town, WV 25414

www.jeffersoncountywv.org

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

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

MEMO

TO: County Commission of Jefferson County
FROM: Jennifer M. Brockman, AICP, County Planner
DATE: February 10, 2021
RE: Planning Commission Recommendation regarding Livingston property (File #20-2-Z)
Zoning Map Amendment Request

On Thursday, January 7, 2021, the Jefferson County Commission was presented with a petition for a Zoning Map Amendment by Chris Livingston (Dead Rock Contractor Services, LLC) for a 0.86-acre property located north of Shipley School Road, between Shipley School and Meadows Farm Nursery [Harper's Ferry (04), Map: 9, Parcels: 23 and 27] to rezone the property from Residential Growth (RG) to General Commercial (GC). A Public Hearing has been scheduled on this rezoning request by the County Commission for Thursday, February 18, 2021 at 7:00 PM. At the January 7th meeting, the County Commission, in accordance with WV Code 8A and the Jefferson County Zoning Ordinance Article 12, referred the petition to the Planning Commission for their review and recommendation as to whether the proposed amendment is consistent with the adopted Comprehensive Plan.

On Tuesday, February 9, 2021 at the Jefferson County Planning Commission meeting, the Planning Commission heard a presentation regarding the Zoning Map Amendment (#20-2-Z) petition by the applicant. Additionally, a staff report was presented which identified relevant portions of the *Envision Jefferson 2035 Comprehensive Plan* for the Planning Commission's consideration and review. This staff report, as amended, is attached to this memo for the County Commission's information and consideration. Staff provided comments on the application and the relevant sections of the *Envision Jefferson 2035 Comprehensive*. Staff presented a finding to the Planning Commission that the proposed rezoning is not consistent with the *Envision Jefferson 2035 Comprehensive Plan* because of its location outside the US 340 East Preferred Growth Area (PGA) and its designation on the Future Land Use Guide as Future Low Density Residential.

After review of the staff report and further discussion, the Planning Commission found, with a unanimous vote, that the proposed Zoning Map Amendment from Residential Growth to General Commercial is consistent with the *Envision Jefferson 2035 Comprehensive Plan* because much of the land in the areas is already commercial in use and because of the property's proximity to a four-lane highway.

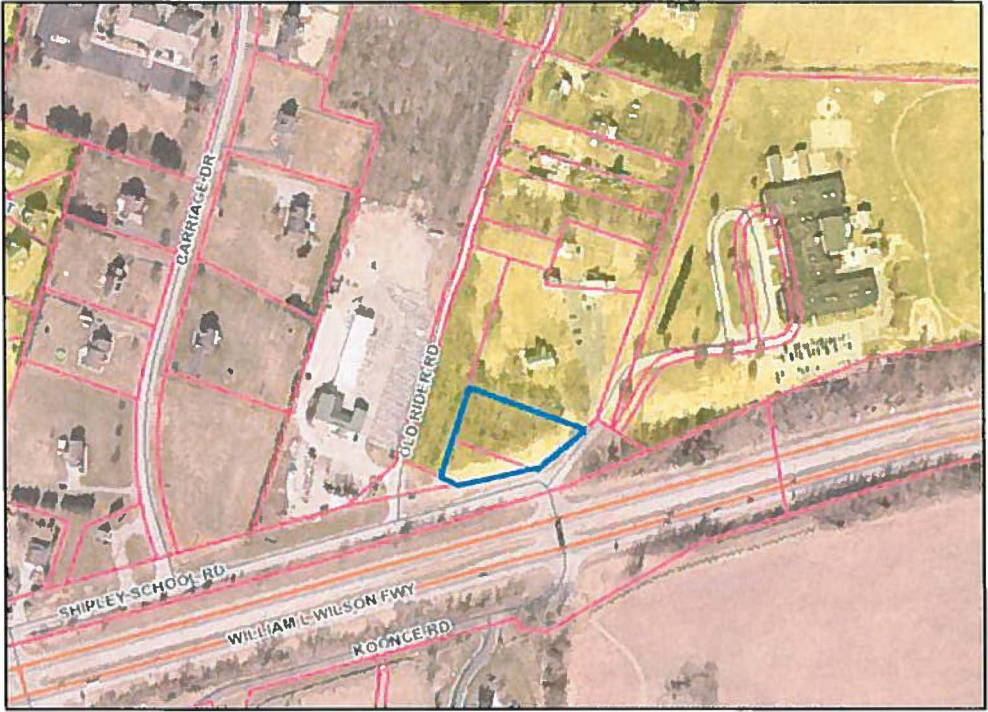
Attachment:

- *Staff Report -- Zoning Map Amendment #20-2-Z for 2/9/21 Planning Commission Meeting*

Staff Report
 Jefferson County Planning Commission Meeting
 February 9, 2021

Livingston (Dead Rock Contractor Services, LLC) Rezoning Request (20-2-Z)

Item # 9 Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment by property owner Chris Livingston, Dead Rock Contractor Services, LLC, to rezone the subject parcel from Residential Growth to ~~Residential Light Industrial Commercial~~ **General Commercial**, is consistent with the 2035 *Envision Jefferson Comprehensive Plan*.

Owner:	Chris Livingston, Dead Rock Contractor Services, LLC
Property Location:	ShIPLEY School Road, between ShIPLEY School and Meadows Farm Nursery
Legal Description:	District: Harper's Ferry (04), Map: 9, Parcels: 23 and 27; DB1252/PG320; Proposed Area to rezone: 0.86 ac; Zoned: Residential Growth 
Surrounding Properties:	<i>North and East:</i> Residential Growth <i>South and West:</i> Residential-Light Industrial- Commercial
Current Use:	Vacant
Proposed Request	To rezone from Residential Growth (RG) to Residential Light Industrial-Commercial (RLIC) General Commercial (GC)
Planning Commission Responsibility:	To advise the County Commission whether the requested Zoning Map Amendment is consistent with the <i>Envision Jefferson 2035 Comprehensive Plan</i> .
Staff Finding:	Staff finds that the request is not consistent with the <i>Envision Jefferson 2035 Comprehensive Plan</i> .

Applicant's Request

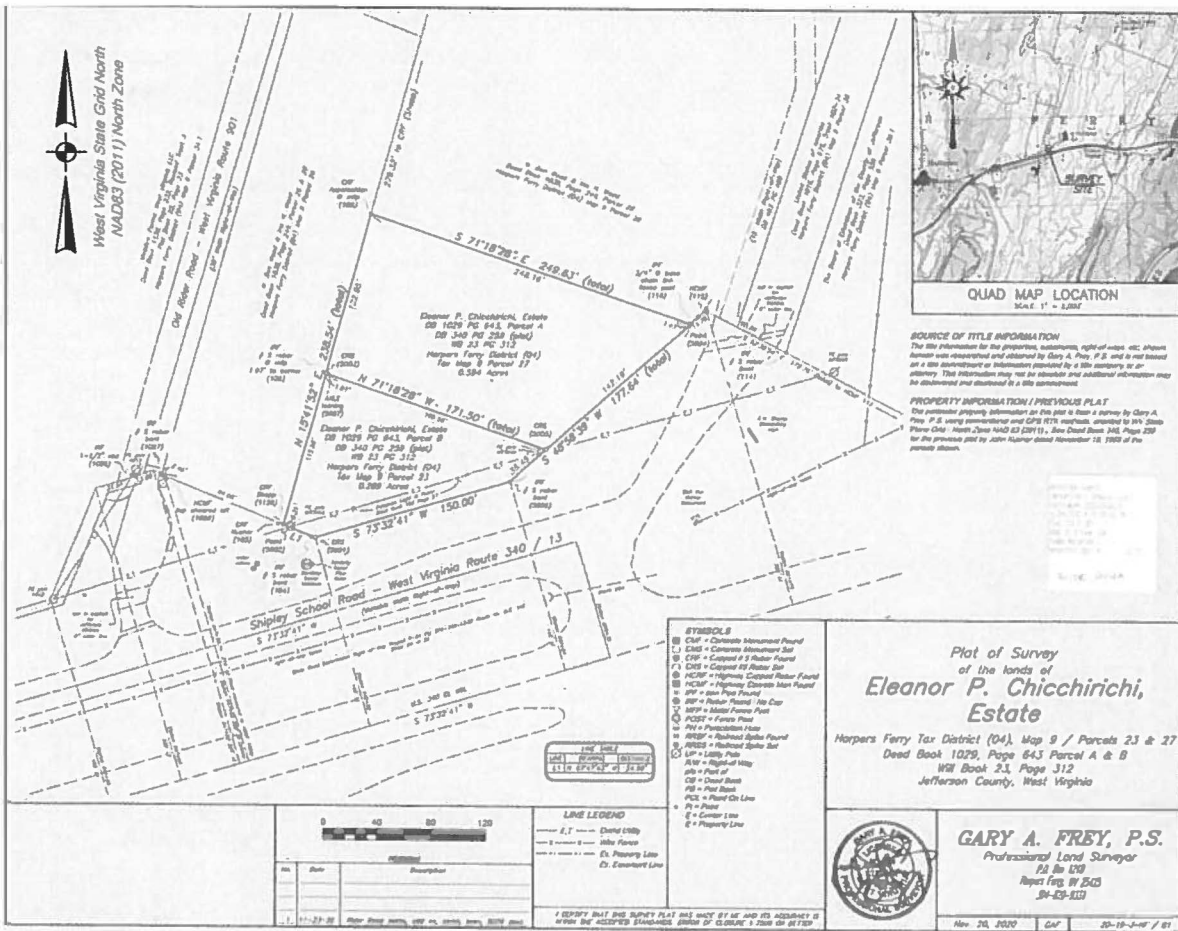
The applicant's request involves two lots totaling 0.86 acres. The lots will be required to be merged prior to the issues of any non-residential building permits. The request is to rezone these two lots from Residential Growth (RG) to ~~Residential Light Industrial Commercial (RLIC)~~ **General Commercial (GC)**. The proposed area to be rezoned is located west of Shipley School and east of Meadows Farms Nursery.

Note: The original PC memo mis-stated that the request was for RLIC zoning. This has been corrected on this report.

Staff Report
Jefferson County Planning Commission Meeting
February 9, 2021

Livingston (Dead Rock Contractor Services, LLC) Rezoning Request (20-2-Z)

Existing Conditions



Neighboring Uses

The majority of the property in the vicinity of these two properties on the north side of US 340 are zoned and used for residential purposes. The subject parcels are in close proximity to the following nonresidential land uses:

North of US 340 and Shipley School Road

- Meadows Farm Nursery
- Shipley School

South of Martinsburg Pike

- Customs and Border Patrol
- Harper's Ferry National Historic Park Schoolhouse Ridge South

Shipley School Road is a frontage road paralleling US 340 along its northern edge. US 340 is identified in the 2035 *Envision Jefferson Plan* as a Principal Arterial. Principle Arterials are defined as highways that provide higher speed travel and mobility for long distance trips to and through communities and to minor arterials and collector routes. Access may be limited by medians and, in this case, access across the median near Shipley Elementary does not have a traffic light. A Traffic Light has been installed since the Plan was adopted at the entrance to Customs and Border Patrol across from Carriage Park Subdivision. Within Jefferson County, the only roadways that are designated as Principal Arterials are WV 9 and US 340.

Note: The original PC memo mis-stated that the request was for RLIC zoning. This has been corrected on this report.

Staff Report
Jefferson County Planning Commission Meeting
February 9, 2021

Livingston (Dead Rock Contractor Services, LLC) Rezoning Request (20-2-Z)

Scope of this Assessment

This staff report focuses on whether or not the Zoning Map Amendment application is consistent with the *Envision Jefferson 2035 Comprehensive Plan (2035 Plan)* and provides a Staff recommendation based on review of the various plan sections and elements. Staff's professional recommendation is that the request is **not consistent** with the *2035 Plan* because it is **not** located within any County-designated Preferred Growth Area (PGA) and its designation on the Future Land Use Guide as Future Low Density Residential.

It should be noted that Staff have no statutory authority to make decisions in this regard. The County Commission, with the recommendation of the Planning Commission, has the authority to approve or deny a zoning map amendment.

Zoning Map Amendment Public Hearing Process

Article 12 of the Zoning Ordinance requires that the "procedure for amendment [by petition] shall be as dictated in Section 8A-7-9 et seq of the West Virginia State Code as amended." Regarding amendments by petition, State statute provides that, "Before amending the zoning ordinance, the governing body with the advice of the planning commission must find that the amendment is consistent with the adopted comprehensive plan." [See WVC 8A-7-9(c)].

Relevant Envision Jefferson 2035 Comprehensive Plan Elements and Commentary

The *Envision Jefferson 2035 Comprehensive Plan* consists of both goals and recommendations in text format as well as a Future Land Use Guide, both of which are relevant to this analysis. Page number references throughout this report relate to the *Envision Jefferson 2035 Comprehensive Plan*.

A. Land Use and Growth Management Element: US 340 East Preferred Growth Area (PGA)

One of the key concepts that the Land Use and Growth Management Element of the *2035 Plan* addresses is how to better influence the location of new development within Jefferson County. As the cost of providing services and utilities increases, many communities similar to Jefferson County have come to the realization that it is more sensible to identify specific areas that can handle development and growth, and to focus infrastructure and community service investments in these areas. In Jefferson County, there are four area types that are identified as part of *Envision Jefferson 2035 Plan* (pp.16-17): Urban Growth Boundaries (UGB) and Preferred Growth Areas (PGA) are the areas of Jefferson County where urban scale development is to be targeted; and Rural/Agricultural Areas and Villages, are where limited development is possible, but not intended for urban-scale development.

In light of this request, it should be noted that the *2035 Plan* identified a PGA along US 340 East which includes a series of nodes (outlined in red) of development at key intersections along this stretch of US 340, which does **not** include the area where this property (outlined in blue) is located.



Staff Report
Jefferson County Planning Commission Meeting
February 9, 2021

Livingston (Dead Rock Contractor Services, LLC) Rezoning Request (20-2-Z)

B. Future Land Use Guide/Map

While property included in this Zoning Map Amendment petition is not included within a Preferred Growth Area, the Future Land Use Guide does reflect the highly residential nature of this neighborhood and recommends this property as Future Low Density Residential (pp. 215 & 221).

Appendix G of the *Envision Jefferson 2035 Comprehensive Plan* provides a detailed explanation of the Land Use Map Classifications utilized on the Existing Land Use Map and Future Land Use Guide, which are intended to provide guidance to the Planning and County Commissions when considering owner-initiated zoning map amendments (rezoning requests) (p. 235).



Appendix G states that the intent of the Low Density Residential land use category is to reflect land occupied by a single family residential development, with a density of one unit per acre to 2.99 units per acre. Lots in this category may be served by either on-site well and septic systems or a public water and sewer system as the number of units per acre increases (p.235). Residential development on lots adjoin an existing elementary school is considered a compatible land use. The current Residential Growth zoning supports the proposed future land use of Low Density Residential.

C. Urban Land Development Recommendations (Goal 1)

While this property is not included within a portion of the County where urban scale development is to be targeted, the County Commission incorporated a recommendation within the Urban Land Development Recommendations portion of the *2035 Plan* that may be relevant to this request.

The second recommendation under the Urban Level Development section of the Plan states the following:

“Recognize that the County Commission has the authority to make land use decisions including Zoning Map Amendments based upon the finding of consistency with the Future Land Use Guide and the recommendations of this Plan; the County Commission may determine that petitions or decisions for zoning map amendments are consistent with the Comprehensive Plan if any of the following conditions are met after the entire Plan is taken into consideration:

- a. Economic Well-Being of the County; or
- b. Error or Under Scrutinized Property on the Future Land Use Guide; or
- c. Change in Neighborhood; or

Staff Report
Jefferson County Planning Commission Meeting
February 9, 2021

Livingston (Dead Rock Contractor Services, LLC) Rezoning Request (20-2-Z)

- d. Any Other Circumstance that the Governing Body determines should have been considered when drafting the Future Land Use Guide; and/or
- e. Environmental impacts are considered.”

While sub-items “b” through “e” may not apply, the County Commission may want to consider whether allowing a commercial development in this location by an existing elementary school contributes to the economic well-being of the County.

Note that this recommendation does not give the Planning Commission the authority to use these conditions as a part of their recommendation regarding consistency with the *2035 Plan*, the County Commission may determine to use this in their consideration.

Proposed Zoning District – General Commercial (GC)

This petition is requesting that this property be rezoned to General Commercial. The purpose of the General Commercial District (GC) (complete description attached) is to “The purpose of this district is to provide for general destination business uses, which provide a broad range of commercial products and services necessary for large regions. The uses in this district may be characterized by medium-to-large buildings (including retail stores of up to 100,000 square feet of gross floor area for an individual building as per the definition of Retail Store, Large in this ordinance), more intensive commercial activity, and more vehicular traffic than would be permitted for uses in the NC district.

Staff Recommendation

Staff finds the proposed ~~RLIC~~GC rezoning is **not consistent** with the *Envision Jefferson 2035 Comprehensive Plan*. It is not located within a Preferred Growth Area and is not designated as future commercial on the Future Land Use Guide.

Planning Commission Action

Article 12 of the Zoning Ordinance and the relevant sections of WV State Code requires the County Commission to refer rezoning petitions to the Planning Commission for their review and recommendation as to whether the amendment is consistent with the adopted *Comprehensive Plan*. Such recommendation is required to be sent to the County Commission prior to the County Commission’s public hearing which shall be held within 60 days of the date the petition is presented.

The petition was presented to the County Commission on January 7, 2021 and the required Public Hearing has been scheduled on February 18, 2021 at 7:00 pm. Therefore, the Planning Commission is required to review this application and make a recommendation to the County Commission prior to this meeting.

Attachments:

- Section 5.12 General Commercial (GC) District

Staff Report
Jefferson County Planning Commission Meeting
February 9, 2021

Livingston (Dead Rock Contractor Services, LLC) Rezoning Request (20-2-Z)

ATTACHMENTS:

Section 5.12 General Commercial (GC) District^{27, 32}

- A. Purpose. The purpose of this district is to provide for general destination business uses, which provide a broad range of commercial products and services necessary for large regions. The uses in this district may be characterized by medium-to-large buildings (including retail stores of up to 100,000 square feet of gross floor area for an individual building as per the definition of Retail Store, Large in this ordinance), more intensive commercial activity, and more vehicular traffic than would be permitted for uses in the NC district.
- B. Location. This zoning category is intended for use on properties:
 - 1. In the Growth Area as shown in the most recently adopted Comprehensive Plan, if the plan does not include a future land use map; or
 - 2. In locations where the appropriate land use category is designated on the future land use map (and related text) in the most recently adopted Comprehensive Plan.
- C. Permitted Uses
 - 1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.³²
 - 2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals in accordance with Section 6.3 of this Ordinance.³²
- D. Site Development Standards
 - 1. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance.
 - 2. A development that complies with all requirements of Section 5.11E may be developed in accordance with the requirements of Section 5.11D(2-6) and the front setback requirements for the Neighborhood Commercial District as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards.
- E. Additional Requirements
 - 1. Commercial and Industrial uses are subject to the requirements for such uses in Article 8.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Chris Livingston

Department or Organization: **Dead Rock Contractor Services, LLC.**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **January 7, 2021**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Zoning Map Amendment Rezoning Request for Dead Rock Contractor Services, LLC**

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

- ✚ We're submitting a request for public hearing (with the County Commission) and referral to the Jefferson County Planning Commission to review the zoning map amendment request for property identified in the Harper Ferry District (4), Map Number 9, Parcels 23 & 27 at 0 Shipley School Road, Harpers Ferry, WV, 25425.

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 accept the request for the Zoning Map Amendment for Dead Rock Contractor Services, LLC., refer the request to the Jefferson County Planning Commission for review of Comprehensive Plan Consistency, and to schedule a public hearing on the rezoning request on _____, 2020 at _____ a.m./p.m. to receive input from the public regarding the request.

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



JEFFERSON COUNTY, WEST VIRGINIA

Departments of Planning and Zoning

116 East Washington Street, P.O. Box 338
Charles Town, WV 25414

File Number: _____

Staff Initials: _____

Application Fee: \$ _____

www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html

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

Phone: (304) 728-3228

Fax: (304) 728-8126

Zoning Map Amendment (Rezoning)

Pursuant to Article 12, a Zoning Map Amendment is a procedure to amend the official Zoning Map of the County by changing the zoning designation of a property. In order for a proposed amendment to be approved, the County Commission, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of 8A-7-8 et seq of the WV State Code. All Amendments to the Zoning Map require a Public Hearing to be held by the Planning Commission for the purpose of making a recommendation to the County Commission. Subsequently, all recommended map amendments require a Public Hearing before the County Commission prior to a final determination.

Name: Dead Rock Contractor Services LLC
Mailing Address: 15 Burberry Lane, Charles Town WV 25414
Phone Number: 540-450-7555 Email: DeadRockCS@gmail.com

Name: Chris Livingston
Mailing Address: 15 Burberry Lane, Charles Town WV 25414
Phone Number: 540-450-7555 Email: DeadRockCS@gmail.com

Name: Same as above
Mailing Address: _____
Phone Number: _____ Email: _____

Physical Address: 0 Shipley School Road
City: Harpers Ferry State: WV Zip Code: 25425
Tax District: 04 Map No: 9 Parcel No: 23 & 27
Parcel Size: A & B Deed Book: 1029 Page No: 643

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential-Light Industrial-Commercial (RLIC)	Village (V)	Neighborhood Commercial (NC)	General Commercial (GC)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/Commercial Mixed-Use (O/C)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Place Received Date Stamp Here

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential- Light Industrial- Commercial (RLIC)	Village (V)	Neighborhood Commercial (NC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Commercial (GC)	Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/ Commercial Mixed-Use (O/C)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For a Zoning Map Amendment request, the "burden of proof" is on the applicant to show why the proposed zoning is more appropriate than the existing zoning. Accordingly, please explain how the following factors support your proposal.

Explain how the proposed use is compatible with the objectives and policies of the Comprehensive Zoning Ordinance and describe why the Zoning Map Amendment is necessary for the proposed use.

We would like to use the property for a contractors office with storage. We propose to install a garage / storage building with an office space. We would park company vehicles outside of the building in a designated parking area. We do not want to live on the property or have a residence on the property. There are other commercial properties in the same area with similar proposed buildings For example Meadows Farms Nursery.

Explain how the proposed use is compatible with the objectives and policies of the Comprehensive Zoning Ordinance.

Our use would not be any different than Meadows Farm Nursery or other commercial properties in the area. Our facility would not increase traffic on Shipley School Road which is rated for commercial traffic.

Explain how the proposed use is compatible with the objectives and policies of the Comprehensive Zoning Ordinance, specifically the type and frequency of traffic, adequacy of existing roads, and any other factors that may be relevant to the road when the original ordinance was adopted.

The property is not in a neighborhood and the road is a commercial grade road. We use light trucks and cargo vans so there would not be any heavy industrial vehicles causing undo wear and tear to the road.

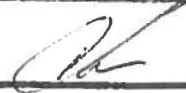
Explain how the proposed use is compatible with the objectives and policies of the Comprehensive Zoning Ordinance, specifically the type and frequency of traffic, adequacy of existing roads, and any other factors that may be relevant to the road when the original ordinance was adopted.

- Yes, I request that the Planning and Zoning Staff present the petition
- No, I prefer to present the petition

The plat or sketch must be pursuant to Zoning Ordinance, Section 7.4 (b). The sketch plan shall include the entire original parcel as it appeared on the date this ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines should be superimposed on the sketch plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes and quarries shall be delineated.

Yes No

The information given is correct to the best of my knowledge

 David Beck Contracting Services 12/29/20

Signature of Property Owner

Date

Signature of Property Owner

Date

The Planning Commission is required to set a public hearing on the proposed Zoning Map Amendment within 60 days of the date upon which a complete petition is presented to the Planning Commission at a Planning Commission Meeting. A complete petition, and related fees, shall be submitted to Departments of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. Upon request, Planning and Zoning staff can present the petition to the Planning Commission on behalf of the applicant for purpose of setting the public hearing date. At the conclusion of the Planning Commission's Public Hearing, or at the next regular Planning Commission meeting, the Planning Commission shall make a recommendation to the County Commission regarding approval or disapproval of the requested Map Amendment. This recommendation shall be forwarded to the County Commission within four (4) weeks of final Planning Commission action.

The Planning Commission is required to set a public hearing on the proposed Zoning Map Amendment within 60 days of the date upon which a complete petition is presented to the Planning Commission at a Planning Commission Meeting. A complete petition, and related fees, shall be submitted to Departments of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. Upon request, Planning and Zoning staff can present the petition to the Planning Commission on behalf of the applicant for purpose of setting the public hearing date. At the conclusion of the Planning Commission's Public Hearing, or at the next regular Planning Commission meeting, the Planning Commission shall make a recommendation to the County Commission regarding approval or disapproval of the requested Map Amendment. This recommendation shall be forwarded to the County Commission within four (4) weeks of final Planning Commission action.

Recommended Not Recommended

The Planning Commission is required to set a public hearing on the proposed Zoning Map Amendment within 60 days of the date upon which a complete petition is presented to the Planning Commission at a Planning Commission Meeting. A complete petition, and related fees, shall be submitted to Departments of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. Upon request, Planning and Zoning staff can present the petition to the Planning Commission on behalf of the applicant for purpose of setting the public hearing date. At the conclusion of the Planning Commission's Public Hearing, or at the next regular Planning Commission meeting, the Planning Commission shall make a recommendation to the County Commission regarding approval or disapproval of the requested Map Amendment. This recommendation shall be forwarded to the County Commission within four (4) weeks of final Planning Commission action.

Approved Disapproved

JEFFERSON COUNTY COMMISSION AGENDA ITEMS

FEBRUARY 18, 2021

Public hearing pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”) relating to proposed issuance of Berkeley County and Jefferson County, West Virginia, as Joint Issuers, Commercial Development Refunding Revenue Bonds (Hospice of the Panhandle, Inc. Project) Series 2021, in an amount not to exceed \$5,500,000 (the “Bonds”) to refund the Issuers’ Commercial Development Revenue Bonds (Hospice of the Panhandle, Inc. Project) Series 2012 (the “Prior Bonds”), for the benefit of Hospice of the Panhandle, Inc., a West Virginia nonprofit corporation. [SEE ATTACHED NOTICE OF PUBLIC HEARING]

Consideration of and final action on Bond Resolution authorizing the issuance of the above-referenced Bonds, the refunding of the Prior Bonds and approving the issuance of the Bonds as the “applicable elected representative” pursuant to Section 147(f) of the Code.

NOTICE OF PUBLIC HEARING

Notice is hereby given that pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, on **Thursday, February 18, 2021**, a public hearing will be held in the County Commission meeting room located in the Old Charles Town Library, 200 East Washington Street, Samuel Street Entrance, Charles Town, West Virginia, by The County Commission of Jefferson County, **commencing at 7:00 p.m.** prevailing time, with respect to the proposed issuance by Jefferson County, West Virginia, acting by and through The County Commission of Jefferson County, West Virginia and Berkeley County, West Virginia, acting by and through The County Council of Berkeley County, West Virginia (collectively, the “Issuers”) of their Commercial Development Refunding Revenue Bonds (Hospice of the Panhandle, Inc. Project) Series 2021 (the “Bonds”) in an aggregate principal amount not to exceed \$5,500,000. The Issuers will be acting jointly together to issue the Bonds pursuant to the terms of a Joint Issuer Agreement adopted in accordance with the Industrial Development and Commercial Development Bond Act, Chapter 13, Article 2C of the Code of West Virginia, 1931, as amended. Proceeds of the Bonds will be used to refund the Issuers’ Commercial Development Revenue Bonds (Hospice of the Panhandle, Inc. Project) Series 2012, issued on August 2, 2012, in the original aggregate principal amount of \$8,500,000 (the “Prior Bonds”), the proceeds of which Prior Bonds were used to assist Hospice of the Panhandle, Inc., a West Virginia nonprofit corporation that is exempt from federal income tax under Section 501(a) of the Internal Revenue Code of 1986, as amended (the “Code”), as an organization described in Section 501(c)(3) of the Code (the “Corporation”), by providing funds to finance a portion of the costs of constructing, equipping and furnishing two buildings, together with other structures, facilities and improvements, the first building containing approximately 22,500 square feet and the other building containing approximately 28,500 square feet, on a tract or parcel of land consisting of nineteen (19) acres, more or less, located on or near old Route 9 at 330 Hospice Lane, Kearneysville, West Virginia, which land is partially situate in Berkeley County and partially in Jefferson County, West Virginia, and which buildings are currently being used and are anticipated to be used by the Corporation to provide hospice services and for administrative offices (collectively, the “Facilities”). The Corporation currently owns and operate the Facilities and it is anticipated that the Corporation will continue to own and operate the Facilities. The Bonds will be special obligations of the Issuers and will not constitute a debt or a pledge of the faith and credit or the taxing power of the Issuers, the State of West Virginia or any political subdivision thereof. Following the public hearing, The County Commission of Jefferson County will have presented to it for consideration a resolution authorizing the issuance of the Bonds and the refunding of the Prior Bonds.

Interested persons may appear at the hearing to express their views orally or may submit their views in writing on the proposed issue of the Bonds, the refunding of the Prior Bonds and the location and nature of the Facilities to be refinanced with the proceeds of the Bonds. Any written submissions should be sent to the Jefferson County Commission, 124 E. Washington Street, PO Box 250, Charles Town, West Virginia 25414 Attention: County Administrator, or by email to sgrove@jeffersoncountywv.org and clearly marked “Re: Commercial Development Refunding Revenue Bonds (Hospice of the Panhandle, Inc. Project) Series 2021.” Written submissions should be delivered, mailed or emailed in sufficient time to be received at or before the time of the public hearing.

Dated: February 10, 2021

Jefferson County, West Virginia
Jacqueline C. Shadle, County Clerk

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Myers

Department or Organization: **Jefferson County Parks & Recreation Commission**

Estimation of amount of time needed for appointment: 15

Date Requested – 1st Choice: **February 18**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): To provide updates on parks and recreation, including future projects and acquisitions.

Please provide the County Commission with a description of your request or presentation, including any background information:
To provide updates on parks and recreation, including future projects and acquisitions.

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*):

N/A

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Bondy Shay Gibson, Superintendent, JC Schools

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **February 18, 2021**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Discussion of how Impact Fees are used by the Jefferson County Board of Education – Discussion/Action**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **February 19, 2021**

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

Date Requested – 2nd Choice:

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

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

1. Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues. Discussion/Action.
2. Discussion of EEOC Charge #533-2021-00262. Discussion/Action.
3. Discussion of Jefferson County Circuit Court Civil Action #19-P-69. Discussion/Action.
4. Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1). Discussion/Action.
5. 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.
6. Discussion of Jefferson County Circuit Court Civil Action #17-C-174. Discussion/Action.
7. Discussion of Jefferson County Circuit Court Civil Action #20-C-20. Discussion/Action.
8. Discussion of legal issues regarding proposed solar text amendment including bonding and related matters. Discussion/Action.
9. Discussion of Department of Interior inquiry of Historic Landmarks Commission activity for docket number PCRNPS-04-20. Discussion/Action.
10. Discussion with counsel regarding Charles Town City Council changes to Article 147. Discussion/Action.
11. Discussion of Jefferson County Circuit Court Civil Action #20-C-109. Discussion/Action.

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address: Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: Feb. 18, 2021

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

Magistrate Court 2nd floor

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

Magistrate Court 2nd floor renovations are planned by the Commission and are listed in the Capital Outlay Fund Project Listings. This space is reserved for the Jefferson County Court system.

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

County Administrator to inform the Sheriff that neither he or the Tax Office is permitted to use the Magistrate Court 2nd floor and to remove all items immediately.

Are documents attachments? Yes NoX

If not, explain:

Is a projector needed? Yes No X

Contact information:

Email address: vinemont.farm@frontiernet.net

Phone number: 304.725.4325

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **February 18, 2021**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Discuss Impact Fee Workshop and set date/time – Discussion/Action**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Robert Glenn, Esq, on Behalf of:

Department or Organization: **Lowes Hospitality Group, LLC**

Estimation of amount of time needed for appointment: 30 Minutes

Date Requested – 1st Choice: **February 18, 2021**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Administrative Appeal of Impact Fee Coordinator decision that the Conversion of the 51 unit Quality Inn Hotel (near Shepherdstown) into 20 one bedroom and efficiency apartment with first floor retail requires full payment of Impact Fees. Property is described as Parcel 15.8 on Map 8 in the Shepherdstown Tax District.**

Please provide the County Commission with a description of your request or presentation, including any background information:
Appeal Documentation and Proposed Motion and Order Attached

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*):

Proposed Motion and Order Attached

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: Rob Glenn

Email address: rglenn@jacksonkelly.com

Phone Number: 304/260-4957

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

JACKSONKELLY^{PLLC}

310 WEST BURKE STREET • P.O. BOX 1068 • MARTINSBURG, WEST VIRGINIA 25402 • TELEPHONE: 304-263-8800 • TELECOPIER: 304-263-7110
www.jacksonkelly.com

DIRECT DIAL: 304 260-4957

ROBERT E. GLENN

EMAIL: rglenn@jacksonkelly.com

February 9, 2021

VIA EMAIL AND UPS OVERNIGHT DELIVERY

Jacqueline C. Shadle, County Clerk of Jefferson County, WV
100 East Washington Street
Charles Town, West Virginia 25414

Stephanie Grove, County Administrator
County Commission Office
124 E. Washington Street
Charles Town, West Virginia 25414

Re: Appeal to County Commission

Ms. Shadle and Ms. Grove:

This firm represents Lowe Hospitality Group, LLC ("Lowe") in connection with the filing of a Building Permit Application and Request for Exemption from impact fees submitted to the Impact Fee Coordinator on January 15, 2021.

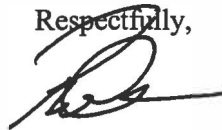
Pursuant to the Jefferson County Impact Fee Procedures Ordinance (the "Ordinance"), Lowe is filing an appeal of the Impact Fee Coordinator's decision to deny the Request for Exemption.

In accordance with the Ordinance, I have enclosed herewith the following documents for filing with the County Commission:

1. Appeal Under Jefferson County Impact Fee Ordinance
2. Motion for Order Exempting Project from Impact Fees
3. Proposed Order
4. Agenda Request

Pursuant to the Agenda Request, we request a hearing before the County Commission on February 18, 2021 to consider the merits of the appeal.

Respectfully,



Robert E. Glenn

Enclosures

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

In re: **Low Hospitality Group, LLC,**
a West Virginia limited liability company,

Appellant.

APPEAL UNDER THE JEFFERSON COUNTY IMPACT FEE PROCEDURES
ORDINANCE

This appeal is filed by Low Hospitality Group, LLC, a West Virginia limited liability company ("Appellant"), by and through counsel, appealing a decision of the Jefferson County Impact Fee Coordinator (the "Coordinator") pursuant to Section 4 of the Jefferson County Impact Fee Procedures Ordinance (the "Impact Fee Ordinance").

Factual Background

1. The Appellant owns a certain parcel of real property located at 70 Maddex Square, Shepherdstown, West Virginia (the "Property"). The Property is adjacent to the Maddex Square Shopping Center.
2. The Property is improved by a 3-story structure, containing 23,000 square feet, with 51 lodging units and related amenities. The Property is surrounded by a tarmac parking area.
3. The Property has been operated as a motel since 1998.
4. The Appellant purchased the Property in 2007. The Property was most-recently operated as a motel under the "Quality Inn" franchise. The motel closed in 2020 as the result of the plunge in travel due to the COVID-19 pandemic.
5. The Appellant proposes to convert the Property into a residential apartment building with first floor retail space and/or medical or other office space (hereinafter the "Project").
6. The apartment units will be located on the second and third floors of the Property. The 51 motel sleeping units will be converted into 18 one-bedroom apartment units and 2 studio units. The square footage for the building will remain the same.
7. Since 2007, the Appellant has paid \$425,167 in real estate and personal property taxes relating to the Property, approximately 70% of which was paid to the Jefferson County school system.
8. Copies of the tax bills for all years but the 2007 and 2008 personal property taxes (which Appellant is unable to locate) are attached hereto as **Exhibit A**.

9 According to Appellant's records, in 2007 the Appellant paid \$29,418.80 in real estate taxes and \$1,858.44 in personal property taxes, and in 2008 the Appellant paid \$1,529.74 in personal property taxes.

10. In addition, the Appellant has paid \$431,000 in hotel/motel taxes to the County since it has owned the Property.

11. In connection with the Project, the Appellant prepared an Application for a Building Permit to authorize construction relating to the conversion of the Property into a residential apartment building with first floor commercial use (the "Building Permit Application"), together with a Request for Exemption regarding the payment of impact fees (the "Request for Exemption"). A copy of the Building Permit Application is attached hereto as **Exhibit B**. A copy of the Request for Exemption is attached hereto as **Exhibit C**.

12. On January 15, 2021, Tripp Lowe, as an authorized representative of the Appellant, submitted the Building Permit Application and the Request for Exemption to the Jefferson County Impact Fee Coordinator (the "Coordinator") for purposes of determining whether impact fees should be paid on the Project.

13. Under the Request for Exemption, the Appellant requested that no impact fees be imposed on the proposed conversion of the motel use to the residential apartment use because (a) the conversion would not add any square footage to the existing building, (b) the conversion would result in no increase or a reduction in the need for infrastructure required to service the apartment building use, and (c) the Project should receive an offset for the substantial real estate and hotel/motel occupancy taxes paid by the owners of the Property since 1998.

14. After considering the Building Permit Application and the Request for Exemption, the Coordinator denied the Appellant's request for an exemption from impact fees and determined that the full impact fee would be assessed on each converted apartment unit as a condition to the issuance of a building permit for the Project.

15. Based on the Coordinator's decision, the Appellant elected to withdraw the Building Permit Application and appeal the decision of the Coordinator as its right under the Impact Fee Ordinance.

Appeal of Decision of County Official

This is an appeal of the decision of the Coordinator made on February 15, 2021 to impose the full impact fees on the Project.

Under Section 2(B)(4)(c)4 of the Impact Fee Ordinance, a final decision of the Coordinator may be appealed under Section 4 of the Impact Fee Ordinance.

Section 4(A)(1) of the Impact Fee Ordinance provides that "[a]n appeal from any decision of a County official pursuant to this Ordinance shall be made to the County Commission by filing

a written appeal on the appropriate County Government form with the County Clerk within thirty (30) days following the decision which is being appealed."

Argument

A. The Decision of the Impact Fee Coordinator is Contrary to Law

The Project constitutes a change in use from a commercial use to a mixed residential and commercial use. In the case of a change in use, Section 2(B)(2) of the Impact Fee Ordinance states that "the impact fee due **shall** be based only on the incremental increase in the fee for the additional public facilities needed for the change in use [*emphasis added*]."

The requirements of Section 2(B)(2) of the Impact Fee Ordinance are consistent with Section 7-20-4 of the West Virginia Local Powers Act that authorizes county governments "to require the payment of fees for any new development projects . . . in the event any costs associated with capital improvements or the provision of other services are attributable to such project." However, this Section also states that "[s]uch fees shall not exceed a proportionate share of such costs required to accommodate any such new development."

"Proportionate share" is defined under the Local Powers Act as "the cost of capital improvements that are reasonably attributed to new development **less any credits or offsets for construction or dedication of land or capital improvements, past or future payments made or reasonably anticipated to be made by new development¹** in the form of user fees, debt service payments, **taxes or other payments toward capital improvement costs** [*emphasis added*]."

In this case, the Coordinator failed to comply with the Impact Fee Ordinance and the Local Powers Act in assessing full impact fees on the Project.

Since acquiring the Property in 2007, the Appellant has paid \$425,167 in real estate and personal property taxes relating to the Property, approximately 70% of which was paid to the Jefferson County school system. In addition, the Appellant has paid \$431,000 in hotel/motel occupancy taxes to the County since 2007.

Converting 51 lodging rooms to 20 small apartment units and first-floor commercial space should logically result in less demand for public facilities and county services that are funded in whole or in part by impact fees. It clearly will not result in greater demand since guests at the motel already benefitted from many of the services funded by impact fees (e.g., police, parks and emergency services) and no new infrastructure will be required to service the Project.

The proposed apartment units will be small dorm-like apartment units targeted at college students and young professionals and will not be suitable for occupancy by more than one adult occupant. 18 of the apartment units will have dimensions of approximately 750 square feet and 2 will have dimensions of approximate 375 square feet. Accordingly, the Project should not result in greater demand on the County's school system as it is highly unlikely that children who would

¹ Under the Impact Fee Ordinance, "New Development" includes "any change in use of an existing non-residential building, structure or lot requiring any form of County approval."

attend County schools would reside in the apartment building due to the size of the units and location adjacent to a dense and heavily travelled shopping center.

Based on the Coordinator's decision to assess full impact fees on the apartment units, it is clear that the decision of the Coordinator is contrary to law.

First, the Coordinator did not follow the clear and unambiguous language of the Impact Fee Ordinance for a change of use that requires that the impact fees "be based only on the incremental increase in the fee for the additional public facilities needed for the change in use."

As noted above, although the Project is a change of use from a motel to an apartment use, each use is similar in terms of the effect on public facilities and county services (*i.e.*, both uses involve occupancy of units by individuals). The Coordinator's decision to assess full impact fees on the change of use presupposes a finding that hotel guests have no impact whatsoever on county facilities and county services or that apartment tenants will double the need for county facilities and county services required by motel guests. This finding may be correct if the change of use was, for example, a change from a retail shopping center to an apartment building. But it is not correct in this case. For example, hotel guests are just as likely as apartment tenants to need police and emergency medical services and to use public parks and roads.

Second, the Coordinator failed to take into account the substantial prior real estate and hotel/motel occupancy taxes assessed and paid by the owners of the Property. Under the Local Powers Act, impact fees for a particular development project cannot exceed its "proportionate share" of capital improvement costs. In determining a development project's proportionate share of such costs, the Coordinator is required to take into account all prior payments of "taxes or other payments toward capital improvement costs."

As demonstrated above, the Property has generated substantial tax revenue to the County for over 20 years² and yet the Coordinator declined to provide and offset to the impact fees for payment of these tax payments as required by law.

Finally, since there will be no additional square footage added to the building, there should be no impact fees assessed for the commercial/retail space.

² It is important to note that even after conversion, the Project will continue to generate substantial tax revenue for the County.

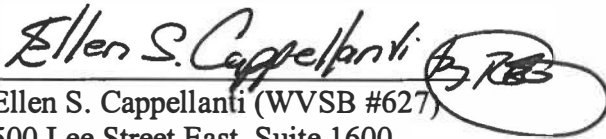
Request for Relief

Based on the clear and unambiguous provisions of the Impact Fee Ordinance and the Local Powers Act and the factual record in this matter, the Appellant requests that the County Commission reverse the Coordinator's decision to impose full impact fees on the proposed apartment units in the Project and exempt the entire Project from the payment of impact fees.

Respectfully submitted,

LOWE HOSPITALITY GROUP, LLC,
By Counsel

JACKSON KELLY PLLC


Ellen S. Cappellanti (WVSB #627)
500 Lee Street East, Suite 1600
Charleston, WV 25301
Tel: (304) 340-1000
Fax: (304) 340-1050
ecappellanti@jacksonkelly.com

and



Robert E. Glenn (WVSB #10662)
310 West Burke Street
Martinsburg, WV 25401
Tel: (304) 260-4957
Fax: (304) 263-7110
rglenn@jacksonkelly.com

EXHIBIT A

Real Estate Tax Bills

[Attached Hereto]

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.	
PERSONAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00219241	2009	315774	
PROPERTY DESCRIPTION		RATE	CLASS	ASSESSMENT	ASSESSMENT LESS EXEMPTION	HALF YEAR TAX
00 ME - MACH21200 00 FF - FURN18400 00 CE - COMP 800		2.144000	3	140400	140400	1,505.09

PLEASE REFER TO PAYMENT SCHEDULE
BELOW WHEN MAKING PAYMENT


LOWE HOSPITALITY GROUP LLC
233 LOWE DR
SHEPHERDSTOWN WV 25443

RETAIN THIS SECTION FOR YOUR RECORDS

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
P.O. Box 9
CHARLES TOWN, WV 25414-0009

PLEASE READ THE BACK OF THIS STATEMENT CAREFULLY.
JEFFERSON COUNTY, WEST VIRGINIA
304-728-3220

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		 2009 315774

PAYMENT SCHEDULE - SECOND HALF			DISTRICT	PROPERTY TYPE
IF PAID BY:	2ND HALF	FULL YEAR	09-SHEPHERDSTOWN DIST	PERSONAL
March 1, 2010	1,467.46	3,040.28	STATE	14.04
March 31, 2010	<u>1,505.09</u>	3,077.91	COUNTY CURRENT	521.16
April 1, 2010	1,505.09	3,089.20	SCHOOL CURRENT	1,089.51
April 30, 2010	1,516.38	3,100.49	SCHOOL PER IMPROV	96.60
			SCHOOL EXCESS LEV	1,288.87

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.	
PERSONAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00219241	2010	315740	
PROPERTY DESCRIPTION		RATE	CLASS	ASSESSMENT	ASSESSMENT LESS EXEMPTION	HALF YEAR TAX
00 FF - FURN***** 00 ME - MACH***** 00 CE - COMP 1100		2.221600	3	194600	194600	2,161.62

LOWE HOSPITALITY GROUP LLC
 233 LOWE DR
 SHEPHERDSTOWN WV 25443


RETAIN THIS SECTION FOR YOUR RECORDS

PLEASE REFER TO PAYMENT SCHEDULE BELOW WHEN MAKING PAYMENT

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
P.O. Box 9
CHARLES TOWN, WY 25414-0009

PLEASE READ THE BACK OF THIS STATEMENT CAREFULLY.
JEFFERSON COUNTY, WEST VIRGINIA
304-728-3220

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		 2010 315740

PAYMENT SCHEDULE - SECOND HALF		
IF PAID BY:	2ND HALF	FULL YEAR
March 1, 2011	2,107.58	4,366.47
March 31, 2011	2,161.62	4,420.51
April 1, 2011	2,161.62	4,436.73
April 30, 2011	2,177.83	4,452.94

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	PERSONAL
IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED	
STATE	19.46
COUNTY CURRENT	853.13
SCHOOL CURRENT	1,510.10
SCHOOL PER IMPROV	154.12
SCHOOL EXCESS LEV	1,786.43

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.	
PERSONAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00219241	2011	315802	
PROPERTY DESCRIPTION		RATE	CLASS	ASSESSMENT	ASSESSMENT LESS EXEMPTION	HALF YEAR TAX
00 FF - FURN***** 00 ME - MACH***** 00 CE - COMP 900		2.265600	3	174700	174700	1,979.00

LOWE HOSPITALITY GROUP LLC
233 LOWE DR
SHEPHERDSTOWN WV 25443


**PLEASE REFER TO PAYMENT SCHEDULE
BELOW WHEN MAKING PAYMENT**

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
P.O. Box 9
CHARLES TOWN, WV 25414-0009


PLEASE READ THE BACK OF THIS STATEMENT CAREFULLY.
JEFFERSON COUNTY, WEST VIRGINIA
304-728-3220

RETAIN THIS SECTION FOR YOUR RECORDS

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		
				 2011 315802

PAYMENT SCHEDULE - SECOND HALF			DISTRICT	PROPERTY TYPE
IF PAID BY:	2ND HALF	FULL YEAR	09-SHEPHERDSTOWN DIST	PERSONAL
March 1, 2012	1,929.52	3,997.58	STATE	17.47
March 31, 2012	1,979.00	4,047.06	COUNTY CURRENT	841.36
April 1, 2012	1,979.00	4,061.90	SCHOOL CURRENT	1,355.67
April 30, 2012	1,993.84	<u>4,076.74</u>	SCHOOL PER IMPROV	139.76
			SCHOOL EXCESS LEV	1,603.74

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		
				 2011 315802

PAYMENT SCHEDULE - FIRST HALF			DISTRICT	PROPERTY TYPE
IF PAID BY:	1ST HALF	FULL YEAR	09-SHEPHERDSTOWN DIST	PERSONAL
September 1, 2011	1,929.52	3,859.04	TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES PLEASE CIRCLE THE AMOUNT PAID TO AVOID INTEREST CHARGES PAY THE 1ST HALF BY OCTOBER 1 AND THE 2ND HALF BY APRIL 1 PLEASE INDICATE ANY ADDRESS CHANGES BELOW.	
September 30, 2011	1,979.00	3,908.52		
October 31, 2011	1,993.84	3,923.36		
November 30, 2011	2,008.69	3,938.21		
December 31, 2011	2,023.53	3,953.05		
January 31, 2012	2,038.37	3,967.89		
February 28, 2012	2,053.21	3,982.73		
March 1, 2012	2,068.06	3,997.58		
March 31, 2012	2,068.06	4,047.06		

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.	
PERSONAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00219241	2012	315754	
PROPERTY DESCRIPTION		RATE	CLASS	ASSESSMENT	GENERAL EXEMPTION	HALF YEAR TAX
00 CE - COMP 600 00 ME - MACH16000 00 FF - FURN*****		2.310800	3	157400	157400	1,818.60

LOWE HOSPITALITY GROUP LLC
233 LOWE DR
SHEPHERDSTOWN WV 25443


PLEASE REFER TO PAYMENT SCHEDULE
BELOW WHEN MAKING PAYMENT.

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
P.O. Box 9
CHARLES TOWN, WV 25414-0009


PLEASE READ THE BACK OF THIS STATEMENT CAREFULLY.
JEFFERSON COUNTY, WEST VIRGINIA
304-728-3220

RETAIN THIS SECTION FOR YOUR RECORDS

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		 2012 315754

PAYMENT SCHEDULE - SECOND HALF			DISTRICT	PROPERTY TYPE
IF PAID BY:	2ND HALF	FULL YEAR	09-SHEPHERDSTOWN DIST	PERSONAL
March 1, 2013	1,773.13	3,673.57	STATE	15.74
March 31, 2013	1,818.60	3,719.04	COUNTY CURRENT	824.15
April 1, 2013	1,818.60	3,732.68	SCHOOL CURRENT	1,221.42
April 30, 2013	1,832.24	3,746.32	SCHOOL PER IMPROVE.	130.96
			SCHOOL EXCESS LEVY	1,444.93

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		 2012 315754

PAYMENT SCHEDULE - FIRST HALF			DISTRICT	PROPERTY TYPE
IF PAID BY:	1ST HALF	FULL YEAR	09-SHEPHERDSTOWN DIST	PERSONAL
September 1, 2012	1,773.13	3,546.26	<p>TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES</p> <p style="text-align: center;">PLEASE CIRCLE THE AMOUNT PAID TO AVOID INTEREST CHARGES PAY THE 1ST HALF BY OCTOBER 1 AND THE 2ND HALF BY APRIL 1</p> <p>PLEASE INDICATE ANY ADDRESS CHANGES BELOW.</p>	
September 30, 2012	1,818.60	3,591.73		
October 31, 2012	1,832.24	3,605.37		
November 30, 2012	1,845.88	3,619.01		
December 31, 2012	1,859.52	3,632.65		
January 31, 2013	1,873.16	3,646.29		
February 28, 2013	1,886.80	3,659.93		
March 1, 2013	1,900.44	3,673.57		
March 31, 2013	1,900.44	3,719.04		

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.	
PERSONAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00219241	2013	315921	
PROPERTY DESCRIPTION		RATE	CLASS	ASSESSMENT	ASSESSMENT LESS EXEMPTION	HALF YEAR TAX
00 ME - MACH14300 00 FF - FURN26999 00 CE - COMP 400		2.336400	3	141700	141700	1,655.34

LOWE HOSPITALITY GROUP LLC
233 LOWE DR
SHEPHERDSTOWN WV 25443


PLEASE REFER TO PAYMENT SCHEDULE
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SHERIFF OF JEFFERSON COUNTY
P.O. Box 9
CHARLES TOWN, WV 25414-0009

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JEFFERSON COUNTY, WEST VIRGINIA
804-728-3220


RETAIN THIS SECTION FOR YOUR RECORDS

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		 2013 315921

PAYMENT SCHEDULE - SECOND HALF			DISTRICT	PROPERTY TYPE
IF PAID BY:	2ND HALF	FULL YEAR	09-SHEPHERDSTOWN DIST	PERSONAL
March 1, 2014	1,613.96	3,343.79	STATE	14.17
March 31, 2014	1,655.34	3,385.17	COUNTY CURRENT	779.35
April 1, 2014	1,655.34	3,397.59	SCHOOL CURRENT	1,099.59
April 30, 2014	1,667.76	3,410.01	SCHOOL PER IMPROVE.	116.76
			SCHOOL EXCESS LEVY	1,300.81

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		 2013 315921

PAYMENT SCHEDULE - FIRST HALF			DISTRICT	PROPERTY TYPE
IF PAID BY:	1ST HALF	FULL YEAR	09-SHEPHERDSTOWN DIST	PERSONAL
September 1, 2013	1,613.96	3,227.92	<p>TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES</p> <p>PLEASE CIRCLE THE AMOUNT PAID TO AVOID INTEREST CHARGES PAY THE 1ST HALF BY OCTOBER 1 AND THE 2ND HALF BY APRIL 1 PLEASE INDICATE ANY ADDRESS CHANGES BELOW.</p>	
September 30, 2013	1,655.34	3,269.30		
October 31, 2013	1,667.76	3,281.72		
November 30, 2013	1,680.17	3,294.13		
December 31, 2013	1,692.59	3,306.55		
January 31, 2014	1,705.00	3,318.96		
February 28, 2014	1,717.42	3,331.38		
March 1, 2014	1,729.83	3,343.79		
March 31, 2014	1,729.83	3,385.17		

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.	
PERSONAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00219241	2014	315552	
PROPERTY DESCRIPTION		RATE	CLASS	ASSESSMENT	ASSESSMENT LESS EXEMPTION	HALF-YEAR TAX
00 CE - COMP 300 00 FF - FURN09300		2.351200	3	123100	123100	1,447.17
00 ME - MACH13500						

LOWE HOSPITALITY GROUP LLC
233 LOWE DR
SHEPHERDSTOWN WV 25443


**PLEASE REFER TO PAYMENT SCHEDULE
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MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
P.O. Box 9
CHARLES TOWN, WV 25414-0009

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JEFFERSON COUNTY, WEST VIRGINIA
304-728-3220

RETAIN THIS SECTION FOR YOUR RECORDS

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		
				 2014 315652


PAYMENT SCHEDULE - SECOND HALF			DISTRICT	PROPERTY TYPE
IF PAID BY:	2ND HALF	FULL YEAR	09-SHEPHERDSTOWN DIST	PERSONAL
March 1, 2015	1,410.99	2,923.28	STATE	12.31
March 31, 2015	1,447.17	2,959.46	COUNTY CURRENT	691.34
April 1, 2015	1,447.17	2,970.32	SCHOOL CURRENT	955.26
April 30, 2015	1,458.02	2,981.17	SCHOOL PER IMPROVE.	105.37
			SCHOOL EXCESS LEVY	1,130.06

IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED

☆☆ ADDITIONAL UNPAID TAXES EXIST

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		
				 2014 315652

PAYMENT SCHEDULE - FIRST HALF			DISTRICT	PROPERTY TYPE
IF PAID BY:	1ST HALF	FULL YEAR	09-SHEPHERDSTOWN DIST	PERSONAL
September 1, 2014	1,410.99	2,821.98	TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES PLEASE CIRCLE THE AMOUNT PAID TO AVOID INTEREST CHARGES PAY THE 1ST HALF BY OCTOBER 1 AND THE 2ND HALF BY APRIL 1 PLEASE INDICATE ANY ADDRESS CHANGES BELOW.	
September 30, 2014	1,447.17	2,858.16		
October 31, 2014	1,458.02	2,869.01		
November 30, 2014	1,468.88	2,879.87		
December 31, 2014	1,479.73	2,890.72		
January 31, 2015	1,490.59	2,901.58		
February 28, 2015	1,501.44	2,912.43		
March 1, 2015	1,512.29	2,923.28		
March 31, 2015	1,512.29	2,959.46		

☆☆ ADDITIONAL UNPAID TAXES EXIST

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.
PERSONAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00219241	2015	315824

PROPERTY DESCRIPTION	RATE	CLASS	ASSESSMENT	ASSESSMENT (100% ESTIMATED)	HALF YEAR TAX
00 FF - FURN88999 00 CE - COMP 300 00 ME - MACH11000	2.355600	3	100300	100300	1,181.34


LOWE HOSPITALITY GROUP LLC
233 LOWE DR
SHEPHERDSTOWN WV 25443

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MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
P.O. Box 9
CHARLES TOWN, WV 25414-0009
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JEFFERSON COUNTY, WEST VIRGINIA
304-728-3220

RETAIN THIS SECTION FOR YOUR RECORDS


NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		 2015 315824

PAYMENT SCHEDULE - SECOND HALF			DISTRICT	PROPERTY TYPE
IF PAID BY:	2ND HALF	FULL YEAR	09-SHEPHERDSTOWN DIST	PERSONAL
March 1, 2016	1,151.81	2,386.31	STATE	10.03
March 31, 2016	1,181.34	2,415.84	COUNTY CURRENT	569.31
April 1, 2016	1,181.34	2,424.70	SCHOOL CURRENT	778.33
April 30, 2016	1,190.20	2,433.56	SCHOOL PER IMPROVE.	84.25
			SCHOOL EXCESS LEVY	920.76

**** ADDITIONAL UNPAID TAXES EXIST**

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CASH OR ONE CHECK PER PAYMENT

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		 2015 315824

PAYMENT SCHEDULE - FIRST HALF			DISTRICT	PROPERTY TYPE
IF PAID BY:	1ST HALF	FULL YEAR	09-SHEPHERDSTOWN DIST	PERSONAL
September 1, 2015	1,151.81	2,303.62	<p>TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES</p> <p style="text-align: center;">PLEASE CIRCLE THE AMOUNT PAID</p> <p style="text-align: center;">TO AVOID INTEREST CHARGES</p> <p style="text-align: center;">PAY THE 1ST HALF BY OCTOBER 1</p> <p style="text-align: center;">AND THE 2ND HALF BY APRIL 1</p> <p style="text-align: center;">PLEASE INDICATE ANY ADDRESS CHANGES BELOW.</p>	
September 30, 2015	1,181.34	2,333.15		
October 31, 2015	1,190.20	2,342.01		
November 30, 2015	1,199.06	2,350.87		
December 31, 2015	1,207.92	2,359.73		
January 31, 2016	1,216.78	2,368.59		
February 29, 2016	1,225.64	2,377.45		
March 1, 2016	1,234.50	2,386.31		
March 31, 2016	1,234.50	2,415.84		

**** ADDITIONAL UNPAID TAXES EXIST**

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.	
PERSONAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00219241	2016	315782	
PROPERTY DESCRIPTION		RATE	CLASS	ASSESSMENT	ASSESSMENT CLASSIFICATION	HALF YEAR TAX

00 ME - MACH16000	00 CE - COMP	300	2.342800	3	88600	88600	1,037.86
00 FF - FURN72300							

PLEASE REFER TO PAYMENT SCHEDULE BELOW WHEN MAKING PAYMENT


LOWE HOSPITALITY GROUP LLC
233 LOWE DR
SHEPHERDSTOWN WV 25443

RETAIN THIS SECTION FOR YOUR RECORDS

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
P.O. Box 9
CHARLES TOWN, WV 25414-0009

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JEFFERSON COUNTY, WEST VIRGINIA
304-728-3220


NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		
				 2016 315782

PAYMENT SCHEDULE - SECOND HALF			
IF PAID BY:	2ND HALF	FULL YEAR	
March 1, 2017	1,011.91	2,096.47	
March 31, 2017	1,037.86	2,122.42	
April 1, 2017	1,037.86	2,130.21	
April 30, 2017	1,045.64	2,137.99	
** ADDITIONAL UNPAID TAXES EXIST			

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	PERSONAL
IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED	
STATE	8.86
COUNTY CURRENT	494.03
SCHOOL CURRENT	687.54
SCHOOL PER IMPROVE.	71.94
SCHOOL EXCESS LEVY	813.35

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		
				 2016 315782

PAYMENT SCHEDULE - FIRST HALF			
IF PAID BY:	1ST HALF	FULL YEAR	
September 1, 2016	1,011.91	2,023.82	
September 30, 2016	1,037.86	2,049.77	
October 31, 2016	1,045.64	2,057.55	
November 30, 2016	1,053.43	2,065.34	
December 31, 2016	1,061.21	2,073.12	
January 31, 2017	1,069.00	2,080.91	
February 28, 2017	1,076.78	2,088.69	
March 1, 2017	1,084.56	2,096.47	
March 31, 2017	1,084.56	2,122.42	
** ADDITIONAL UNPAID TAXES EXIST			

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	PERSONAL
TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES	
PLEASE CIRCLE THE AMOUNT PAID TO AVOID INTEREST CHARGES PAY THE 1ST HALF BY OCTOBER 1 AND THE 2ND HALF BY APRIL 1	
PLEASE INDICATE ANY ADDRESS CHANGES BELOW.	

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.
PERSONAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00219241	2017	316091

PROPERTY DESCRIPTION	RATE	CLASS	ASSESSMENT	ASSESSMENT LESS EXEMPTION	HALF YEAR TAX
00 CE - COMP 300 00 FF - FURN56199 00 ME - MACH23100	2.349200	3	79600	79600	934.98

PLEASE REFER TO PAYMENT SCHEDULE BELOW WHEN MAKING PAYMENT.


LOWE HOSPITALITY GROUP LLC
233 LOWE DR
SHEPHERDSTOWN WV 25443

RETAIN THIS SECTION FOR YOUR RECORDS

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JEFFERSON COUNTY, WEST VIRGINIA
304-728-3220


NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		 2017 316091

PAYMENT SCHEDULE - SECOND HALF		
IF PAID BY:	2ND HALF	FULL YEAR
March 1, 2018	911.61	1,888.66
March 31, 2018	934.98	1,912.03
April 1, 2018	934.98	1,919.05
April 30, 2018	941.99	1,926.06
** ADDITIONAL UNPAID TAXES EXIST		

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	PERSONAL
IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED	
STATE	7.96
COUNTY CURRENT	453.72
SCHOOL CURRENT	617.89
SCHOOL PER IMPROVE.	59.86
SCHOOL EXCESS LEVY	730.73

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CASH OR ONE CHECK PER PAYMENT

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		 2017 316091

PAYMENT SCHEDULE - FIRST HALF		
IF PAID BY:	1ST HALF	FULL YEAR
September 1, 2017	911.61	1,823.22
September 30, 2017	934.98	1,846.59
October 31, 2017	941.99	1,853.60
November 30, 2017	949.00	1,860.61
December 31, 2017	956.02	1,867.63
January 31, 2018	963.03	1,874.64
February 28, 2018	970.04	1,881.65
March 1, 2018	977.05	1,888.66
March 31, 2018	977.05	1,912.03
** ADDITIONAL UNPAID TAXES EXIST		

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	PERSONAL
TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES	
<p>PLEASE CIRCLE THE AMOUNT PAID</p> <p>TO AVOID INTEREST CHARGES</p> <p>PAY THE 1ST HALF BY OCTOBER 1</p> <p>AND THE 2ND HALF BY APRIL 1</p> <p style="font-size: x-small;">PLEASE INDICATE ANY ADDRESS CHANGES BELOW.</p>	

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.
PERSONAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00219241	2018	316620

PROPERTY DESCRIPTION	RATE	CLASS	ASSESSMENT	ASSESSMENT LESS EXEMPTION	HALF-YEAR TAX
00 CE - COMP 300 00 FF - FURN47499 00 ME - MACH21000	2.349600	3	68800	68800	808.26

LOWE HOSPITALITY GROUP LLC
233 LOWE DR
SHEPHERDSTOWN WV 25443

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SHERIFF OF JEFFERSON COUNTY
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JEFFERSON COUNTY, WEST VIRGINIA
304-728-3220

RETAIN THIS SECTION FOR YOUR RECORDS

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		2018 316620

PAYMENT SCHEDULE - SECOND HALF		
IF PAID BY:	2ND HALF	FULL YEAR
March 1, 2019	788.05	1,632.68
March 31, 2019	808.26	1,652.89
April 1, 2019	808.26	1,658.95
April 30, 2019	814.32	1,665.01

**** ADDITIONAL UNPAID TAXES EXIST**

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	PERSONAL

IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED

STATE	6.88
COUNTY CURRENT	393.53
SCHOOL CURRENT	533.89
SCHOOL PER IMPROVE.	50.64
SCHOOL EXCESS LEVY	631.58

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		2018 316620

PAYMENT SCHEDULE - FIRST HALF		
IF PAID BY:	1ST HALF	FULL YEAR
September 1, 2018	788.05	1,576.10
September 30, 2018	808.26	1,596.31
October 31, 2018	814.32	1,602.37
November 30, 2018	820.38	1,608.43
December 31, 2018	826.45	1,614.50
January 31, 2019	832.51	1,620.56
February 28, 2019	838.57	1,626.62
March 1, 2019	844.63	1,632.68
March 31, 2019	844.63	1,652.89

**** ADDITIONAL UNPAID TAXES EXIST**

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	PERSONAL

TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES

PLEASE CIRCLE THE AMOUNT PAID
TO AVOID INTEREST CHARGES
PAY THE 1ST HALF BY OCTOBER 1
AND THE 2ND HALF BY APRIL 1

PLEASE INDICATE ANY ADDRESS CHANGES BELOW.

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.	
PERSONAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00219241	2019	316742	
PROPERTY DESCRIPTION		RATE	CLASS	ASSESSMENT	ASSESSMENT LESS EXEMPTION	HALF-YEAR TAX
00 CE - COMP 300 00 FF - FURN45099 00 ME - MACH19500		2.319200	3	64900	64900	752.58

PLEASE REFER TO PAYMENT SCHEDULE BELOW WHEN MAKING PAYMENT


LOWE HOSPITALITY GROUP LLC
233 LOWE DR
SHEPHERDSTOWN WV 25443

RETAIN THIS SECTION FOR YOUR RECORDS

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
P.O. BOX 9
CHARLES TOWN, WV 25414-0009

PLEASE READ THE BACK OF THIS STATEMENT CAREFULLY.
JEFFERSON COUNTY, WEST VIRGINIA
304-728-3220


NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		 2019 316742

PAYMENT SCHEDULE - SECOND HALF		
IF PAID BY:	2ND HALF	FULL YEAR
March 1, 2020	733.77	1,520.22
March 31, 2020	752.58	1,539.03
April 1, 2020	752.58	1,544.67
April 30, 2020	758.22	1,550.31
** ADDITIONAL UNPAID TAXES EXIST		

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	PERSONAL
IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED	
STATE	6.49
COUNTY CURRENT	371.23
SCHOOL CURRENT	503.62
SCHOOL PER IMPROVE.	28.04
SCHOOL EXCESS LEVY	595.78

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		 2019 316742

PAYMENT SCHEDULE - FIRST HALF		
IF PAID BY:	1ST HALF	FULL YEAR
September 1, 2019	733.77	1,467.54
September 30, 2019	752.58	1,486.35
October 31, 2019	758.22	1,491.99
November 30, 2019	763.87	1,497.64
December 31, 2019	769.51	1,503.28
January 31, 2020	775.16	1,508.93
February 29, 2020	780.80	1,514.57
March 1, 2020	786.45	1,520.22
March 31, 2020	786.45	1,539.03
** ADDITIONAL UNPAID TAXES EXIST		

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	PERSONAL
YEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES	
PLEASE CIRCLE THE AMOUNT PAID TO AVOID INTEREST CHARGES PAY THE 1ST HALF BY OCTOBER 1 AND THE 2ND HALF BY APRIL 1	
PLEASE INDICATE ANY ADDRESS CHANGES BELOW.	

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.
PERSONAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00219241	2020	316774
PROPERTY DESCRIPTION		RATE	ASSESSMENT	ASSESSMENT LESS EXEMPTION	HALF YEAR TAX

00 CE - COMP 300 00 ME - MACH18300 00 FF - FURN45900	2.276000	3	64500	64500	734.01
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LOWE HOSPITALITY GROUP LLC
233 LOWE DR
SHEPHERDSTOWN WV 25443


PLEASE REFER TO PAYMENT SCHEDULE
BELOW WHEN MAKING PAYMENT

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
P.O. Box 9
CHARLES TOWN, WV 25414-0009

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JEFFERSON COUNTY, WEST VIRGINIA
304-728-3220

RETAIN THIS SECTION FOR YOUR RECORDS


NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		 2020 316774

PAYMENT SCHEDULE - SECOND HALF			
IF PAID BY:	2ND HALF	FULL YEAR	
March 1, 2021	715.66	1,482.70	
March 31, 2021	734.01	1,501.05	
April 1, 2021	734.01	1,506.56	
April 30, 2021	739.52	1,512.07	
** ADDITIONAL UNPAID TAXES EXIST			

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	PERSONAL
IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PENALIZED AS REQUIRED BY LAW WITH FEES ADDED	
STATE	6.45
COUNTY CURRENT	368.94
SCHOOL CURRENT	500.52
SCHOOL EXCESS LEVY	592.11

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT


NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00219241		 2020 316774

PAYMENT SCHEDULE - FIRST HALF			
IF PAID BY:	1ST HALF	FULL YEAR	
September 1, 2020	715.66	1,431.32	
September 30, 2020	734.01	1,449.67	
October 31, 2020	739.52	1,455.18	
November 30, 2020	745.02	1,460.68	
December 31, 2020	750.53	1,466.19	
January 31, 2021	756.03	1,471.69	
February 28, 2021	761.54	1,477.20	
March 1, 2021	767.04	1,482.70	
March 31, 2021	767.04	1,501.05	
** ADDITIONAL UNPAID TAXES EXIST			

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	PERSONAL
TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES	
<p>PLEASE CIRCLE THE AMOUNT PAID</p> <p>TO AVOID INTEREST CHARGES PAY THE 1ST HALF BY OCTOBER 1 AND THE 2ND HALF BY APRIL 1</p> <p style="font-size: x-small;">PLEASE INDICATE ANY ADDRESS CHANGES BELOW.</p>	

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
SIESTA GROUP LLC MAP/PARCEL: 8 0015 0008 0000	JEFFERSON	00032406		 2008 28996

PAYMENT SCHEDULE - SECOND HALF			DISTRICT	PROPERTY TYPE
IF PAID BY:	2ND HALF	FULL YEAR	09-SHEPHERDSTOWN DIST	REAL

March 1, 2009	14,351.72	29,733.82
March 31, 2009	14,719.71	30,101.81
April 1, 2009	14,719.71	30,212.20
April 30, 2009	<u>14,830.11</u>	30,322.60

IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE FORWARDED AS DELINQUENT BY LAW WITH PENALTY ADDED

STATE	134.87
COUNTY CURRENT	4,704.27
SCHOOL CURRENT	10,465.91
SCHOOL PER IMPROV	1,753.31
SCHOOL EXCESS LEV	12,381.06

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.	
REAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00031901	2009	28000	
PROPERTY DESCRIPTION		RATE	CLASS	ASSESSMENT	ASSESSMENT LESS EXEMPTION	HALF YEAR TAX
TRACT 2B (1.75 AC) MADDEX		2.144000	3	1348700	1348700	14,458.07
MAP/PARCEL: 8 0015 0008 0000						

PLEASE REFER TO PAYMENT SCHEDULE BELOW WHEN MAKING PAYMENT


LOWE HOSPITALITY GROUP LLC
233 LOWE DR
SHEPHERDSTOWN WV 25443

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
P.O. Box 9
CHARLES TOWN, WV 25414-0009

PLEASE READ THE BACK OF THIS STATEMENT CAREFULLY.
JEFFERSON COUNTY, WEST VIRGINIA
304-728-3220

RETAIN THIS SECTION FOR YOUR RECORDS

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00031901		
MAP/PARCEL: 8 0015 0008 0000				 2009 28000

PAYMENT SCHEDULE - SECOND HALF			DISTRICT	PROPERTY TYPE
IF PAID BY:	2ND HALF	FULL YEAR	09-SHEPHERDSTOWN DIST	REAL
March 1, 2010	14,096.62	29,205.30	STATE	134.87
March 31, 2010	<u>14,458.07</u>	29,566.75	COUNTY CURRENT	5,006.37
April 1, 2010	14,458.07	29,675.19	SCHOOL CURRENT	10,465.92
April 30, 2010	14,566.51	29,783.63	SCHOOL PER IMPROV	927.91
			SCHOOL EXCESS LEV	12,381.07

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.
REAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00031066	2010	27896

PROPERTY DESCRIPTION	RATE	CLASS	ASSESSMENT	ASSESSMENT LAST EXERCISE	HALF YEAR TAX
TRACT 2B (1.75 AC) MADDEX	2.221600	3	1166200	1166200	12,954.15
MAP/PARCEL: 8 0015 0008 0000					

PLEASE REFER TO PAYMENT SCHEDULE BELOW WHEN MAKING PAYMENT.

LOWE HOSPITALITY GROUP LLC
233 LOWE DR
SHEPHERDSTOWN WV 25443

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
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JEFFERSON COUNTY, WEST VIRGINIA
304-728-3220

RETAIN THIS SECTION FOR YOUR RECORDS

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00031066		
MAP/PARCEL: 8 0015 0008 0000				



PAYMENT SCHEDULE - SECOND HALF			DISTRICT	PROPERTY TYPE
IF PAID BY:	2ND HALF	FULL YEAR	09-SHEPHERDSTOWN DIST	REAL
March 1, 2011	12,630.30	26,167.39	STATE	116.62
March 31, 2011	12,954.15	26,491.24	COUNTY CURRENT	5,112.62
April 1, 2011	12,954.15	26,588.39	SCHOOL CURRENT	9,049.71
April 30, 2011	13,051.31	26,685.55	SCHOOL PER IMPROV	923.63
			SCHOOL EXCESS LEV	10,705.72

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.
REAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00030285	2011	27821

PROPERTY DESCRIPTION	RATE	CLASS	ASSESSMENT	ASSESSMENT LESS EXEMPTION	HALF-YEAR TAX
TRACT 2B (1.75 AC) MADDEX	2.265600	3	1143800	1143800	12,956.97
MAP/PARCEL: 8 0015 0008 0000					

LOWE HOSPITALITY GROUP LLC
 233 LOWE DR
 SHEPHERDSTOWN WV 25443


RETAIN THIS SECTION FOR YOUR RECORDS

PLEASE REFER TO PAYMENT SCHEDULE BELOW WHEN MAKING PAYMENT

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
 P.O. Box 9
 CHARLES TOWN, WV 25414-0009


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 JEFFERSON COUNTY, WEST VIRGINIA
 304-728-3220

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00030285		
MAP/PARCEL: 8 0015 0008 0000				 2011 27821

PAYMENT SCHEDULE - SECOND HALF		
IF PAID BY:	2ND HALF	FULL YEAR
March 1, 2012	12,633.05	26,173.08
March 31, 2012	12,956.97	26,497.00
April 1, 2012	12,956.97	26,594.18
April 30, 2012	13,054.15	26,691.36

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	REAL
IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED	
STATE	114.38
COUNTY CURRENT	5,508.54
SCHOOL CURRENT	8,875.89
SCHOOL PER IMPROV	915.04
SCHOOL EXCESS LEV	10,500.09

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00030285		
MAP/PARCEL: 8 0015 0008 0000				 2011 27821

PAYMENT SCHEDULE - FIRST HALF		
IF PAID BY:	1ST HALF	FULL YEAR
September 1, 2011	12,633.05	25,266.10
September 30, 2011	12,956.97	25,590.02
October 31, 2011	13,054.15	25,687.20
November 30, 2011	13,151.32	25,784.37
December 31, 2011	13,248.50	25,881.55
January 31, 2012	13,345.68	25,978.73
February 28, 2012	13,442.86	26,075.91
March 1, 2012	13,540.03	26,173.08
March 31, 2012	13,540.03	26,497.00

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	REAL
TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES	
<p>PLEASE CIRCLE THE AMOUNT PAID</p> <p>TO AVOID INTEREST CHARGES</p> <p>PAY THE 1ST HALF BY OCTOBER 1</p> <p>AND THE 2ND HALF BY APRIL 1</p> <p>PLEASE INDICATE ANY ADDRESS CHANGES BELOW.</p>	

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.	
REAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00028563	2012	27983	
PROPERTY DESCRIPTION		RATE	CLASS	ASSESSMENT	ASSESSMENT LESS EXEMPTION	HALF YEAR TAX
TRACT 2B (1.75 AC) MADDEX		2.310800	3	1189800	1189800	13,746.95
MAP/PARCEL: 8 0015 0008 0000						

LOWE HOSPITALITY GROUP LLC
233 LOWE DR
SHEPHERDSTOWN WV 25443


PLEASE REFER TO PAYMENT SCHEDULE BELOW WHEN MAKING PAYMENT

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
P.O. Box 9
CHARLES TOWN, WV 25414-0009


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JEFFERSON COUNTY, WEST VIRGINIA
304-728-3220

RETAIN THIS SECTION FOR YOUR RECORDS

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00028563		
MAP/PARCEL: 8 0015 0008 0000				 2012 27983

PAYMENT SCHEDULE - SECOND HALF			DISTRICT	PROPERTY TYPE
IF PAID BY:	2ND HALF	FULL YEAR	09-SHEPHERDSTOWN DIST	REAL
March 1, 2013	13,403.28	27,768.84	STATE	118.98
March 31, 2013	13,746.95	28,112.51	COUNTY CURRENT	6,229.80
April 1, 2013	13,746.95	28,215.61	SCHOOL CURRENT	9,232.85
April 30, 2013	13,850.05	28,318.71	SCHOOL PER IMPROVE.	989.91
			SCHOOL EXCESS LEVY	10,922.36

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00028563		
MAP/PARCEL: 8 0015 0008 0000				 2012 27983

PAYMENT SCHEDULE - FIRST HALF			DISTRICT	PROPERTY TYPE
IF PAID BY:	1ST HALF	FULL YEAR	09-SHEPHERDSTOWN DIST	REAL
September 1, 2012	13,403.28	26,806.56	TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES PLEASE CIRCLE THE AMOUNT PAID TO AVOID INTEREST CHARGES PAY THE 1ST HALF BY OCTOBER 1 AND THE 2ND HALF BY APRIL 1 PLEASE INDICATE ANY ADDRESS CHANGES BELOW.	
September 30, 2012	13,746.95	27,150.23		
October 31, 2012	13,850.05	27,253.33		
November 30, 2012	13,953.15	27,356.43		
December 31, 2012	14,056.26	27,459.54		
January 31, 2013	14,159.36	27,562.64		
February 28, 2013	14,262.46	27,665.74		
March 1, 2013	14,365.56	27,768.84		
March 31, 2013	14,365.56	28,112.51		

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.
REAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00027724	2013	27974


PROPERTY DESCRIPTION	RATE	CLASS	ASSESSMENT	ASSESSMENT (ESTIMATED)	HALF YEAR TAX
TRACT 2B (1.75 AC) MADDEX	2.336400	3	1177400	1177400	13,754.39
MAP/PARCEL: 8 0015 0008 0000					

PLEASE REFER TO PAYMENT SCHEDULE BELOW WHEN MAKING PAYMENT.

LOWE HOSPITALITY GROUP LLC
233 LOWE DR
SHEPHERDSTOWN WV 25443

MARK CHECKS PAYABLE AND RETURN TO:
SHERIFF OF JEFFERSON COUNTY
P.O. Box 9
CHARLES TOWN, WV 25414-0009
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 JEFFERSON COUNTY, WEST VIRGINIA
 304-728-3220

RETAIN THIS SECTION FOR YOUR RECORDS


NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00027724		
MAP/PARCEL: 8 0015 0008 0000				 2013 27974

PAYMENT SCHEDULE - SECOND HALF			
IF PAID BY:	2ND HALF	FULL YEAR	
March 1, 2014	13,410.53	27,783.87	
March 31, 2014	13,754.39	28,127.73	
April 1, 2014	13,754.39	28,230.89	
April 30, 2014	13,857.55	28,334.05	

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	REAL
IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED	
STATE	117.74
COUNTY CURRENT	6,475.70
SCHOOL CURRENT	9,136.63
SCHOOL PER IMPROVE.	970.18
SCHOOL EXCESS LEVY	10,808.53

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00027724		
MAP/PARCEL: 8 0015 0008 0000				 2013 27974

PAYMENT SCHEDULE - FIRST HALF			
IF PAID BY:	1ST HALF	FULL YEAR	
September 1, 2013	13,410.53	26,821.06	
September 30, 2013	13,754.39	27,164.92	
October 31, 2013	13,857.55	27,268.08	
November 30, 2013	13,960.71	27,371.24	
December 31, 2013	14,063.86	27,474.39	
January 31, 2014	14,167.02	27,577.55	
February 28, 2014	14,270.18	27,680.71	
March 1, 2014	14,373.34	27,783.87	
March 31, 2014	14,373.34	28,127.73	

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	REAL
TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES	
PLEASE CIRCLE THE AMOUNT PAID TO AVOID INTEREST CHARGES PAY THE 1ST HALF BY OCTOBER 1 AND THE 2ND HALF BY APRIL 1 PLEASE INDICATE ANY ADDRESS CHANGES BELOW.	

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.
PCA	JEFFERSON	09-SHEPHERDSTOWN DIST	00027404	2014	27935

PROPERTY DESCRIPTION	RATE	CLASS	ASSESSMENT	ASSESSMENT (LAWYER FEE)	TOTAL YEAR TAX
TRACT 2B (1.75 AC) MADDEX	2.351200	3	1146300	1146300	13,475.91
MAP/PARCEL: 8 0015 0008 0000					

PLEASE REFER TO PAYMENT SCHEDULE BELOW WHEN MAKING PAYMENT

LOWE HOSPITALITY GROUP LLC
233 LOWE DR
SHEPHERDSTOWN WV 25443

RETAIN THIS SECTION FOR YOUR RECORDS

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
P.O. Box 9
CHARLES TOWN, WV 25414-0009

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JEFFERSON COUNTY, WEST VIRGINIA
304-728-3220

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00027404	2014	27935
MAP/PARCEL: 8 0015 0008 0000				



PAYMENT SCHEDULE - SECOND HALF		
IF PAID BY:	2ND HALF	FULL YEAR
March 1, 2015	13,139.01	27,221.34
March 31, 2015	13,475.91	27,558.24
April 1, 2015	13,475.91	27,659.31
April 30, 2015	13,576.98	27,760.38

*** ADDITIONAL UNPAID TAXES EXIST

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	REAL
IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED	
STATE	114.63
COUNTY CURRENT	6,437.63
SCHOOL CURRENT	8,895.29
SCHOOL PER IMPROVE.	981.23
SCHOOL EXCESS LEVY	10,523.04

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00027404	2014	27935
MAP/PARCEL: 8 0015 0008 0000				



PAYMENT SCHEDULE - FIRST HALF		
IF PAID BY:	1ST HALF	FULL YEAR
September 1, 2014	13,139.01	26,278.02
September 30, 2014	13,475.91	26,614.92
October 31, 2014	13,576.98	26,715.99
November 30, 2014	13,678.05	26,817.06
December 31, 2014	13,779.12	26,918.13
January 31, 2015	13,880.19	27,019.20
February 28, 2015	13,981.26	27,120.27
March 1, 2015	14,082.33	27,221.34
March 31, 2015	14,082.33	27,558.24

*** ADDITIONAL UNPAID TAXES EXIST

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	REAL
TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES	
<p>PLEASE CIRCLE THE AMOUNT PAID</p> <p>TO AVOID INTEREST CHARGES</p> <p>PAY THE 1ST HALF BY OCTOBER 1</p> <p>AND THE 2ND HALF BY APRIL 1</p> <p>PLEASE INDICATE ANY ADDRESS CHANGES BELOW.</p>	

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.
REAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00027519	2015	28102

PROPERTY DESCRIPTION	RATE	CLASS	ASSESSMENT	ASSESSMENT LESS EXEMPTION	TOTAL YEAR TAX
TRACT 2B (1.75 AC) MADDEX	2.355600	3	1073900	1073900	12,648.40
MAP/PARCEL: 8 0015 0008 0000					


PLEASE REFER TO PAYMENT SCHEDULE BELOW WHEN MAKING PAYMENT

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
P.O. Box 9
CHARLES TOWN, WV 25414-0009

PLEASE READ THE BACK OF THIS STATEMENT CAREFULLY.
 JEFFERSON COUNTY, WEST VIRGINIA
 304-728-3220


RETAIN THIS SECTION FOR YOUR RECORDS

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00027519		 2015 28102
MAP/PARCEL: 8 0015 0008 0000				

PAYMENT SCHEDULE - SECOND HALF		
IF PAID BY:	2ND HALF	FULL YEAR
March 1, 2016	12,332.19	25,549.77
March 31, 2016	12,648.40	25,865.98
April 1, 2016	12,648.40	25,960.84
April 30, 2016	12,743.26	26,055.70
** ADDITIONAL UNPAID TAXES EXIST		

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	REAL
IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED	
STATE	107.39
COUNTY CURRENT	6,095.45
SCHOOL CURRENT	8,333.47
SCHOOL PER IMPROVE.	902.08
SCHOOL EXCESS LEVY	9,858.41

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00027519		 2015 28102
MAP/PARCEL: 8 0015 0008 0000				

PAYMENT SCHEDULE - FIRST HALF		
IF PAID BY:	1ST HALF	FULL YEAR
September 1, 2015	12,332.19	24,664.38
September 30, 2015	12,648.40	24,980.59
October 31, 2015	12,743.26	25,075.45
November 30, 2015	12,838.13	25,170.32
December 31, 2015	12,932.99	25,265.18
January 31, 2016	13,027.85	25,360.04
February 29, 2016	13,122.72	25,454.91
March 1, 2016	13,217.58	25,549.77
March 31, 2016	13,217.58	25,865.98
** ADDITIONAL UNPAID TAXES EXIST		

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	REAL
TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES	
PLEASE CIRCLE THE AMOUNT PAID TO AVOID INTEREST CHARGES PAY THE 1ST HALF BY OCTOBER 1 AND THE 2ND HALF BY APRIL 1 PLEASE INDICATE ANY ADDRESS CHANGES BELOW.	

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.
REAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00027209	2016	28023
PROPERTY DESCRIPTION	DATE	CLASS	ASSESSMENT	ASSESSMENT LESS EXEMPTION	HALF-YEAR TAX

TRACT 2B (1.75 AC) MADDEX	2.342800	3	1134000	1134000	13,283.68
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MAP/PARCEL: 8 0015 0008 0000

LOWE HOSPITALITY GROUP LLC
233 LOWE DR
SHEPHERDSTOWN WV 25443


PLEASE REFER TO PAYMENT SCHEDULE
BELOW WHEN MAKING PAYMENT

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
P.O. BOX 9
CHARLES TOWN, WV 25414-0009

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JEFFERSON COUNTY, WEST VIRGINIA
304-728-3220

RETAIN THIS SECTION FOR YOUR RECORDS


NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00027209		
MAP/PARCEL: 8 0015 0008 0000				 2016 28023

PAYMENT SCHEDULE - SECOND HALF			
IF PAID BY:	2ND HALF	FULL YEAR	
March 1, 2017	12,951.59	26,833.04	
March 31, 2017	13,283.68	27,165.13	
April 1, 2017	13,283.68	27,264.75	
April 30, 2017	13,383.31	27,364.38	
** ADDITIONAL UNPAID TAXES EXIST			

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	REAL
IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE FORWARDED AS REQUIRED BY LAW WITH FEES ADDED	
STATE	113.40
COUNTY CURRENT	6,323.19
SCHOOL CURRENT	8,799.84
SCHOOL PER IMPROVE.	920.81
SCHOOL EXCESS LEVY	10,410.12

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00027209		
MAP/PARCEL: 8 0015 0008 0000				 2016 28023

PAYMENT SCHEDULE - FIRST HALF			
IF PAID BY:	1ST HALF	FULL YEAR	
September 1, 2016	12,951.59	25,903.18	
September 30, 2016	13,283.68	26,235.27	
October 31, 2016	13,383.31	26,334.90	
November 30, 2016	13,482.94	26,434.53	
December 31, 2016	13,582.56	26,534.15	
January 31, 2017	13,682.19	26,633.78	
February 28, 2017	13,781.82	26,733.41	
March 1, 2017	13,881.45	26,833.04	
March 31, 2017	13,881.45	27,165.13	
** ADDITIONAL UNPAID TAXES EXIST			

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	REAL
YEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES	
<p>PLEASE CIRCLE THE AMOUNT PAID</p> <p>TO AVOID INTEREST CHARGES</p> <p>PAY THE 1ST HALF BY OCTOBER 1</p> <p>AND THE 2ND HALF BY APRIL 1</p> <p>PLEASE INDICATE ANY ADDRESS CHANGES BELOW.</p>	

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT

STATEMENT OF TAXES DUE

PROPERTY TYPE: REAL COUNTY: JEFFERSON DISTRICT: 09-SHEPHERDSTOWN DIST ACCOUNT NO.: 00027195 YEAR: 2017 TICKET NO.: 28123

REAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00027195	2017	28123
PROPERTY DESCRIPTION		RATE	CLASS	ASSESSMENT	HALF YEAR TAX
TRACT 2B (1.75 AC) MADDEX		2.349200	3	1110900	13,048.63
MAP/PARCEL: 8 0015 0008 0000					

PLEASE REFER TO PAYMENT SCHEDULE BELOW WHEN MAKING PAYMENT.


LOWE HOSPITALITY GROUP LLC
233 LOWE DR
SHEPHERDSTOWN WV 25443

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
P.O. Box 9
CHARLES TOWN, WV 25414-0009

PLEASE READ THE BACK OF THIS STATEMENT CAREFULLY.
JEFFERSON COUNTY, WEST VIRGINIA
304-728-3220

RETAIN THIS SECTION FOR YOUR RECORDS

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00027195		
MAP/PARCEL: 8 0015 0008 0000				 2017 28123


PAYMENT SCHEDULE - SECOND HALF		
IF PAID BY:	2ND HALF	FULL YEAR
March 1, 2018	12,722.41	26,358.23
March 31, 2018	13,048.63	26,684.45
April 1, 2018	13,048.63	26,782.31
April 30, 2018	13,146.49	26,880.17

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	REAL
IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED	
STATE	111.09
COUNTY CURRENT	6,332.13
SCHOOL CURRENT	8,620.58
SCHOOL PER IMPROVE.	835.40
SCHOOL EXCESS LEVY	10,198.06

**** ADDITIONAL UNPAID TAXES EXIST**

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CASH OR ONE CHECK PER PAYMENT

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00027195		
MAP/PARCEL: 8 0015 0008 0000				 2017 28123

PAYMENT SCHEDULE - FIRST HALF		
IF PAID BY:	1ST HALF	FULL YEAR
September 1, 2017	12,722.41	25,444.82
September 30, 2017	13,048.63	25,771.04
October 31, 2017	13,146.49	25,868.90
November 30, 2017	13,244.36	25,966.77
December 31, 2017	13,342.22	26,064.63
January 31, 2018	13,440.09	26,162.50
February 28, 2018	13,537.95	26,260.36
March 1, 2018	13,635.82	26,358.23
March 31, 2018	13,635.82	26,684.45

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	REAL
TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES	
<p>PLEASE CIRCLE THE AMOUNT PAID</p> <p>TO AVOID INTEREST CHARGES</p> <p>PAY THE 1ST HALF BY OCTOBER 1</p> <p>AND THE 2ND HALF BY APRIL 1</p> <p>PLEASE INDICATE ANY ADDRESS CHANGES BELOW.</p>	

**** ADDITIONAL UNPAID TAXES EXIST**

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT

STATEMENT OF TAXES DUE

PROPERTY TYPE: REAL COUNTY: JEFFERSON DISTRICT: 09-SHEPHERDSTOWN DIST ACCOUNT NO.: 00027091 YEAR: 2018 TICKET NO.: 28184

PROPERTY DESCRIPTION	RATE	CLASS	ASSESSMENT	ASSESSMENT LESS EXEMPTION	HALF YEAR TAX
TRACT 2B (1.75 AC) MADDEX	2.349600	3	1099000	1099000	12,911.05
MAP/PARCEL: 8 0015 0008 0000					

**PLEASE REFER TO PAYMENT SCHEDULE
BELOW WHEN MAKING PAYMENT**

LOWE HOSPITALITY GROUP LLC
233 LOWE DR
SHEPHERDSTOWN WV 25443

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
P.O. BOX 9
CHARLES TOWN, WV 25414-0009

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JEFFERSON COUNTY, WEST VIRGINIA
304-728-3220

RETAIN THIS SECTION FOR YOUR RECORDS

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00027091	2018	28184
MAP/PARCEL: 8 0015 0008 0000				

PAYMENT SCHEDULE - SECOND HALF		
IF PAID BY:	2ND HALF	FULL YEAR
March 1, 2019	12,588.27	26,080.32
March 31, 2019	12,911.05	26,403.10
April 1, 2019	12,911.05	26,499.93
April 30, 2019	13,007.88	26,596.76
** ADDITIONAL UNPAID TAXES EXIST		

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	REAL
IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLICIZED AS REQUIRED BY LAW WITH FEES ADDED	
STATE	109.90
COUNTY CURRENT	6,286.28
SCHOOL CURRENT	8,528.24
SCHOOL PER IMPROVE.	808.86
SCHOOL EXCESS LEVY	10,088.82

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00027091	2018	28184
MAP/PARCEL: 8 0015 0008 0000				

PAYMENT SCHEDULE - FIRST HALF		
IF PAID BY:	1ST HALF	FULL YEAR
September 1, 2018	12,588.27	25,176.54
September 30, 2018	12,911.05	25,499.32
October 31, 2018	13,007.88	25,596.15
November 30, 2018	13,104.72	25,692.99
December 31, 2018	13,201.55	25,789.82
January 31, 2019	13,298.38	25,886.65
February 28, 2019	13,395.21	25,983.48
March 1, 2019	13,492.05	26,080.32
March 31, 2019	13,492.05	26,403.10
** ADDITIONAL UNPAID TAXES EXIST		

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	REAL
TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES	
<p>PLEASE CIRCLE THE AMOUNT PAID</p> <p>TO AVOID INTEREST CHARGES PAY THE 1ST HALF BY OCTOBER 1 AND THE 2ND HALF BY APRIL 1</p>	
PLEASE INDICATE ANY ADDRESS CHANGES BELOW.	

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.	
REAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00027056	2019	28233	
PROPERTY DESCRIPTION		RATE	CLASS	ASSESSMENT	ASSESSMENT EXEMPTION	HALF YEAR TAX
TRACT 2B (1.75 AC) MADDEX		2.319200	3	1115300	1115300	12,933.02
MAP/PARCEL: 8 0015 0008 0000						

PLEASE REFER TO PAYMENT SCHEDULE BELOW WHEN MAKING PAYMENT

LOWE HOSPITALITY GROUP LLC
233 LOWE DR
SHEPHERDSTOWN WV 25443

RETAIN THIS SECTION FOR YOUR RECORDS

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
P.O. Box 9
CHARLES TOWN, WV 25414-0009

PLEASE READ THE BACK OF THIS STATEMENT CAREFULLY.
JEFFERSON COUNTY, WEST VIRGINIA
304-728-3220

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00027056		
MAP/PARCEL: 8 0015 0008 0000				



PAYMENT SCHEDULE - SECOND HALF		
IF PAID BY:	2ND HALF	FULL YEAR
March 1, 2020	12,609.69	26,124.70
March 31, 2020	12,933.02	26,448.03
April 1, 2020	12,933.02	26,545.02
April 30, 2020	13,030.02	26,642.02
** ADDITIONAL UNPAID TAXES EXIST		

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	REAL
IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED	
STATE	111.53
COUNTY CURRENT	6,379.52
SCHOOL CURRENT	8,654.73
SCHOOL PER IMPROVE.	481.81
SCHOOL EXCESS LEVY	10,238.45

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00027056		
MAP/PARCEL: 8 0015 0008 0000				



PAYMENT SCHEDULE - FIRST HALF		
IF PAID BY:	1ST HALF	FULL YEAR
September 1, 2019	12,609.69	25,219.38
September 30, 2019	12,933.02	25,542.71
October 31, 2019	13,030.02	25,639.71
November 30, 2019	13,127.02	25,736.71
December 31, 2019	13,224.01	25,833.70
January 31, 2020	13,321.01	25,930.70
February 29, 2020	13,418.01	26,027.70
March 1, 2020	13,515.01	26,124.70
March 31, 2020	13,515.01	26,448.03
** ADDITIONAL UNPAID TAXES EXIST		

09-SHEPHERDSTOWN DIST REAL

TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES

PLEASE CIRCLE THE AMOUNT PAID

**TO AVOID INTEREST CHARGES
PAY THE 1ST HALF BY OCTOBER 1
AND THE 2ND HALF BY APRIL 1**

PLEASE INDICATE ANY ADDRESS CHANGES BELOW.

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.
REAL	JEFFERSON	09-SHEPHERDSTOWN DIST	00027056	2020	28266
PROPERTY DESCRIPTION		RATE	ASSESSMENTS	ASSESSMENT EXEMPTION	HALF YEAR TAX

TRACT 2B (1.75 AC) MADDEX	2.276000	3	1127200	1127200	12,827.54
MAP/PARCEL: 8 0015 0008 0000					

LOWE HOSPITALITY GROUP LLC
 233 LOWE DR
 SHEPHERDSTOWN WV 25443


RETAIN THIS SECTION FOR YOUR RECORDS

PLEASE REFER TO PAYMENT SCHEDULE BELOW WHEN MAKING PAYMENT

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
 P.O. Box 9
 CHARLES TOWN, WV 25414-0009

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 JEFFERSON COUNTY, WEST VIRGINIA
 304-728-3220


NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00027056		
MAP/PARCEL: 8 0015 0008 0000				 2020 28266

PAYMENT SCHEDULE - SECOND HALF		
IF PAID BY:	2ND HALF	FULL YEAR
March 1, 2021	12,506.85	25,911.63
March 31, 2021	12,827.54	26,232.32
April 1, 2021	12,827.54	26,328.53
April 30, 2021	12,923.75	26,424.74
** ADDITIONAL UNPAID TAXES EXIST		

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	REAL
IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED	
STATE	112.72
COUNTY CURRENT	6,447.59
SCHOOL CURRENT	8,747.07
SCHOOL EXCESS LEVY	10,347.70

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
LOWE HOSPITALITY GROUP LLC	JEFFERSON	00027056		
MAP/PARCEL: 8 0015 0008 0000				 2020 28266

PAYMENT SCHEDULE - FIRST HALF		
IF PAID BY:	1ST HALF	FULL YEAR
September 1, 2020	12,506.85	25,013.70
September 30, 2020	12,827.54	25,334.39
October 31, 2020	12,923.75	25,430.60
November 30, 2020	13,019.95	25,526.80
December 31, 2020	13,116.16	25,623.01
January 31, 2021	13,212.37	25,719.22
February 28, 2021	13,308.57	25,815.42
March 1, 2021	13,404.78	25,911.63
March 31, 2021	13,404.78	26,232.32
** ADDITIONAL UNPAID TAXES EXIST		

DISTRICT	PROPERTY TYPE
09-SHEPHERDSTOWN DIST	REAL
TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES	
<p>PLEASE CIRCLE THE AMOUNT PAID</p> <p>TO AVOID INTEREST CHARGES PAY THE 1ST HALF BY OCTOBER 1 AND THE 2ND HALF BY APRIL 1</p>	
PLEASE INDICATE ANY ADDRESS CHANGES BELOW.	

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

CASH OR ONE CHECK PER PAYMENT

EXHIBIT B

Building Permit Application

[Attached Hereto]



JEFFERSON COUNTY
DEPARTMENT OF ENGINEERING, PLANNING & ZONING
OFFICE OF PERMITS & INSPECTIONS
116 EAST WASHINGTON STREET, Suite 100
P.O. Box 716
CHARLES TOWN, WEST VIRGINIA 25414
(304) 725-2998
Email: permits@jeffersoncountywv.org

COMMERCIAL / INDUSTRIAL / MULTI-RESIDENTIAL

Instructions for Building Permit Application & Inspections

Jefferson County building code permit requirements are only applicable for property located within the unincorporated areas of Jefferson County and do not apply in the five incorporated jurisdictions: Charles Town, Ranson, Harpers Ferry, Bolivar and Shepherdstown.

TO OBTAIN A PERMIT:

1. Provide Permit Application with all information completely filled-in.
2. One set of architectural/construction drawings, preferably in digital format. (with West Virginia architect's/engineer's seal & signature, as applicable).
3. If trusses will be used for construction, please submit truss details from manufacturer. (roof trusses & engineered structural floor systems, etc., shall be signed and sealed by a West Virginia licensed structural engineer).
4. Need U-Values of windows & doors and R-Value of Insulation (if applicable).
5. Water Service (provide either a. or b.):
 - a) Well permit with either: (i) well completion report or; (ii) letter from well driller stating that well is drilled and pressure grouted.
 - b) A letter from the public service district stating that water service is available.
6. Sewer Service (provide either a. or b.):
 - a) Septic system permit.
 - b) Letter from public service sewer district stating that sewer service is available.
7. Site Plans with building set-backs shown on the site plat, the distance from the structure to the property lines, the maximum building height, and the location of the septic field, if applicable. The structure shall not be placed on or within the septic drain field area.
8. WV Division of Highways – Entrance Permit for driveway entrances.
9. All applicable building permit and impact fees paid (See the Building Permit Fee Schedule & contact the Office of Impact Fees for the Impact Fee Schedule).

PERMIT APPLICATION & PLAN REVIEW:

Your permit will be issued only after the building permit application & plans are reviewed and approved, all applicable fees are paid, and the site plan, if applicable, is reviewed and approved by the Planning Commission. Allow approximately ten (10) days for review after all of the above items are received by this office.

POSTING OF THE PERMIT PLACARD:

The building permit placard shall be posted such that it is visible and accessible by the inspector during the duration of the project and until the final inspection is complete and approved. The inspection will be automatically failed if the placard is not accessible so the inspector can place the "approved" or "failed" sticker on it; and is subject to a \$65.00 re-inspection fee. If the placard is lost or destroyed, a new placard is required at a fee of \$10.00 plus \$1.00 per inspection sticker.

TYPICAL INSPECTIONS REQUIRED:

1	Footings before pour	7	*Final Electrical
2	Foundation prior to backfill	8	Final Building Inspection
3	Basement/Garage/Floor/Porch Slabs before pour		
4	*Electrical Rough-In		
5	Rough Plumbing, Mechanical & Framing		
6	Insulation before installing wall covering		

*The permit applicant is responsible for scheduling the required electrical inspections with a third-party electrical inspector approved by the State Fire Marshal's Office; and payment of the inspection fee to the electrical inspector. APPROVED ELECTRICAL INSPECTORS in this area:

Wes Clark	Middle Department Inspection Agency, Inc.	800-248-6342
Richard Hill	D & D Inspection Service	304-754-7146
	Megco Inspections	800-304-5942
Christopher Baker	Baker Electrical Inspections	304-671-4622
John C. Talbott	On Point Electric Inspections, LLC	304-886-3229
John Elder	Shenandoah Valley Electric Inspections	304-261-0243

SCHEDULING AN INSPECTION:

To schedule an inspection, call the Office of Permits & Inspections at (304) 725-2998, between 9:00 AM and 5:00 PM; Monday – Friday (closed on holidays). Please have the following information ready before calling to schedule an inspection:

1. Permit Number (INSPECTIONS WILL NOT BE SCHEDULED WITHOUT THE PERMIT NUMBER, No Exceptions).
2. Owner Name and/or Subdivision & Lot Number.
3. Type of inspection requested (see above table of typical inspections required).
4. Name and phone number of person scheduling the inspection.

Inspections scheduled by 3:00 p.m. of a county business day, will be performed within the next two business days (48 hours). NO APPOINTMENTS WILL BE MADE FOR INSPECTIONS.

ALL WORK SCHEDULED FOR INSPECTION SHALL BE COMPLETED AND READY FOR INSPECTION BY 8:00 A.M. ON THE SCHEDULED DATE OF INSPECTION. INCOMPLETE WORK IS SUBJECT TO FAILURE AND PAYMENT OF A \$65.00 REINSPECTION FEE PRIOR TO RESCHEDULING OF THE INSPECTION.

Be advised that the building code inspection requirements are separate from the land development inspections that are required under the Subdivision Ordinance. Land development inspections shall be scheduled with the Jefferson County Land Development Inspector, if applicable.

I/WE HAVE READ AND UNDERSTAND THESE INSTRUCTIONS:

PROPERTY OWNER'S SIGNATURE: _____
(original signature/no copies)

PRINT NAME: Tripp Lowe DATE: _____

PROPERTY OWNER'S SIGNATURE: _____
(original signature/no copies)

PRINT NAME: Tripp Lowe DATE: _____

JEFFERSON COUNTY
DEPARTMENT OF ENGINEERING, PLANNING &
ZONING OFFICE OF PERMITS & INSPECTIONS
116 EAST WASHINGTON STREET, Suite 100
P.O. Box 716
CHARLES TOWN, WEST VIRGINIA 25414
(304) 725-2998
Email: permits@jeffersoncountywv.org

**COMMERCIAL / INDUSTRIAL / MULTI-RESIDENTIAL
APPLICATION FOR
BUILDING PERMIT, IMPROVEMENT LOCATION PERMIT
& ZONING CERTIFICATE**

Permit Fee: \$ _____
Please make checks payable to: Jefferson County Commission
Date: ____/____/____
Received By: _____
Permit No. _____
Site Plan No. _____

1. PROPERTY OWNER(S) INFORMATION:

First Name: Tripp MI: _____ Last Name: Lowe
First Name: Andrew MI: _____ Last Name: Lowe
Company Name: Lowe Hospitality Group, LLC
Mailing Address: 233 Lowe Drive Apt/Ste #: _____
City/Town: Shepherdstown State: WV Zip: 25443
Phone Number: (304) 279 -7000 Cell Phone: _____
Email: Tripp@lrgwv.com

2. PROPERTY INFORMATION:

Street Address: 70 Maddex Square Drive, Shepherdstown, WV 25443
Subdivision: _____ Lot No.: _____
Tax District: 09 Shepherdstown Tax Map No.: 8 Parcel No.: 15.8
Deed Book No.: 1038 Page No.: 305 Parcel Size (Acres): 1.75 +- Acres
List all existing structures and land uses on property: Hotel Building

3. APPLICANT:

Company Name: Lowe Hospitality Group, LLC
Mailing Address: 233 Lowe Drive Apt./ Ste. #: _____
City/Town: Shepherdstown State: WV Zip: 25443
Contact Person Name: Paul J Raco Phone Number: (304) 876-8258 Cell Phone: _____
Email: pjraco.consulting@gmail.com

4. CONTRACTOR: (A copy of the current West Virginia Contractor's License must be submitted with application)

Company Name: TBD Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____ Fax: _____

Email: _____

WV Contractor's License #: _____ Name of Individual License Issued to: _____

5. ESTIMATED VALUE OF PROPOSED BUILDING / IMPROVEMENT:

(Estimated value is the dollar amount that a like structure/improvement would cost on the open market.) \$ _____

6. PROPOSED IMPROVEMENT TYPE:

____ New Construction ____ Addition Repair ____ Replacement Interior Renovations

Note: If the improvement is part of an existing structure, or new construction that is part of a larger facility, attach a site map and/or floor plan to this application form showing the location. Label both the existing structures and the proposed improvement such that it can be located in the field.

Describe type of improvement: Renovate Hotel into 18 one BR and 2 studio apartments and retail

(i.e., office building, restaurant, retail store, grocery store, bank, horse-barn, theater, gaming facility, parking garage, self-storage units, warehouse, factory, auto repair shop, fuel station, church, educational facility, apartment building, condominiums, etc.)

7. PLAN REFERENCE NUMBERS: (If Plan required)

JCPC Site Plan: _____ Architects Plan: _____ Other Plan #(s): _____

8. NO. OF SPACES BY TYPE OF USE:

20 Full Baths ____ Partial Baths ____ Garages ____ Enclosed Parking ____ Outside Parking

Other(s): _____

9. WATER & SEWER SERVICE:

PUBLIC WATER: Yes ____ No

PUBLIC SEWER: Yes ____ No

(If No) Well Permit No.: _____

(If No) Septic Permit No.: _____

(If Yes) Name of Utility: Shepherdstown

(If Yes) Name of Utility: Shepherdstown

NOTE: Health Dept. approvals/permits must be submitted as part of the Site Plan approval process.

10. BUILDING CODE OCCUPANCY TYPE & USE GROUP (Code Book Chapter-3):

Check the type of Use & Occupancy classification

USE GROUP	Check Classification ↓	OCCUPANCY CLASSIFICATION	OCCUPANCY TYPE
			<i>Note: Additional Occupancy Type descriptions can be found in the code book.</i>
Assembly		A-1	Theaters & motion picture theaters.
		A-2	Night clubs, bars, taverns, restaurants, banquet halls, & public assembly places intended for food and drink consumption.
		A-3	Auditoriums without raised platforms, art galleries, libraries, churches, community halls, recreation centers, exhibition halls & funeral parlors, amusement arcades, museums, & dance halls.
		A-4	Indoor sports arenas such as: skating rinks, swimming pools, tennis courts.
		A-5	Structures utilized for outdoor assembly including: grandstands, bleachers, stadiums, amusement park structures and fair or carnival structures. (See code book for A-1 thru A-5 descriptions)
Business		B	Animal hospitals, kennels, banks, barber shops, beauty shops, car wash, clinic - outpatient, dry cleaning, electronic data processing, fire stations, florist, laboratories, laundries, police stations, post offices, print shops, professional services, radio & TV stations, telecommunication equipment building, motor vehicle showrooms.
Educational		E	Day care facility, schools (K-12), & all structures other than those occupied for business or vocational training.
Factory & Industrial		F-1	Factory & industrial occupancies which are not classified as "F-2 Low Hazard" or "Group H" shall be classified as a "F-1 Moderate Hazard". (See moderate hazard occupancy list in code book).
		F-2	Factory & industrial occupancies which involve fabrication or manufacture of non-combustible materials that do not contribute to a significant fire hazard. (See low-hazard list in code book).
High-Hazard		H-1	All structures which contain materials that present a detonation hazard.
		H-2	All structures which contain materials that present a deflagration hazard.
		H-3	All structures which contain materials that readily support combustion or present a physical hazard.
		H-4	All structures which contain materials that are a health hazard (i.e., toxic & corrosive materials)
		H-5	Semi-conductor fabrication facilities with hazardous production materials. <i>Note: See code book for detailed description of H-1 thru H-5 hazardous materials & uses.</i>
Institutional		I-1	Board & care facilities, half-way houses, group homes, social rehab facilities, alcohol & drug centers, convalescent facilities which house seventeen (17) or more people.
		I-2	Structures used for medical, surgical, psychiatric, nursing or custodial care on a 24 hour basis of six or more people, such as hospitals, nursing homes, mental hospitals & detoxification facilities.
		I-3	Structures inhabited by six or more people who are under some restraint, such as prisons, jails, detention centers, correctional centers & pre-release centers.
		I-4	Day/child care facility occupied by six or more people on a less than 24 hour basis.
Storage		S-1	Moderate Hazard storage - buildings occupied for the storage of contents that are likely to burn with moderate rapidity but do not produce poisonous gases, fumes or explosives. This includes motor vehicle repair garages and body work. (See detailed materials list in code book)
		S-2	Low Hazard storage - includes buildings occupied for the storage of non-combustible materials and materials that do not burn rapidly. (See detailed materials list in code book)
Mercantile		M	All buildings occupied for display and sales purposes involving stocks of goods, wares and merchandise and that are open to the public.
Residential		R-1	Hotels, motels, & boarding house where occupants are primarily transient (less than 30 days) in nature.
	✓	R-2	Residential occupancy primarily permanent (30 days or more) in nature with more than two dwelling units such as a dormitory facility, fraternity/sorority house, apartment house, boarding house, convent or monastery.
		R-3	Residential facility where occupants are primarily permanent in nature and not classified as R-1 or R-2 or I, and where buildings do not contain more than 2 dwelling units. Also includes Day/child care facility which accommodates five or fewer persons of any age for less than 24 hours.
		R-4	Residential care/assisted living facility with more than 5 but less than 16 occupants excluding staff.
Utility / Misc.		U	Agricultural buildings, barns, fences more than 6 feet, retaining walls, greenhouses, & cell towers.

Does this building/structure contain mixed uses? Yes No

13. ADDITIONAL INFORMATION REQUIRED ON ARCHITECTURAL PLANS:

1. Architectural/Building Plans shall be drawn to scale & shall be legible.
2. Plans shall be on minimum 11" x 17" sheets but no larger than 24" x 36" sheets
3. Plan sheets shall be bound together.
4. The following information shall be on the Cover Sheet:
 - a. Project Title
 - b. Index of Drawings
 - c. Statement of Certification by the Architect/Engineer of Record certifying all applicable codes that the project is designed to be in compliance with and the date/version of each code, including but not limited to the following:
 - i. Building Code
 - ii. Mechanical Code
 - iii. Plumbing Code
 - iv. Electrical Code
 - v. Fire Safety Code
 - vi. Energy Conservation Code
 - vii. Fuel Gas Code
 - viii. Accessibility Code
 - ix. Existing Buildings Code
 - d. Owner name, address & phone
 - e. Developer name, address & phone
 - f. Engineers' & Architects' name, address & phone
 - g. Building Data, including but not limited to:
 - i. Occupancy Classification.
 - ii. Construction Type.
 - iii. Number of stories & height.
 - iv. Allowed Total Bldg. Area vs. Actual Total Bldg. Area Calculation.
 - v. Floor Area Calculations.
 - vi. Allowed vs. Actual Seating/Occupancy Load Calculations.
 - vii. Actual Footing Soil Load Bearing Pressure vs. Design Bearing Pressure.
 - viii. Actual vs. Required no. of Exits.
 - ix. Exit Width Provided vs. Exit Width Required Calculation.
 - x. Fire Protection Ratings Required vs. Designed Fire Protection Ratings.
 - xi. Structural Design Loads.
 - h. Location Map
 - i. West Virginia Engineer's/Architect's seal/certification (including structural elements).

Note: The West Virginia State Fire Marshal's Office may also have jurisdiction over this project. The applicant shall contact the West Virginia State Fire Marshal's office to determine if approval by the State Fire Marshal is also required:

West Virginia State Fire Marshal's Office (304) 558-2191
Plan Review Division
Second Floor
1207 Quarrier Street
Charleston, WV 25301

**OWNER/APPLICANT'S CERTIFICATION OF INTENT
AND
ACKNOWLEDGMENT OF RESPONSIBILITY:**

I, (We), the Owner of the property on which the intended improvement is to be constructed or placed, hereby certify and ensure that this intended improvement/construction and the intended use complies with all restrictive covenants of this property/real estate. And, I, (We), agree, understand and acknowledge that I, (We), assume full responsibility for compliance with any such private land use covenants and restrictions, and that a violation thereof may result in legal sanctions by court injunction, fines and civil damages, irrespective of the issuance of this permit by Jefferson County.

I, (We), further acknowledge and understand that:

1. Any construction prior to the issuance of this permit is in violation of the Jefferson County Ordinances, and is subject to prosecution to the fullest extent of the law. (This includes site work, utilities construction, building construction, etc.)
2. Site work and building construction shall not begin until the site plan is approved, the construction bond is secured, the building plans are approved, and the Improvement Location Permit is issued.
3. Any new structure shall be located at the required/prescribed setback distances from property lines.
4. All well-water must be certified as potable by a testing laboratory approved by the WV State Health Department, prior to final inspection and issuance of the Use & Occupancy Certificate (U&O).
5. All wells shall be drilled and pressure grouted prior to submitting this application.
6. By signing this application it is understood that employees, representatives and/or agents of the Jefferson County Departments of Planning, Zoning, and Engineering are authorized to enter in and/or upon the property for the purposes of performing site plan and building code compliance inspections and to check for code violations related to the property, site work and/or building activities identified on this application.
7. The Property Owner is responsible for providing employees, representatives, and/or agents of the Jefferson County Department of Planning, Zoning and Engineering, safe and open access to the site and all building components when conducting inspections.
8. All work will be performed in accordance with Jefferson County Ordinances and Building codes; and that I/we are responsible for ensuring that the person(s) and/or contractor performing the work is knowledgeable of the applicable ordinances and building codes; and that the contract should stipulate that all work be performed in accordance with the applicable building codes.
9. All roadways and properties shall be protected from damage and the deposit of mud, dirt, silt, trash and debris, etc., resulting from the work covered by this permit application. The property owner shall be responsible for any resulting damage and clean up costs.
10. A copy of the International Building Code may be purchased from the International Code Council at <http://www.iccsafe.org>; or is available for review at the Jefferson County Engineering Department, Office of Permits & Inspections.
11. That no structure shall be used and/or occupied until a "Use & Occupancy Certificate" is issued by the Jefferson County Office of Permits and Inspections; and that using or occupying such structure prior to issuance of the Use & Occupancy Certificate is a violation of the Jefferson County Building Code Enforcement Ordinance and is subject to prosecution under the law.

I, (We), state that this application is true and accurate to the best of my (our) knowledge.

Property Owner: _____ Property Owner: _____
(original signature) (original signature)

Print Name: _____ Print Name: _____

Title: _____ Title: _____

Date: _____

Date: _____

EXHIBIT C

Request for Exemption

[Attached Hereto]

Process Number (county use only) _____
Building Permit Number (county use only) _____

200

Request for Exemption
Jefferson County Government – Office of Impact Fees

Applicant for Building Permit shall complete items 1-10, which shall be consistent with all information on the Building Permit Application filed by the Applicant. A copy of the application for the Building Permit and a copy of Form 100 shall be attached. The Request for Exemption form shall be submitted by the Applicant to the Impact Fee Coordinator. The Impact Fee Coordinator shall verify the information in items 1-10 and shall review the supporting documentation and issue a determination.

Applicant Information

1 First Name Lowe Hospitality Group, LLC M.I. _____
Last Name c/o Kenneth F. Lowe, III
2 Contact Address 233 Lowe Drive
City Shepherdstown
State WV ZIP 25443
Day Time Phone 304-279-6000

Building Permit Information

3 Building Permit Application Date (mm-dd-yyyy) _____
4 Prop Owner First Name _____ M.I. _____
Prop Owner Last Name _____
5 Property Street Address _____
Property City _____
6 Subdivision (if applies) _____
Lot Number (if applies) _____
7 Tax District _____ Map _____ Parcel _____
Deed Book _____ Page _____

Amount and Type of Proposed Development

8 Residential
 Non-Residential Conversion of Hotel (See Attachment I)
Development Type _____ Subtype _____
Development Units _____ Amount _____

Reason for Exemption Request

- 9 The proposed residential development/redevelopment will not add dwelling units to those already on the subject property.
 The proposed non-residential development/redevelopment will not add square footage to that already on the subject property.
 There is a change in the type or mix of non-residential development (commercial/shopping center, light industrial, etc.).
 Specify: _____
 The proposed residential development/redevelopment will not result in an increase in demand for public facilities funded in whole or in part by impact fees.
 The proposed development project is exempt pursuant to § 5 of the Impact Fee Procedures Ordinance (2003-1).
 Other, explain in detail: See Attachment I

Applicant Signature

10 _____
Applicant Date

Department of Impact Fees Exemption Request Action

11 **EXEMPTION REQUEST AND SUPPORTING DOCUMENTATION REVIEWED BY:**

Date Received (mm-dd-yyyy): _____

Name: _____

Title: _____

12 Findings: _____

13 **PROPOSED ACTION ON REQUEST FOR EXEMPTION:**

Approved

Approved subject to the following conditions: _____

Denied: _____

Inadequate information on which to base a decision (specify additional information needed):

14 **FINAL APPROVAL MADE BY:**

_____ Date

Impact Fee Coordinator

ATTACHMENT I

This property is formerly the site of the Quality Inn located at 70 Maddex Square, Shepherdstown, West Virginia.

Until it closed as a result of the COVID pandemic, the property was a 3 story motel with 51 sleeping rooms and related amenities. It also had a small kitchen facility and 1 small meeting room.

The property has been operated as a motel since 1998. It contains 23,000 square feet. The Applicant plans to redevelop the first floor of the property into retail space.

The second and third floors will be converted into 18 one-bedroom apartment units and 2 studio units. The square footage for the building will remain the same.

Applicant requests an exemption from the impact fee for the following reasons:

1. Since it acquired the property in 2007, the Applicant has paid \$425,167 in real estate and personal property taxes respecting the property, approximately 70% of which was paid to the county school system. Copies of the tax bills for all years but the 2007 and 2008 personal property taxes (which we do not have) are attached. (In 2007, Applicant paid \$29,418.80 in real estate taxes and \$1,858.44 for personal property taxes. In 2008, Applicant paid \$1,529.74 in personal property taxes.) In addition, the Applicant has paid \$431,000 in hotel/motel taxes to the County since it has owned the motel. The Applicant has already contributed significantly to the services funded by the impact fee and thus the impact fee should not be applicable to the redevelopment proposed by Applicant.

2. Converting 51 lodging rooms to 20 small apartment units and commercial space should result in less demand for public facilities which are funded in whole or in part by impact fees. It clearly will not result in greater demand since guests at the motel already had the benefit of many of the services funded by the impact fee and no new infrastructure will be required to service the complex.

3. The apartment units will be smaller apartments which are targeted to college students and will not be suitable for occupancy by more than two adults. 18 of the units will have square footage of 750 and 2 will have square footage of 375. Accordingly, this project should not result in greater demand on the County's school system as it is highly unlikely that children who would attend County school systems would reside in the complex due to the size of the units and location in a dense commercial area.

4. Applicant expects to invest \$800,000 in capital improvements to complete the redevelopment. The improvements should enhance the value of the property, thus generating increased real estate taxes for the County and thus, increased payments to the school system.

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

In re: Lowe Hospitality Group, LLC, a West Virginia limited liability company

Appellant.

MOTION FOR ORDER EXEMPTING PROJECT FROM IMPACT FEES

COMES NOW Lowe Hospitality Group, LLC, a West Virginia limited liability company ("Lowe"), by and through its counsel Ellen S. Cappellanti and Robert E. Glenn, and the law firm Jackson Kelly PLLC, on the grounds set forth in the Appeal Under the Jefferson County Impact Fee Procedures Ordinance filed by Lowe with the County County Commission, moves the County Commission pursuant to Section 4 of the Jefferson County Impact Fee Procedures Ordinance for an order (i) reversing the decision of the Jefferson County Impact Fee Coordinator (the "Coordinator") to assess full impact fees on the real estate project (the "Project") described in the Application for a Building Permit submitted to the Coordinator by Lowe on January 15, 2021, and (ii) exempting the entire Project from the payment impact fees.

Respectfully submitted,

LOWE HOSPITALITY GROUP, LLC,
By Counsel

JACKSON KELLY PLLC

Ellen S. Cappellanti 

Ellen S. Cappellanti (WVSB #627)
500 Lee Street East, Suite 1600
Charleston, WV 25301
Tel: (304) 340-1000
Fax: (304) 340-1050
ecappellanti@jacksonkelly.com

and



Robert E. Glenn (WVSB #10662)
310 West Burke Street
Martinsburg, WV 25401
Tel: (304) 260-4957
Fax: (304) 263-7110
rglenn@jacksonkelly.com

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

**In re: Lowe Hospitality Group, LLC,
a West Virginia limited liability company,**

Appellant.

ORDER EXEMPTING ENTIRE PROJECT FROM PAYMENT OF IMPACT FEES

This matter came before the County Commission of Jefferson County, West Virginia (the "County Commission") on the _____ day of _____, 2021, for a hearing on the merits with respect to the Appeal Under the Jefferson County Impact Fee Procedures Ordinance (the "Appeal") filed by the Appellant, Lowe Hospitality Group, LLC, a West Virginia limited liability company.

The Appellant appeared with counsel, and offered exhibits establishing its entitlement to the relief sought in the Appeal. Upon consideration of the Appeal, the Appellant's exhibits submitted in support, and the argument of counsel, the County Commission makes the following findings of fact and conclusions of law.

The County Commission FINDS and ORDERS that the Appellant's proposed conversion of its property located at 50 Maddex Square, Shepherdstown, West Virginia (the "Property") from a motel to an apartment building with first floor commercial and retail space (the "Project") as described in the Application for Building Permit Application (the "Building Permit Application"), submitted by Appellant for impact fee assessment on January 15, 2015, constitutes a "change in use," as such term is defined in the Jefferson Impact Fee Procedures Ordinance (the "Ordinance").

The County Commission FINDS and ORDERS that Section 2(B)(2) of the Impact Fee Ordinance requires that the impact fees due for the Project as a change of use development must

be based "only on the incremental increase in the fee for the additional public facilities needed for the change in use."

The County Commission FINDS and ORDERS that the West Virginia Local Powers Act requires that the impact fees due for the Project shall not exceed a "proportionate share" of capital improvements or the provision of other services attributable to the Project.

The County Commission FINDS and ORDERS that the conversion of the Property from a motel to an apartment building with first floor retail and commercial space, without any additional square footage, shall not result in an increase in demand for public facilities and county services that are funded in whole or in part by impact fees.

The County Commission FINDS and ORDERS that the substantial real estate and hotel/motel occupancy taxes generated by the Property since 1998 off sets any additional costs that may result from the conversion of the Property from a motel to an apartment building with first floor retail and commercial space.

The County Commission FINDS and ORDERS that any assessment of impact fees on the Project would exceed the Project's "proportionate share" of capital improvements or the provision of other services attributable to the Project.

The County Commission FINDS and ORDERS that the Jefferson County Impact Fee Coordinator (the "Coordinator") failed to apply the correct legal standards to the Building Permit Application and accompanying Request for Exemption from impact fees in assessing impact fees against the Project, and hereby reverses the decision of the Coordinator imposing impact fees on the Project as being contrary to law.

The County Commission FINDS and ORDERS that the entire Project is hereby made exempt from the payment of any impact fees otherwise payable under the Ordinance.

The County Commission FINDS and ORDERS that Lowe is authorized to attach a copy of this Order to its Building Permit Application as a final determination that the entire Project is exempt from the payment of impact fees.

Entered this _____ day of _____, 2021.

Josh Compton, President
County Commission of Jefferson County

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Commissioner Jackson

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **February 18, 2021**

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

Date Requested – 2nd Choice:

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

Second Amendment Sanctuary County Resolution

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*):

The County Commission of Jefferson County, West Virginia in recognition and support of the Constitution of the United States of America and the Constitution of West Virginia hereby declares Jefferson County, West Virginia as a “Second Amendment Sanctuary County” for the purposes described in the resolution.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Stephanie Grove, County Administrator

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **February 18, 2021**

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

Date Requested – 2nd Choice:

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

↓ **Legislative Updates – Discussion/Action**

↓ **Charles Town E. Liberty St. Streetscape Design and Impact on County Parking Lot**

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, March 4, 2021, or as soon thereafter as the Commission may decide:

Board of Zoning Appeals -one unexpired term ending January 1, 2022

Alternates: Alternate members shall have all powers and duties of a regular Board member when sitting on a case and shall continue to participate in the case until a final decision is reached. Alternate members shall serve by rotation based upon seniority of appointment to 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 pm the Monday prior to the proposed date of appointment.

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

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 4, 2021 or as soon thereafter as the Commission may decide:

Water Advisory Committee - four three-year terms ending January 31, 2024 and two unexpired terms ending January 31, 2022.

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 pm the Monday prior to the proposed date of appointment.

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

Impact Fee Status Report

January 2021

Office of Impact Fees

Summary

Date Range: Friday 1 through Sunday 31 January 2021

Report Date: 3 February 2021

Process Number Range: 2100001-2100047

Total Applications: 47

Total Non-Exempt: 46

Of which:

Commercial: 0

Residential: 46

Of which:

County: 39

Municipal: 7

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for January 2021. 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 January 2021	1	0	46	47
Fees collected		\$0.00	\$312,127.00	\$312,127.00
<i>Of which</i>				
School Impact Fee			\$280,885.00	\$280,885.00
Law Enforcement Fee		\$0.00	\$6,864.00	\$6,864.00
Parks & Recreation Fee			\$21,999.00	\$21,999.00
EMS Fee		\$0.00	\$2,379.00	\$2,379.00

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

Description	Amount
Opening Statement Balance (1 January 2021)	\$229,469.51
December Deposits (1 – 31 January 2021)	\$312,127.00
School December Transactions (withdraws via transfer on 15 Jan. 2021)	(\$211,058.26)
Law December Transactions (withdraws via transfer on 15 Jan. 2021)	(\$15,499.41)
Parks & Rec Dec. Transactions (withdraws via transfer on 15 Jan. 2021)	(\$1,678.92)
EMS December Transactions (withdraws via transfer on 15 Jan. 2021)	(\$1,232.92)
Interest Earned (31 January 2021)	\$123.89
Ending Statement Balance (31 January 2021)	\$312,250.89
<i>Outstanding Credits (deposits through 1 February 2021)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 January 2021)	\$6,288,056.20
December Transactions (deposits via transfer on 15 January 2021)	\$211,058.26
2020 Impact Fee Recalculation Study for December (20 January 2021)	(\$1,010.00)
Interest Earned (31 January 2021)	\$2,719.25
Ending Balance (31 January 2021)	\$6,500,823.71

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

Description	Amount
Opening Balance (1 January 2021)	\$173,907.27
December Transactions (deposits via transfer on 15 January 2021)	\$1,232.92
2020 Impact Fee Recalculation Study for December (20 January 2021)	(\$540.00)
Interest Earned (31 January 2021)	\$74.05
Ending Balance (31 January 2021)	\$174,674.24

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

Description	Amount
Opening Balance (1 January 2021)	\$362,725.60
December Transactions (deposits via transfer on 15 January 2021)	\$15,499.41
2020 Impact Fee Recalculation Study for December (20 January 2021)	(\$660.00)
Interest Earned (31 January 2021)	\$157.53
Ending Balance (31 January 2021)	\$377,722.54

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

Description	Amount
Opening Balance (1 January 2021)	\$18,848.15
December Transactions (deposits via transfer on 15 January 2021)	\$1,678.92
2020 Impact Fee Recalculation Study for December (20 January 2021)	(\$485.00)
Requisition 20R0128 - JCESA Mortgage (4 January 2021)	(\$15,000.00)
Interest Earned (31 January 2021)	\$2.56
Ending Balance (31 January 2021)	\$5,044.63

Table 7. Total Impact Fees as of 1 February 2021/1

Description	Amount
Office of Impact Fees General Account	\$312,250.89
School Impact Fee Account	\$6,500,823.71
Law Enforcement Fee Account	\$174,674.24
Parks & Recreation Impact Fee Account	\$377,722.54
EMS Impact Fee Account	\$5,044.63
Total Impact Fees	\$7,370,516.01

/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 January 2021 Fee Transfers /1

Account	31 January 2021 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$6,500,823.71	\$280,996.50	\$6,781,820.21
Law Enforcement Fee Account	\$174,674.24	\$6,866.48	\$181,540.72
Parks & Recreation Impact Fee Account	\$377,722.54	\$22,007.67	\$399,730.21
EMS Impact Fee Account	\$5,044.63	\$2,380.24	\$7,424.87
Total Impact Fees	\$7,058,265.12	\$312,250.89	\$7,370,516.01

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

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											
2100043	01/27/2021	Tracey Barnhart	T. Lane Homes,	06 Kabletown	1253	3	10A	1.1	\$0.00	01/27/2021	Form 200
Category Count: 1			Category Total						\$0.00		
Non-Exempt Applications											
2100001	01/04/2021	Quigley	Douglas	06 Kabletown	1243	641	8D	62	\$6,700.00	01/04/2021	N/A
2100002	01/04/2021	Lutman Land		09 Shepherdstown	1245	431	18	17	\$6,700.00	01/04/2021	N/A
2100003	01/04/2021	Lutman Land		09 Shepherdstown	1245	431	18	17	\$6,700.00	01/04/2021	N/A
2100004	01/04/2021	Lutman Land		09 Shepherdstown	1245	431	18	17	\$6,700.00	01/04/2021	N/A
2100005	01/04/2021	Lutman Land		06 Kabletown	1250	251	23B	32	\$6,700.00	01/04/2021	N/A
2100006	01/04/2021	Lutman Land		06 Kabletown	1250	256	23B	33	\$6,700.00	01/04/2021	N/A
2100007	01/04/2021	DR Acquisitions		03 Charles Town	1244	51	4	1	\$7,281.00	01/04/2021	N/A
2100008	01/04/2021	DR Acquisitions		03 Charles Town	1244	51	4	2	\$7,281.00	01/04/2021	N/A
2100009	01/04/2021	DR Acquisitions		03 Charles Town	1244	51	4	3	\$7,281.00	01/04/2021	N/A
2100010	01/04/2021	DR Acquisitions		03 Charles Town	1244	51	4	4	\$7,281.00	01/04/2021	N/A
2100011	01/04/2021	DR Acquisitions		03 Charles Town	1244	51	4	5	\$7,281.00	01/04/2021	N/A
2100012	01/04/2021	DR Acquisitions		03 Charles Town	1244	51	4	6	\$7,281.00	01/04/2021	N/A
2100013	01/05/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	01/05/2021	N/A
2100014	01/05/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	01/05/2021	N/A
2100015	01/05/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	01/05/2021	N/A
2100016	01/05/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	01/05/2021	N/A
2100017	01/11/2021	Melanie	Frank McCluskey	10 Shepherdstown			3B	19	\$7,141.00	01/11/2021	N/A
2100018	01/12/2021	Chrisman	Bruce and Amy	02 Charles Town	1215	412	13	2.2	\$6,700.00	01/12/2021	N/A
2100019	01/13/2021	JH Real Estate,		07 Middleway	1202	398	2A	130	\$6,700.00	01/13/2021	N/A
2100020	01/13/2021	JH Real Estate,		07 Middleway	1202	398	2A	131	\$6,700.00	01/13/2021	N/A
2100021	01/13/2021	JH Real Estate,		07 Middleway	1229	655	2A	158	\$6,700.00	01/13/2021	N/A
2100022	01/13/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	01/13/2021	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Non-Exempt Applications											
2100023	01/13/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	01/13/2021	N/A
2100024	01/13/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	01/13/2021	N/A
2100025	01/13/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	01/13/2021	N/A
2100026	01/13/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	01/13/2021	N/A
2100027	01/13/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	01/13/2021	N/A
2100028	01/13/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	01/13/2021	N/A
2100029	01/13/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	01/13/2021	N/A
2100030	01/13/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	01/13/2021	N/A
2100031	01/13/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	01/13/2021	N/A
2100032	01/13/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	01/13/2021	N/A
2100033	01/13/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	01/13/2021	N/A
2100034	01/13/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	01/13/2021	N/A
2100035	01/13/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	01/13/2021	N/A
2100036	01/15/2021	Lutman Land		09 Shepherdstown	1250	232	11	1.5	\$6,700.00	01/15/2021	N/A
2100037	01/15/2021	Lutman Land		09 Shepherdstown	1250	232	11	1.5	\$6,700.00	01/15/2021	N/A
2100038	01/15/2021	Lutman Land		09 Shepherdstown	1250	232	11	1.5	\$6,700.00	01/15/2021	N/A
2100039	01/21/2021	Joseph	Stillwell Homes,	06 Kabletown	1250	746	6F	13-14	\$6,700.00	01/21/2021	N/A
2100040	01/21/2021	Sirbaugh	Troy	07 Middleway	1251	45	22	13.3	\$6,700.00	01/21/2021	N/A
2100041	01/25/2021	Christopher	Tri-State	09 Shepherdstown	1230	592	13	3	\$6,700.00	01/25/2021	N/A
2100042	01/26/2021	Bowles	Timothy	07 Middleway	1251	199	5	9.5	\$6,700.00	01/26/2021	N/A
2100044	01/28/2021	Lutman Land		07 Middleway	1253	172	8	2.9	\$6,700.00	01/28/2021	N/A
2100045	01/28/2021	Lutman Land		06 Kabletown	1250	240	23A	54	\$6,700.00	01/28/2021	N/A
2100046	01/28/2021	Lutman Land		06 Kabletown	1250	240	23A	62	\$6,700.00	01/28/2021	N/A
2100047	01/28/2021	Lutman Land		06 Kabletown	1250	294	23A	53	\$6,700.00	01/28/2021	N/A
Category Count: 46									Category Total	\$312,127.00	
TOTAL APPLICATIONS: 47									Grand Total	\$312,127.00	

Harpers Ferry/ Bolivar PSD

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

THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE DECEMBER MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON DECEMBER 11th, 2020.

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

Those in attendance were:

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

Eddy Tennant-Operations Supervisor
Joe Adams-Plant Operator

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

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

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

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

Motion by Mr. Lowrey, seconded by Mr. Simmons to approve the November working capital reserve account, approved.

Discussion on the Alpha invoice AAI #1 for the NPDES permit renewal in the amount of \$3,591.75.

Motion by Mr. Simmons, seconded by Mr. Lowrey to accept the Alpha invoice AAI#1 for the NPDES permit renewal, approved.

Discussion on email upgrade, the new email is up and running.

Discussion on the plant generator, the new mother board was installed. The generator is back operating in full auto control, all fail safe controls working properly.

Discussion on CUPPS asset management plan, Ms. Hudson is scheduled to meet with staff to help with the software.

Discussion on Christmas lunch and bonus for operations staff.

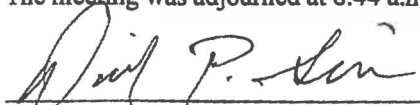
Meeting adjourned at 8:25 the Board went into executive session.

Meeting back in session at 8:35, the decision was to have the staff only to have lunch, and bonus for the operations staff, approved.


Discussion on talking to local utilities about a possible inter agency agreement to help with coverage in occasions when someone may not be available. Mr. Tennant will talk to agency representatives after the holidays.

Discussion on COVID protocols remain the same staff both at the plant. Continue to monitor temperature daily.

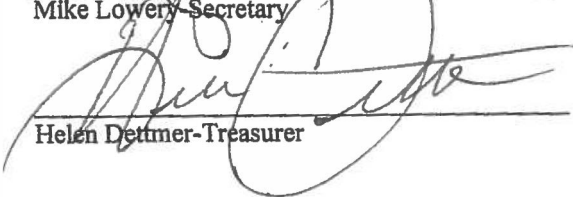
The meeting was adjourned at 8:44 a.m.



David Simmons-Chairman



Mike Lowery-Secretary



Helen Dettmer-Treasurer

From: David Tabb <sssi27@yahoo.com>
Sent: Thursday, February 4, 2021 10:22 AM
To: JCCInfo
Subject: Public comment for 2-4-21 commission meeting

Public Comment for Jefferson County Commission meeting Feb 4, 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:

I, David Tabb, have filed a request to Governor Justice to have a special appointed BORE Commission and Special Prosecutor to review my appeal of the assessor to the BORE; with recent case law, the JCC should not participate in any BORE proceedings due to the conflict of the County Commission setting their own budget and of the other elected officials such as: Assessor, Prosecuting Attorney, Magistrate, and 23rd Judicial Circuit Court. I have filed a request to the JCC to stand down and allow a special appointed BORE, due to the fact that the JCC Assessor, Prosecuting Attorney, Magistrate, and 23rd Judicial Circuit Court have put sanctions on me so that I can *not* appeal any decisions directed to the 23rd Judicial Court stripping me of my Constitutional Rights of Due Process. To date, I have yet to receive any correspondence from the JCC on their position. One would think that things like this only happened in the late 1700's. History does repeat itself.

The residents/taxpayers of Jefferson County need to take back the controls that the government has imposed. The government is to work for us, not the other way around. I encourage for everyone to review the Public Comments from the Jan 21, 2021 Jefferson County Commission meeting; it's a good read! I hope my participate in public comments will encourage others to do the same. We have few rights left to make our opinions known and force the government to come back and understand who works for whom!

AGENDA 4 – Kelly Franklin, Director, Jefferson Day Report Center

It appears there is a request for the funding of July 1, 2022 thru June 30, 2023 for a combined total of \$227,145.00. I was under the impression that the people that participated within this program had to pay for the service. So, where is the calculation as to what has been paid by the participates to fund this project? My other concern: is what is the county doing for those who haven't committed some type of crime? Is this not one-sided?

AGENDA 6 – Rodger Goodwin, Chief County Engineer (Impact Fees and Capitol Improvement)

Impact Fees – This report contains over 20 pages of information that appears to be using creative math. Such as, the Regional Student Support Center request for \$1M; Parks and Rec for an additional \$260,000, with \$520,328 for the mortgage on the JCESA Building (how much did this building cost?) with a request from the Jefferson County Board of Ed of \$35M for physical year 2022. How much money does the school board need when a \$150M excess levy plus school bond was just passed? The County of Jefferson needs to be more transparent and responsible in budgeting the money received from the taxpayers.

Capital Improvement - Annual and 5-year project request and justification - Within the packet it appears that the Parks and Recs have submitted some 15 pages of requests that exceeds over \$5M dollars. Where has this information been posted, other than your agenda package, for the public to be informed? Once again, the transparency of county funding for projects, (Parks and Recs) that is not required by law, to then ignore the needs of a required funding of the local volunteer fire companies, that are being sacrificed.

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

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

Have a nice day!

Jessica Carroll

From: Gavin Perry <gavarch@gmail.com>
Sent: Monday, February 8, 2021 9:55 AM
To: Jessica Carroll
Cc: Josh Compton; Jane Tabb; Patricia Noland
Subject: Fwd: Solar Farms in JC, zoning amendment

Jessica, please include my email in JCC correspondence received.

Thank you,
Gavin

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

From: Gavin Perry <gavarch@gmail.com>
Date: Sun, Feb 7, 2021, 5:31 PM
Subject: Solar Farms in JC, zoning amendment
To: <planningdepartment@jeffersoncountywv.org>
Cc: Gavin Perry <gavarch@gmail.com>

Dear Planning Commission,

I am an architect and LEED Accredited Professional. I obviously strongly support solar and renewable energy projects. I am also on the JC Farmland Protection Board and strongly support farmland, farmers and local food production

I am strongly opposed to the proposed zoning amendment which would allow solar projects to be built on productive farmland.

Common sense tells us that they should be built on impervious surfaces, such as the roof of large buildings, factories, warehouses, parking garages, hard land surfaces and non farmland. We need farmland to provide us with food. Energy projects should be built on land that does not provide us with food.

The Planning Commission would better service the local community, economy and the environment by rejecting the current zoning amendment and replace it with the requirement to place solar panels on the above mentioned impervious surfaces.

Thank you for your consideration.
G.A. Perry, Architect, LEED AP

Gavin