

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**SECOND QUARTERLY SESSION - APRIL-JUNE 2021**  
**THURSDAY, MAY 6, 2021**  
**9:30 A.M.**  
County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

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

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- April 12, 2021 - Public Hearing on Solar Energy Facilities
- April 15, 2021 - Regular Meeting
- April 20, 2021 - Lay the Levy
- April 28, 2021 - Public Hearing - ATV Ordinance

**APPROVAL OF REQUISITIONS**

- May 6, 2021

**APPROVAL OF ACCOUNTS PAYABLE**

- April 22, 2021
- April 29, 2021
- May 6, 2021

**APPROVAL OF MANUAL CHECKS**

- April 23, 2021
- April 30, 2021
- May 7, 2021

**APPROVAL OF PAYROLL**

- April 15, 2021
- April 29, 2021

## ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

## PRESENTATIONS

1. 9:35 a.m. Angie Banks, Assessor  
- Approval of Employment - Discussion/Action
2. 9:45 a.m. Bob Trainor, Mayor - City of Charles Town  
- Discussion of the Social Services Coordinator position - Discussion/Action
3. 10:00 a.m. Michelle Gordon, Finance Director  
- Review and Approval of FY2021 State Budget Revision 5 for the General County Fund - Discussion/Action  
- Review and Approval of FY2021 State Budget Revision 2 for the Coal Severance Fund - Discussion/Action  
- Review of Hartford Group Life and Voluntary Life Insurance Renewal for FY2022 and FY2023 ( 2 year contract) - Discussion/Action
4. 10:15 a.m. Interviews and Appointment to the Jefferson County Development Authority Board of Directors - One 3-year term for Citizen Representative ending April 5, 2024 - Discussion/Action
5. 10:30 a.m. Jeffrey A. Polczynski, ENP - Director of Communications  
- Request Approvals of Promotion to Supervising Public Safety Dispatcher - Discussion/Action  
- Advisement of Shift Schedule and Training Pay Changes - Discussion/Action
6. 10:40 a.m. Nathan Cochran, Assistant Prosecuting Attorney
  1. 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
  2. Discussion of legal issues regarding proposed solar text amendment including bonding and related matters - Discussion/Action
  3. Discussion of possible agreement with Jefferson Medical Center regarding storage of extra PPE items and related matters - Discussion/Action
  4. Discussion of Jefferson County Civil Action No.'s 2021-C-33 through 37 - Discussion/Action

5. Discussion of issues regarding impact fees and proffers - Discussion/Action
6. Discussion of WV Human Rights Commission docket number EREP-49-21 - Discussion/Action
7. Discussion of Jefferson County Civil Action No.'s 2021-C-46 through 50 - Discussion/Action

#### UNFINISHED BUSINESS

7. Recognize that structures on parcels in the WV Division of Forestry managed timberland program be processed as agriculture - Discussion/Action (SS)

#### NEW BUSINESS

8. Proclamation - Law Enforcement Appreciation Week - Discussion/Action (TJ)
9. Discuss Article 147 - Charles Town Utility Board 147.023(a) Board of Directors voting member and 147.02(a)(5)D liaison non-voting member - Discussion/Action (CH)

#### PUBLIC COMMENT

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

#### COUNTY ADMINISTRATOR REPORTS

- Legislative Updates
- Revised Agenda Policy - Discussion/Action
- Approval of Bills - Discussion/Action
- Discuss Ambulance Fee Collections Plan - Discussion/Action

#### COUNTY COMMISSION REPORTS

10. ADJOURN

#### CORRESPONDENCE/INFORMATION

Impact Fee Status Report for April, 2021.

Notice - Applications being accepted for County Commissioner.

Quarterly report received from the Planning and Zoning.



## **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 GoTo Webinar on Monday, April 12, 2021 beginning at 6:00 o'clock p.m.

### **PRESENT:**

Josh Compton, President  
Caleb Hudson, Commissioner  
Tricia Jackson, Commissioner  
Jane Tabb, Commissioner  
Stephanie Grove, County Administrator  
Nathan Cochran, Asst. Prosecuting Attorney  
Alex Beaulieu, Zoning Administrator  
Jessica Carroll, Administrative Assistant

**In re: Special Called meeting for public hearing to receive input on the Planning Commission's recommended text amendment to the Zoning and Land Development Ordinance to allow Solar Energy Facilities to process in Jefferson County**

The meeting was called to order by President Compton at 6:02 pm. President Compton stated the purpose of this meeting was to hear comments regarding Zoning Text Amendment 19-03 concerning the allowance of solar energy facilities to function as a Principal Permitted Use. Ms. Beaulieu provided the Commission and the audience with a history of the text amendment and stated the Planning Commission had found the text amendment to be consistent with the Comprehensive Plan.

Mr. Compton then opened the floor for public comment, which was received by the following: Christine Marshall, Tim Ross, Michael Reegan, Anastasia Tabb, Rodney Rice, Bob Aitcheson, Ty Lawson, and Doug Rockwell.

- **Motion by Mr. Compton to approve Zoning Text Amendment 19-03 to allow Solar Energy Facilities to process as a Principal Permitted Use (by right) in the following zoning districts: General Commercial, Highway Commercial, Light Industrial, Major Industrial, Rural, Residential Growth, Residential-Light Industrial-Commercial, and Industrial Commercial. Motion seconded but tabled by Mr. Compton.**
- **Motion by Mr. Compton to enter into Executive Session to receive legal advice from Counsel. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**

- **Motion by Mr. Compton to rescind his original motion and add the requirement of a 50 ft. setback with vegetation screen to Zoning Text Amendment 19-03. Motion seconded and passes on a vote of 3-1 with Commissioner Tabb opposing.**
- **Motion by Mr. Compton to approve Zoning Text Amendment 19-03 to allow Solar Energy Facilities to process as a Principal Permitted Use (by right) in the following zoning districts: General Commercial, Highway Commercial, Light Industrial, Major Industrial, Rural, Residential Growth, Residential-Light Industrial-Commercial, and Industrial Commercial, with the additional requirement of a 50ft. setback and vegetation screen serve as a buffer for adjoining properties, effective April 13, 2021. Motion seconded and passes on a vote of 3-1 with Commissioner Tabb opposing.**

There being no further business, the special session was adjourned at 7:18 pm.

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Josh Compton, PRESIDENT

Respectively Submitted:

Jessica D. Carroll

Administrative Assistant

# Minutes

## Jefferson County Commission

Thursday, April 15, 2021

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A meeting of the Jefferson County Commission was held on Thursday, April 15, 2021 during the second quarterly session at 6:00 p.m. The meeting was held via GoToWebinar. Present were Commissioners Josh Compton, President, Steve Stolipher, Caleb Hudson, Tricia Jackson, and Jane Tabb. Also present were Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator, and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, April 15, 2021 meeting is available on the Jefferson County Commission website.)

### PLEDGE OF ALLEGIANCE

Commissioner Compton led the Pledge of Allegiance.

### APPROVAL OF MINUTES

**Motion by Mr. Hudson to approve the April 1, 2021 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.**

### APPROVAL OF REQUISITIONS

**Motion by Mr. Compton to approve the Requisitions for April 15, 2021 in the amount of \$31,097.71 to include Requisition No. 21050. Motion seconded and unanimously approved.**

### APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
84578	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 3,109.16
84579	AMERIFLEX	\$ 128.00
84580	AT&T	\$ 86.96

84581		BAKERTON VOLUNTEER FIRE DEPARTMENT	\$	5,995.00
84582		BLUE RIDGE GARAGE DOORS	\$	132.50
84583		BLUE RIDGE MOUNTAIN VOLUNTEER FIRE COMPANY	\$	24,674.19
84584		BOLAND TRANE SERVICES INC	\$	1,931.00
84585		CITY OF CHARLES TOWN	\$	407.46
84586		DIGITAL ALLY	\$	9,812.94
84587		FEDEX	\$	768.25
84588		FIFTH THIRD BANK	\$	6,309.22
84589		FIFTH THIRD BANK	\$	81,119.85
84590		GUTTMAN OIL CO	\$	7,272.94
84591		IPC TECHNOLOGIES INC.	\$	32.43
84592		J.C. EHRLICH	\$	750.00
84593		JASON MICKEY	\$	1,433.81
84594		JOSEPH MURPHY	\$	644.18
84595		JR CONSULTING SOLUTIONS LLC	\$	500.00
84596		MILLERS SUPPLIES AT WORK	\$	391.64
84597		MILLER'S SUPPLIES AT WORK	\$	96.54
84598		MOTOROLA SOLUTIONS INC	\$	39,642.35
84599		POTOMAC EDISON	\$	29,943.58
84600		PRIORITY DISPATCH	\$	8,625.00
84601		RANSON POLICE DEPT	\$	516.34
84602		RETIREE HEALTH BENEFIT TRUST	\$	7,130.00
84603		RONALD DANTZIC	\$	34.57
84604		TEK ADVISORS LLC	\$	8,400.00
84605		MOOREFIELD POLICE DEPARTMENT	\$	535.96
84606		W B MASON CO. INC	\$	795.40
84607		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	\$	50,459.50
84608	AM/053	FIFTH THIRD BANK	\$	117.42
<b>TOTAL</b>			<b>\$</b>	<b>291,796.19</b>

**Motion by Mr. Compton to approve the Accounts Payable for April 8, 2021 in the amount of \$291,796.19. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
84610		BUREAU OF CHILD SUPPORT	\$	502.16
84611		DODSON SEPTIC SERVICE LLC	\$	285.00
84612		EFTPS IRS TAXES	\$	93,365.64
84613		EMPOWER RETIREMENT	\$	5,396.42
84614		GUTTMAN OIL CO	\$	3,295.63

84615		JEFFERSON SECURITY BANK	\$	4,409.00
84616		JUSTTECH LLC	\$	79.79
84617		KONE BROOKLYN	\$	1,809.75
84618		LAURA STORM	\$	1,817.29
84619		MILLERS SUPPLIES AT WORK	\$	89.70
84620		MILLER'S SUPPLIES AT WORK	\$	35.23
84621		NATIONWIDE RETIREMENT SOLUTIONS	\$	834.00
84622		POTOMAC EDISON	\$	3,075.34
84623		RICE TIRES CO	\$	522.96
84624		ROGER GOODWIN	\$	2,237.94
84625		SHENTEL	\$	1,805.00
84626		SOFTWARE SYSTEMS INC	\$	1,176.00
84627		STATE TAX DEPARTMENT	\$	822.23
84628		US POSTAL SERVICE	\$	20,000.00
84629		WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$	16,598.12
84630		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$	45,494.56
84631		XEROX CORPORATION	\$	3,091.41
84632	SG/O10	JEFFERSON DAY REPORT CENTER	\$	696.50
<b>TOTAL</b>			<b>\$</b>	<b>207,439.67</b>

**Motion by Mr. Compton to approve the Accounts Payable for April 15, 2021 in the amount of \$207,439.67. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

Check#	Fund	VENDOR	Amount
728	HD/8	ATTENTI	\$ 2,473.60
729	HD/8	AXON	\$ 184.00
730	HD/8	FIFTH THIRD BANK	\$ 57.90
873	AV/56	FIFTH THIRD BANK	\$ 804.77
874	AV/56	GLOBAL SCIENCE & TECH	\$ 1,739.34
875	AV/56	JUSTTECH	\$ 164.12
876	AV/56	MILLERS SUPPLIES AT WORK	\$ 98.70
877	AV/56	SEGRA	\$ 616.00
1753	CO/246	DIGITAL ALLY	\$ 2,352.06
1754	CO/246	EXECUTIVE EMERGENCY LIGHTING	\$ 55,647.94
1755	CO/246	WHITMOYER AUTO GROUP	\$ 167,000.00
1277	IP/249	SHERIFF JEFFERSON CO -SCHOOL	\$ 390,227.70

1279	IP/249	SHERIFF JEFFERSON CO - LAW	\$ 6,535.08
1278	IP/249	SHERIFF JEFFERSON CO - PARKS	\$ 29,870.79
1280	IP/249	SHERIFF JEFFERSON CO - EMS	\$ 3,231.54

**Motion by Mr. Compton to approve the Manual Checks for April 9, 2021 in the amount of \$661,003.54. Motion seconded and unanimously approved.**

MANUAL CHECKS			
Check#	Fund	VENDOR	Amount
731	HD/8	SHERIFF OF JEFFERSON CO	\$ 1,633.35
336	FP/57	JEFFERSON CO FARMLAND PROT.	\$ 112,301.84
<b>TOTAL</b>			\$ 113,935.19

**Motion by Ms. Tabb to approve the Manual Checks for April 16, 2021 in the amount of \$113,935.19. Motion seconded and unanimously approved.**

### PAYROLL APPROVAL

**Motion by Mr. Compton to approve the Payroll for April 1, 2021 in the amount of \$264,145.62. Motion seconded and unanimously approved.**

### PUBLIC COMMENT

Public Comment was received by the following: Lyn Widmyer.

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

### PRESENTATIONS

1. Tom Hansen, Sheriff
  - a. New Rank Creation
  - b. Promotions (informational)

- By unanimous consent, the Commission denied the Sheriff's request regarding the creation of the rank of Captain and the subsequent promotions.

c. Possible designation of Animal Control Supervisor

- **Motion by Mr. Compton to approve the designation of Jess Ebersole as Animal Control Supervisor as presented by the Sheriff. Motion seconded and unanimously approved.**

2. Michelle Gordon, Finance Director

a. Review and Approval of Equal Employment Opportunity Plan (EEOP) and EEOP Utilization Analysis as of 03/22/2021

- **Motion by Mr. Compton to approve the Equal Employment Opportunity Plan and (EEOP) and EEOP Utilization Analysis as of 3/22/2021 as presented. Motion seconded and unanimously approved.**

b. Review and Approval of WVCorp Insurance Renewal 2022

- **Motion by Mr. Compton to accept the FY22 risk and workers' compensation plan renewal from WVCorp Risk Pool with additional Cyber Risk liability insurance coverage up to \$2 million. Motion seconded and unanimously approved.**

c. Review of Highmark Medical Insurance Renewal Options and Selection of Plan for FY2022

- **Motion by Ms. Tabb to accept Highmark of West Virginia health insurance renewal for FY2022 with a temporary hold on increasing the employee portion of insurance premiums for FY2022 only. Motion seconded and unanimously approved.**

3. Mark Dyck, Gordon Associates – Miller Zoning Map Amendment: Request that a public hearing be scheduled before the County Commission and referral to the Planning Commission to review rezoning request for the 242.2+/- acre property identified in the Middleway District (7), Map Number 3, Parcels 29 & 35.

- **Motion by Mr. Stolipher to accept the zoning map amendment request for 242.2+/- acre property identified in the Middleway District (7), Map Number 3, Parcels 29 & 35, refer the request to the Planning Commission for review of Comprehensive Plan consistency and schedule a public hearing on Thursday, June 3, 2021 at 1:30 pm. Motion seconded and unanimously approved.**

4. Interviews and Appointments to the following:

- Jefferson County Board of Health – one unexpired term ending June 30, 2022

- Mr. Stolipher offered his nomination for Mr. David Luttman.

- **There being no other applicants, Mr. Luttman was appointed to the Jefferson County Board of Health for one unexpired term ending June 30, 2022, with Commissioners Tabb and Compton opposing.**

- Jefferson County Development Authority Board of Directors – one three-year term for Citizen Representative ending April 5, 2024

- **Motion by Ms. Jackson to table discussion/action on this item until the next regularly scheduled Commission meeting. Motion seconded and unanimously approved.**

5. Nathan Cochran, Assistant Prosecuting Attorney

- a. 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.
- b. Discussion of legal issues regarding proposed solar text amendment including bonding and related matters
- c. Discussion of possible agreement with the City of Ranson regarding storage of extra PPE items and related matters
- d. Discussion of Jefferson County Civil Action No.'s 2021-C-33 through 37

e. Discussion of issues regarding impact fees and proffers

- **Motion by Mr. Compton to enter into Executive Session to receive legal advice regarding the items listed above. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to instruct Mr. Cochran to obtain outside legal counsel regarding the solar text amendment issue and Jefferson County Civil Action No.'s 2021-C-33 through 37. Motion seconded and unanimously approved.**

**UNFINISHED BUSINESS**

6. Set date and time for joint meeting between the Jefferson County Fire and Rescue Association, Jefferson County Emergency Services Agency, and the Jefferson County Commission
  - It was the consensus of the Commission to schedule the joint meeting between the Commission, the Jefferson County Emergency Services Agency and the Jefferson County Fire and Rescue Association on Monday, May 3, 2021 at 7:00 pm at Independent Fire Company, to be held both virtually and in-person.

**NEW BUSINESS**

7. Reschedule Public Hearing – Repeal the County ATV Ordinance and revert to existing state law – it was the consensus of the Commission to reschedule the Jefferson County ATV Ordinance Repeal Public Hearing on Wednesday, April 28, 2021 at 7:00 pm.
8. Proclamation – April Fair Housing Month
  - **Motion by Mr. Compton to approve the Proclamation declaring April as Fair Housing Month in Jefferson County. Motion seconded and unanimously approved.**

9. Recognize that structures on parcels in the WV Division of Forestry managed timberland program be processes as agriculture – it was the consensus of the Commission to ask counsel to research this topic and report back at a future meeting.

### **COUNTY ADMINISTRATOR REPORTS**

- o Legislative Updates
10. The Commission adjourned at 8:32 p.m. on a motion by Mr. Compton. Motion was seconded and unanimously approved.

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JOSH COMPTON, PRESIDENT

Respectfully submitted  
Jessica Carroll  
Executive Administrative Assistant

## **SPECIAL SESSION TO LAY THE LEVY**

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 in Charles Town, West Virginia on Tuesday, April 20, 2021, beginning at 9:30 o'clock a.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, Administrative Assistant

**In re: LEVY ORDER AND LEVY RATES APPROVED FOR FISCAL YEAR FY2021-2022**

The meeting was called to order at 9:30 a.m. by President Compton.

The purpose of the meeting was to Lay the Levy for FY2021-2022.

**Motion by Mr. Compton to approve the Levy rates for property taxation beginning July 1, 2021 as reflected in the Levy Order Rate Sheet and authorize the County Clerk to sign the Levy Order Rate Sheet as presented and forward the proper documents to the State Auditor's Office. Motion seconded and unanimously approved.**

### **AUTHORIZED RATES**

Fourteen and three tenths cents	(14.30) Class I Property
Twenty-eight and six tenths cents	(28.60) Class II Property
Fifty-seven and two tenths cents	(57.20) Class III and Class IV Property

There being no further business, motion by Mr. Compton to adjourn the Special Session to Lay the Levy. Motion seconded and unanimously approved.

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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 virtually via GoTo Webinar on Wednesday, April 28, 2021 beginning at 7:00 o'clock p.m.

**PRESENT:**

Josh Compton, President  
Caleb Hudson, Commissioner  
Tricia Jackson, Commissioner  
Jane Tabb, Commissioner  
Stephanie Grove, County Administrator  
Nathan Cochran, Asst. Prosecuting Attorney  
Jessica Carroll, Administrative Assistant

**In re: Public Hearing on the Possible Repeal of the Jefferson County ATV Ordinance**

The meeting was called to order by President Compton at 7:01 pm. President Compton stated the purpose of this meeting was to hear comments regarding the possible repeal of the Jefferson County ATV Ordinance. Mr. Compton then opened the floor for public comment, which was received by the following: Jeff Allen, Ryan Sokol, Denise Nick, and Jack Hefestay. Mr. Compton also noted the Commission had received dozens of written public comment submitted via e-mail. There being no further comment, Mr. Compton stated the Commission could now entertain discussion/action on the topic.

- **Motion by Mr. Compton to repeal the Jefferson County ATV Ordinance effective immediately and revert back to the guidelines provided for ATV/UTV use as determined by WV State Law and request staff post the State law on its website and Facebook pages. Motion seconded and passes on a vote of 4-1 with Commissioner Tabb opposing.**

There being no further business, the special session was adjourned at 7:42 pm.

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Josh Compton, PRESIDENT

Respectively Submitted:  
Jessica D. Carroll  
Administrative Assistant



# REQUISITIONS TO BE APPROVED

May 6, 2021

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
OTHER BUILDINGS	21051	\$ 7,960.00	BOLAND	materials/labor to repair 2 VAV boxes
ASSESSOR	21054	\$ 25,640.00	CROWLEY	12000 A1 Color Scanner
COUNTY CLERK	21055	\$ 10,000.00	CROWLEY	12000 A1 Color Scanner
<b>GRAND TOTAL</b>		<b>\$ 43,057.00</b>		





### Requisitions

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

## Requisition: 2021/21051

Released, Laura Kuhn, 04/16/2021

Total Cost: \$7,960.00

#### Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year\* 2021 Requisition Number\* 21051 Created Date\* 04/16/2021

Department\* (425) OTHER BUILDINGS ... View

Commodity ... View

Description REPAIRS TO 2 VAV BOXES

Buyer ...

Type (N) NORMAL

Purchase order

Review

Needed by

PO Expiration

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

#### Items (1)

Add Item

Line	Description	Qty	UOM	Unit Price	Line Total	GL Account
1	MATERIAL AND LABOR TO REPAIR 2 VAV BOXES. INSTALL	1.00	EACH	\$7,960.00000	\$7,960.00	E (001425-421600) MAINT/REP EQUIPMENT

Notifications (1) Save Cancel



# BOLAND

30 West Watkins Mill Road, Gaithersburg MD, 20878  
Office: (240) 306-3243 Cell: (301) 370-6318  
www.boland.com E-mail: brandt.petrie@boland.com

DATE: March 26, 2021

**PRESENTED TO:**

Jefferson County Commission

P.O. Box 250

Charlestown, WV 25414

**JOB LOCATION:**

St. Margret Building

110 N. George Street

Charlestown, WV 25414

Model Number: 2nd Floor VAV-2 & VAV-6 (DB20088) Serial Number:

**SCOPE OF WORK:**

- Lock out and tag out the (x2) VAV boxes noted above for repairs.
- Disconnect and remove the failed electric heat assembly from each VAV box.
- Supply necessary labor and material to install a new electric heat package for each unit.
- Remove and replace the UCM board for both VAV boxes.
- Startup and check units operation.
- Cleanup work area and remove failed components from jobsite.

Notes:

- Any drywall patch/paint repair excluded. To be performed by others (where applicable).
- Drywall will need to be cut away/removed above ceiling to access units for repair.

**EXCLUSIONS:**

- Extraordinary and or unusual failures are not covered unless specifically stated in this proposal. If Boland encounters latent defects and/or unusual failures etc., we will stop work and advise you of our recommendation.

Price: \$7,960.00

Seven Thousand Nine Hundred Sixty Dollars and No Cents

**CLIENT ACCEPTANCE:**

SIGNATURE:

PRINT NAME:

TITLE:

PO:

DATE:

**BOLAND CONTACT:**

SIGNATURE

PRINT NAME:

TITLE:

DATE:

*We Are Not Comfortable Until You Are*

# **BOLAND TERMS & CONDITIONS**

## **1. General Conditions**

1.1 Boland agrees to perform the Work specified in the Proposal ("the Work"), incorporated herein by reference.

1.2 Customer agrees to provide reasonable and timely access to all equipment related to the Work. Unless otherwise specified in the Proposal, the Work shall be performed during normal working hours (Monday – Friday, 7:00 a.m. – 4:00 p.m.).

1.3 For Service Contracts, Boland will provide recommended repair proposals after the first running inspection. For Full Service (Parts & Labor) Contracts, completion of these repairs is a prerequisite for coverage under the contract.

1.4 Assignment/Transfer of Ownership. This agreement may not be assigned in whole or in part, nor may the service(s) or equipment provided hereunder be resold, sublet, or otherwise transferred to any third party without the express, prior written consent of Boland. Customer agrees, in the event of sale or transfer of ownership or management of the premises at which the equipment is located, to remain liable for the total annual cost of the contract, unless the transferee, subject to Boland credit approval, agrees in writing to Boland to assume all Customer's obligations under this contract.

1.5 Choice of Law/Forum Selection. Should any dispute arise under this agreement, it shall be interpreted pursuant to the laws of the state of Maryland. Any such dispute requiring litigation shall be decided in the state of Maryland in a court of competent jurisdiction located in Montgomery County, Maryland.

1.6 Entire Agreement. All prior representations or agreements not incorporated herein are superseded. This agreement, together with the Proposal and any exhibits, shall constitute the entire agreement between Boland and Customer.

1.7 If the conditions at the Work site differ materially and cause an increase in Boland's cost of, or time required for, performance of any part of the Work, Boland shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Contract Price, contract time, or both.

## **2. Payment**

2.1 Unless otherwise specified in the Proposal, payment in full shall be due within 30 days of receipt of the merchandise and/or services. Boland reserves the right to issue progress billings at a minimum of once per month. Failure of the Customer to make timely payment shall release Boland of its obligations under this the Proposal and Agreement.

2.2 For any accounts outstanding for more than 30 days, Boland reserves the right to add a service charge of 1.5% per month or 18% per year.

2.3 Maintenance Agreements. As to maintenance agreements with monthly or quarterly payment obligations, the parties agree that the payments terms of these contracts are determined by Boland based on the annual payment amount and the monthly payments are offered as a courtesy to the Customer; accordingly, upon any termination by Customer, an Amount proportional to the work performed to date will be due to Boland.

2.4 Emergency Services. Unless otherwise specified in the Proposal, Customer will be responsible for additional invoicing for any emergency services provided by Boland. If work performed outside of the hours set forth in Section 1.2 is requested by customer or reasonably required to remediate any emergency, Boland will charge "time and a half" for work on Saturday and after normal hours Monday through Friday; Boland will charge "double time" for work on Sunday and holidays and after normal hours on Saturday.

## **3. Warranty**

3.1 Unless otherwise specified in the Proposal, Boland will complete all work in a workmanlike manner according to standard trade practices and will guarantee service for 90 days following the completion date, subject to the conditions and exclusions set forth in Section 4.

3.2 Subject to the exclusions specified in Section 4, Boland will pass to Customer any and all manufacturer warranties that apply to any materials supplied by Boland.

THIS WARRANTY AND LIABILITY SET FORTH IN THE PRIOR PARAGRAPHS IS IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, EXPRESSED OR IMPLIED IN LAW OR FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR USE.

#### **4. Exclusions**

4.1 Warranty Exclusions. The following exclusions shall void any warranty otherwise in place:

- (a) Corrosion or other deterioration resulting from forces not within Boland's control;
- (b) Substitution of materials for any reason including, but not limited to, government regulations;
- (c) Failure to properly operate equipment according to the manufacturer's Installation, Operation, and Maintenance Manual;
- (d) Failure to supply adequate power to the equipment; and/or
- (e) Repair or any alteration made by anyone other than Boland.

4.2 Unless otherwise specified in the Proposal, Boland does not assume responsibility for the following

- (a) Any item set forth in Section 4.1;
- (b) Normal day-to-day operation of the equipment;
- (c) Duct work, heat exchangers, electrical disconnect switches, air filters, recording instruments, gauges or thermometers, chilled or condenser water piping;
- (d) Water treatment;
- (e) Maintenance and repair of ancillary equipment; and/or
- (f) Equipment failure, except where damages are directly due to the sole negligence of Boland.

4.3 Force Majeure. Boland shall not be responsible for any damages, including but not limited to damages for delay or inability to perform the Work owing to the following reasons:

- (a) Flood, fire, lightning, riots, civil unrest, or any other force of nature;
- (b) Strikes or labor troubles affecting Boland's employees or agents who perform the services related to the Work;
- (c) Delays in transportation that are outside of Boland's control;
- (d) Orders or regulations established by government authority;
- (e) Any utility or power service connected to the equipment involved in the Work, including any failure or disruption thereof; and/or
- (f) Any other reasonably unforeseeable cause outside of Boland's control, including but not limited to Boland's inability to obtain necessary parts despite reasonable efforts.

It is expressly agreed that any unauthorized alteration of the equipment shall further release and terminate all obligations of Boland pursuant to this agreement.

#### **5. Indemnification**

5.1 To the fullest extent permitted by law, Customer shall indemnify, defend, and hold harmless Boland from any and all claims, actions, costs, expenses, damages, and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or tangible property not caused by the sole negligence or intentional misconduct of Boland. This duty to indemnify shall continue in full force and effect, notwithstanding the expiration or early termination of this agreement.

5.2 In addition to the indemnity provision set forth above, Customer agrees to indemnify and save Boland, its employees, and subcontractors harmless from and against any loss, injury, or liability of any nature arising out of or resulting from exposure to any person or property to hazardous conditions and/or materials at the job site.

5.3 In no event shall Boland be liable to Customer for any special, indirect, consequential, punitive, or exemplary damages, including but not limited to business interruption or lost profits, arising out of or relating to this Agreement or the performance or breach thereof. Any liability on the part of Boland shall be limited to the purchase price for products or services agreed upon with the Customer.

#### **6. Hazardous Conditions and/or Materials**

6.1 Unless otherwise specified in the Proposal, Customer shall be responsible for proper disposal of hazardous materials including but not limited to used oil and contaminated refrigerant.

6.2 Boland shall not be responsible for the detection, abatement, encapsulation, or removal of any hazardous conditions and/or materials, including but not limited to asbestos, lead, mold, mildew and the growth of hazardous microbic organism or mycotoxins.

If Boland encounters hazardous conditions and/or materials at the Work site Boland shall immediately stop work and notify Customer of such conditions promptly.

6.3 If any such hazardous conditions and/or materials are discovered, Customer shall immediately endeavor to:

- (a) Abate and/or remove any such hazardous materials and/or remediate any other hazardous condition(s); and
- (b) Protect Boland, its employees, agents, and subcontractors from any such hazardous materials if Boland reasonably deems it necessary to perform the Work.

## **7. Energy Policy Act Design Allocation**

7.1 For projects in government-owned buildings, Customer agrees that for the Work on the Project hereunder, Boland Trane Services, Inc. shall be the "designer" as that term is identified in the Energy Policy Act of 2005, and Boland Trane Services, Inc. shall have the exclusive right to report to any federal, state, or local agency, authority or other party, including without limitation under Section 179(b) of the Energy Policy Act of 2005, any tax benefit associated with the Work. Upon Final Completion, Customer agrees to execute a Written Allocation including a Declaration related to Section 1790 of the Internal Revenue Code. Boland Trane Services, Inc. will prepare the Declaration and all accompanying documentation. Boland Trane Services, Inc. will be designated the Section 1790 beneficiary

# Requisitions

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

## Requisition: 2021/21054

Released, Vivian Fields, 04/27/2021

Total Cost: \$25,640.00

### Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year\* 2021 Requisition Number\* 21054 Created Date\* 04/27/2021

Department\* (406) ASSESSOR View

Commodity View

Description 12000 a1 color scanner

Buyer

Type (N) NORMAL

Purchase order

Review

Needed by 04/27/2021

PO Expiration

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

### Items (1)

Add Item

Line	Description	Qty	UOM	Unit Price	Line Total	GL Account
1	12000 a1 color scanner	1.00	EACH	\$25,640.00000	\$25,640.00	E (056407-445900) CAPITAL OUTLAY-EQUIPMENT





Phone No. 240-215-0224  
 Fax No. 240-215-0234

**CROWLEY MICROGRAPHICS**  
 dba The Crowley Company  
 5111 Pegasus Court, Suite M  
 Frederick, Md 21704

Fed Id No. 52-1172395

# Invoice

Invoice Number:  
**E210419**  
 Invoice Date:  
**Apr 27, 2021**  
 Page: 1

**Sold To:**  
 ASSESSOR OF JEFFERSON COUNTY  
 100 E WASHINGTON STREET  
 CHARLES TOWN, WV 25414  
 USA

**Ship to:**  
 ASSESSOR OF JEFFERSON COUNTY  
 100 E WASHINGTON STREET  
 CHARLES TOWN, WV 25414  
 USA

Customer ID		Customer PO	Payment Terms	
ASSESSOR OF JEFFERSON			NET 30	
Sales Order Number		Shipping Method	Ship Date	Due Date
E210204		FEDEX	4/27/21	5/27/21
Quantity	Item	Description	Unit Price	Extension
1.00	ZE-HX-4772	12000 A1 COLOR SCANNER SN: 63093	28,200.00	28,200.00
1.00		IMAGING KIT, BOOK CURVE, 23" TFT MONITOR MOUNTED		
1.00	ZE-HX-4801	BOOK HOLDER 140°-90° - OS 12000 A1		
1.00	CM-INSTALL	LVL 2 INSTALL & TRAINING	2,900.00	2,900.00
1.00	CM-PMC	ONE YEAR ON-SITE PREVENTATIVE MAINTENANCE CONTRACT	3,840.00	3,840.00
1.00	ZE-FREIGHT	SHIPPING CHARGES	700.00	700.00

For information regarding your order:  
 Phone (240) 215-0224 Fax (240) 215-0234

Send Payment To:  
 The Crowley Company, 5111 Pegasus Ct. Suite M, Frederick, MD 21704

Subtotal	35,640.00
Sales Tax	
Freight	
Total Invoice Amount	35,640.00
Payment Received	0.00
<b>TOTAL</b>	<b>35,640.00</b>

1. No returns may be made after \_\_\_ days.
2. Within \_\_\_ days goods may be returned with our permission.

<http://www.thecrowleycompany.com>





### Requisitions

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

## Requisition: 2021/21055

Released, Vivian Fields, 04/27/2021

Total Cost: \$10,000.00

#### Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year*	Requisition Number*	Created Date*
2021	21055	04/27/2021

Type  
(N) NORMAL

Department\*  
(402) COUNTY CLERK ... View

Purchase order

Commodity  
... View

Review

Description  
12000 A1 COLOR SCANNER

Needed by  
04/27/2021

Buyer  
(vfields) Vivian Fields ...

PO Expiration

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

#### Items (1)

Add Item

Line	Description	Qty	UOM	Unit Price	Line Total	GL Account
1	12000 A1 COLOR SCANNER	1.00	EACH	\$10,000.00000	\$10,000.00	E (010975-445900) CAPITAL OUTLAY-EQUIPMENT

Notifications (1) Save Cancel





**CROWLEY MICROGRAPHICS**  
 dba The Crowley Company  
 5111 Pegasus Court, Suite M  
 Frederick, Md 21704

# Invoice

Invoice Number:  
**E210419**

Invoice Date:  
**Apr 27, 2021**

Page: 1

Phone No. 240-215-0224  
 Fax No. 240-215-0234

Fed Id No. 52-1172395

**Sold To:**  
 ASSESSOR OF JEFFERSON COUNTY  
 100 E WASHINGTON STREET  
 CHARLES TOWN, WV 25414  
 USA

**Ship to:**  
 ASSESSOR OF JEFFERSON COUNTY  
 100 E WASHINGTON STREET  
 CHARLES TOWN, WV 25414  
 USA

Customer ID		Customer PO	Payment Terms	
ASSESSOR OF JEFFERSON			NET 30	
Sales Order Number		Shipping Method	Ship Date	Due Date
E210204		FEDEX	4/27/21	5/27/21
Quantity	Item	Description	Unit Price	Extension
1.00	ZE-HX-4772	12000 A1 COLOR SCANNER SN: 63093	28,200.00	28,200.00
1.00		IMAGING KIT, BOOK CURVE, 23" TFT MONITOR MOUNTED		
1.00	ZE-HX-4801	BOOK HOLDER 140°-90° - OS 12000 A1		
1.00	CM-INSTALL	LVL 2 INSTALL & TRAINING	2,900.00	2,900.00
1.00	CM-PMC	ONE YEAR ON-SITE PREVENTATIVE MAINTENANCE CONTRACT	3,840.00	3,840.00
1.00	ZE-FREIGHT	SHIPPING CHARGES	700.00	700.00

For information regarding your order:  
 Phone (240) 215-0224 Fax (240) 215-0234

Send Payment To:  
 The Crowley Company, 5111 Pegasus Ct. Suite M, Frederick, MD 21704

Subtotal 35,640.00

Sales Tax

Freight

Total Invoice Amount 35,640.00

Payment Received 0.00

**TOTAL 35,640.00**

- No returns may be made after \_\_\_ days.
- Within \_\_\_ days goods may be returned with our permission.

<http://www.thecrowleycompany.com>



The Crowley Company  
 6111 Pegasus Court - Suite M  
 Frederick, MD 21704  
 (240) 215-0224 Fax: (240) 215-0234  
[www.TheCrowleyCompany.com](http://www.TheCrowleyCompany.com)

## Quotation

Date: 2/26/2020  
 Quotation #: 12000A1  
 Customer ID:  
 Quotation valid until: 6/26/2020  
 Prepared by: Robert Harris  
 RobertH@thecrowleycompany.com

Ship To: Jefferson County West VA

Charlestown West VA  
 304-728-3215  
 Jacki Shadle

Equipment - Consolidated Quote				
Qty	Part No.	Description	Unit Cost	Total Cost
1.00	HX-4772 / HX-4906	Zeutschel OmniScan OS 12000 A1 Color Scanner  Fast - high performance table-top scanning system for books, newspapers and large documents for scanning with or without glass plate (max. book thickness 170 mm / 8.7 in. without glass plate)  - max. size of originals: > DIN A1 / D-Size 846mm x 600mm (33.4 in. x 23.6 in.)  - 100-600 dpi resolution, corner to corner - superior image quality with high resolution CCD and precision lens - 36-bit color, 12-bit grayscale, 1-bit bitonal  - fast scanning (A1 / 300dpi): approx. 5 sec. (color); approx. 2 sec. (grayscale); approx. 1 sec. (bitonal) - Omniscan 12 Basic Module, 64 bit - Foot pedal for exposure	28,200.00	\$ 28,200.00
1.00	SW-2000	Software Module IMAGING KIT Job management, multi-tasking, automatic masking, page splitting, deskewing, black-border removal, sharpening, unsharp masking, etc	Included	Included
1.00	SW-2001	Software Module Book curve correction	Included	Included
1.00	M-3884	23" TFT monitor, mounted to column	Included	Included
1.00	HX-4801	Book holder 140° - 80° book opening for OS 12000 A1 book cradle	Included	Included
1.00	CM-INSTALL-LV2	On-Site Installation and Training - Level 2 - up to two days onsite	2,900.00	\$ 2,900.00
1.00	ZE-FREIGHT	Shipping - Tailgate Delivery to Loading Dock. Inside delivery is additional.	700.00	\$ 700.00
			<b>TOTAL</b>	<b>\$ 31,800.00</b>

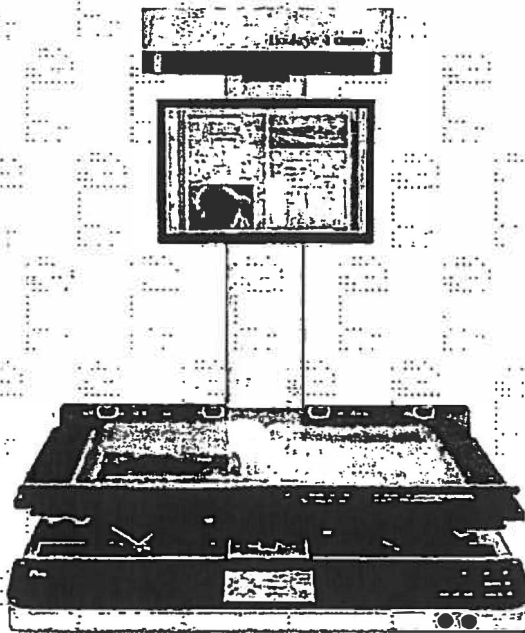
Optional Accessories / Consumables				
Qty	Part No.	Description	Unit Cost	Total Cost
Available on Request				
ADDITIONAL OPTIONS AVAILABLE UPON REQUEST				

Optional Maintenance / Support				
Qty	Part No.	Description	Unit Cost	Total Cost
1.00	ZE-16000AP-PMCFC	1 Year On-Site Full Coverage PMC (Preventative Maintenance Coverage) Includes All parts labor and travel cost, Web and phone support	3,840.00	\$ 3,840.00
Others Available on request				

**Terms**  
 Equipment: 1/2 down with order, net delivery or Net 30 days on approved credit only.  
 FOB: Frederick, Maryland. Freight is pre-paid and billed.  
 Delivery within 2-4 weeks of receipt of valid purchase order.  
 Warranty: 1 Year Full Coverage

**Notes**  
 2-5 year leasing options available upon request.  
 Maintenance for the life of the lease term can be incorporated into the lease pricing upon request.

THANK YOU FOR YOUR BUSINESS!  
[www.TheCrowleyCompany.com](http://www.TheCrowleyCompany.com)



**DLSG**  
Digital Library Systems Group

at **Image Access**

**Opus**  
FreeFlow

**Bookeye 4 V1A Color Scanner**  
**With Motorized 'V' Cradle and Flat Mode**  
**And Opus FreeFlow**

The Bookeye 4 combines the experience of 1,000s of installed book scanners with the latest technological advancements. Usability, robust design and image quality characterize the newest member of the Bookeye family. The innovative 'V' book cradle protects valuable books against damage during the scan process. Books can be comfortably placed in the cradle - opened at an angle of 140 degrees, protecting spine and binding. The Bookeye 4 digitizes documents up to 25x33.5 inches at 400 dpi in 7 seconds!

The Bookeye 4 V1A is also available in grayscale/ black & white and may be upgraded to 24 bit color at any time in the future. This scanner's unique design eliminates the movement of the high resolution linear CCD and lens and as a result, eliminates the distortion inherent in all planetary scanners with stationary scan heads:

Included with your Opus Bookeye 4 V1A scanning system:

- 25"x33.5" inch scan bed (8% more than DIN/ISO A1)
- Dynamic focusing with exclusive center of lens light path
- Two motorized light bars with high illumination LED lighting
- Integrated motor-driven book cradle with 4" vertical motion
- 140° book and flat mode with glass plate and foot pedal
- White LED light source
- Spine widths up to 7" (4" in V-Cradle mode)
- Telescopic rail system with 2-D adjustment of book cradles
- High-res. CCD image sensors.
- 36/24 bit Color with ICC Color Profiling
- Soft non-metallic surface for delicate original materials
- Interface: 1000 megabit TPC/IP, Scan2Net
- Formats: TIFF, PNG, JPG, PDF, PDF/A
- No infrared or ultraviolet emissions
- Dimensions: 43.3 x 34.6 x 33.7 inches; Weight: 170 lbs.
- Shipping & handling, and remote support (via WebEx)

<b>Bookeye 4 V1A Grayscale/B&amp;W 600 dpi Scanner, Neck Monitor &amp; Ft Pedal</b>	<b>\$27,950</b>
<b>'Optional' Color Upgrade</b>	<b>\$8,000</b>
Shipping & Handling Remote Webinar Installation & Training via WebEx	Included
<b>Opus Free Flow Digitization Production Software</b>	<b>\$5,553</b>
(OCR and Automatic Image Treatment)	
Less 10% non-profit Discount on \$41,503	(\$4,150)
	<b>\$37,353</b>
Less 5% government Discount on \$37,353	(\$1,868)
<b>Institutional Price</b>	<b>\$35,485</b>
<b>First Year Annual Maintenance (required) 10.5% on \$35,485</b>	<b>\$3,726</b>
(includes all support/training for hardware & software - see service below)	
<b>Optional Onsite Installation and Training</b>	<b>\$1,800</b>
(Recommended for larger V1A model)	

Important Note: maintenance on products, upgrades and options are 10.5% for 1st & 2nd year and 12.5% for 3rd & subsequent years



EME Corporation  
 7318 S. Revere Pkwy., Unit A  
 Centennial, Colorado 80112

Toll Free: (866) 338-4464  
 Phone: (303) 773-9015  
 Fax: (303) 773-9950

# QUOTATION

Prepared For
Jefferson County WV
Tinadawn Stratton
Charles Town, WV:25414
(304) 728-5603
tstratton@jeffersoncountywv.org

Date	Quote #
2/4/2019	20190204JC1

ALL QUOTES ARE VALID  
 FOR 30 DAYS

Terms	Rep	Delivery	Ship Via
Check, EFT	Frank Blundell	7-14 Days	Best

Qty	Description	Unit Price	Ext. Price
1	ImageAccess Bookeye 4 V1A - Professional Color Book Scanner: Color scanner, 25" x 33.5", LED illumination, 400 dpi optical resolution, full scan @ 2.3 secs at 200 dpi, 7" touch screen control panel, integrated USB ports and flat glass plate, 1-Gigabit True Ethernet with TCP/IP based interface, PC & MAC compatible.	\$29,995.00	\$29,995.00
1	Scan2NET software via web browser	Included	Included
1	27-Inch Flat Panel Preview Screen	Included	Included
1	Warranty: 1 Year Full Coverage	Included	Included
1	Motorized 140° V-shaped book cradle. Adjustable, converts to flatbed surface. Holds books up to 35cm (13.8") thick	Included	Included
1	Foot Switch	Included	Included
0	Optional: Batch Scan Wizard - Batching Software	\$1,595.00	Optional
	Remote Installation and Support via "Go To Meeting": Installation help and on-going support over the phone/web for as long as you own the product.	Included	Included
	Shipping: Dock to Dock Shipping & Handling (Additional requirements, add: Liftgate \$50, Residential \$50, & Inside Delivery \$50, Stairs TBD)	Dock to Dock	Dock to Dock

DUNS# 065874237 Cage Code: 3L8B8 Fed Tax ID# 84-1587192

No returns after 30 days. For any unused goods or equipment returned to Seller for refund or credit, Purchaser agrees to pay a restocking charge equal to 25% of the price of the goods or equipment. Used goods or equipment not in original packaging subject to a 35% restocking charge.

Sub. Total	\$29,995.00
Tax	
Shipping	\$700.00
<b>Total - USD</b>	<b>\$30,695.00</b>

This quotation shall remain firm for the period listed above unless modified by EME Corporation, prior to our acceptance of your order. EME shall not be liable for incidental, special, or consequential damages arising from any cause.

Sign Here to Authorize and Order:

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$401,127.76		\$401,127.76
6.2% Tax Payable OASDI	\$23,723.36		\$23,723.36
1.45% Tax Payable HI	\$5,548.12		\$5,548.12
Fed Withholding	\$34,822.68		\$34,822.68
WV State Withholding	\$16,376.21		\$16,376.21
PERS Retirement Deduct 4.5%	\$9,527.40		\$9,527.40
PERS Retirement Deduct 6%	\$5,548.16		\$5,548.16
Hosp. Pre-Taxed	\$15,990.00		\$15,990.00
Cancer/ICU Pre-Taxed	\$583.26		\$583.26
Cancer/ICU Not Pre-Taxed	\$867.10		\$867.10
Optional Life Not Pre Taxed	\$1,730.68		\$1,730.68
Christmas Club	\$4,409.00		\$4,409.00
Wage Attach #1	\$502.16		\$502.16
Wage Attach #2	\$822.23		\$822.23
Wage Attach #3			\$0.00
DSRS Retirement Deduct 8.5%	\$6,882.16		\$6,882.16
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,621.42		\$4,621.42
457R - Roth	\$775.00		\$775.00
MD State Tax	\$848.15		\$848.15
D/VF	\$1,919.49		\$1,919.49
VA State Tax	\$143.53		\$143.53
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$136,521.95	\$0.00	\$136,521.95
Net Wages Total	\$264,605.81	\$0.00	\$264,605.81
Payroll Date	April 15, 2021		



DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$412,592.67		\$412,592.67
6.2% Tax Payable OASDI	\$25,551.04		\$25,551.04
1.45% Tax Payable HI	\$5,975.66		\$5,975.66
Fed Withholding	\$39,686.37		\$39,686.37
WV State Withholding	\$18,013.68		\$18,013.68
PERS Retirement Deduct 4.5%	\$9,768.10		\$9,768.10
PERS Retirement Deduct 6%	\$5,474.07		\$5,474.07
Hosp. Pre-Taxed	-\$93.00		-\$93.00
Cancer/ICU Pre-Taxed	\$583.59		\$583.59
Cancer/ICU Not Pre-Taxed	\$1,065.10		\$1,065.10
Optional Life Not Pre Taxed	\$47.35		\$47.35
Christmas Club	\$4,409.00		\$4,409.00
Wage Attach #1	\$502.16		\$502.16
Wage Attach #2	\$1,034.62		\$1,034.62
Wage Attach #3			\$0.00
DSRS Retirement Deduct 8.5%	\$6,734.65		\$6,734.65
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,622.27		\$4,622.27
457R - Roth	\$775.00		\$775.00
MD State Tax	\$896.35		\$896.35
D/VF	-\$10.74		-\$10.74
VA State Tax	\$162.20		\$162.20
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$126,079.31	\$0.00	\$126,079.31
Net Wages Total	\$286,513.36	\$0.00	\$286,513.36
Payroll Date	April 29, 2021		



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



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 6, 2021**

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

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

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

**Approval of Employment – Discussion/Action**

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

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text.](#)





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

Name: **Bob Trainor, Mayor**

Department or Organization: **City of Charles Town**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 6, 2021**

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

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

Subject (*Warding to be placed on agenda*): **Discussion of the Social Services Coordinator position- Discussion/Action**

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

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text.](#)



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



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **May 6, 2021**

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

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

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

- Review and Approval of FY2021 State Budget Revision 5 for the General County Fund
- Review and Approval of FY2021 State Budget Revision 2 for the Coal Severance Fund
- Review of Hartford Group Life & Voluntary Life Insurance Renewal for FY2022 and FY2023 (2 year contract)

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

**State Budget Revision 5 Gen Co-** record adjustments to revenue and expenditures based on YTD budget to actual information for FY21 broken into 4 components:

- 1) Record adjustments to revenue and expenditures based on current year trends and offset by increasing transfers to the capital outlay fund.
- 2) Record savings from health insurance premium credit in December 2020 and increase transfers to the capital outlay fund.
- 3) Record revenue and expenditure increases associated with the broadband study grant.
- 4) Record in-kind contribution for the county's portion of ambulance billing that is retained by the volunteer fire departments.

**State Budget Revision 2-Coal Severance –**

- 1) Record adjustment for outstanding purchase order that carried forward from FY20.
- 2) Record adjustment for parking paid for jury selection and other circuit clerk parking needs during the pandemic and approved by the Commission 8-6-2020.

**Hartford Group Life & Voluntary Life –** Hartford is offering no increase to the current rate with a 2 year rate guarantee through FY2023 (expiring 06/30/2023). The total annual employer expense for FY2022 is estimated to be \$30,023 and is included in the approved budget. *I recommend renewing this contract and accepting the 2 year rate guarantee.*

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

If so, how much? \$ **NA**

Provide exact financial impact/request:

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

- Motion to accept FY21 State Budget Revision 5 for the General County Fund
- Motion to accept FY21 State Budget Revision 2 for the Coal Severance Fund
- Motion to accept the life insurance 2 year plan renewal from The Hartford Business Insurance

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

If not attached, explain:

Is equipment needed?

Projector Y/N NO

Internet/Wi Fi Y/N NO

Telephone for conference call Y/N NO

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

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

**R E Q U E S T F O R R E V I S I O N T O A P P R O V E D B U D G E T**

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)

CONTROL NUMBER

**2021**  
 FY  
**001**  
 FUND  
**5**  
 REV. NO.  
**1 of 1**  
 PG. OF NO.

Jefferson County Commission  
 GOVERNMENT ENTITY

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
304	Property Transfer Tax	1,007,000	434,194		1,441,194
306	Gas & Oil Severance Tax	103,570		38,543	65,027
308	Wine & Liquor Tax	250,810	57,650		308,460
309	Hotel Occupancy Tax	847,300		258,100	589,200
310	Waste Coal		2,901		2,901
318	Building Permits	386,400	90,948		477,348

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)** 1,237,404

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	1,876,615	58,279		1,934,894
405	Prosecuting Attorney	1,712,723	7,500		1,720,223
408	Statewide Computer Network	54,871	17,000		71,871
415	Magistrate Court	3,000	200		3,200
423	Insurance Program (Self Insured)	2,392,005		160,000	2,232,005
697	Contributions to Comms/Authorities	3,100	41,900		45,000
698	Transfers/Reim. (Audit Findings)	7,434,412	592,743		8,027,155
715	Ambulance Authority	2,728,611	979,782		3,708,393
900	Parks & Recreation	988,892		135,116	853,776
903	Arts & Humanities	16,884		5,999	10,885
909	Historical Commission	25,001		8,885	16,116
911	Visitor's Bureau	526,198		150,000	376,198

**NET INCREASE/(DECREASE) Expenditures** 1,237,404

**APPROVED BY THE STATE AUDITOR**  
 BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE



RESOLUTION

At a regular session of the Jefferson County Commission, held on the 6th Day of May 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 #5 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:

VACANT	<u>N/A</u>
Jane M. Tabb	_____
Caleb Hudson	_____
Stephen Stolipher	_____
Tricia Jackson	_____

Whereupon, Commissioner **Stolipher** 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 **Stephen Stolipher**, 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.

\_\_\_\_\_  
**Stephen Stolipher**, President  
Jefferson County Commission

Jefferson County Commission  
State Budget Revision JE

**Budget Revision #5 of General Fund FY21**

<u>Description</u>	<u>GL acct</u>		<u>Increase</u>	<u>Decrease</u>		
1) Budget revisions needed based on FY21 Revenue Trends						
HOTEL OCCUPANCY TAX	001	309OT0		300,000		
CVB-CONTR/TRSFR HOTEL OCC-CVB	001911	456700		(150,000)		
Parks-CONTR/TRSFR OTHR GOV-HOTEL OCC	001900	456700		(135,116)		
AHA-CONTR/TRSFR OTHR GOV UNIT	001903	456700		(5,999)		
JCHLC-CONTR/TRSFR OTHR GOV UNIT	001909	456700		(8,885)		
HOTEL OCCUPANCY TAX-BOLIVAR	001	309OT1	(41,900)			
CONTR/TRF BOLIVAR HOTEL OCCUP	001697	456700	41,900			
PROPERTY TRANSFER TAX	001	304OT0	(434,194)			
GAS AND OIL SEVERANCE TAX	001	306OT0		38,543		
WINE AND LIQUOR TAX	001	308OT0	(57,650)			
WASTE COAL	001	310OT0	(2,901)			
BUILDING PERMIT FEES	001	318LP0	(90,948)			
FEDERAL GRANTS	001	322IG0		240,467		
COUNTY CLERK EARNINGS	001	331CS0	(75,083)			
EMG COMMUNICTAIONS - 911 FEE	001	346CS0	(88,794)			
EMG COMMUNICATN-DEED CONV E911	001	346CS2	(3,672)			
JAIL FEES	001	362FF0		46,400		
INTEREST EARNED	001	365II0	(15,511)			
INTEREST EARNED-VIDEO LOTTERY	001	365II6	(7,100)			
RECYCLING AND SCRAP REVENUE	001	371M00	(2,000)			
FILING FEES	001	372M00	(5,000)		(824,753)	625,410
Pros Atty-Professional Services	001405	422300	7,500			
Assr-Stwd Comp Netwk-CHGS OTHR GOV UNITS	001408	434900	17,000		491,843	(300,000)
Mag Ct-TELEPHONE	001415	421100	200		(332,910)	325,410
TRANSFER TO C/O FUND	001698	456609	432,743			
2) Record savings from the Health Insurance Premiumb Credit in December 2020						
HEALTH INSURANCE-CONTRA	001423	410599		(160,000)		
TRANSFER TO C/O FUND	001698	456609	160,000			
3) To record the revenue and expense increase associated with the Broadband Study Grant						
STATE GRANTS	001	323IG0	(58,279)			
CONTRACTED SERVICES	001401	423000	58,279			
4) Set up FY21 budget for inkind contribution to Volunteer Fire Department of Ambulance Billing Revenue						
AMB FEE-IN KIND VOL FIRE DEPTS	001	344CS7	(979,782.00)			
IN-KIND CONTR-FRIENDSHIP VFD	001715	456731	74,081.00			
IN-KIND CONTR-CITIZENS VFD	001715	456732	209,663.00			
IN-KIND CONTR-SHEPHERDSTN VFD	001715	456733	173,436.00			
IN-KIND CONTR-INDEPENDENT VFD	001715	456734	337,373.00			
IN-KIND CONTR-BLUE RIDGE VFD	001715	456735	108,247.00			
IN-KIND CONTR-MIDDLEWAY VFD	001715	456736	50,545.00			
IN-KIND CONTR-BAKERTON VFD	001715	456737	26,437.00			
<b>Total</b>			(165,410)	165,410		

Jefferson County Commission  
YTD Budget to Actual FY21 as of 04-21-21  
State Budget Revision 5

Org	Object	Project	Description	FY21 BR Needed	FY21 Projected	2021 Rev Budget	2021 Actual
001	309OT0		HOTEL OCCUPANCY TAX	398,331.00	(445,869.00)	(844,200.00)	(317,869.12)
001911	456700	CVB	CONTR/TRSFR HOTEL OCC-CVB	(199,166.00)	222,935.00	422,100.00	155,728.94
001900	456700	Parks	CONTR/TRSFR OTHR GOV-HOTEL OCC	(179,402.00)	200,813.00	380,215.00	140,275.97
001903	456700	AHA	CONTR/TRSFR OTHR GOV UNIT	(7,966.00)	8,917.00	16,884.00	6,229.17
001909	456700	JCHLC	CONTR/TRSFR OTHR GOV UNIT	(11,797.00)	13,204.00	25,001.00	9,223.81
001	309OT1		HOTEL OCCUPANCY TAX-BOLIVAR	(41,900.00)	(45,000.00)	(3,100.00)	(27,905.04)
001697	456700		CONTR/TRF BOLIVAR HOTEL OCCUP	41,900.00	45,000.00	3,100.00	27,905.04
001	304OT0		PROPERTY TRANSFER TAX	(434,194.00)	(1,441,194.45)	(1,007,000.00)	(1,111,194.45)
001	306OT0		GAS AND OIL SEVERANCE TAX	38,543.00	(65,026.98)	(103,570.00)	(65,026.98)
001	308OT0		WINE AND LIQUOR TAX	(57,650.00)	(308,459.61)	(250,810.00)	(238,459.61)
001	344CS7		AMB FEE-IN KIND VOL FIRE DEPTS	(979,782.00)	(979,782.00)	-	(979,782.00)
001715	456731		IN-KIND CONTR-FRIENDSHIP VFD	74,081.00	74,081.00	-	74,081.00
001715	456732		IN-KIND CONTR-CITIZENS VFD	209,663.00	209,663.00	-	209,663.00
001715	456733		IN-KIND CONTR-SHEPHERDSTN VFD	173,436.00	173,436.00	-	173,436.00
001715	456734		IN-KIND CONTR-INDEPENDENT VFD	337,373.00	337,373.00	-	337,373.00
001715	456735		IN-KIND CONTR-BLUE RIDGE VFD	108,247.00	108,247.00	-	108,247.00
001715	456736		IN-KIND CONTR-MIDDLEWAY VFD	50,545.00	50,545.00	-	50,545.00
001715	456737		IN-KIND CONTR-BAKERTON VFD	26,437.00	26,437.00	-	26,437.00
001	310OT0		WASTE COAL	(2,901.00)	(2,901.00)	-	(2,900.37)
001	318LPO		BUILDING PERMIT FEES	(90,948.00)	(477,348.00)	(386,400.00)	(379,347.61)
001	322IG0		FEDERAL GRANTS	240,467.00	(3,029,417.00)	(3,269,884.00)	(2,999,417.00)
001	331CS0		COUNTY CLERK EARNINGS	(75,083.00)	(271,883.16)	(196,800.00)	(236,883.16)
001	346CS0		EMG COMMUNICTAIONS - 911 FEE	(88,794.00)	(2,048,694.35)	(1,959,900.00)	(1,473,694.35)
001	346CS2		EMG COMMUNICATN-DEED CONV E911	(3,672.00)	(6,672.00)	(3,000.00)	(5,372.00)
001	362FF0		JAIL FEES	46,400.00	(51,600.00)	(98,000.00)	(51,558.97)
001	365II0		INTEREST EARNED	(15,511.00)	(37,623.54)	(22,113.00)	(31,623.54)
001	365II6		INTEREST EARNED-VIDEO LOTTERY	(7,100.00)	(15,500.00)	(8,400.00)	(13,264.84)
001	371M00		RECYCLING AND SCRAP REVENUE	(2,000.00)	(2,000.00)	-	(1,560.00)
001	372M00		FILING FEES	(5,000.00)	(5,000.00)	-	(4,914.95)
001405	422300		PROS ATTY-PROFESSIONAL SERVICES	7,500.00	22,500.00	15,000.00	12,101.00
001408	434900		CHARGES BY OTHR GOV UNITS	17,000.00	71,871.00	54,871.00	16,806.67
001415	421100		TELEPHONE	200.00	3,200.00	3,000.00	2,134.88
001423	410599		HEALTH INSURANCE-CONTRA	(160,000.00)	2,232,005.00	2,392,005.00	1,220,974.32
001	323IG0		STATE GRANTS	(58,279.00)	(58,278.70)	-	(8,689.00)
001401	423000		CONTRACTED SERVICES	58,279.00	61,279.00	3,000.00	21,669.26



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)

CONTROL NUMBER

**2020**

FY

**002**

FUND

**2**

REV. NO.

**1 of 1**

PG. OF NO.

Jefferson County Commission

GOVERNMENT ENTITY

Person To Contact Regarding

P.O. Box 250

Budget Revision: **Michelle Gordon**

STREET OR PO BOX

Phone: **304-724-8425**

Fax: **304-725-7916**

Charles Town

25414

CITY

ZIP CODE

COUNTY

Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

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	255,007		31,208	223,799
403	Circuit Clerk		1,200		1,200
440	Engineering		30,008		30,008
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR

BY:

Director, Local Government Services Division

Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 6th day of May, 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 #2 to the Coal Severance 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:

VACANT	_____
Jane M. Tabb	_____
Caleb Hudson	_____
Stephen Stolipher	_____
Tricia Jackson	_____

Whereupon, Commissioner **Stolipher** 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 **Stephen Stolipher**, 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.

\_\_\_\_\_  
**Stephen Stolipher**, President  
Jefferson County Commission

Jefferson County Commission  
State Budget Revision Entry

Budget Revision #2 of Coal Severance Fund FY21

Description	GL acct	Increase	Decrease
1) Record Budget revision for open PO at end of FY20 with expenditures in FY21.			
Co Comm Prof Services	002401.422300		(30,008)
Eng Prof Services	002440-422300	30,008	
2) Record budget revision for parking expenses associated with jury trials for the Circuit Clerk. Approved 8-6-2020 by the Commission.			
Co Comm Prof Services	002401.422300		(1,200)
Circ Clk Contracted Services	002403.423000	1,200	
Totals		31,208	(31,208)

1) FY20 Open PO's

FY20 open PO's

Jefferson County  
Charles Town, West Virginia

11/23/2020 14:16  
mgordon

Jefferson County, WV - Production  
PURCHASE ORDERS BY GL ACCOUNT

P 3  
poglacct

YEAR/PERIOD: 2020/13 Amounts Include Unposted AP Invoice Liquidations

ACCOUNT/VENDOR	PO	YEAR/PER	OPEN LINE AMT	OPEN PO AMT	DESCRIPTION	STATUS
002440 ENGINEERING						
<del>002.440.GG.422300</del>						
16109 GREENWAY ENGINEERING	2020008	2020/03	30,008.00	30,008.00	Jefferson County Land D Printed	
		ACCOUNT TOTAL	30,008.00	30,008.00		
	002440	ORG TOTAL	30,008.00	30,008.00		
002 COAL SEVERANCE FUND		FUND TOTAL	30,008.00	30,008.00		



2) Parking Circ. CLK  
8-6-20 minutes

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Sandra and Charles Cavalier	RE	CTC	7885	\$276.80

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 7885 as presented. Motion seconded and unanimously approved.**

2. **Laura Storm, Circuit Clerk**

a. **Approval of Order – Use of Alternative Facility for Jury Selection**

- **Motion by Ms. Noland to approve the Order allowing the use of an alternative facility for jury selection and authorize the President to sign the Order. Motion seconded and unanimously approved.**

b. **Parking – Jury Trials – Funding Requested**

- **Motion by Ms. Noland to create a line item in the Circuit Clerk's budget for parking expenses associated with jury trials and provide the Circuit Clerk with \$1,200 from the Coal Severance fund to assist with parking costs for this fiscal year. Motion seconded and unanimously approved.**

3. **Interviews and Appointments to the Jefferson County Community Criminal Justice Board – seven 3-year terms ending July 3, 2023**

- **Motion by Ms. Noland to reappoint Dale Manuel and Gil Heiman and appoint Jan Hafer to the Jefferson County Community Corrections Board as at-large members each for a term of three years ending July 3, 2023. Motion seconded and unanimously approved.**
- **Motion by Mr. Lorenzetti to reappoint Chris Stroech to the Jefferson County Community Corrections Board as the Criminal Defense Attorney for a term of three years ending July 3, 2023. Motion seconded and passes on a vote of 4-1 with Commission Compton opposing.**

4. **Russell Burgess, Information Technology – request to approve the promotion of Andrew Rosen from Level 1 IT Support to Level 2 IT Support**

- **Motion by Ms. Noland to approve the promotion of Andrew Rosen from Level 1 IT Support to Level 2 IT Support with a raise in salary from base**

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



Name: **Laura Storm, Circuit Clerk**

Department or Organization: **Circuit Clerk's Office**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **August 6, 2020**

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

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

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

- ↓ **Approval of Order – Use of Alternative Facility for Jury Selection – Discussion/Action**
- ↓ **Parking – Jury trials – Funding requested – 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**

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? **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**

<b><u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u></b>



April 8, 2021

Laurie L. Bracelin  
Millenium Insurance Group Inc  
135 E Main Street  
New Holland, PA 17557

**Re: July 1, 2021 Group Insurance Benefits Renewal Information for Jefferson County Commission**

Dear Laurie:

We appreciate the opportunity to be your partner in delivering group benefits from The Hartford<sup>1</sup> to Jefferson County Commission and their employees. We look forward to renewing their Life benefits at this time and continuing our partnership for many years to come.

The attached letter contains renewal information for you to share with your client. **It is very important that you deliver the attached information to Jefferson County Commission to ensure that we can provide timely and accurate service to your client. Please note – this renewal information has not been sent to your client.**

I look forward to continuing this valuable partnership with you, and delivering on promises every day. I am happy to answer any questions you may have, so please contact me anytime.

Sincerely,

Andrew Reigle  
Account Executive, Group Benefits  
The Hartford  
1000 Continental Dr.  
Ste 350  
King of Prussia, PA 19406  
Phone: 1-610-386-7894

The Hartford® is The Hartford Financial Services Group, Inc. and its subsidiaries, including underwriting companies Hartford Life and Accident Insurance Company and Hartford Fire Insurance Company. Home Office is Hartford, CT. The Hartford is the administrator for certain group benefits business written by Aetna Life Insurance Company and Talcott Resolution Life Insurance Company (formerly known as Hartford Life Insurance Company). All benefits are subject to the terms and conditions of the policy. Policies underwritten by the underwriting companies listed above detail exclusions, limitations, reduction of benefits and terms under which the policies may be continued in force or discontinued.

This proposal includes a quote(s) for one or more products, which are issued on the following forms: Accident Form Series includes GBD-2000, GBD-2300, or state equivalent. Accidental Death and Dismemberment Form Series for all states except PR, WA and CA includes GBD-1000 and GBD-1300, or state equivalent, and in PR, WA and CA Form 7582 and Form PA-5427, or state equivalent. Critical Illness Form Series includes GBD-2600, GBD-2700, or state equivalent. Disability Form Series includes GBD-1000, GBD-1200, or state equivalent. Life Form Series includes GBD-1000, GBD-1100, Z-PORT, or state equivalent. Hospital Indemnity Form Series includes GBD-2800, GBD-2900, or state equivalent.



**Jefferson County Commission**

**April 30, 2021**





April 30, 2021

Shari Carr  
Jefferson County Commission  
P.O. Box 208  
Charles Town, WV 25414

**Re: July 1, 2021 Renewal Information for Your Group Insurance Benefits with The Hartford<sup>1</sup>**

Dear Shari Carr:

For more than 200 years, companies like yours have trusted us to help them protect and grow their businesses. We are committed to delivering an industry-leading Group Benefits experience – with solutions that meet your insurance challenges and employee benefits that help make your company an attractive and motivating place to work.

Thank you for giving The Hartford the opportunity to provide benefits to the employees of Jefferson County Commission. We are committed to enhancing your employees' financial security and helping you provide attractive benefits. We look forward to renewing the Life at this time.

To determine the renewal rate, The Hartford analyzes a variety of factors to ensure that you receive excellent benefits and valuable service at a competitive and affordable price. A careful review is conducted of your demographic information, industry classifications, experience results, and overall benefit package.

We have completed a comprehensive review of your benefit plan in order to determine the appropriate funding level for the upcoming new policy period, beginning July 1, 2021. The chart below summarizes the detailed renewal rate information. These renewal rates require that all coverage lines are renewed as a package.

Coverage and Policy Number	Volume	Current Rate	* Current Monthly Premium	Renewal Rate as of 07/01/2021	* Renewal Monthly Premium	Monthly Premium Change	Rate Guaranteed Until
Basic Life - 876205G	9,375,000	\$ 0.226 per 1000	\$ 2,119	No Change	No Change	\$ 0	07/01/2023
Supp. Life - 876205G	9,015,000	No Change to Step Rates	\$ 3,376	No Change	No Change	\$ 0	07/01/2023
Supp. Dep. Life - 876205G	2,302,000	No Change to Step Rates	\$ 966	No Change	No Change	\$ 0	07/01/2023
Basic ADD - 876205G	9,375,000	\$ 0.028 per 1000	\$ 262	No Change	No Change	\$ 0	07/01/2023

We appreciate your business and look forward to being your group benefits carrier of choice for many years to come.

Sincerely,

Andrew Reigle



Account Executive, Group Benefits  
The Hartford  
1000 Continental Dr.  
Ste 350  
King of Prussia, PA 19406  
Phone: 1-610-386-7894

\* For policies that are list-billed by The Hartford, premium and volumes are based on the most recent list bill. For policies that are self-administered, premiums and volumes are based on the most recent census information that we have on file.

*With this rate structure the employer may be electing to partially support employer paid coverages with the rate for the employee paid coverages. This means that premiums paid for one coverage may cover the cost of another coverage under the Plan. When we quote rates with such partial support between the employee paid and employer paid coverages we do so with the understanding that the employer and employee coverages are part of a single ERISA plan sponsored by the employer and that the employer has determined that the rate structure is consistent with information provided to employees and with its ERISA obligations. For those cases that are not governed by ERISA, we are quoting the rates with the understanding that the employer has determined the rate structure is consistent with the information provided to employees. If our understanding is not accurate, please contact us.*

The Hartford® is The Hartford Financial Services Group, Inc. and its subsidiaries, including underwriting companies Hartford Life and Accident Insurance Company and Hartford Fire Insurance Company. Home Office is Hartford, CT. The Hartford is the administrator for certain group benefits business written by Aetna Life Insurance Company and Talcott Resolution Life Insurance Company (formerly known as Hartford Life Insurance Company). All benefits are subject to the terms and conditions of the policy. Policies underwritten by the underwriting companies listed above detail exclusions, limitations, reduction of benefits and terms under which the policies may be continued in force or discontinued.

This proposal includes a quote(s) for one or more products, which are issued on the following forms: Accident Form Series includes GBD-2000, GBD-2300, or state equivalent. Accidental Death and Dismemberment Form Series for all states except PR, WA and CA includes GBD-1000 and GBD-1300, or state equivalent, and in PR, WA and CA Form 7582 and Form PA-5427, or state equivalent. Critical Illness Form Series includes GBD-2600, GBD-2700, or state equivalent. Disability Form Series includes GBD-1000, GBD-1200, or state equivalent. Life Form Series includes GBD-1000, GBD-1100, Z-PORT, or state equivalent. Hospital Indemnity Form Series includes GBD-2800, GBD-2900, or state equivalent.

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



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **May 6, 2021**

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

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

Subject (*Wording to be placed on agenda*): **Interview and Appointment to the Jefferson County Development Authority Board of Directors – one three-year term for Citizen Representative ending April 5, 2024 – 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



**SEAN D. FEIGO**  
167 Hornets Nest Court  
Charles Town, WV 25414  
Phone (240) 409-5131  
Email sfeigo@gmail.com

**Citizenship:** USA  
**Veterans Preference:** No  
**Security Clearance:** Secret

## PROFESSIONAL PROFILE

Outstanding Director of Business Development with 3+ years of sustained high performance and local, regional, and national-level experience in management, coordination, and control of complex programs and diverse quality management systems for both corporate and Government use. Strong written and verbal communication skills. Specific experience in Quality Control, Proposal Writing, Inventory Management, Emergency Management and Response, Property Controls and Logistics Management, Transportation Management, Warehouse Operations, Federal Government Sales, and Customer Service. Extensive first-responder experience as former paramedic, firefighter, and FEMA veteran. Proven ability to problem-solve and get the job done during stressful and emergency situations. Tested staff leadership and supervision ability. Expert background in property and inventory management practices and principles. Strong computer skills, specifically in MS Office, Minitab, Track-It, Logistics Inventory Management System (LIMS), and Total Property Management (TPM). Repeatedly proposes recommendations and solutions, implements procedural and policy improvements, analyzes diverse storage and maintenance activities. Decorated firefighter awarded unit citations, and the departmental Medal of Valor.

## PROFESSIONAL EXPERIENCE

**DIRECTOR of BUSINESS DEVELOPMENT, 10/2016- Present**  
**Mission Solutions Group (formally Marshall Communications Corporation) Ashburn, VA.**  
**Supervisor: Eric Newman, 703-727-4056, Can contact.**

**VALUE-ADDED RESELLER (VAR) DEVELOPMENT:** Directs, manages, and oversees the identification and selection of all manufacturer and vendor partners. Negotiates reseller discounts and contracting fees for partnership agreements.

**PRODUCT CATALOG DEVELOPMENT:** Directs, manages, and oversees the identification, and selection of products to be listed on our GWAC contracts. Oversees discussions with companies for the white labeling of products under the Mission Solutions Group name and negotiates reseller discounts.

**PROGRAM MANAGER, 05/2015- 10/2016**

**Marshall Communications Corporation, Ashburn, VA.**

**Hours per week: 40+. Supervisor: Michael McCormack, 571-223-2010, Can contact.**

CONTRACT MANAGEMENT: Directs, manages, and oversees all actions related to the company's 2 (two) Government-wide Acquisition Contract (GWAC) vehicles; each with a ceiling value of \$20 Billion dollars. Supervise sales employees assigned to GWACs for day-to-day operations. Responsible for responding to numerous Requests for Quotes (RFQ) and performs and directs monthly, quarterly, and yearly accountability of all contract awards and quote responses.

CONTRACT LIASON: Primary contact for all GWAC related communications and concerns. Works directly with senior government contracting offices and DoD customers.

**INSIDE SALES SPECIALIST, 11/2013- 05/2015**

**Marshall Communications Corporation, Ashburn, VA.**

**Hours per week: 40+. Supervisor: Courtney Brooks, 571-223-2010, Can contact.**

BID RESPONSE: Responsible for working with existing customer base to establish current IT requirements. Address all customer concerns, and assist customers to generate RFQ solicitations, Statement of Work (SOW), and Performance Work Schedules (PWS). Prepares bid responses, quotes, and proposals.

COMMUNICATIONS: Maintain open communications with customers, contracting officials, and senior corporate executives. Track and disseminate monthly, quarterly, and yearly contracting statistics. Oversee award execution and deliverables.

**SUPPLY CHAIN SPECIALIST, 11/2010- 11/2013**

**Marshall Communications Corporation, Ashburn, VA.**

**Hours per week: 40+. Supervisor: Keith Dyson, 571-223-2010, Can contact.**

PROPERTY MANAGEMENT: Directs, manages, and oversees all inventory of company assets assigned to employees for day-to-day operations. Responsible for the identification, inventory, shipping and receiving, issuance, proper care, repairs, and disposal of all company assets. Performs and directs monthly, quarterly, and yearly inventory of all company assets.

INVENTORY MANAGEMENT OF GOVERNMENT EQUIPMENT: Oversees the identification, inventory, shipment and receipt, repair, and storage of Government furnish equipment (GFE) associated with the Seaport-e contract for use CONUS and OCONUS areas of response. Any equipment found in need of service is either repaired, or placed out of service, with recommendations provided to the Project Manager (PM). All out of service equipment is identified, removed from service and immediately reported to the PM.

**CUSTOMER SERVICE:** Provides outstanding customer service, to include internal, as well as external customers. Regularly communicates with the customers, in both written and verbal media, identifying needs and requirements for equipment and repairs. Often anticipates customer requirements based upon needs identified on weekly telecoms with the customer, and MASRHALL personnel in OCONUS. Provides timely CDRLs (Weekly/ Monthly) to the PM for dissemination to the end customer.

**POLICIES AND PROCEDURES:** Responsible for the creation, development, and constant review of Logistics procedures for Marshall Communications Corporation. As required, procedures are tested and altered to reflect the dynamic requirements of the company.

**BUSINESS DEVELOPMENT:** Under a Continuity of Operations (COO) matrix, assigned to assist in the Business Development Division of Marshall Communications Corporation for the past nine (9) months, for the purpose of assisting personnel with researching and preparing responses to Federal Government Request for Quotes (RFQs), Request for Proposals (RFPs), and Request for Information (RFI). In that period, assisted on numerous RFQs for both the MPO, as well as SPAWAR IDIQ contracts. Developed relationships with several of MARSHALL's OEMs and vendors. Participated on the Red Teams of both, the Seaport-e (FSR) and IRS re-competes. Expanded upon my knowledge, skills, and abilities to include the research and preparation of product workups, quotes for numerous customers, as well as understanding and identifying OEM and vendor terms and conditions. During this period, I maintained my role as Supply Chain Specialist.

**USES MICROSOFT OFFICE AND SHAREPOINT and Track-it systems to track and update all assets, inventories, shipments, purchase orders, and Contract Data Requirements Lists (CDRLs) for the company. Participated on the Internal Project Team (IPT) for the implementation of a company Integrated Development Environment (IDE), to include creation of the CDRL reports for the SPAWAR IDIQ contract.**

**INVENTORY MANAGEMENT SPECIALIST, 12/2006- 11/2010. Department of Homeland Security, Federal Emergency Management Agency, Distribution Center Frederick, Frederick, MD. Grade: GS-2010-11. Hours per week: 40. Supervisor: Scott Cromwell, 301-874-4200, Can contact.**

**WAREHOUSE LEAD (NDMS Medical):** Directs, manages, and oversees all day to day operations and projects of the warehouse and its staff, and reports directly to the Facility Chief and Deputy Chief. Manages, maintains, and oversees the NDMS medical operations at DC Frederick, including the facility inventory as well as the medical inventory and maintenance of several NDMS medical response programs.

**ENSURES THAT ALL EQUIPMENT IS MAINTAINED AND MISSION READY.** Performs and directs monthly, quarterly, and yearly inspection of all equipment. Regulates and verifies all cache inventories. Any equipment found in need of service is either repaired or placed out of service. All out of service equipment is identified, removed from service and immediately reported to the facility chief.

TRACKS MATERIALS AND FUNDING for all team caches, and projects replacement costs up to one year, using various automated spreadsheets. Monitors operational status of all life saving equipment and accurately reports its state of readiness. Performs daily quality assurance checks of the Warehouse Shipping and Receiving Reports checking for errors, additions and omissions, after which they are filed for future reference.

WORKS CLOSELY WITH THE ACCOUNTABLE PROPERTY OFFICER, using LIMS training, to implement property management policies and procedures, such as entering, bar coding, and tracking newly received items. Oversees the tracking and maintenance of all inventories in the facility and perform audits on a rotating quarterly basis. On a weekly basis, verifies the spreadsheets and reconciles them to both the inventories in LIMS and Daily Readiness Report. Identifies any discrepancies and rectifies them immediately. Maintains communication between the warehouse and Accountable Property Officer for all aspects of inventory control.

MANAGES THE BULK NDMS MEDICAL INVENTORY for the facility (up to 2,064 pallets of medical response materials). Ensures regular inspection and rotation of medical materials due to expiration dates and the potential for FDA Recalls. Uses inventory spreadsheets to identify the exact items, locations, expiration dates and quantities that needed rotation.

OVERSEES operations of teams sent to the facility to verify or rehabilitate cache inventories after extensive use. Maintains proper documentation of all inventory updates and changes and all inventory records. Requests materials needed to return the cache inventory to a mission readiness status in case of inventory short falls.

SUPERVISES cleaning, inspection, and inventorying of all equipment, including medical and logistical items, returning from the field. Ensures replacement of missing items.

DIRECTS WAREHOUSE PERSONNEL IN DAILY OPERATIONS at the facility. Attends daily staff meetings to discuss existing projects and any upcoming events, tasks or requirements. Communicates with warehouse personnel and disseminates information from staff meetings. Redirects warehouse staff's efforts as needed to effectively complete their required goals.

DURING DISASTER OPERATIONS, continuously reviews mission requirements and develops a plan of action to complete requirements in a timely manner. Consistently updates warehouse staffing to the constantly changing requirements, and revise our plan of action to accommodate those changes. In the event that facility needs to operate under a 24 hour schedule, ensures that each shift is effectively staffed and has the materials and equipment necessary to operate efficiently. Maintain communications between both shifts and the facility administrators.

USES MICROSOFT EXCEL AND TOTAL PARTNER MANAGEMENT system to track and update all inventories and resources for the facility's Initial Response Resources (IRR) and all specialty caches, such as Joint Field Offices (JFO), Material Handlers Equipment Kits (MHE), Home Recovery Kits (HRK) and Pre Positioned Disaster Supplies (PPDS).

## KEY ACCOMPLISHMENTS:

- After receiving Forklift Operators Safety Instructors certification, led development of the Forklift Operators Safety Course at DC Frederick. Used various computer software applications, including Microsoft Word, Excel and Power Point, to create and developed training curriculum used today. Managed certification of personnel and the proper documentation of forklift training classes held. As well as classroom training, also conducted hands-on training on the proper inspection and operation of the forklift.
- Managed surge staffing sent to assist with disaster response operations, and ensured that they are trained in accordance to the operating procedures of the facility and aware of the particulars of DC Frederick. This included the shipping/ receiving processes, inventory procedures and the proper loading and unloading of trailers.
- Using strong computer and communication skills, developed and maintained inventory spreadsheets and pivot tables for all inventories located at the facility, and communicated information to Headquarters.
- Developed facility-specific warehouse SOPs pertaining to Inventory Control, Receiving, Shipping and Equipment Operations.
- Assisted in conversion process of Distribution Center Frederick to a 6S/ Lean facility. Participated in the conversion of inventory from an Excel format to a more automated system (Warehouse Manager), updating and streamlining the facility's operational procedures.
- Traveled to Atlanta, Ga. to participate in the User Acceptance Testing of an automated inventory system (Warehouse Manager)

**INVENTORY MANAGEMENT SPECIALIST, 02/2006-12/2006. Department of Homeland Security, Federal Emergency Management Agency, Distribution Center Frederick, Frederick, MD. Grade GS-2010-9. Hours per week: 40. Supervisor: Scott Cromwell, 301-874-4200, may contact.**

AS INVENTORY MANAGEMENT SPECIALIST, MAINTAINED AN ACCURATE INVENTORY of all commodities stored in the facility, and verified all commodities received into and sent out of the facility.

TRACKED AND INVENTORIED LIFE SAVING MATERIALS AND EQUIPMENT for the United States Army Medical Material Acquisitions (USAMMA) and Pre-Positioned Equipment Program (PPEP) programs. Performed multiple inventory audits and maintenance on the equipment.

VERIFIED AND UPGRADED inventories at several Distribution Centers across the country, together with personnel from Urban Search and Rescue (US&R), and replenished stock levels of Management Support Team (MST) vehicles.

OVERSAW specialty teams assigned to work at Distribution Center Frederick, due to my familiarity with all inventory and property management and accountability practices and principles currently in place at Frederick.

ENSURED resupply for all Disaster Medical Assistance Teams that were deployed or on field training exercises, including for 38 National Disaster Medical System (NDMS), Disaster Medical Assistance Teams (DMAT), 3 National Medical Response Teams (NMRT) and 5 National Veterinary Response Teams (NVRT).

LED the development, inventory and maintenance of several National Disaster Medical Systems caches, including DMAT Basic loads, VMAT caches, Strike Team kits, Airway bags, Defibrillator kits, and Mobile Intensive Care Units (MICU).

PARTICIPATED IN NUMEROUS HIGH PROFILE FEMA RESPONSES, including the 2003, 2004 and 2005 hurricane seasons, State of the Unions, Inaugurations, Presidential Funerals and the Papal Visit. During these missions, helped to ensure mission-ready supplies of logistical items, drinking water, meals, vehicles, and medical supplies.

**LOGISTIC MANAGEMENT SPECIALIST, 09/2005-02/2006. Lockheed Martin, Distribution Center Frederick, Frederick, MD. Hours per week: 40. Supervisor: Scott Cromwell, 301-874-4200, may contact.**

AS LOGISTIC MANAGEMENT SPECIALIST, oversaw essential warehouse operations and disaster support, and maintaining re-supply for 48 Disaster Medical Assistance Teams (DMAT), 2 Veterinary Medical Assistance Teams (VMAT) and 4 Management Support Teams (MST) caches. Managed and performed inventories and inventory audits of both the logistical and medical items staged at the Logistic Center.

SUPPORTED THE SHIPPING AND RECEIVING DEPARTMENT by tracking of cache supplies and materials being shipped and received, using Shipping/ Receiving spreadsheets I developed for this task.

DESIGNATED AS WAREHOUSE LEAD DURING HURRICANE KATRINA: Managed daily warehouse operations and surge staffing. Directed the actions of all warehouse personnel and surge staffing, and ensured inventory was performed accurately, and the shipping receiving department properly documented incoming and outgoing shipments. Participated in daily facility staff meetings and updated the facility chief on the status of the all current projects.

ASSISTED THE MEDICAL BUILD-OUT DIVISION of the facility with building and inventorying of medical caches including Patient Treatment Caches, Strike Teams, Thomas Packs, Airway Bags and Lifepack-12 Kits.

ASSISTED THE FACILITY ACCOUNTABLE PROPERTY OFFICER with the identification and bar coding of newly received items at the facility.

**EMERGENCY MEDICAL TECHNICIAN, 05/2003-09/2006. National Disaster Medical System, Disaster Medical Assistance Team, PA-1, Pittsburgh, PA. Grade: GS-7. Hours per week: 40. Supervisor: Knox Walk, 412-398-1682, may contact.**

MEMBER OF DISASTER MEDICAL ASSISTANCE TEAM PA-1: Worked with FEMA during disasters, including the 2004 and 2005 hurricane seasons. Deployed as logistic support to work with FEMA staff at their facility in Walkersville, trained in FEMA's Disaster Trailer Program a.k.a. Temporary Housing Unit (THU), National Disaster Medical Systems medical assets and DMAT Basic Loads and inventory management practices and principles. Obtained a working knowledge of the FEMA Automated Logistical Inventory Management System and property management practices. Performed warehouse duties, including shipping and receiving operations, inventory practices and property principals.

DURING HURRICAN KATRINA, helped to develop Patient Treatment caches and Strike Team kits, used for emergency medical response in numerous operational theaters. Inventoried and rehabilitated caches and returned them to mission ready status. Helped to maintain inventories of both medical and logistical supplies

**FIREFIGHTER, 01/2002-09/2006. Wilksburg Borough, Wilksburg Bureau of Fire Wilksburg, PA. Hours per week: 40. Supervisor: Chief Owen MacAffee, 412-242-2930, may contact.**

RESPONDED TO NUMEROUS EMERGENCY SITUATIONS, using training and prior planning to respond safely and affect a successful outcome.

PERFORMED INVENTORY OF EQUIPMENT, TOOLS AND MEDICATIONS at the start of every shift to ensure mission-ready status. Performed preventative maintenance on all life safety equipment and tools.

COMPLETED AND SUBMITTED WRITTEN REPORTS to the city and state after each incident. Participated in investigations of incidents involving loss of life or arson to determine the cause of the incident, in cooperation with Federal, state, and/or local officials.

MANAGED CONTRACTS for acquisition of new equipment, and tracked maintenance on all tools and equipment.

PERFORMED PUBLIC FIRE EDUCATION, and routinely performed residential and commercial building code inspections.

EVALUATED AND REVISED RESPONSE PROTOCOLS to various emergency incidents, to optimize our ability to respond in the best and safest manner. Reviewed current data and response times to determine what changes were needed.

**COMMUNICATION SPECIALIST, 11/1999-09/2006. Edgewood Borough Police Department, Pittsburgh, PA. Hours per week: 40. Chief Paul Wood, (412) 242-9994, may contact.**

USED written and oral communication skills to communicate with the public and with colleagues, including during emergencies. Observed all aspects of the situation and responded accordingly. Completed all after action reports for fire department responses. Reconciled end of month citations and violations and tracked payments made.

VERIFIED DATA entered into the Pennsylvania State Police Criminal database, and compiled statistical information for police and fire department activities. Oversaw inventory control procedures of police and fire department equipment.

DETERMINED CORRECT COURSE OF ACTION during emergency incidents. For example, in 2004, a local anti-war protest rally involved 1,000+ protesters who became unruly and who outnumbered law enforcement personnel on the scene. I contacted surrounding agencies for additional resources, including several K-9 patrols, called back off-duty personnel to cover the service area, and contacted the Chief of the Department. After several arrests were made, the incident was brought under control without any injuries, and the city presented all personnel with unit citations afterwards.

**EMERGENCY MEDICAL TECHNICIAN, 08/1999-05/2003. Murrysville Emergency Medical Services, Murrysville PA. Hours per week: 40. Supervisor: Derrick Gerrano, (724) 327-1222, may contact.**

RESPONDED TO EMERGENCY CALLS, AND PERFORMED INVENTORIES OF THE RESPONSE UNITS, including personal safety equipment, life saving equipment and medications.

PERFORMED MAINTENANCE ON ALL EQUIPMENT AND VEHICLES to make sure that they were mission-ready. Participated in acquisition process for new equipment and vehicles.

SERVED AS TEMPORARY SUPERVISOR of maintenance of all emergency response units until the vacancy was permanently staffed, along with my regular duties.

LED 14-month project to convert the medical response service over to a 911-based computer-assisted response service for a municipality of 20,000 residents covering more than 37 square miles. This included the mapping of response zones, units dispatch assignments and staffing requirements and operational protocol development. When completed, this project increased efficiency by centralizing the flow of information and eliminating the steps involved in dispatching emergency medical response units. The new service cost less and provided improved services to local taxpayers.

EDUCATION

BS- Quality Systems Management/ American Meridian University (AMU)/ 4.0GPA

#### APPOINTMENTS

12/2008- 1/2009	Combined Federal Campaign (CFC) Distribution Center Frederick Representative
1/10/02- 09/28/05	Export Borough, Emergency Management Agency Deputy Director
1/12/02 – 5/27/02	Wilkinsburg, PA, Wilkinsburg Fire Department Firefighter
5/27/02- 09/28/05	Wilkinsburg, PA, Wilkinsburg Fire Department Fire Fighter (Level 4) - Full Time
2/2/02- 09/28/05	F.E.M.A. / Department of Homeland Security Executive Appointment to PA-DMAT-Team One
2/2/02- 09/28/05	Export Borough Emergency Management Deputy Director

#### HONORS/ AWARDS

2005- Unit Citation- presented by the Wilkinsburg Fire Department to C- Platoon for the rescue of a female under severe smoke and fire conditions without the benefit of a hand line.

2005- Medal of Valor- presented by the Wilkinsburg Fire Department for actions taken at incident resulting in the rescue of a female trapped in heavy fire conditions.

2004- Departmental Citation- presented by the Borough of Edgewood Council for actions taken during an Anti-war Protest March that became disorderly.

2002- Departmental Citation- presented by the Edgewood Borough Council for actions taken during an extreme weather event that overwhelmed emergency services and caused extensive damage within the borough.

1997- Letter of Appreciation- presented by the Rhode Island State Police for advising them with medical response during their Recruitment Selection Process.

## TRAINING/ CERTIFICATIONS

CERTIFIED Lean Six Sigma- Black Belt

CERTIFIED PROFESSIONAL PROPERTY SPECIALIST certification in the following

Property Management areas:

- Property Management
- Maintenance
- Acquisition
- Physical Inventory
- Receiving & Identification
- Utilization & Consumption
- Storage & Warehousing
- Property Disposition

Basic Property Management

Custodial Officer

Logistical Inventory Management System (LIMS)

Logistical Inventory Management System (LIMS) Mobile

Forklift Operational Safety Instructor

eTasker

Total Property Management (TPM)

Maryland Class- A Commercial Drivers License

## COMPUTER SKILLS

Microsoft Office 2000- 2010

- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft Power Point

LIMSiii Data Base

- LIMS Mobil

Logistics Supply Chain Management System (LSCMS)

- Warehouse Manager (WM)
- Trading Partner Management (TPM)

Microsoft Dynamics/ Navision

- Corporate Accounting and Management Software

## PROFESSIONAL MEMBERSHIPS

National Property Management Association (NPMA)/ Harbor Lights Chapter, Baltimore MD

Jefferson County Commission  
Application for Boards, Committees or Commissions

Please type or print information

Name: Sean D. Feigo

Home Telephone Number: 681-252-3577

Work Address: 717 Old Trolley Road, STE 6-275, Summerville SC 29485

Work Phone Number: 240.409.5131

Mobile Phone Number: 240.409.5131

E-mail Address: sfeigo@gmail.com

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: Director of Business Dvelopment

Education: High School Pilgrim HS- Warwick RI/ General Studies

College American Meridian University (AMU)/ BS- Quality Systems Management

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

Are you a United States citizen?                      Yes X                      No\_\_

Are you a West Virginia resident?                      Yes X                      No\_\_

Are you a resident of Jefferson County?                      Yes X                      No\_\_

Are you able to produce verification of residency?                      Yes X                      No\_\_

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

Address:  
167 Hornets Nest Ct.  
Charles Town, WV 25414

Magisterial District: 65

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

Organization Memberships and Positions Held : \_\_\_\_\_  
Shiloh Citizens' Association/ Secretary

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

Date:	Offense:

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

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

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

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

Signature: Sdfreige Date: 12/13/2018

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

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

Name: Jeffrey A. Polczynski, ENP – Director of Communications

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: 2 minutes

Date Requested – 1<sup>st</sup> Choice: 6 MAY 2021

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

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

Subject: **Request Approval of Promotion to Supervising Public Safety Dispatcher**

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

1. **SPSD Brooke Hess has resigned her position in order to pursue a career opportunity with Loudoun County government. Two candidates remained on the eligibility list from the 2018 candidate assessment.**
2. **Kathryn King successfully passed the assessment center. Ms. King accepted the appointment offer on 4/26/2021.**
3. **Ms. King has been a Public Safety Dispatcher with Jefferson County Emergency Communications for over eleven years. She is a Communications Training Officer and sits on the Policies & Procedures Committee.**
4. **Ms. King will be assigned to fill the supervisor vacancy on a midshift managing a team of dispatchers.**
5. **Ms. King is afforded with a wage increase commensurate to the Grade and Step of a Supervising Public Safety Dispatcher. This wage increase is an actual savings in the 712 budget due to the difference in wage of the former Supervising Public Safety Dispatcher.**

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

**“Motion to approve the promotional appointment of Ms. Kathryn King from Public Safety Dispatcher to Supervising Public Safety Dispatcher as well as the wage increase commensurate to the Grade/Step of the Supervising Public Safety Dispatcher within the Emergency Communications Center.”**

Attachments:



Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

Name: Jeffrey A. Polczynski, ENP – Director of Communications

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: 6 MAY 2021

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

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

Subject: **Advisement of Shift Schedule and Training Pay Changes**

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

1. **Shift Schedule – Currently ECC staff works a schedule broken down into two “forty-hour” weeks with three 12 hour days and one 4 hour day. This is a modification to an existing “7-12” format. ECC wants to eliminate the 4 hour day and go back to the 7-12 format. This will cause a short week of 36 hours and along week of 48 hours. Eight hours of overtime/Compensatory time will be afforded to staff every payperiod. With the existing staff shortages, this can be a benefit in covering shifts that are vacant.**
2. **Training Pay – ECC must ensure equitable wage for the same duties. Currently the training pay is 5% of the base pay which is inequitable among staff. Junior staff that may be interested in training do not pursue it due to the inequities. ECC proposes a fixed “training pay” of \$2.00 per hour for each trainer that is providing active training to a trainee/candidate. This change will provide an incentive to staff.**
3. **The impact on the budget for both programs is minimal and the ECC currently has funds in its salary/overtime line items to absorb any added costs.**

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

**“Motion to approve the ECC request to change its shift schedule to a “7-12” schedule”**

**“Motion to approve the training pay modification in the ECC to \$2.00 per hour for any individual providing active training as a certified Communications Training Officer”**

Attachments:



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



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 6, 2021**

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

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

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

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

1. 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.
2. Discussion of legal issues regarding proposed solar text amendment including bonding and related matters. Discussion/Action.
3. Discussion of possible agreement with Jefferson Medical Center regarding storage of extra PPE items and related matters. Discussion/Action.
4. Discussion of Jefferson County Civil Action No.'s 2021-C-33 through 37. Discussion/Action.
5. Discussion of issues regarding impact fees and proffers. Discussion/Action.
6. Discussion of WV Human Rights Commission docket number EREP-49-21. Discussion/Action.
7. Discussion of Jefferson County Civil Action No.'s 2021-C-46 through 50. 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](http://www.jeffersoncountywv.org)



Name: **Steve Stolipher, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **April 15, 2021**

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

Subject (*Wording to be placed on agenda*): **Recognize that structures on parcels in the WV division of forestry managed timberland program be processed as agriculture - Discussion/Action**

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text](#)



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



Name: Commissioner Jackson

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 6, 2021**

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

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

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

**Proclamation – Law Enforcement Appreciation Week – 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*):

**The County Commission of Jefferson County, West Virginia hereby declares Jefferson County Law Enforcement Appreciation Week to be observed and recognized annually, to coincide with National Police Week and during the week of May 15<sup>th</sup>, that is designated National Peace Officer Memorial Day**

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 Commission  
124 E. Washington Street  
P.O. Box 250  
Charles Town, WV 25414  
Phone: (304) 728-3284  
Fax: (304) 725-7916



## *Proclamation*

OF THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA  
RECOGNIZING

### LAW ENFORCEMENT APPRECIATION WEEK

**WHEREAS**, National Police Week, that is observed during the week of May 10, 2021 and recognizes the contribution American police officers have made and continue to make through their dedication to enforcing our laws; and

**WHEREAS**, in 1962, President John F. Kennedy signed a proclamation that designated May 15<sup>th</sup> as Peace Officers Memorial Day and the week in which that date falls as Police Week; and,

**WHEREAS**, National Peace Officers Memorial Day is designated in honor of Federal, State and Municipal Peace Officers who have been killed or disabled in the line of duty, Police Week was established for the purpose of honoring and recognizing America's law enforcement community; and,

**WHEREAS**, Jefferson County, West Virginia is represented by law enforcement officers from the Charles Town Police Department, Harpers Ferry Police Department, Ranson Police Department, Shepherdstown Police Department, Shepherd University Police Department, Jefferson County Sheriff's Office, and the West Virginia State Police; and,

**WHEREAS**, Jefferson County law enforcement agencies play an essential role in protecting the rights and freedoms of citizens in our communities; and,

**NOW, THEREFORE, BE IT PROCLAIMED BY JEFFERSON COUNTY, WV**, that all citizens of Jefferson County are encouraged or, be moved to recognize, honor, and appreciate the dedication and sacrifices made by our law enforcement community; and may we always recognize and appreciate that the freedoms we enjoy, and treasure are only possible through the heroic efforts of these brave men and women; and,

**BE IT FURTHER PROCLAIMED**, that the County Commission of Jefferson County, West Virginia hereby declares Jefferson County Law Enforcement Appreciation Week to be observed and recognized annually, to coincide with National Police Week and during the week of May 15<sup>th</sup> that is designated National Peace Officer Memorial Day and,

**BE IT FURTHER PROCLAIMED**, that the County Commission of Jefferson County, West Virginia urge all citizens to join with us during Jefferson County Law Enforcement Appreciation

Week to honor those men and women who are serving and have served valiantly and courageously to make Jefferson County a better place to live, work and raise a family; and,

**IN WITNESS WHEREOF**, we have hereunto set our hands and caused the seals of the Seal of Jefferson County, West Virginia this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Stephen Stolipher, Vice-President

\_\_\_\_\_  
Caleb Wayne Hudson, Commissioner

\_\_\_\_\_  
Tricia Jackson, Commissioner

\_\_\_\_\_  
Jane Tabb, Commissioner

\_\_\_\_\_  
Jacqueline C. Shadle  
Jefferson County Clerk



Name: **Caleb Hudson, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 6, 2021**

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

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

**Discuss Article 147 – Charles Town Utility Board 147.02 (a) Board of Directors voting member and 147.02 (a)(5)D liaison non-voting member - Discussion/Action**

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

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

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

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

**Move to request that the Commission liaison to CTUB be designated as a voting member and that the appointed community representative be designated a non-voting member.**

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

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

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

Contact information:

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

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

[Click here to enter text.](#)





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

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 6, 2021**

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

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

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

- Legislative Updates
- Revised Agenda Policy - Discussion/Action
- Approval of Bills - Discussion/Action
- Discuss Ambulance Fee Collections Plan - Discussion/Action

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

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text.](#)



<i>Jefferson County Policies &amp; Procedures</i>		
Policy Name:	Agenda Policy	Approved: 9/13/2012
Policy Number:	900	Author: Keyser
Associated:		Original 5-7-2009 Revised 9-1-2011 Revised 9-13-2012 Revised 04-06-2017

**PURPOSE:**

To provide a comprehensive and uniform process for formulating the agenda of the County Commission of Jefferson County.

**POLICY:**

The County Commission of Jefferson County is committed to providing open and accessible governmental proceedings and wishes to provide its citizens with information concerning the business of the County Commission and county government.

**PROCEDURE:**

The Agenda for each County Commission meeting is prepared by the Commission staff.

The County Commission agenda closes at 12:00 noon, one week prior to the County Commission meeting. All appointments for the County Commission agenda are made with the County Commission staff prior to the 12:00 noon deadline. Submissions for new business items and information items must be submitted to Commission staff by the same 12:00 noon deadline.

An Agenda Request Form and any documentation must be submitted by the 12:00 noon deadline in order to be placed on the Agenda. Ex: If the County Commission meets on Thursday, appointments must be made and new business and informational items submitted by 12:00 noon one week preceding Thursday you are requesting to come before the County Commission. The County Commission requires written documentation and materials for appointments and items of new business. Requests for appointments and items submitted after this time will be carried over for the next agenda. Failure to submit all proper paperwork will also be carried over for the next agenda. Hand-outs at the meeting are unacceptable if they have NOT been included in your package one week in advance.

Appointments shall be 15 minutes unless it is determined less time is needed. Every attempt will be made to have the last appointment at 11:30 a.m.

New and old business items shall be reviewed and executed between scheduled appointments or when time permits.

County departments shall submit all materials in both digital and hard copy format to the Commission office.

When submitting an item for the agenda, the requesting department, organization or individual shall indicate the desired action of the County Commission i.e., Discussion, Discussion/Action, Introduction, Presentation or Information. All Action Items shall include the Action being requested of the County Commission. Items not indicating the requested action will be withheld from the agenda until the proper information is provided.\

Any agenda request that contains a funding request or impact to an existing approved budget requires review by the County's Finance Director before it will be included on the Commission's agenda. The Finance Director shall be responsible for reviewing requests in a timely fashion to meet the agenda deadlines contained in this policy. If a Department Head, Elected Official, or designated representative fails to contact the County Finance Director prior to making an agenda request for funding, the item will be withheld from the agenda until such time as the requestor reviews the request with the County Finance Director.

The County Commission Staff in coordination with the President of the County Commission shall be responsible for setting the agenda for each meeting. If more requests than can be considered at a regular meeting are received, then lower priority items will be placed on the next regular meeting's agenda. If possible, items requiring an executive session should not be placed on the Fifth Thursday's agenda. If there are items requiring an executive session that must be considered during the Fifth Thursday's meeting, those items should be scheduled after all other regular business has been concluded.

Individuals wishing to express their opinions are encouraged to provide their comments during the Public Comment section of the agenda. During Public Comment individuals may express their views for the allotted period of time, however, the Commission cannot respond to you, your comments or requests. Individuals wishing to address the Commission outside the Public Comment forum must receive approval from either/or the President of the Commission and County Administrator or through a consensus of three or more Commissioners.

It is not appropriate for the Commission to publicly discuss personnel matters about an individual employee, and all discussions regarding personnel matters should be conducted in an executive session, unless requested differently by the employee. Additionally, it is inappropriate to discuss personnel matters, including employee performance issues, with individual citizens either in a public or executive session.

Both the Freedom of Information Act codified at W.Va. Code §29B-1-1 *et seq.* and the Open Governmental Proceedings Act codified at W.Va. Code 6-9A-1 *et seq.* protect an employee's personnel records and performance from disclosure to individual citizens and create an obligation on behalf of the Commission to protect employee records from public disclosure. Because discussions of personnel issues with private citizens violate an employee's privacy, the Commission will decline an agenda request from any member of the public that seeks to discuss any employee evaluation or performance with the Commission, regardless of whether such request is intended to be negative or positive.

The agenda will be available by the close of business, three days preceding the County Commission meeting. Ex: If the County Commission meets on Thursday, the agenda will be available Monday at the close of business 2:00pm. In the event that a holiday falls on a

Monday, the agenda will be available at 5:00 p.m. on Friday preceding the meeting.

The agenda is available in the Office of the County Commission and on the County website at [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org). A PDF formatted file of the agenda packet will be available at this site. Links to specific agenda items will be available when practical.

If you require visual equipment for your appointment with the County Commission, please notify the Commission staff when scheduling your appointment.

At all times, the County Commission reserves the right to deny a topic, rearrange agenda items because of time constraints, and to accommodate the Commission's schedule or the public's schedule.



# Impact Fee Status Report

## April 2021

### Office of Impact Fees

#### Summary

Date Range: Thursday 1 through Friday 30 April 2021

Report Date: 3 May 2021

Process Number Range: 2100134-2100152

Total Applications: 19

Total Non-Exempt: 18

*Of which:*

Commercial: 0

Residential: 18

*Of which:*

County: 18

Municipal: 0

Total Exempt: 1

*Of which:*

Commercial: 0

Residential: 1

*Of which:*

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for April 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 – 30 April 2021	1	0	18	19
Fees collected		\$0.00	\$120,600.00	\$120,600.00
<i>Of which</i>				
School Impact Fee			\$107,838.00	\$107,838.00
Law Enforcement Fee		\$0.00	\$3,168.00	\$3,168.00
Parks & Recreation Fee			\$8,658.00	\$8,658.00
EMS Fee		\$0.00	\$936.00	\$936.00

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

Description	Amount
Opening Statement Balance (1 April 2021)	\$429,865.11
March Deposits (1 – 30 April 2021)	\$120,600.00
School March Transactions (withdraws via transfer on 13 April 2021)	(\$390,227.70)
Law March Transactions (withdraws via transfer on 13 April 2021)	(\$6,535.08)
Parks & Rec March Transactions (withdraws via transfer on 13 April 2021)	(\$29,870.79)
EMS March Transactions (withdraws via transfer on 13 April 2021)	(\$3,231.54)
Interest Earned (30 April 2021)	\$88.28
<b>Ending Statement Balance (30 April 2021)</b>	<b>\$120,688.28</b>
<i>Outstanding Credits (deposits through 1 May 2021)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 April 2021)	\$6,908,595.23
March Transactions (deposits via transfer on 13 April 2021)	\$390,227.70
Interest Earned (30 April 2021)	\$2,935.37
<b>Ending Balance (30 April 2021)</b>	<b>\$7,301,758.30</b>

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

Description	Amount
Opening Balance (1 April 2021)	\$184,083.26
March Transactions (deposits via transfer on 13 April 2021)	\$6,535.08
Interest Earned (30 April 2021)	\$77.26
<b>Ending Balance (30 April 2021)</b>	<b>\$190,695.60</b>

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

Description	Amount
Opening Balance (1 April 2021)	\$409,488.71
March Transactions (deposits via transfer on 13 April 2021)	\$29,870.79
Interest Earned (30 April 2021)	\$175.65
<b>Ending Balance (30 April 2021)</b>	<b>\$439,535.15</b>

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

Description	Amount
Opening Balance (1 April 2021)	\$8,451.46
March Transactions (deposits via transfer on 13 April 2021)	\$3,231.54
Interest Earned (30 April 2021)	\$4.27
<b>Ending Balance (30 April 2021)</b>	<b>\$11,687.27</b>

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

Description	Amount
Office of Impact Fees General Account	\$120,688.28
School Impact Fee Account	\$7,301,758.30
Law Enforcement Fee Account	\$190,695.60
Parks & Recreation Impact Fee Account	\$439,535.15
EMS Impact Fee Account	\$11,687.27
<b>Total Impact Fees</b>	<b>\$8,064,364.60</b>

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

**Table 8. Pending April 2021 Fee Transfers /1**

Account	30 April 2021 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$7,301,758.30	\$107,916.57	\$7,409,674.87
Law Enforcement Fee Account	\$190,695.60	\$3,170.65	\$193,866.25
Parks & Recreation Impact Fee Account	\$439,535.15	\$8,664.18	\$448,199.33
EMS Impact Fee Account	\$11,687.27	\$936.88	\$12,624.15
<b>Total Impact Fees</b>	<b>\$7,943,676.32</b>	<b>\$120,688.28</b>	<b>\$8,064,364.60</b>

/1 This table represents each of the impact fee category account totals as of 30 April 2021 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in April 2021 are listed in table 1 of the General Account (3111776); these transactions will be processed in May 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 Thursday 1 through Friday 30 April 2021*

Process Number	Date	Last Name	First Name	Tax District	Sheet Book	Used Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
<b>Exempt Applications</b>											
2100139	04/16/2021	Stone	Justin	06 Kabletown	942	144	8	13.2	\$0.00	04/16/2021	Form 200
<b>Category Count: 1</b>				<b>Category Total</b>				<b>\$0.00</b>			
<b>Non-Exempt Applications</b>											
2100134	04/08/2021	Sills	Stephanie	07 Middleway	1138	58	5	9.2	\$6,700.00	04/08/2021	N/A
2100135	04/09/2021	Lutman Land		09 Shepherdstown	1219	530	20	8	\$6,700.00	04/09/2021	N/A
2100136	04/13/2021	Nawaz, II	Rahil	07 Middleway	1200	379	10	15	\$6,700.00	04/13/2021	N/A
2100137	04/14/2021	Laisure	Eric and Beth	07 Middleway	1247	17	24	4	\$6,700.00	04/14/2021	N/A
2100138	04/15/2021	Conrad, II	Randall	09 Shepherdstown	1251	621	12	15.4	\$6,700.00	04/15/2021	N/A
2100140	04/20/2021	Lutman Land		09 Shepherdstown	1256	543	7D	8	\$6,700.00	04/20/2021	N/A
2100141	04/20/2021	Lutman Land		07 Middleway	1256	540	20	8.3	\$6,700.00	04/20/2021	N/A
2100142	04/20/2021	Lutman Land		04 Harpers Ferry	1257	384	13L	72-73	\$6,700.00	04/20/2021	N/A
2100143	04/20/2021	Lutman Land		07 Middleway	1256	540	20	8.4	\$6,700.00	04/20/2021	N/A
2100144	04/20/2021	Lutman Land		07 Middleway	1256	538	20	8.2	\$6,700.00	04/20/2021	N/A
2100145	04/20/2021	Lutman Land		06 Kabletown	1256	538	23A	5	\$6,700.00	04/20/2021	N/A
2100146	04/21/2021	Lutman Land		07 Middleway	1256	540	20	8.1	\$6,700.00	04/21/2021	N/A
2100147	04/21/2021	Blizzard	Adam	02 Charles Town	1256	179	20B	6	\$6,700.00	04/21/2021	N/A
2100148	04/22/2021	US Home		09 Shepherdstown	1173	85	24B	22	\$6,700.00	04/22/2021	N/A
2100149	04/22/2021	Yambor	Brian	09 Shepherdstown	1038	410	5C	3	\$6,700.00	04/22/2021	N/A
2100150	04/23/2021	Ridgeway	Matthew	06 Kabletown	1030	57	23B	7	\$6,700.00	04/23/2021	N/A
2100151	04/27/2021	Jeff Mumaw	H & M	04 Harpers Ferry	1253	232	13	29.17	\$6,700.00	04/27/2021	N/A
2100152	04/29/2021	US Home		09 Shepherdstown	995	460	24B	5	\$6,700.00	04/29/2021	N/A
<b>Category Count: 18</b>				<b>Category Total</b>				<b>\$120,600.00</b>			
<b>TOTAL APPLICATIONS: 19</b>				<b>Grand Total</b>				<b>\$120,600.00</b>			

## **NOTICE**

### **Applications being accepted for County Commissioner**

The Jefferson County Commission is accepting applications to fill the vacancy of County Commissioner of Jefferson County, West Virginia.

The term of the person appointed by the County Commission will be determined at a later date.

Candidate must have been registered as a Republican on or before March 2, 2021 and reside in Jefferson County.

There will be an open interview process which will include interviews conducted in a public setting, and the names of the applicants will be revealed to the public during the process.

This position has a starting salary set by statute with a fringe benefit package including health insurance.

Resumes may be mailed to the Jefferson County Commission office at P.O. Box 250, Charles Town, WV 25414, attn: Sandy McDonald, Deputy County Administrator. Resumes may also be emailed to [sandy@jeffersoncountywv.org](mailto:sandy@jeffersoncountywv.org) or delivered in person to 124 E. Washington Street, Charles Town, WV by Friday, May 14, 2021 until 5:00 p.m.



# Jefferson County, West Virginia

Department of Engineering, Planning, and Zoning

Office of Planning and Zoning

116 East Washington Street, 2<sup>nd</sup> Floor

Charles Town, WV 25414

Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)

Phone: (304) 728-3228

Email: [zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

Fax: (304) 728-8126

## 3<sup>rd</sup> Quarterly Report for Planning and Zoning FY 2021 (January 1, 2021 – March 31, 2021)

Attached is an electronically generated report of all applications submitted and reviewed within the 3<sup>rd</sup> Quarter of FY2021. This data is being provided as a part of the 3<sup>rd</sup> Quarterly Report from the Planning Commission and Offices of Planning and Zoning to the County Commission. The items below reflect actions of the Planning Commission and Board of Zoning Appeals in this same time period and related meetings attended by Planning and Zoning staff.

### PLANNING COMMISSION ITEMS

**Planning Commission Meetings:** **3 Meetings**

**Subdivision Regulations Text Amendments** On-going Major updates and revisions on hold

**Zoning Ordinance Text Amendments** **1**

**#ZTA19-03:** Zoning Ordinance Text Amendment to allow Solar Energy Facilities to process as a Principal Permitted Use and/or a Conditional Use in the various zoning districts (sent back to PC by CC).

*PC PH 2/9/21; recommendation to CC 2/23/21; CC PH scheduled for 4/12/21*

**Zoning Map Amendments/Rezoning** **2**

**#20-2-Z:** Zoning Map Amendment: Planning Commission review and recommendation regarding whether the petition for a Zoning Map Amendment by property owner Chris Livingston, Dead Rock Contractor Services to rezone 0.88 acres (total of Parcels: 23 and 27), from Residential Growth to General Commercial is consistent with the 2035 *Comprehensive Plan*.

Property Owner/Applicant: Chris Livingston, Dead Rock Contractor Services.

Property Location: Vacant parcel located immediately north of the intersection of Shipley Road and US Route 340.

Parcel ID: Tax District: Harpers Ferry (04); Map: 9; Parcels: 23 and 27.

*PC review and recommendation to the CC that the requested rezoning is consistent with the Envision Jefferson 2035 Comprehensive Plan 2/9/21; CC PH 2/18/21; Approved 3/4/21.*

**#21-1-Z:** Zoning Map Amendment: Planning Commission review and recommendation regarding whether the petition for a Zoning Map Amendment by Applicant: Bob Franks, Sheetz, Inc to rezone 2.5 acres of a 4.42 acre site from Rural to Highway Commercial is consistent with the 2035 *Comprehensive Plan*.

Property Owner: Guy Chicchirichi.

Property Location: Northeast of Augustine Avenue and Route 340 intersection in Charles Town.

Parcel ID: Tax District: Charles Town (02); Tax Map: 16; Parcel: 1..

*PC review and recommendation to the CC that the requested rezoning is consistent with the Envision Jefferson 2035 Comprehensive Plan 3/9/21; CC PH 3/18/21; Approved 3/18/21.*

**Concept Plan Public Workshops**

**2**

#20-9-SP Concept Plan for the Stiles Agriculture Enterprises, Agricultural Event Center, and Farm Vacation Enterprises. The proposal consists of an Agricultural Event Center for up to 800 guests and Farm Vacation Lodging with up to five (5) units (or more, if Ordinance allows) with associated parking and signage. Property Owner: Stanley and Barbara (deceased) Stiles. Property Location: 118 Goshen Arrabon Ln, Charles Town, WV. Tax District: Kabletown (06); Tax Map: 21; Parcel: 4; Size: 17 acres; Zoning District: Rural.

*Public Workshop 1/12/21; PC accepted the Concept Plan as submitted with the condition that should the WV Division of Highways (DOH) require a traffic study that the applicant will comply.*

#20-10-SP Concept Plan for the Shepherdstown Sheetz (Store 160). The project is a Gas Station, Large to consist of a 6,100 sq. ft. Convenience Store with drive-thru, five (5) fueling islands with canopy, car wash, new roadway, upgraded to traffic signal for Martinsburg Pike, open space, stormwater management areas, the construction of associated utilities, plus associated parking spaces and signage. Owner: James W Van Evera III et al. Developer: Bob Franks, Sheetz Inc. Property Location: 7948 Martinsburg Pike, Shepherdstown WV. Tax District: Shepherdstown (09); Tax Map: 8; Parcels: 13, 15.2 and portions of Parcels: 10.2 and 14. Total Project Size: 5.4 acres; Zoning District: Residential-Light Industrial-Commercial.

*Public Workshop 2/9/21; PC accepted the Concept Plan as submitted with no conditions.*

**BOARD OF ZONING APPEALS (BZA) ITEMS**

**Board of Zoning Appeals Meetings: 3 meetings**

**Zoning Appeal of Administrative Decision none this quarter**

**PLANNING & ZONING STAFF ITEMS**

**Pre-Proposal Conference (PPC) Meetings: 20 Total (13 Subdivision & 7 Site Plan)**

**Information Request Forms (IRFs) -- general inquiries from the public: 28 Total**

**Zoning and Land Development Fees Collected: \$ 29,388.40**

<b>Regional Transportation Planning Meetings (primarily remote)</b>	
Eastern Panhandle Transit Authority (EPTA) Board Meetings and EPTA Safety Committee Meetings	1/11/21; 2/8/21; 3/15/21; 3/19/21 (safety)
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Technical Advisory Committee (TAC) Meetings	1/20/21; 3/17/21
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Long Range Transportation Plan	1/27/21
Martinsburg Pike Corridor Vision Plan Stakeholder Meetings	2/4/21; 3/25/21 (in person/ all day); 3/26/21 (a.m.)
WV51/W. Washington Street, traffic safety, pedestrian mobility improvements plan	3/4/21
WV DOH/Regional Planners Roundtable	3/31/21

<b>Local and Regional Planning Meetings (all remote)</b>	
Jefferson County Multi-Jurisdictional Hazard Mitigation Plan Annual Review	1/19/21
Jefferson County Parks and Recreation Infrastructure Committee	1/27/21
WV APA Chapter Transition Leadership/Executive Committee Meetings (ZOOM);	1/14/21; 2/17/21; 2/25/21
WV APA Chapter-wide Meeting/Elections (ZOOM)	2/5/21 (Chapter);
WV APA Strategic Planning Effort	3/16/21
APA Chapter Presidents Council	2/4/21; 2/18/21; 2/19/21
Land Use Planning Webinars	1/14/21; 1/21/21; 2/24/21

**Planning and Zoning FY 2021 3rd Quarterly Report  
1/1/2021 - 3/31/2021 (Generated 4/6/2021)**

Type	Project Number	Creation Date	Owner Name	Location	Status	Description
Conditional Use Permit	21-1-CUP	3/1/2021	CONSTRUCTION TECHNOLOGIES INC - Kristen Stoliphe	1508 CLOVERDALE RD STE 100, CHARLES TOWN, WV 25414	Open	Request for a CUP to operate as a Contractor with Outdoor Storage, as defined in Article 2, consisting of converting an existing, vacant structure and including associated parking and a 10' x 2' 6" (25 square feet) attached business sign
						<b>Category Total:</b>
Easements	21-1-E	1/19/2021	GILLS - ASHBAUGH	295 HOSTLER RD APT 1, HARPERS FERRY, WV 25425	Closed	Creation of an access easement
	21-2-E	1/20/2021	Murall Limited Partnership - Ken Lowe	Vacant parcel at the intersection of Charles Town Road and Coast Guard Drive, Kearneysville, WV	Open	Creation of a utility easement beginning at Coast Guard Dr. across parcel 1 3 to service parcel 1 1
						<b>Category Total:</b>
Merger or Boundary Line Adjustment	21-1-M	1/15/2021	GROVE ALTON R & BARBARA	14024 LEETOWN RD, KEARNEYSVILLE, WV 25430	Open	BLA between two lots owned by a single entity
	21-2-M	2/4/2021	MOWREY TIMOTHY M	12 SECRET PL, HARPERS FERRY	Open	Merge all lots together in Keyes Ferry
	21-3-M	2/4/2021	SMITH DAVID O & TAMMY L	Shepherd Grade Road	Open	The intent of this deed is to correct and clarify a parent-to-child transfer that was inadvertently transferred without PZ approval.
	21-4-M	2/8/2021	HEINZ CAROL L	4066 BOWERS RD, KEARNEYSVILLE, WV 25430	Open	Adjusting the interior property line of two parcels owned by Heinz.
	21-5-M	2/12/2021	RAYMOND E MABUS - RAYMOND E MABUS	74 WOODCUTTERS LN, HARPERS FERRY WV 25425	Open	Consolidate two lots
	21-6-M	2/22/2021	Harpers Ferry Holdings LLC - Matthew Knott	1816 Potomac Street, Harpers Ferry WV 25425	Open	Boundary Line Adjustment between Tax Dist 04, Map 6 Parcel 19 & Map 3 Parcel 33.1
	21-7-M	2/23/2021	Lutman Land Development - David Lutman	near Hackney Lane and Quonson Lane	Open	Boundary Line Adjustment between Tax District 06, Map 3A, Parcels 129 and 127
	21-8-M	3/1/2021	Ronaki and Joan Garvin - Robert and Joanne Breiner	535 SHEPHERD LN, SHEPHERDSTOWN WV 25443	Open	Boundary Line Adjustment between Tax District 09, Map 0B, Parcels 6 9 and 6 8
	21-9-M	3/1/2021	George and Dena Breeden	Annie Grove Road	Open	Boundary line adjustment between 2 lots owned by the Breedens
	21-10-M	3/23/2021	Family Adventure Resort LLC - Matthew Knott	408 Alstadts Hill Rd, Harpers Ferry WV 25425	Open	Boundary Line Adjustment River Riders
						<b>Category Total:</b>
Miscellaneous Fees	21-3-Q	2/25/2021	Rahil Nawhz, II	Hite Road	Closed	MPC to septic reserve area
	21-4-Q	3/10/2021	LOWE KENNETH F JR-REV TRUST	40 LOWE DR, SHEPHERDSTOWN, WV 25443	Open	Low Price MSD MPC (easement)
						<b>Category Total:</b>
Planning Commission Waiver	21-1-PCW	1/13/2021	White Oaks Farm - William Gaestel	2B42 WARM SPRINGS RD SHENANDOAH JUNCTION, WV 25442	Open	Waiver from Section 20 201 to allow five total lots to process as a minor subdivision
	21-2-PCW	1/15/2021	Bret de Pedro - Bret de Pedro	Summit Point Road Summit Point	Open	Waiver from Appendix B, Section 10 5 to utilize gravel instead of concrete/asphalt and to reduce the depth of the gravel for the proposed drive aisle and parking areas for RP Performance, Inc
	21-3-PCW	2/16/2021	BENT RUSSELL C & DONNA C	1332 BILLMYER MILL RD, SHEPHERDSTOWN, WV 25443	Open	Waiver from Section 20 201B 3 to utilize an existing 40' access easement instead of the required 50' access easement
	21-4-PCW	3/19/2021	N/A	839 McCormack Lane, Charles Town, WV 25414	Open	waiver from requirement for a 50 foot access easement
	21-5-PCW	3/19/2021	Ashley Morgan Smith	207 Sandpiper Lane Shepherdstown, WV 25443	Open	Waiver from Section 20.201A 2 which requires access via a 50' access easement, to allow private entrance for 207 Sandpiper Lane
	21-6-PCW	3/23/2021	DR Acquisitions - Matt Stare	Vacant Lot West of Charles Town Road, Charles Town	Open	Waiver of 21 101A re Block Length Kings Crossing Subdivision
	21-7-PCW	3/23/2021	DR Acquisitions LLC - Matt Stare	Vacant Lot West of Charles Town Road, Charles Town	Open	Waiver of Section 21.104A re minimum lot frontage King's Crossing Subdivision
	21-8-PCW	3/23/2021	WHEATLANDS PROPERTY MANAGEMENT LLC	2153 BERRYVILLE PIKE, CHARLES TOWN, WV 25414	Open	Waiver of Site Plan requirements

					Category Total:	8
Site Plan	21-1-SP	2/8/2021	DLGA LLC - David Butcher	2282 SUMMIT POINT RD. SUMMIT POINT, WV 25446	Open	Expansion of an existing salvage yard
					Category Total:	1
Subdivision	21-1-SD	1/15/2021	PATRICK RILEY	4436 CHARLES TOWN RD, KEARNEYSVILLE, WV 25430	Open	Proposed 3 lot MSD
	21-2-SD	1/21/2021	304 Investments Inc	938 BILLMYER MILL RD, SHEPHERDSTOWN, WV 25443	Open	Proposed 3 lot MSD
	21-3-SD	1/25/2021	LK LAND HOLDINGS LLC	off Border Road	Open	Proposed 3 lot MSD
	21-4-SD	1/29/2021	Butler Family Limited Partnership	Old Country Club Road	Open	Proposed 2 lot MSD
	21-5-SD	2/25/2021	FIDDLERS 1 LLC	54 FIDDLERSWAY, SHEPHERDSTOWN, WV 25443	Open	Proposed 2 lot MSD
	21-6-SD	2/25/2021	Lutman Land Development LLC - Dave Lutman	Shepherdstown Pike, Shenandoah Junction, WV 25442	Open	Proposed 2 lot Holloway MSD
	21-7-SD	2/25/2021	KIRBY REBECCA J & EARL D ALLARA JR	1599 OLD CAVE RD, CHARLES TOWN, WV 25414	Open	2 lot family transfer MSD
	21-8-SD	3/5/2021	DR Acquisitions	Charles Town Road, Charles Town, WV	Open	Residential Subdivision with 404 lots (179 SFD and 229 SFA) plus associated infrastructure (King's Crossing)
	21-9-SD	3/12/2021	Richard Boswell	102 EDGEWOOD DR, KEARNEYSVILLE, WV 25430	Open	Minor Subdivision creating a single one (1) acre lot through the family transfer process.
	21-10-SD	3/15/2021	RANDELL NEAL & AMANDA REED	365 VAN CLEVESVILLE RD, KEARNEYSVILLE, WV 25430	Open	2 Lot Minor Subdivision
	21-11-SD	3/26/2021	Rt 17 FSR, LLC - Dave Lutman	Vacant Parcel - Corner of French Road & Flowing Springs Road, Shenandoah Junction, WV 25442	Open	4 lot MSD and BLA with Russo
					Category Total:	11
Zoning Certificate	21-1-ZC	1/11/2021	B33 Jefferson Crossing II LLC	178 FLOWING SPRINGS RD, CHARLES TOWN, WV 25414	Closed	Shopping Center Change in Tenant. Retail Sale and Services General Smoke Shop
	21-2-ZC	1/20/2021	Charles Town Holdings CRE LLC Sule Qazi	107 KEYES FERRY RD CHARLES TOWN WV 25414	Closed	Change in tenant Fireworks storage and sale
	21-3-ZC	1/25/2021	STILES STANLEY E & BARBARA R	118 GOSHEN ARRABON LN, CHARLES TOWN WV 25414	Closed	Agricultural Event Center for up to 800 guests and Farm Vacation Lodging up to 5 units with associated parking and signage
	21-4-ZC	2/4/2021	Birdge 33 Jefferson Crossing LLC - Omar Halik	71 JEFFERSON CROSSING WAY STE F, CHARLES TOWN, WV 25414	Closed	Shopping Center Change in Tenant Personal Services Laundromat
	21-5-ZC	2/10/2021	LEE JOSEPH R JOSEPH LEE	206 MEADOW BLUFF LN, KEARNEYSVILLE, WV 25430	Closed	Accessory Dwelling Unit In Law Suite
	21-6-ZC	3/17/2021	B&J Partnership - Adam Criswell	426 INDUSTRIAL BLVD, KEARNEYSVILLE, WV 25430	Closed	Change in tenant from Royal Vendors to Speedway Motors (225,850 square feet) / no outdoor storage proposed, Warehousing & Distribution
	21-7-ZC	3/17/2021	B&J Partnership, Ltd - Adam Criswell	426 INDUSTRIAL BLVD, KEARNEYSVILLE WV 25430	Closed	Change in tenant from Royal Vendors to Coin Acceptors Inc. (10,000 square feet) / no outdoor storage proposed, Warehousing
	21-8-ZC	3/17/2021	B&J Partnership, Ltd - Adam Criswell	426 INDUSTRIAL BLVD, KEARNEYSVILLE, WV 25430	Closed	Change in tenant from Royal Vendors to UFP Ranson, LLC (60,000 square feet) / no outdoor storage proposed, Warehousing (lumber storage)
	21-9-ZC	3/18/2021	LESTER RICHARD E & CRYSTAL L LUNCZYNSKI	49 HITE RD KEARNEYSVILLE, WV 25430	Closed	Accessory Dwelling Unit In Law Suite
	21-10-ZC	3/22/2021	RUSHIZKY GEORGE W & MARY L - Matthew Rushizky	8428 SHEPHERDSTOWN PIKE, SHEPHERDSTOWN, WV 25443	Closed	Smartlink Group / T-Mobile - installation of 10 x 4 concrete generator pad.
	21-11-ZC	3/24/2021	AMERICAN TOWERS INC	17340 POPPY RD BLUEMONT, VA 20135	Closed	Modifications to existing telecommunications tower to include installation of new antennas and unmanned equipment in an existing fenced in compound
	21-12-ZC	3/26/2021	DLGA LLC - David Butcher	2282 SUMMIT POINT RD, SUMMIT POINT, WV 25446	Open	Expansion of an existing salvage yard
	21-13-ZC	3/29/2021	PAUL ASHBAUGH PAUL ASHBAUGH	18619 CHARLES TOWN RD, HARPERS FERRY, WV 25425	Closed	Change in Owner for Existing Nonconforming Use- Convenience Store (issued 04-06-21) Request includes addition of barber/beauty shop to the convenience store(BZA approval required)
					Category Total:	13
Zoning Map Amendment	21-1-Z	1/19/2021	Guy Chicchirichi	Augustine Ave, Charles Town, WV 25414	Open	To rezone 2.1 of the 4.42 acres from Rural to Highway Commercial
					Category Total:	1

Zoning Variance	21-1-ZV	1/4/2021	GROOM DAVID J & MARCI A	294 SUNDANCE LN, KEARNEYSVILLE, WV 25430	Open	Variance from Section 5.4B of the Zoning Ordinance, as amended 10/04/99 to reduce the rear setback from 20' to 10' for a 26' x 30' accessory structure
	21-2-ZV	1/4/2021	FEDERAL GROUP INC	233 LOWE DR, SHEPHERDSTOWN, WV 25443	Open	Variance from Section 4.11.A. and Appendix B to utilize the 50' unscreened buffer option in lieu of the required vegetative screened buffer.
	21-3-ZV	1/4/2021	FEDERAL GROUP INC	233 LOWE DR, SHEPHERDSTOWN, WV 25443	Open	Variance from Section 4.6 to reduce the distance requirement from 75' to 0'. Section 4.11A to reduce the buffer requirement of 20' to 0', and Appendix B to reduce the building setback from 25' to 0' and parking/drive aisle setback from 10' to 0' to allow for a proposed subdivision
	21-4-ZV	1/15/2021	MATHIAS PATRICIA A	209 CEDAR DR, KEARNEYSVILLE, WV 25430	Closed	Variance from Section 9.6C to allow an accessory structure in the required front yard. and. Section 9.7 to reduce the front setback along Happy Creek Dr. from 30' to 20' and the front setback along Cedar Dr. from 30' to 5' for an existing 24' x 24' garage
	21-5-ZV	1/29/2021	Keith Cranford	438 EUCLID AVE, CHARLES TOWN, WV 25414	Closed	Variance from Section 9.6C to allow an accessory structure in the required front yard and Section 9.7 to reduce the front setback along an undeveloped platted 60' Right of Way (First Street) for a 24' x 40' garage
	21-6-ZV	2/26/2021	Arcadia Land Inc	Flowing Springs Road, Shenandoah Junction, WV 25412	Open	Variance from Section 8.10 to allow a sales trailer on a lot that is not part of the originally platted Harvest Hills Subdivision.
	21-7-ZV	2/26/2021	Potomac Crossroads Counseling, LLC - Kathy Morotti	4781 KEARNEYSVILLE PIKE, SHEPHERDSTOWN, WV 25443	Open	Variance request from Section 10.4B.3 to reduce the front setback from 25' to 0' for a 4' x 5' (8' tall) Freestanding Business Sign; and Section 10.4B.4 to allow the proposed sign to face a residence.
	21-8-ZV	3/1/2021	PETROPOULEAS STEFANOS P	811 WILLOW SPRING DR, CHARLES TOWN, WV 25414	Postponed	Variance request from Section 10.4B.3 to reduce the front setback from 25' to 1' for an 8.5' x 3' (25.5 square feet) Freestanding Electronic Business Sign, and, Section 10.7G to reduce the distance requirement of an Electronic Sign from a traffic light from 300' to approximately 190'
	21-9-ZV	3/4/2021	West Group Holding LLC - Kristen Stolipher	Cloverdale Road, Charles Town, WV 25414	Open	Request to reduce the distance requirement and commercial setbacks as follows from 75' and 25' down to 15' along the north-eastern boundary line. The request includes conversion of an existing structure to a Contractor Office with Outdoor Storage and a future 1,000 square foot building
	21-10-ZV	3/29/2021	Norman and Lora Corbin	2751 ENGLE MOLERS RD, HARPERS FERRY, WV 25425	Open	Variance request from Section 5.7D.2.b.ii(b) to allow a lot within a cluster development to utilize a separate access. The applicant is proposing to use an existing driveway as opposed to the newly platted access easement
	21-11-ZV	3/26/2021	JENKINS WILLIAM L ET AL	911 JEFFERSON AVE CHARLES TOWN WV 25414	Open	Variance from Section 9.7 to reduce the front setback from 20' to 10' for a single family dwelling
	21-12-ZV	3/29/2021	DLGA LLC - David Butcher	2282 SUMMIT POINT RD, SUMMIT POINT, WV 25446	Open	Variance request from Appendix B to reduce the side setback from 50' to 25' for 54 storage units/sea containers. The total length of the proposed encroachment area is approximately 54'
	21-13-ZV	3/29/2021	DR Acquisitions LLC - Matt Powell	Vacant Lot West of Charles Town Road, Charles Town, WV 25414	Open	Variance request from Appendix A to reduce the side setback from 12' to 10' for all single family lots in the proposed Kings Crossing subdivision.
	21-14-ZV	3/29/2021	VAN EVERA JAMES W III ET AL	7948 MARTINSBURG PIKE, SHEPHERDSTOWN, WV 25443	Open	Variance request from Section 4.11.E.1 and Appendix B to modify the vegetative buffer requirement for a commercial use next to a lot in the Residential Growth zoning district to the standard for a commercial use adjacent to a commercial use (Section 4.11.E.1 subsections a-e). Additionally, the request proposes to utilize any existing vegetation on the side and rear property lines in lieu of the required planted landscaping.
	21-15-ZV	3/30/2021	LUTHERAN CHURCH - Adam Link	4338 SHEPHERDSTOWN PIKE, SHENANDOAH JUNCTION WV 25442	Open	Variance from Section 4.11 and Appendix B to utilize existing vegetation in lieu of the required planted landscaping per Stand Detail M-53
					<b>Category Total:</b>	<b>15</b>
					<b>Grand Total:</b>	<b>64</b>