

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2021**  
**THURSDAY, JULY 1, 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**

- June 17, 2021 - Regular Meeting

**APPROVAL OF REQUISITIONS**

- July 1, 2021

**APPROVAL OF ACCOUNTS PAYABLE**

- June 24, 2021
- July 1, 2021

**APPROVAL OF MANUAL CHECKS**

- June 25, 2021
- July 2, 2021

**APPROVAL OF PAYROLL**

- June 24, 2021

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

## PRESENTATIONS

1. 9:35 a.m. Angie Banks, Assessor  
- Approval of Exonerations
2. 9:40 a.m. Matthew Harvey, Prosecuting Attorney  
- Discuss of staffing needs and request approval to hire new employee
3. 9:55 a.m. Dennis Jarvis, II, Jefferson County Development Authority  
- Request permission to advertise for the position of Project Manager
4. 10:10 a.m. Lynn Fields, Probate Office  
- Quarterly Review
5. 10:20 a.m. Interviews and Appointments to the following:
  - Jefferson County Board of Health - One unexpired term ending June 30, 2025 and one 5-year term ending June 30, 2026
  - Jefferson County Emergency Services Agency - Two 3-year Citizen Representative terms ending June 30, 2024
  - Jefferson County Parks and Recreation Commission - one unexpired term ending June 30, 2022; one unexpired term ending June 2023; and four 3-year terms ending June 30, 2024
  - South Jefferson Library Committee - one 5-year term ending June 30, 2026
6. 10:40 a.m. Roger Goodwin, Engineering
  - Complete Construction Bond Release for Shenandoah Valley Holdings, LLC
  - Devil's Due Distillery, Burr Business Park Lot 32 (File #20-2-SP)
7. 10:45 a.m. Jeffrey A. Polczynski, ENP - Director of Communications  
- Request Approval of Promotion to Supervising Public Safety Dispatcher
8. 10:50 a.m. **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.*

9. 11:00 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
  2. Discussion of legal issues regarding proposed solar text amendment including bonding and related matters, including Jefferson County Civil Action No.'s 2021-C-33 through 37 and Jefferson County Civil Action No.'s 2021-C-46 through 50
  3. Discussion of Jefferson County Circuit Court Civil Action No. 2020-C-20

#### **NEW BUSINESS**

10. Discussion of ARPA Stipend and FY22 merit increases & Cost of Living Adjustments (COLA) - (SS)
11. Discussion of LEEDA Grant Application & funding sources for county aquatic center - (SS)

#### **COUNTY ADMINISTRATOR REPORTS**

- Discussion of County Complex Project

#### **COUNTY COMMISSION REPORTS**

12. **ADJOURN**

#### **CORRESPONDENCE/INFORMATION**

Public Comment received from Deborah Royalty, VP of the League of Women Voters of Jefferson County, WV.

Public Comment received from Deborah Lynn Lauterbach.

Public Comment received from Brian Sanborn.

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



## Minutes

### Jefferson County Commission

Thursday, June 17, 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, Steve Stolipher, President, Tricia Jackson, Vice President, Clare Ath, Caleb Hudson, 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, June 17, 2021 meeting is available on the Jefferson County Commission website.)

#### PLEDGE OF ALLEGIANCE

Commissioner Stolipher led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

**Motion by Mr. Stolipher to approve the June 3, 2021 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
84804	ADAM WARD	105.50
84805	ALEXANDRA BEAULIEU	59.48
84806	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	3,039.68
84807	AMERIFLEX	128.00
84808	ANGELA L BANKS	105.00
84809	AT&T	81.75
84810	BEST BEST & KRIEGER LLP	50.00
84811	BOLAND TRANE SERVICES INC	1,931.00
84812	BUREAU OF CHILD SUPPORT	502.16

84813		DEBRA A YOUNG		294.97
84814		DELTA DENTAL OF WV		6,360.67
84815		EFTPS IRS TAXES		96,790.30
84816		EMPOWER RETIREMENT		5,397.05
84817		FIFTH THIRD BANK		4,025.37
84818		FIFTH THIRD BANK		96,985.48
84819		GLOBAL SCIENCE & TECHNOLOGY INC.		960.00
84820		GUTTMAN OIL CO		4,343.02
84821		JASON MICKEY		1,727.91
84822		JEFFERSON SECURITY BANK		4,409.00
84823		JESSICA GORMONT		3,250.00
84824		JUSTTECH LLC		139.45
84825		MARY K THOMPSON		652.05
84826		NATIONWIDE RETIREMENT SOLUTIONS		834.00
84827		RETIREE HEALTH BENEFIT TRUST		7,337.00
84828		ROGER GOODWIN		65.96
84829		SANDRA KELLEY		204.05
84830		SHERIFF OF JEFFERSON COUNTY		106.78
84831		STATE TAX DEPARTMENT		822.24
84832		THE HARTFORD		3,606.00
84833		THE HARTFORD		2,311.40
84834		TRAVIS STELY		310.93
84835		W B MASON CO. INC		466.90
84836		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		44,948.93
84837		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		166.49
84838		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		47,864.00
84839		XEROX CORPORATION		2,850.35
84840		XEROX FINANCIAL SERVICES		367.62
<b>TOTAL</b>				<b>343,600.49</b>

**Motion by Mr. Stolipher to approve the Accounts Payable for June 10, 2021 in the amount of \$343,600.49. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
84841		GUTTMAN OIL CO		\$ 3,625.87
84842		ALAN MCCLINTOCK		\$ 12,765.60
84843		POTOMAC EDISON		\$ 23,799.33
84844		POTOMAC EDISON		\$ 2,221.39

84845		SOFTWARE SYSTEMS INC		\$ 143.00
84846		TEK ADVISORS LLC		\$ 4,200.00
84847		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 15,806.68
84848		XEROX CORPORATION		\$ 126.42
84849	GS/004	JEFFERSON CO COMMISSION-004		\$ 10,638.08
<b>AMOUNT</b>				<b>73,326.37</b>

**Motion by Mr. Stolipher to approve the Accounts Payable for June 17, 2021 in the amount of \$73,326.37. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
528	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 1,800.00
529	CS/2	JEFF CO COUNCIL ON AGING		\$ 1,054.00
740	HD/8	ATTENTI		\$ 2,480.00
741	HD/8	ENVIVO HEALTH LLC		\$ 456.00
742	HD/8	FIFTH THIRD BANK		\$ 114.06
338	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 103,891.25
891	AV/56	FIFTH THIRD BANK		\$ 1,008.87
892	AV/56	JUSTTECH		\$ 160.06
893	AV/56	SEGRA		\$ 616.00
<b>TOTAL</b>				<b>111,580.24</b>

**Motion by Mr. Stolipher to approve the Manual Checks for June 11, 2021 in the amount of \$111,580.24. Motion seconded and unanimously approved.**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
743	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,340.17
1285	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 381,024.60
1286	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 10,212.32
1287	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 30,287.13
1288	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 3,277.16

AMOUNT					426,141.38
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**Motion by Mr. Stolipher to approve the Manual Checks for June 18, 2021 in the amount of \$426,141.38 Motion seconded and unanimously approved.**

**PAYROLL APPROVAL**

**Motion by Mr. Stolipher to approve the Payroll for June 10, 2021 in the amount of \$273,545.30. Motion seconded and unanimously approved.**

**PRESENTATIONS**

1. Nikki Painter, Chief Deputy Clerk, Clerk of the County Commission – requested the approval of the Depository Bonds for Fiscal Year 2021-2022
  - **Motion by Mr. Stolipher to approve the increase in Depository Bonds for fiscal year 2021-2022 for the Bank of Charles Town, Jefferson Security Bank Branch Banking & Trust with the others to remain the same, as presented by Ms. Painter. Motion seconded and unanimously approved.**
  
2. Michelle Gordon, Finance Director
  - a. FY21 COVID19 Emergency Financial Policy
    - **Motion by Ms. Jackson to discontinue the COVID19 Emergency Financial Policy Defferals as of July 1, 2021. Motion seconded and unanimously approved.**
  
  - b. American Rescue Plan Act Public Sector Revenue Loss Replacement Transfer
    - **Motion by Mr. Stolipher to approve the revenue loss projections as presented and to transfer ARP funds in the amount of \$1,534,634.42 from the American Rescue Plan Act fund to the General County Fund for public sector revenue loss replacement. Motion seconded and unanimously approved.**

3. Steve Holz and Benjamin Williams, Jefferson County Sheriff's Office – requested a discussion on a DSA member's payroll concern and request.
  - **Motion by Mr. Stolipher to allow Deputy Chandler to use some of his earned leave to reimburse Jefferson County a portion of the hours owed and the remaining hours owed will be withheld from his paychecks at 8 hours per paycheck until he fully reimburses his hours owed. Motion seconded and unanimously approved.**
4. Public Hearing and Decision – Amendment to Section 2(B)(2) of the Jefferson County Impact Fee Procedures Ordinance to provide an exemption when structures that existed prior to the adoption of impact fees when requesting a change in use from commercial to residential.
  - Mr. Cochran and Mr. Goodwin discussed the origin and reason for the proposed amendment, and Mr. Stolipher then opened the floor for public comment; however, no comment was received.
    - **Motion by Mr. Stolipher to amend Section 2(B)(2) of the Jefferson County Impact Fee Procedures Ordinance to provide an exemption for commercial structures that existed in 2004, when such commercial structures file and building permit requesting a change in use from commercial to residential, effective June 18, 2021. Motion seconded and unanimously approved.**
5. Kelly Franklin, Director, Jefferson Day Report Center – requested approval of the FY2022 West Virginia Community Corrections Grant Program application.
  - **Motion by Mr. Stolipher to approve the FY22 WV Community Corrections Grant Program application and authorize the President of the Commission to affix his signature to the associated documents.**
6. PUBLIC COMMENT – no public comment was received during this meeting.
7. Roger Goodwin, Chief County Engineer and Nathan Cochran, Assistant Prosecuting Attorney – Adoption of Ordinance & Order memorializing the adoption of the amended Stormwater Management Ordinance on October 1, 2020 and establishing an effective date of July 1, 2021.
  - **Motion by Mr. Stolipher to adopt the “Ordinance and Order” establishing the effective date of July 1, 2021, for the Stormwater Management**

**Ordinance amendments adopted by the County Commission on October 1, 2020. Motion seconded and unanimously approved.**

8. 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, including Jefferson County Civil Action No.'s 2021-C-33 through 37 and Jefferson County Civil Action No.'s 2021-C-46 through 50
  - c. Discussion of issues regarding impact fees and proffers
  - d. Discussion of Intergovernmental Agreement between the Jefferson County Commission, The Jefferson County Sheriff's Department, and the Corporation of Bolivar for Public Safety Services; and Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department, and the Corporation of Bolivar for Tax Collection Services.
    - **Motion by Mr. Stolipher to approve the Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department and the Corporation of Bolivar for Tax Collection Services, as presented. Motion seconded and unanimously approved.**

**COUNTY ADMINISTRATOR REPORTS**

- Presentation by David Deamer on Broadband Study and Fixed point wireless options
- Discussion of Ambulance Fee Collector position and possible change in point of collection for ambulance fee
- Transfer of ambulance fee collector position to administrative assistant and approval of amended job description
  - **Motion by Ms. Jackson to permit Commission staff to hire temporary help in lieu of a permanent rehire at this time to assist with the mailing of the 2021 ambulance fee bills. Motion seconded and unanimously approved.**

- **Motion by Mr. Stolipher to transfer the collection of the ambulance fee from the Commission office to the Sheriff's tax office. Motion seconded and unanimously approved.**
9. The Commission adjourned at 8:47 p.m. on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

\_\_\_\_\_  
Steve Stolipher, PRESIDENT

Respectfully submitted  
Jessica Carroll  
Executive Administrative Assistant



# REQUISITIONS TO BE APPROVED

July 1, 2021

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
MAINTENANCE	22004	\$ 5,070.00	BOLAND	materials/supplies for fan motor
<b>GRAND TOTAL</b>		<b>\$ 5,070.00</b>		



# Requisitions



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

Requisition: 2022/22004  
Released, Laura Kuhn, 06/11/2021

Total Cost: \$5,070.00

## Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year*	Requisition Number*	Created Date*	Type
2022	22004	06/11/2021	(N) NORMAL
Department*			Purchase order
(424) MAINTENANCE DEPARTMENT ... View			Review
Commodity			Needed by
...			...
Description			PO Expiration
REPLACE FAN MOTOR, BLADE AND VFD ON 911 RC			...
Buyer			...

- 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	LABOR AND SUPPLIES TO REPLACE FAILED FAN MOTOR, FA	1.00	EACH	\$5,070.00000	\$5,070.00	E (001425-421600) MAINT/REP EQUIPMENT



# 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: May 25, 2021

**PRESENTED TO:**

Jefferson County Commission

PO Box 250

Charlestown, WV 25414

**JOB LOCATION:**

New Call Center

28 Industrial Blvd

Kearneysville, WV 25430

Model Number: HB360

Serial Number: NOM7460064

**SCOPE OF WORK:**

- Mechanically and electrically the rooftop unit listed above.
- Disconnect and remove the following failed components on circuit #1:
  - (x1) Fan motor
  - (x1) Fan blade
  - (x1) Fan VFD
- Supply necessary and labor to install replacement parts above.
- Start and confirm proper operation.
- Cleanup work area and remove failed components from jobsite.

**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: \$5,070.00

Five Thousand Seventy 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.

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$396,799.26		\$396,799.26
6.2% Tax Payable OASDI	\$23,634.78		\$23,634.78
1.45% Tax Payable HI	\$5,527.48		\$5,527.48
Fed Withholding	\$35,187.46		\$35,187.46
WV State Withholding	\$16,427.17		\$16,427.17
PERS Retirement Deduct 4.5%	\$9,638.02		\$9,638.02
PERS Retirement Deduct 6%	\$5,038.00		\$5,038.00
Hosp. Pre-Taxed	\$15,050.00		\$15,050.00
Cancer/ICU Pre-Taxed	\$586.74		\$586.74
Cancer/ICU Not Pre-Taxed	\$933.10		\$933.10
Optional Life Not Pre Taxed	\$1,798.53		\$1,798.53
Christmas Club	\$4,409.00		\$4,409.00
Wage Attach #1	\$502.16		\$502.16
Wage Attach #2	\$822.21		\$822.21
Wage Attach #3	-\$129.01		-\$129.01
DSRS Retirement Deduct 8.5%	\$6,996.52		\$6,996.52
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,640.64		\$4,640.64
457R - Roth	\$775.00		\$775.00
MD State Tax	\$873.24		\$873.24
D/VF	\$1,831.13		\$1,831.13
VA State Tax	\$166.43		\$166.43
Colonial(Plus)	\$47.84		\$47.84
Uniforms	\$518.74		\$518.74
Total Deductions	\$136,109.18	\$0.00	\$136,109.18
Net Wages Total	\$260,690.08	\$0.00	\$260,690.08
Payroll Date	June 24, 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: **July 1, 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 Exonerations**

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: **Matthew Harvey**

Department or Organization: **Prosecuting Attorney**

Estimation of amount of time needed for appointment:

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

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

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

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

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

- 1. Discussion of staffing needs and request approval to hire new employee.**

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

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: **Dennis Jarvis, II**

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

Estimation of amount of time needed for appointment: **10 Minutes**

Date Requested – 1<sup>st</sup> Choice: **July 1, 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*): **The JCDA requests permission to advertise for the position of Project Manager.**

Please provide the County Commission with a description of your request or presentation, including any background information: **The JCDA is seeking the approval of the JCC to advertise the vacated position of Project Manager. This position was formerly titled Program Manager.**

Is this a funding request? **Y/N** The action is **budget neutral due to the current vacant position at the JCDA.**

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: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 5-10 minutes

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

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

SUBJECT: Quarterly Review

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

Approve all estates that have been opened since the last quarterly review, and close all estates that have met the requirements of the probate office.

ARE DOCUMENTS ATTACHED: to follow

IS A PROJECTOR NEEDED?: NO

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



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



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 30 minutes

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

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

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

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

- ↓ Jefferson County Board of Health – one unexpired term ending June 30, 2025 and one five-year term ending June 30, 2026
- ↓ Jefferson County Emergency Services Agency – two three-year Citizen Representative terms ending June 30, 2024
- ↓ Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2022; one unexpired term ending June 30, 2023; and four three-year terms ending June 30, 2024
- ↓ South Jefferson Library Committee – one five year term ending June 30, 2026

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 1, 2021 or as soon thereafter as the Commission may decide:

**Jefferson County Board of Health: one unexpired term ending June 30, 2025 and one five-year term ending June 30, 2026.**

*§ 16-2-7. Appointment to and Composition of County Boards of Health; Qualifications; Number of Appointees*

*A county board of health is composed of five members selected and appointed by vote of the county commission. Each member appointed to the county board of health shall be a resident of the county. No more than two members who reside in the same magisterial district may be appointed and no more than two members may be appointed who are personally licensed or certified in, engaged in, or actively participating in the same business, profession or occupation. No more than three members of a county board of health may belong to the same political party.*

**Currently seeking qualified applicants who reside in the following districts: Charles Town District, Kabletown District, Shepherdstown District, Harpers Ferry District, and Middleway District and are registered Democrat, Independent, or Republican.**

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

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



## Jessica Carroll

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**From:** Steve Stolipher <stolipherjcc@gmail.com>  
**Sent:** Wednesday, June 9, 2021 9:17 PM  
**To:** Jessica Carroll; Sandra McDonald  
**Subject:** Fwd: Resignation Letter

See below.

Thanks,

Steve Stolipher  
County Commissioner

Begin forwarded message:

**From:** John Bresland <johnsbresland@msn.com>  
**Date:** June 6, 2021 at 10:34:26 PM EDT  
**To:** Steve Stolipher <stolipherjcc@gmail.com>  
**Cc:** sgrove@jeffersoncountywv.org, "Reidy, Terrence J" <Terrence.J.Reidy@wv.gov>, "Anh Nguyen (nguyenthaianh2007@yahoo.com)" <nguyenthaianh2007@yahoo.com>, Judith Miller Jones <judithmillerjones@gmail.com>, "David L." <rent01@frontiernet.net>, The Anvil Restaurant <anvilrestaurant@gmail.com>, Nathan Cochran <ncochran@jcpawv.org>, "Beach, Gillian R" <Gillian.R.Beach@wv.gov>  
**Subject:** Resignation Letter

Dear Commissioner Stolipher:

It has been my privilege to serve as a board member and chairman of the Jefferson County Board of Health for the past six years. Please accept this letter as my formal resignation from the board as of July 31, 2021.

As I leave the board, I want to send a special thank you to the clinical and support staff who have done an amazing job over the past 18 months in response to the challenges of Covid-19. I commend them for their hard work and dedication. The vaccination clinics have been praised by community residents. I am also grateful to the environmental health staff, who found a way to continue to carry out their responsibilities in a professional way especially as the housing surge continues in Jefferson County.

At the Jefferson County Health Department there continues to be many challenges not the least of which are financial concerns and staff recruitment. It will be helpful

to have input from new board members who can take a fresh look at what needs to be done.

Again, I am incredibly grateful for the opportunity to serve as a member of the Board of Health. I wish the other board members; Dr. Terrence Reidy and the Health Department staff the best in the future.

Sincerely,

*John S. Bresland*  
*Chairman*  
*Jefferson County Board of Health*

[johnsbresland@msn.com](mailto:johnsbresland@msn.com)

*Cell 202 577 8448*

## Jessica Carroll

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**From:** Karen Bailey-Chapman <karen@kb-advocacy.com>  
**Sent:** Sunday, June 27, 2021 6:20 PM  
**To:** JCCInfo; Sandra McDonald  
**Cc:** Steve Stolipher  
**Subject:** Jefferson County Board of Health Application  
**Attachments:** Karen Bailey-Chapman - Jefferson County BOH 2021.pdf

Hello, please find attached my resume w/ cover letter below, as an application for the Jefferson County Board of Health, one five-year term ending June 30, 2026.

If you are unable to open the attachment or need any additional information, please don't hesitate to contact me at: 202-465-4318. Thank you!

**Dear President Stolipher and Members of the Jefferson County Commission:**

**Thank you for the opportunity to submit my interest and application for the Jefferson County Board of Health, five-year term ending 2026.**

**Service to community was instilled in me at an early age by my parents, both of whom served my childhood hometown in many different capacities and encouraged me to do the same. I've been a member of the Jefferson County community since 2008 when my job first brought me to the county. I moved here permanently in 2014 when I married my husband who is a lifelong citizen of Jefferson County.**

**I have served our county and state over the past seven years in many different capacities. I am the co-founder and current vice-chair of the Cardinal Institute of West Virginia policy; a free market think tank committed to the pursuit of economic freedom and prosperity in the Mountain State. I worked alongside our tourism industry in Charleston to pass the 2016 "Brunch Bill" and the passage of the local referendum that would enable our local tourism industry to better compete with our neighbors. My husband and I are longtime supporters of the Charles Town Rotary, specifically their semi-annual trash pickup efforts and the annual Christmas for Charities. I've also worked as a volunteer for numerous candidate campaigns over the years.**

**Outside West Virginia, I serve as the Vice Chair of the Mary Baldwin University in Staunton, Virginia. I also serve as the board secretary for Opportunity DC, a Washington, D.C.-based non-profit, committed to promoting a positive economic and regulatory environment in the District of Columbia.**

**Professionally, I am public affairs executive in Washington, D.C. Much of my work is focused on understanding and communicating complex policy issues while also navigating complicated political landscapes. The work I do centers around understanding the opinions and ideologies of many different stakeholders, bringing likeminded people together to coalesce around common goals and to help bridge the gap between differences.**

**I think that both my professional and personal community service backgrounds will serve you and our community well. I like to solve problems through developing a greater understanding of the policy matters at hand while also building consensus in a way that helps everyone move forward in a positive way. My**

**educational background has served me well as a basis for my work. I am a graduate of the first class of the all-female Virginia Women's Institute for Leadership at Mary Baldwin College, the first all-female military corps of cadets in the world. I completed my Masters of Community and Economic Development at Penn State University, a hybrid degree of economic and public finance studies.**

**I look forward to speaking with you more about my background and learning more about the goals the commission has for our county's Board of Health and how I can help achieve the goals that will serve the best interests of our community.**

**Karen Bailey-Chapman**

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# KAREN BAILEY-CHAPMAN

## PUBLIC AFFAIRS EXECUTIVE

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A meticulous public affairs executive with a proven track record of success in local, state, federal and global government affairs and advocacy campaigns and integrated political and corporate communications strategies. Excels at understanding complex policy issues and working in contentious political environments. Seeks to achieve success through teamwork, creativity and to maximize opportunities for those she represents.

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### PROFESSIONAL SKILLS

STRATEGIC PLANNING • CORPORATE SPOKESPERSON • INTEGRATED MULTI-CHANNEL COMMUNICATIONS AND ADVOCACY CAMPAIGNS • OPINION RESEARCH & DATA ANALYTICS • COALITION BUILDING • MEDIA RELATIONS • GRASSROOTS ADVOCACY • DIRECT LEGISLATIVE ADVOCACY

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### WORK EXPERIENCE

#### **American Beverage Senior Vice President, External Affairs**

Washington, D.C.  
2017 - Present

American Beverage [Association] is the trade association that represents America's non-alcoholic beverage industry. Today the ABA represents hundreds of beverage producers, distributors, franchise companies and support industries. Leads a highly successful state and local government affairs, grassroots and social commitment teams plus multiple external consultant teams.

**Policy areas of focus:** taxes, food access, affordability and nutrition equity, health, environmental sustainability, and transportation.

#### **KB Advocacy, LLC Founder**

Washington, D.C.  
2014-2017

KB Advocacy, LLC is a public affairs consulting firm that specializes in developing and implementing local, state, and federal legislative and regulatory advocacy and corporate communications programs.

**Policy areas of focus:** casino gaming, liquor, healthcare, foster care, warehousing, taxes, and higher education.

#### **Penn National Gaming Vice President, Public Affairs**

Wyomissing, PA  
2008-2014

Penn National Gaming is the largest regional casino operator in the United States and is publicly traded on the NASDAQ (PENN). Served as the company's media spokesperson, chief lobbyist and ballot initiative campaign manager.

**Policy areas of focus:** taxes, casino gaming (commercial and tribal), liquor, land use, municipal financing, federal finance law, labor, and diversity, equity & inclusion.

**DCI Group, LLC**  
**Vice President, Strategic Alliances**  
Washington, D.C.  
2004-2008

DCI Group is a DC-based full service public affairs firm specializing in grassroots advocacy using a campaign-style approach to solve the communications and policy challenges facing corporations, trade associations and non-profit organizations.

Grew the strategic alliances practice from a one-person operation to an eight person, full time staff. Led the team that provided ongoing outreach efforts to advocacy organizations across the political spectrum in support of our clients' public policy objectives. Established strong relationships with key constituency target groups including: free-market think tanks, left-of-center think tanks, Hispanic, African-American, faith-based, local and state elected official umbrella groups, consumer, pro-taxpayer and general advocacy organizations. Represented the firm in Capitol Hill hearings during the 2006 ethics and lobby reform proceedings. Served as a member of the DCI Brand Management Task Force and as Director of Corporate and Philanthropic Relations.

**Policy areas of focus:** food and beverage, financial services, software/technology, automotive, energy, utility, telecom, and pharmaceuticals.

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## **PREVIOUS POSITIONS HELD (2001-2004)**

Center for Individual Freedom, Vice President of Public Affairs (Washington, DC)

Americans for Tax Reform, State Coalitions Manager (Washington, DC)

Institute for Justice, Development Assistant (Washington, DC)

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## **EDUCATION**

### **MASTERS, COMMUNITY & ECONOMIC DEVELOPMENT**

Penn State University  
Graduated: 2012

### **BACHELOR OF ARTS, POLITICAL SCIENCE & LEADERSHIP STUDIES**

Mary Baldwin University  
Virginia Women's Institute for Leadership  
Graduated: 1999

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## **VOLUNTEER EXPERIENCE**

### **MARY BALDWIN UNIVERSITY, BOARD OF TRUSTEES**

Vice-Chair

### **CARDINAL INSTITUTE FOR WEST VIRGINIA POLICY**

Co-founder & Board Vice-Chair

### **OPPORTUNITY DC**

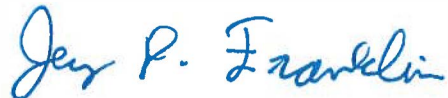
Board Secretary

### **POLITICAL CAMPAIGN VOLUNTEER & ADVISOR**

Advises numerous state and local candidates and elected officials on top policy issues and voter research (polling) as well as develops their campaign materials, including digital, print, radio and television advertising production.

To the Jefferson County Commission:

I am writing to express interest in serving on the Jefferson County Board of Health. I am a Republican from the Charles Town District. I have extensive experience with onsite water and sewage systems as you can see from the attached resume. I currently operate a small environmental consulting business, farm, and am retired. I am also familiar with the medical side of Health Departments. I would like to see the Jefferson County Health Department develop improved training and staff retention. Environmental health and medical programs are very important to the community and should be supported. Gaining community respect is best accomplished by consistent quality service by the department.



Jerry Franklin

228 Cassilis Lane

Charles Town, WV 25414

(304) 620-6889

jfranklin@frontiernet.net



Jerry D Franklin  
228 Cassilis Lane  
Charles Town, WV 25414  
Mobile: 304-270-6888  
Home: 304-725-7994  
Work: 703-771-5802

**Summary**

An experienced retired Environmental Health Supervisor who performed Environmental Health Manager functions in the Loudoun District. These capacities include program development, ordinance revision, creation and interpretation of policy, board of supervisor and state legislative presentations, stakeholder meetings, central office communication, legal and personnel issues.

**Education History**

Oklahoma State University  
Stillwater, OK  
MS in Plant Pathology (05/1981)  
Oklahoma State University  
Stillwater, OK  
BS in Agronomy (12/1979)  
Enid High School  
Enid, OK

**Employment History**

Loudoun County Health Department  
Leesburg, VA  
Environmental Health Supervisor  
03/2002 to 3/2020  
\$108,168 per year  
Supervise Environmental Health Specialists. Select staff as vacancies occur. Develop Loudoun's onsite O&M program. Revise and draft portions of Chapters 1067 (alternative systems), 1066 (onsite sewage system, tanks) and 1090 (biosolids) of the Loudoun County Codified Ordinance. Draft and present board action and information items. Draft department policies. Advise the county attorney and county administration on technical and legal issues. Pursue legal action involving environmental complaints and violations, train staff, direct staff in correction of onsite system failures, complaint investigations, and development issues. Conduct stakeholder meetings for operators, AOSE's, and installers. Make technical and legal presentations to citizen groups. Department lead in environmental health enforcement of the VAC and local ordinances with NOV's, civil penalties, and criminal penalties. Submit and follow up on DPOR complaints against operators. Prepare documents for IFFC's. Chair rural staff meetings, meet with county lobbyist to discuss legislative issues, and coordinate with County Attorney for enforcement and ordinance revision. Help develop Loudoun County Water and Waste Water Needs Assessment. Consult With Department of Capitol Construction about Loudoun's Water Improvement Program. Comment on plans for community waste water systems. Manage contracts for software and independent contractors. Interact with central office staff concerning environmental health issues. Collect samples and confine animals in rabies program. Participate in file digitization, electronic permits, and paperless field inspections.

Jefferson County Schools  
Charles Town, WV  
Head or Assistant Track and Cross Country Coach  
08/2008 to present

\$4600 per year

Various cross country and track coaching positions in Middle and High school. Most recently, Head Cross Country and Assistant Track Coach at Washington High School in Jefferson County, WV. Instruct athletes in drills, form running, interval training, long runs, threshold training, weight training, racing tactics, flexibility and character development. Keep parents informed and respond to parental concerns. Coordinate with athletic director and assistant coach.

Loudoun County Health Department  
Leesburg, VA

Environmental Health Specialist  
08/1990 to 03/2002

\$46,406 per year

Evaluated sites for onsite water and sewage systems, conducted soil studies, reviewed submissions from private consultants and AOSE's, evaluated plans for alternative onsite sewage systems. Conducted animal bite investigations, submitted rabies samples, investigated and enforced environmental health complaints. Trained new staff. Collected water samples, inspected and permitted wells. Conducted water and sewer evaluations for real estate transfer and property checks for new additions. Reviewed subdivision, boundary line adjustment, and special exception plats for approval.

Clarke County Health Department  
Berryville, VA

Sanitarian

07/1989 to 08/1990

\$23,079 per year

Evaluated sites for onsite sewage systems and wells and inspected completed systems. Investigated environmental complaints. Rabies investigation and sample submission. Collected bacterial water samples. Interacted with building department. Reviewed subdivisions for approval.

Appalachian Fruit Research Station USDA-ARS  
Kearneysville, WV

Research Technician  
09/1986 to 07/1989

\$23,000 per year

Planted, maintained, harvested and collected data on small fruit research plots. Data input, conducted statistical analysis, controlled insect and disease pests, applied herbicide, maintained trellises, pruned blackberry research plots, installed drip irrigation, supervised summer student help, maintained greenhouse plants.

Appalachian Fruit Research Station USDA-ARS  
Kearneysville, WV

Research Technician  
11/1983 to 09/1986

\$14,000 per year

Conceived and executed research on post harvest biocontrol of fruit pathogens. Drafted research papers for supervisor review. Maintained and propagated bacterial and fungal cultures. Maintained and ordered lab equipment. Prepared samples for electron microscope. Processed DNA samples.

State of West Virginia

n/a, WV

Field scout

05/1983 to 09/1983

\$2.20 acre per

Scouted corn and alfalfa for insect and disease pests. Measured stand and weed pressure. Determined economic threshold for insecticide applications. Observed plants for nutrient deficiencies. Collected soil samples. Communicated with farmers.

State of Oklahoma

Stillwater, OK

Graduate Assistant

08/1979 to 05/1981

\$6.20 per hour

Conducted research on efficacy of seed treatment and effect of powdery mildew on wheat yield. Made pesticide applications on field plots. Established field plots. Conducted statistical design and analysis. Collected data. Conceived research ideas.

State of Oklahoma

Bixby, OK

Seasonal Research Farm Worker

05/1979 to 08/1979

\$4.50 per hour

Cultivation. Pesticide application. Harvest of vegetable and fruit research plots. Equipment operation. Collected data.

Union Equity Cooperative

Enid, OK

Laborer

05/1974 to 08/1976

\$3.05 per hour

Weighed semitrailer trucks of grain, took grain samples, cleaned elevator equipment, controlled Indian meal moths, roaches and rats. Unloaded trucks and railroad hoppers, loaded trucks and hoppers with wheat. Prepared hoppers for loading and placed seals for security. Operated tractor to pull rail cars. Maintained equipment and helped manage dust.

**Additional Information**

Strong writing skills, innovative, team builder, program oriented, consensus seeker, politically skilled, experienced at presentations, good listener.

17 years experience as a supervisor in Rural Environmental Health in the VDH.

5+ years experience working as a technician with the USDA-ARS.

11 years experience as a rural Environmental Health Specialist.

10 years experience developing and operating Loudoun County's onsite O&M program.

Authorized Onsite Soil Evaluator

**Elliot Simon**  
**21 Chestnut Place**  
**Harpers Ferry WV 25425**  
**(304) 725-9446**  
**esimon779@gmail.com**

June 27, 2021

Re: Letter of Interest, Board of Health

To whom it may concern:

Please consider this to be my letter of interest to serve on the Jefferson County Board of Health. I have attached a summary resume that includes my experience, past and present positions and education.

Yours truly,

A handwritten signature in blue ink, appearing to read "Elliot Simon", is written over a horizontal blue line.

Elliot Simon



Jefferson County Commission  
Application for Boards, Committees or Commissions

Please type or print information

Name: Elliot Simon

Home Telephone Number: 304 725 9446

Work Address: N/A - Retired

Work Phone Number: N/A

Mobile Phone Number: 304 283 7071

E-mail Address: esimon779@gmail.com

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

Occupation: Retired

Education: High School \_\_\_\_\_

College BA Liberal Arts, University of Chicago

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

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

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

Address:  
21 Chestnut Place  
Harpers Ferry WV 25425

Magisterial District: Harpers Ferry

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

Please see Attached Resume

Organization Memberships and Positions Held :

Please see attached resume

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

Date:	Offense:

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

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

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

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

Signature: [Signature] Date: 6/27/21

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

**Résumé**  
**Elliot Simon**  
**21 Chestnut Place**  
**Harpers Ferry WV 25425**  
**(304) 725-9446**  
**esimon779@gmail.com**

**Current Organizations:**

**Treasurer/Board Member**, Blue Ridge Acres Civic Association (BRACA) since 2003

**President**, Eastern Panhandle Business Association

**Chairman**, Jefferson County Emergency Services Agency – term expires June 30, 2021

Founding member and former Board Member of the West Virginia Organization of Homeowners Associations. Served as Treasurer from 2009-2015

**Summary of Experience in Chronological Order,**

- President, Vital Transportation, a transportation cooperative.  
200 Drivers, 30 Employees.
- General Manager, Executive Transportation Group, a transportation company.  
1800 Drivers, 200 Employees
- Chief Operating Officer, Cabcharge North America, a startup financial services company for the taxi and limousine industry.
- Senior Project Manager, Aleph Computer Systems, an IT company
- Executive Vice President, SummitQwest, a business and IT consulting firm
- Managing Director, Burgundy Global/Extra USA, a business travel and event management company

**Education**

University of Chicago, BA Liberal Arts 1976



The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 1, 2021 or as soon thereafter as the Commission may decide:

**Jefferson County Emergency Services Agency Board - two three-year terms for Citizen Representative, ending June 30, 2024.**

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

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

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

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

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 p.m. the Monday prior to the proposed appointment. Applications received after the deadline will not be considered.

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



## Jessica Carroll

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**From:** Anthony Troxel <wvtroxels@icloud.com>  
**Sent:** Friday, March 26, 2021 4:23 PM  
**To:** Jessica Carroll  
**Cc:** Tricia Jackson Commissioner; Josh JJ Compton  
**Subject:** Re: JCESA Board appointment

For past few years it has been my privilege to represent the citizens of Jefferson County as a board member of Jefferson County Emergency Services Agency, as my term is set to expire in June 2021, **I would like to be considered for reappointment** on the board as a Citizen Representative.

**Anthony (Tony) Troxel**  
Charles Town, WV

> On Mar 26, 2021, at 09:09, Jessica Carroll <jcarroll@jeffersoncountywv.org> wrote:

>

> Mr. Troxel -

>

> Please provide me with an e-mail/letter stating you wish to be reappointed to the JCESA Board of Directors as a Citizen Rep. for another term. Term expirations aren't until the end of June, so interviews/appointments will not be scheduled until June or July; however, I'll be in touch to let you know when the Commission intends to appoint.

>

> Please let me know if you have any additional questions.

>

> Thank you,

>

>

> Jessica Carroll

> Executive Administrative Assistant

> Jefferson County Commission

> PO BOX 250

> Charles Town, WV 25414

> (p) – 304-728-3284

> (f) – 304-725-7916

>

>

>

>

> -----Original Message-----

> From: Anthony Troxel <wvtroxels@icloud.com>

> Sent: Thursday, March 25, 2021 5:19 PM

> To: Jessica Carroll <jcarroll@jeffersoncountywv.org>; Tricia Jackson Commissioner  
<commissioner.triciajackson@gmail.com>

> Subject: Re: JCESA Board appointment

>

> Still hoping to get guidance on what I need to do...

>

>

> The Troxel's



To: The Jefferson County Commission

From: Jacob Tyler Harris, Senior Technical Recruiter

Purpose: Letter of Intent for Emergency Services Agency

I would like to express my interest in the vacant seat of the Jefferson County Emergency Services Agency. I am a citizen of this county and I want to get involved with my local government to use my expertise to make a real difference. I am a driven and skilled Army veteran and Human Resources Talent Acquisition professional experienced in all facets of full life cycle recruiting for the Defense Contracting sector, the U.S government, and Fortune 500 organizations. I am also proficient in all aspects of Human Resources Talent Acquisition practices, laws, policies, and best practices with specializations in government organizations. I believe that I can use these skills to help the ESA in its endeavors of providing services to the county. I work a unique job wherein I work from home and have very flexible hours so my time will be devoted to my duties in this role. Thank you very much and I hope to work with you soon.

Very Respectfully,

Jacob Tyler Harris

571-376-1766

Jacobtylerharris1024@gmail.com



# JACOB TYLER HARRIS

Reston, VA | 571-376-1766 | jacobtylerharris1024@gmail.com | [linkedin.com/in/jacob-tyler-harris](https://www.linkedin.com/in/jacob-tyler-harris)

## SUMMARY

A driven and skilled Human Resources Talent Acquisition professional experienced in all facets of full life cycle recruiting for the Defense Contracting sector, the U.S government, and Fortune 500 organizations. Proficient in all aspects of Human Resources Talent Acquisition practices, laws, policies, and best practices with specializations in security clearances and government organizations. Skills include:

- Employment Law and HR
- Candidate Screening/Interviews
- Job Analysis/Skills Matching
- Offer Letter Generation and Salary Negotiations
- Recruitment Strategy/Planning./Advisement
- Sourcing/Screening/Metrics Analysis

## EDUCATION

<b>UNIVERSITY OF MARYLAND GLOBAL CAMPUS</b>	Largo, MD
<b>B.S, Human Resources Management</b>	October 2020
<b>UNIVERSITY OF MARYLAND GLOBAL CAMPUS</b>	Largo MD
<b>A.A, Management</b>	July 2020

## EXPERIENCE

<b>RAYTHEON TECHNOLOGIES</b>	Dulles, Virginia
<b>Human Resources - Talent Acquisition Recruiting</b>	March 2020 – Current

- Job requisition analysis, Compensation analysis, offer negotiations, salary justifications, competitive market analysis. Data and metrics analysis of the competitive market regarding total rewards, talent, and branding initiatives/strategic planning
- Advisement and implementation of Human Resources staffing principles, laws, policies, regulations, and best practices in support of diversity initiatives, government client customers, and the overall success of the recruitment and placement division. Advised managers and supervisors on policies and procedures for recruitment and staffing, job analysis, vacancy announcements; and analyzing qualifications of applicants
- Recruiting of cleared professionals in the Space, Aerospace, Government, Information Technology, and Intelligence Industries. Conduct sourcing, screenings, scheduling of technical interviews, salary negotiations, attend career fairs, cleared events, and technical meetups at various colleges, military bases, hotels, and other venues
- Recruitment of SECRET, TOP SECRET, TS/SCI and above cleared Information Technology professionals for various government agencies and military organizations to include the NSA, DIA, NGA, State Department, DHS, etc. Primary recruitment of Software Developers, Java Developers, Python Developers, Cyber Analysts, Systems Analysts, Systems Engineers, Architects, Cloud Engineers, and various other Information Technology disciplines

<b>XATOR CORPORATION</b>	Fairfax, Virginia
<b>Human Resources - Talent Acquisition Recruiting</b>	October 2019 – March 2020

- Full Desk/full life cycle recruiting, Job requisition analysis, Compensation analysis, offer negotiations, salary justifications, competitive market analysis. Data and metrics analysis of the competitive market regarding total rewards, talent, and branding initiatives/strategic planning
- Primary recruitment of Software Developers, Java Developers, Python Developers, Cyber Analysts, SIGINT Analysts, All Source Analysts, HUMINT Analysts, and Counter Intelligence Analysts
- Contracts Recruited: DCTC | MARFORCYBER | RAPTOR | CFE | CETC | CED | Trident
- Utilize daily LinkedIn Recruiter, Clearancejobs.com, Monster.com, Indeed.com, Glassdoor.com, and ADP-Applicant Tracking

<b>THE BUFFALO GROUP</b>	Reston, Virginia
<b>Human Resources - Talent Acquisition Recruiting</b>	January 2018 – October 2019

- Job requisition analysis, writing, and publication. Compensation analysis, offer negotiations, salary justifications, competitive market analysis. Full life cycle/full desk recruiting of cleared professionals in the Information Technology and Intelligence Industries. Conduct sourcing, interviews, clearance verifications, scheduling of technical interviews, polygraph scheduling, offer letter generation, salary negotiations, and HR processing/on-boarding
- Advisement and implementation of Human Resources staffing principles, laws, policies, regulations, and best practices in support of diversity initiatives, government client customers, and the overall success of the recruitment and placement division
- Advised managers and supervisors on policies and procedures for recruitment and staffing, job analysis, vacancy announcement; and analyzing qualifications of applicants. Data and metrics analysis of the competitive market regarding total rewards, talent, and branding initiatives/strategic planning
- Attend career fairs, cleared events, and technical meetups at various colleges, military bases, hotels, and other venues

**MISSION ESSENTIAL**

Reston, Virginia

**Human Resources - Talent Acquisition Recruiting**

March 2017 – January 2018

- Conducted full life-cycle recruitment and processing of candidates for the DIA, NSA, and the DOD for various defense contracts including Valdosta, Habeas Corpus, JAC Omnibus, AIS/ISSA, and AF/PK Task Force
- Sourcing of candidate databases such as Clearancejobs.com, Indeed.com, LinkedIn.com, Monster.com, IntelligenceCareers.com, Glassdoor.com and ZipRecruiter.com
- Regular attendance of military and agency job fairs as well as corporate networking events
- Conducted statement of work matching, interviewing, offer letter generation, agency security processing, agency approvals, and final employment contract guidance/onboarding

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**UNITED STATES ARMY - ACTIVE DUTY**

Various Locations

**Signals Intelligence Analyst**

June 2010 – March 2017

- As a Signals Intelligence Analyst, collected, analyzed, and reported geolocation intelligence, RF signature intelligence, geospatial intelligence, traffic intelligence, DNR, DNI, All Source, and fusion intelligence in support of counter insurgency and conventional threat missions across the globe
- As a Target Analyst Reporter | Fusion Analyst, collected analyzed, and disseminated critical strategic and tactical intelligence to include, Geolocation, Order of Battle, enemy signals, and networking intelligence to the global intelligence community and National Security Agency
- Provided intelligence to battlefield commanders, strategic intelligence partners, and Pentagon level officials

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**REWARDS AND ACCOMPLISHMENTS**

- The Buffalo Group | Presidents Club– 2018, 2019 | – Awarded to top 10% personnel within the company
- Mission Essential | Recruiter of the Month Award | - August 2017
- Mission Essential | Recruiter of the Quarter Award | - July-Aug 2017
- United States Army | Army Commendation Medal | 2 Army Achievement Medals | 2 Army Good Conduct Medals | National Defense Service Medal | Global War on Terrorism Medal | Overseas Service Ribbon | Driver and Mechanic Badge

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 1, 2021, or as soon thereafter as the Commission may decide:

**South Jefferson Library Committee: one five-year term ending June 30, 2026.**

**Jefferson County Parks and Recreation Commission: one unexpired term ending June 30, 2022; one unexpired term ending June 30, 2023 and four three-year terms ending June 30, 2024.**

**Harpers Ferry-Bolivar Public Service District Board: one six-year term ending June 30, 2027.**

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

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



## Jessica Carroll

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**From:** Toni Milbourne <ttpams@comcast.net>  
**Sent:** Wednesday, June 16, 2021 3:49 PM  
**To:** Jessica Carroll  
**Subject:** Re: JCPRC Letter of Term Expiration

Jessica:

I would like to continue to serve in my capacity on the Jefferson County Parks and Recreation. I have faithfully served for the past 18 years (I believe) and feel that I, if nothing else, I have vast historical knowledge. Currently, I serve as president of the commission and have been an active member since my initial appointment.

I am unable to attend the July 1 commission meeting due to some dental work I am having done and cannot change. While I know that commissioners prefer in person interviews, I hope that you will convey to them that I am unable to change the appointment I currently have set.

Please let me know if there is anything other than this correspondence that needs to be done to keep my name in the hat.

Thanks!!

Toni

> On 06/16/2021 1:39 PM Jessica Carroll <jcarroll@jeffersoncountywv.org> wrote:

>

>

> Please see attached.

>

> Please contact me via e-mail or US mail by 12:00 pm on Monday, June 28 to let me know whether you wish to continue serving.

>

> If you do wish to continue to serve, I will be in touch with you by close of business on Monday, June 28 to provide you with a copy of the July 1 agenda and a link to register to appear for the interviews/appointments virtually.

>

> Thanks,

>

>

> Jessica Carroll

> Executive Administrative Assistant

> Jefferson County Commission

> PO BOX 250

> Charles Town, WV 25414

> (p) - 304-728-3284

> (f) - 304-725-7916

>

>

>

> -----Original Message-----

> From: Helpdesk@jeffersoncountywv.org <Helpdesk@jeffersoncountywv.org>

> Sent: Wednesday, June 16, 2021 3:39 PM



## Jessica Carroll

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**From:** Giordana Baker <giordana.baker@gmail.com>  
**Sent:** Tuesday, June 22, 2021 10:56 PM  
**To:** Jessica Carroll  
**Subject:** Parks and Rec Board Interest

Hello,

I am interested in serving on the board of Jefferson County Parks and Rec. I have many years of volunteer experience including over 10 years with Jefferson County Youth Soccer League where I was a coach, Division Director, Registrar and Treasurer. I also volunteer with my church, Fellowship Bible Church, as the current Nursery Coordinator and have been in the choir, youth ministry, Quiz Team Coordinator, kitchen help, and camp volunteer to name a few.

I have been a resident of Jefferson County for over 20 years and have raised my four kids here.

Please let me know who I should direct my interest to if not you.

Thank you!

Giordana Baker  
304-261-4194



Susan M. Benzinger

622 Shannendale Road  
Harpers Ferry, WV 25425  
(304) 728-0143 (h)  
(304) 995-8062 (c)

June 21, 2021

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

Re: Appointment to Jefferson County Parks and Recreation Commission

Gentlemen:

Enclosed please find my application for appointment to the Jefferson County Parks and Recreation Commission. Since retiring in Jefferson County several years ago, I have enjoyed activities at Sam Michael's Park, rented the park on Mission Road on two occasions and I have taken a class with Parks and Recreation. In all cases I was impressed with the quality and variety of experiences promoted by Parks and Recreation.

I believe that I am well qualified to serve on the Commission based on my years of experience working with volunteer organizations and my work experience as an attorney both in the court room and in the board room.

My experience as a volunteer is as follows:

- 1) President, Great Oaks Home Owners' Association – A planned development in Fairfax City, VA
- 2) Chair, Architectural Control Committee, Great Oaks Home Owners' Association
- 3) Vice-President of Just Clowning Around of Northern Virginia – A service organization in Fairfax County, VA (and yes, I was a clown as well as the vice-president)

- 4) Administrator, St. Mark's Lutheran Church Sunday School in Springfield, VA
- 5) Medicine Mom, Y Indian Maidens Mothers' Nation in Fairfax, VA

My work experience includes:

- 1) Trial attorney in Northern Virginia
- 2) Pension Law Specialist for the Internal Revenue Service
- 3) Pension Tax attorney for several firms

I would like to be a part of keeping Parks and Recreation the dynamic organization that it is as it improves the quality of life for our fellow Jeffersonians. I appreciate your thoughtful consideration of my application.

Sincerely,



Susan M. Benzinger

enclosure

Jefferson County Commission  
Application for Boards, Committees or Commissions

Please type or print information

Name: Susan M. Benzinger

Home Telephone Number: 304-728-1043

Work Address: Retired

Work Phone Number: N/A

Mobile Phone Number: 304-995-8062

E-mail Address: rsbenzinger@comcast.net

Party Affiliation: (Building Commission and Health Department applicants)  
N/A

Occupation: Attorney

Education: High School J.W. Robinson Secondary School (Class of 1975)

College Geo. Mason University (Class of 1979)

~~Undergraduate~~ Graduate School Geo. Mason University School of Law (Class of 1982)  
(Now Antonin Scalia Law School)

Are you a United States citizen? Yes  No

Are you a West Virginia resident? Yes  No

Are you a resident of Jefferson County? Yes  No

Are you able to produce verification of residency? Yes  No

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

Address: 622 Shannondale Rd.  
Harpers Ferry, WV 25425

Magisterial District: Harpers Ferry

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

please see attached

Organization Memberships and Positions Held :

please see attached

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

Date:	Offense:

Statement: N/A

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

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

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

Signature: Jessan M. Benninger Date: 6-21-2021

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

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**Jefferson County Parks and Recreation Commission: one unexpired term ending June 30, 2022; one unexpired term ending June 30, 2023 and four three-year terms ending June 30, 2024.**

**Harpers Ferry-Bolivar Public Service District Board: one six-year term ending June 30, 2027.**

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

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



# Geoff Koch

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266 Fairview Drive, Charles Town, WV 25414 | 304-886-1553 | geopkoch@gmail.com

**June 2, 2021**

Jessica Carroll | jcarroll@jeffersoncountywv.org

Executive Assistant

Jefferson County Commission

**Dear Ms. Carroll:**

I am writing to submit my name for reapproval to serve on the Summit Point Library Committee as I have done since the beginning of 2018. During my tenure, the board has been able to enhance library infrastructure, navigate through new COVID rules and procedures, and begin the process of expanding the library to support the growing population in Jefferson County. The board is currently in the middle of planning an expansion to the library and I plan to continue assisting in this effort.

I look forward to using the knowledge I've gained to continue helping our community and the board toward an enhanced library. Attached, you will find my resume; please let me know if you have any questions.

**Sincerely,**

**Geoff Koch**



# Geoffrey Koch

[www.linkedin.com/in/geoffreykoch](http://www.linkedin.com/in/geoffreykoch) ☐ (304) 886-1553 ☐ [geopkoch@gmail.com](mailto:geopkoch@gmail.com)

## Profile

Analytics leader and graduate of various leadership programs skilled in storytelling through the use of data visualization, statistical analysis, and generating executive support to embed large analytics projects. Multiple years of experience in various tools and languages, including Tableau, R, SQL, and Excel. I subscribe to a transformational leadership style and am driven to succeed and innovate; thus, I aim to learn something new every day while inspiring others to do the same.

## Skills

- Analytics
- Coaching
- Databricks
- Data Visualization
- Leadership
- Machine Learning
- R
- SQL
- Statistical Analysis
- Tableau
- Team Building
- Text Mining

## Professional Experience

### AMERICAN PUBLIC EDUCATION, INC.

Director, Research Analysis, June 2018 to Present

I provide vision for analytics at APEI while advancing a data-informed culture and enhancing our Tableau server deployment to support over 2,000 stakeholders and 500 dashboards. My team routinely works directly with executive leadership to establish KPIs and implement analytics projects focused on opportunities for growth and process optimization. Mostly, I pride myself on team building and skill development. Individual accomplishments include:

- Leading a team of skilled analysts that grow and maintain our Tableau server deployment while providing various written statistical analyses and deployed machine learning models resulting in strategic action and policy changes.
- Establishing a best-in-class machine learning approach to predicting and assessing the entire student experience.
- Developed and implemented a comprehensive data strategy focused on efficiently and accurately measuring corporate and strategic partnerships to the tune of ~\$20 million.
- Created and deployed a model predicting rolling enrollment with a 14-month lead time (accuracy of ~97%) to react to potential future weakness in specific markets.
- Co-Lead on the planning and implementation of a comprehensive data-informed overhaul of faculty mentoring and workload, creating an optimized business model reallocating ~\$2 million annually.
- Lead the development of an enterprise-wide data literacy program educating multiple cohorts on data literacy, data governance, and Tableau skills.
- Lead of a Tableau project group (Pick Your Passion) consisting of staff from multiple universities on the east coast to enhance networking and analytics skill development.
- Implemented text mining and sentiment model in R for the university's end of course evaluations, encompassing over 100k individual responses.
- Principal analyst for text mining and text analytics projects, including a robust model analyzing the Jaccard index and various interaction quality measures between students and faculty in online discussion boards.

### AMERICAN PUBLIC UNIVERSITY SYSTEM

Senior Research Analyst, April 2017 to June 2018

As a Senior Research Analyst, I am responsible for the mentoring and coaching of Research and Reporting Analysts in the Institutional Research department regarding advanced techniques in Tableau, R, and SQL, presenting on behalf of American Public Education Incorporated, and leading analytics projects in adherence to CRISP-DM. Here are some of the things I've accomplished in this role:

- Developed over seventy institutional reporting dashboards in Tableau to efficiently track strategic initiatives, strategic partner performance, lead throughput, student path efficiencies, and nearly every other metric related to Higher Education.
- Authored written reports via R Markdown on findings leading to policy changes; including an analysis on similarity scoring, student drops, faculty workload, and others.
- Optimized topic modeling approach for End of Course surveys resulting in exponential time savings and data mining potential.
- Created an integration technique to embed institutional metrics into dashboards to allow for an increase in data literacy for end users.
- Automated data submission and wrangling processes with R, including submitting and retrieving data files from the National Student Clearinghouse.
- Presented at internal Data Summits and external conferences on topics including Appreciative Inquiry, Data Cookbook integration with Tableau, Text Analytics in R, and Student Enrollment Patterns.

#### **AMERICAN PUBLIC UNIVERSITY SYSTEM**

##### **Research Analyst, January 2016 to April 2017**

- Create interactive dashboards with Tableau displaying data analyses related to student behavioral patterns, surveys, and financial information from our Microsoft Dynamics Great Plains database.
- Utilize R to automate lexical analysis for institutional surveys.
- Accountable for the development of the institution's end of course survey analysis conveying vital faculty and course level metrics.
- Suggest plans of action based on thorough data analysis and decision models.
- Evangelize institutional metrics in an effort to advance data governance. This stuff matters!
- Host Excel training sessions for various teams across the University.
- Deliver insight to high-level staff members, including executives, in the form of written reports or dashboards.

#### **AMERICAN PUBLIC UNIVERSITY SYSTEM**

##### **Data Research Associate, January 2014 to January 2016**

- Fulfilled ad-hoc data requests from various departments and constituents within the University through complex SQL queries.
- Collaborated with an internal team of Directors on a comprehensive study focused on faculty workload. I was the sole member with the ability to analyze and extract the vast amount of information needed.
- Fostered and maintained collaborative relationships with stakeholders throughout the institution.
- Developed automated reporting solutions to routine operational processes, utilizing our LMS, ERP or other APUS databases and reporting platforms.
- Demonstrated knowledge of database concepts and data visualization techniques through the use of Tableau dashboards.
- Constructed usability testing for users of deployed dashboards.
- Developed decision model focusing on possible pay rate changes to determine optimal solution.

#### **AMERICAN PUBLIC UNIVERSITY SYSTEM**

##### **Data Research Assistant, January 2013 to January 2014**

- Automated daily and weekly processes using macros developed in Microsoft Excel.
- Assisted in multiple initiatives related to strategic planning, focusing on salary benchmarking.
- Monitored performance management system inbox.
- Assisted with developing and maintaining the faculty information management system, Activity Insight.
- Prepared tables, graphs, and fact sheets summarizing research results.
- Assisted in data retrieval from the Enterprise Resource Planning (ERP) database via SQL.

#### **MARTIN & SEIBERT, L.C.**

##### **Business Analyst, February 2012 to December 2013**

- Authored professional correspondence to clients relating to highly sensitive financial and medical information.
- Designed and developed an Excel dashboard calculating financial and performance data for the entire department, allowing an instant look at department efficiency.
- Prepared daily reports featuring periodic outlooks for department revenue and feats.
- Rapidly learned and mastered varied computer programs.
- Trained QA Analysts on identifying solutions to firm processes.
- Evaluated and determined collection inefficiencies based on scoring models and portfolio performance.
- Communicated financial data to the managing shareholder as well as company management and clients.
- Responsible for recognizing new processes and producing stopgaps in current processes.

#### **MARTIN & SEIBERT, L.C.**

### Collection Department Supervisor, July 2011 to February 2012

- Accountable for the performance of the entire Collection Department.
- Successfully trained numerous employees during lateral shifts of responsibilities within the department including documentation specialists and database management positions.
- Trained every new employee to comply with federal and state laws as well as and firm processes and procedures
- Negotiated possible financial solutions to consumers both on the phone and in person.
- Worked cooperatively with the Accounts Receivable and Accounts Payable departments to achieve various goals including the recovery of overdue funds and the disbursement of court costs from a general trust account.

### MARTIN & SEIBERT, L.C.

Systems Specialist & Management Support, January 2010 to July 2011

- Maintained various statistical databases related to company performance.
- Communicated with software developer in order to update and maintain systems.
- Ensured compliance to federal laws by reviewing communication between employees and consumers.
- Monitored daily recoveries on a client-by-client basis.
- Performed a variety of inventory reconciliations for clients.

### Education and Certifications

#### AMERICAN PUBLIC UNIVERSITY

Master of Business Administration - Analytics

August, 2017

#### SHEPHERD UNIVERSITY

Bachelor of Science, Economics and Business Administration

December, 2009

#### MOS Excel Expert

Microsoft License: 10285006

#### Tableau Desktop Certified Associate

License: 1001818. Expires September 2022

#### Leadership West Virginia

Member of an upcoming class of West Virginia leaders focused on educating participants on the opportunities and threats relevant to the state.

#### Next Generation Leadership Academy

2019 Graduate of a 6-month program grooming leaders in all facets of higher education administration.

#### Leadership Jefferson

2019 Graduate of the 9-month program information leaders in Jefferson County of various issues facing the county while grooming participants to drive impactful change.



SOUTH JEFFERSON PUBLIC LIBRARY  
49 CHURCH STREET  
POBOX 17  
SUMMIT POINT, WV 25446

June 7, 2021

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

RE: South Jefferson Library Commission Appointment

Dear Commissioners,

I am writing to convey our recommendation for the reappointment of Geoff Koch to a new term on our library board.

Geoff has served as secretary since December 2017 after replacing a retired member on the board. He has been a very active and reliable board member with wonderful ideas for the future of the library. Geoff brings knowledge of marketing, accounting and computer experience to the board and is a pleasure to work with. With the discussion of an expansion this knowledge will be very helpful. His dedication to the library and the community is greatly appreciated, and I and the staff would very much like him to continue serving on the board.

Sincerely,

Dana Jenkins, Director  
and staff



**South Jefferson Public Library**

49 Church Street  
Post Office Box 17  
Summit Point, WV 25446

304-725-6227

Email: [jenkinsd@martin.lib.wv.us](mailto:jenkinsd@martin.lib.wv.us)

Fax: 304-728-2586

June 3, 2021

The County Commission of Jefferson County  
Post Office Box 250  
Charles Town, WV 25414  
Att: Jessica Carroll

RE: South Jefferson Library Commission Appointment

Dear Commissioners,

This letter is to convey the unanimous recommendation of the South Jefferson Public Library Board of Directors for the reappointment of Geoff Koch to our board.

Geoff has proven himself to be invaluable to the board and to the needs of the library. He is a dedicated board member faithfully recording and reporting the minutes of every meeting. His accounting background and skills are of great benefit to our library, especially in light of our drive to expand the building and our programs.

We wish to have Geoff continuing his membership on the board in order to provide the best possible services to our library patrons.

Thank you for your consideration of our request.

Sincerely,



Cathie Burke

President

South Jefferson Public Library Board of Directors



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



Name: Roger Goodwin  
Department or Organization: Engineering  
Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: July 1, 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*): Complete Construction Bond Release for Shenandoah Valley Holdings, LLC – Devil’s Due Distillery, Burr Business Park Lot 32 (File #20-2-SP)

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of construction bond security for Shenandoah Valley Holdings, LLC – Devil’s Due Distillery, Burr Business Park Lot 32 (File #20-2-SP) – Performance Bond No. GM203407 with Great Midwest Insurance Company, Houston, TX.

Is this a funding request? Y/NO  
If so, how much? \$[Click here to enter text](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):  
I authorize a complete release of the remaining \$86,036.00 from the construction bond for Shenandoah Valley Holdings, LLC – Devil’s Due Distillery, Burr Business Park Lot 32 (File #20-2-SP).

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

- Construction Bond Release Letter
- Bond Release Request Report
- Site Map

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

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

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

[Click here to enter text](#)



## JEFFERSON COUNTY COMMISSION

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

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

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

**PRESIDENT**  
*Steve Stolipher*

July 1, 2021

**VICE PRESIDENT**  
*Tricia Jackson*

Mr. David Gonsalves, Attorney-in-Fact  
Great Midwest Insurance Company  
800 Gessner Road Suite 600  
Houston, TX 77024

**COMMISSIONER**  
*Clare Ath*

**COMMISSIONER**  
*Caleb Hudson*

RE: Performance Bond No. GM203407 dated June 2, 2020, Construction Bond  
Surety for Shenandoah Valley Holdings, LLC – Devil's Due Distillery, Lot 32 Burr  
Business Park (File #20-2-SP).

**COMMISSIONER**  
*Jane Tabb*

Dear Mr. Gonsalves:

The Jefferson County Commission authorizes a complete release of the remaining \$86,036.00 from the construction bond for Shenandoah Valley Holdings, LLC – Devil's Due Distillery, Lot 32 Burr Business Park (File #20-2-SP). This project is located at 315 James Burr Boulevard. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount of the above referenced Performance Bond No. GM203407 originally issued in the amount of \$86,036.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Steve Stolipher, President  
Jefferson County Commission

SS:rfb

cc: Mr. Wylie McDade  
Shenandoah Valley Holdings, LLC  
34 Horner Farm Lane  
Shepherdstown, WV 25443  
Department of Engineering

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

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received 06 / 11 / 2021

J.C.P.C. File No 20-2-SP

Consultant/Engineer/Firm Name: GORDON

Mailing Address 148 S. QUEEN ST.

City: MARTINSBURG State: WV Zip 25401

Contact Person KYAN PERKS Phone 304-725-8456

Project/Subdivision Name DEVIL'S DUE DISTILLERY SITE PLAN

Section/Phase: \_\_\_\_\_ Lots: \_\_\_\_\_

Review Comments:

The bond release/reduction is Approved as Submitted \_\_\_\_\_ The bond release/reduction request is Denied

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

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

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use

Comments ALL WORK APPEARS COMPLETE

**Approved**  
BOND RELEASE  
*[Signature]*  
07/23/2021  
Land Development Inspector

Original Bond Amt \$ 71,035.00 15% Cont \$ 15,000 = Total Original Bond Amt \$ 86,036.00

Total Current Bond Amount \$ 86,036.00

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

= Approved for Revised Bond Amount \$ 0.00

Reviewed By JOSEPH W. KENT *[Signature]* Title L.O.I.

Signature *[Signature]* Date 07 / 23 / 2021

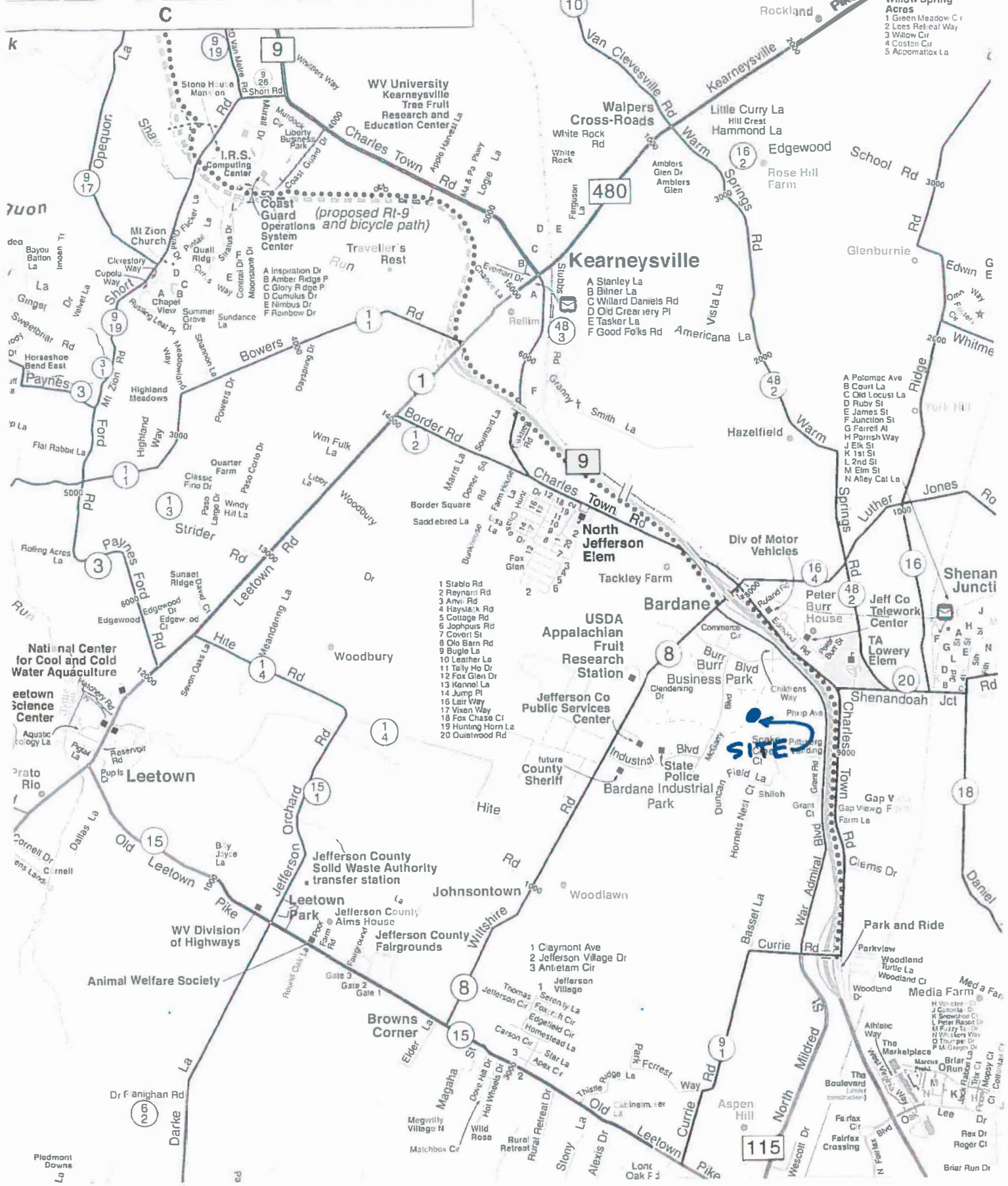
Granny Smith La...D-4  
 Grannys La...R-5  
 Grant Ct...E-6  
 Grant Rd...E-6  
 Grapes Way...K-5  
 Grasmere Dr...D-9  
 Grassdale St...J-2  
 Grassy Meadows Rd...K-4  
 Gray Fox Rd...Q-11

Mahoney Dr...G-5  
 Maiden La...Q-2  
 Main Drag Way...G-9  
 Mallard Ct...L-2  
 Mallard Way...L-2  
 Manchester Dr...E-6  
 Maple Ave...G-5, J-3  
 Maple Ridge La...R-5  
 Maple Tree Dr...K-2

Pine Tree La...H-6  
 Pinegrove Rd...Q-11  
 Pinehurst Ct...J-12  
 Pinewood La...F-6  
 Pink Bud Tr...R-7  
 Pintail Ct...G-6  
 Pinto Ct...C-8  
 Pittsburg Landing...E-5  
 Pleasant Alley...B-9

Spring Creek La...F-4  
 Spring Dale Dr...J-4  
 Spring Farm La...F-3  
 Spring Lake La...P-7  
 Spring Park Tr...R-7  
 Spring Retreat La...F-4  
 Spring Run Ct...L-2  
 Spring Run La...L-2

Willow Spring  
 Across  
 1 Green Meadow Cr  
 2 Lees Retreat Way  
 3 Wallow Cr  
 4 Coston Cr  
 5 Accomattox La



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Piedmont Downs La

WV University  
 Kearneysville  
 Tree Fruit  
 Research and  
 Education Center

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National Center  
 for Cool and Cold  
 Water Aquaculture

Leetown  
 Science  
 Center

Animal Welfare Society

Jefferson County  
 Solid Waste Authority  
 transfer station

Jefferson County  
 Fairgrounds

USDA  
 Appalachian  
 Fruit  
 Research  
 Station

Jefferson Co  
 Public Services  
 Center

Jefferson County  
 Sheriff

Jefferson County  
 Alms House

Jefferson  
 Village

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USDA  
 Appalachian  
 Fruit  
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Jefferson County  
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Jefferson  
 Village

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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: 1 July 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**

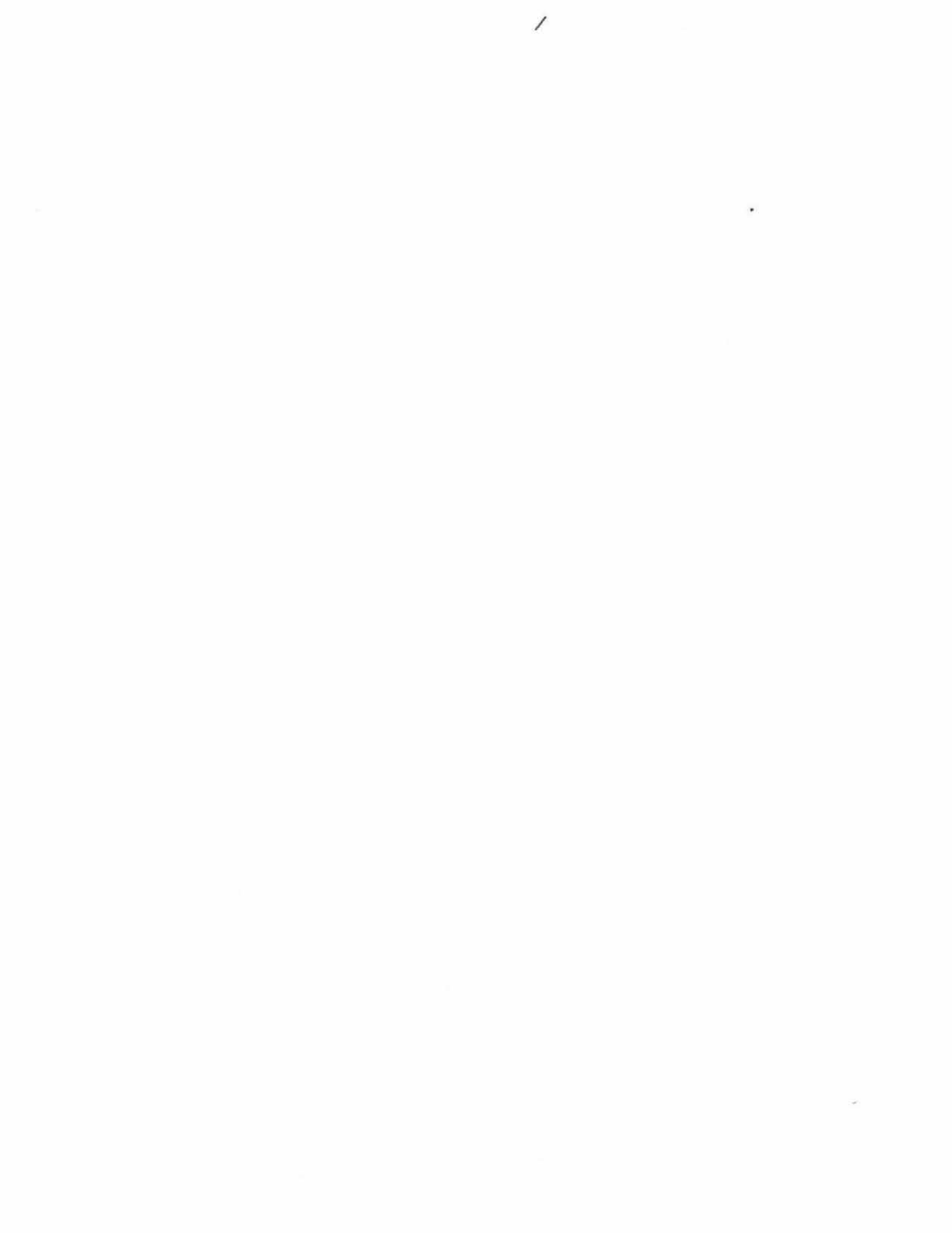
Please provide the County Commission with a description of your request or presentation, including any background information:

1. **SPSD Lynn Costello has retired after 32 years at Jefferson County Emergency Communications. One eligible candidate remains on the eligibility list from the 2018 candidate assessment.**
2. **Mr. Richard Hahn, Jr. passed the assessment center and has accepted the offer on 6/23/2021.**
3. **Mr. Hahn has been a Public Safety Dispatcher with Jefferson County Emergency Communications for over five years. He is a Communications Training Officer with expertise in fire dispatching & teaches the fire dispatch academy. He is also a certified radio programmer.**
4. **Mr. Hahn will be assigned to fill the supervisor vacancy on a dayshift managing a team of dispatchers.**
5. **Mr. Hahn is afforded 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 retiring Supervising Public Safety Dispatcher. The wage increase is greater than the 10% provided for in Commission policy and like the last supervisor appointment, also requires County Commission approval.**

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 Mr. Richard Hahn, Jr. from Public Safety Dispatcher to Supervising Public Safety Dispatcher; approving the wage increase greater than 10% by policy; at the Grade/Step of the Supervising Public Safety Dispatcher within the Emergency Communications Center beginning at \$52,867.57”**

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: **July 1, 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, including Jefferson County Circuit Court Civil Action No.'s 2021-C-33 through 37 and Jefferson County Circuit Court Civil Action No.'s 2021-C-46 through 50. Discussion/Action.
3. Discussion of issues regarding impact fees and proffers. Discussion/Action.
4. Discussion of Jefferson County Circuit Court Civil Action No. 2020-C-20. Discussion/Action.

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address: Phone Number:

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

not applicable



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



Name: Steve Stolipher

Department or Organization: **President, Jefferson County Commission**

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1<sup>st</sup> Choice: **July 1, 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*): **Discussion of ARPA Stipend and FY22 merit increases and Cost of Living Adjustments (COLA)**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



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



Name: Steve Stolipher

Department or Organization: **President, Jefferson County Commission**

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1<sup>st</sup> Choice: **July 1, 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*): **Discussion of LEEDA Grant Application and Funding Sources for a County Aquatic Center**

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



## Jessica Carroll

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**From:** Debbie Royalty <dar.royalty@gmail.com>  
**Sent:** Thursday, June 17, 2021 6:15 AM  
**To:** JCCInfo  
**Subject:** Public Comment

Honorable County Commissioners:

The League of Women Voters of Jefferson County works to encourage informed and active participation in the democratic process through voter registration, education and the promotion of fair, active and open government.

The League of Women Voters of Jefferson County neither supports nor opposes candidates but is engaged in local, state and national issues of importance to our community.

With that mission in mind we are sending this letter in acknowledgement and commendation of your holding several hearings: regarding the pandemic and the efforts of the Health Department to bring it locally under control; about solar power facilities in the County which generated good debate; and your continuing the Budget 101 hearings which allow residents to better understand the budget, spending priorities and requirements.

Single issue meetings are good sources for information, but there are lots of other issues which matter to residents every day. That is why public comment prior to the discussion and action taken on agenda items is so useful and serves the purpose of representative government.

The new directive asking for public comment after action has been taken or at the end of the meeting does not serve the public, nor does it help the County Commission, whose members may benefit from information provided by a member of the community before a vote is taken on a new policy or procedure.

It is not representative or accountable to the residents of Jefferson County if you vote on issues prior to hearing public comment on the issue.

The League of Women Voters of Jefferson County is respectfully requesting the public comment be moved back to its previous place, early in the agenda. As well, we are requesting the two-week period for residents to send written comments be reinstated. Not everyone has a computer and it may take some time to consider the agenda and add their thoughts.

Important matters are coming up soon, especially the spending priorities for funds to assist the local economy to recover from the pandemic and we sincerely hope you will continue to make the community part of your decision-making process.

The League of Women Voters of Jefferson County appreciates your service to the community and your attention to this matter of representative governing.

Deborah Royalty, VP  
League of Women Voters of Jefferson County WV  
<https://lwv-jcww.org/>

## Jessica Carroll

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**From:** WebmastervJCC <webmaster@jeffersoncountywv.org>  
**Sent:** Thursday, June 24, 2021 6:40 PM  
**To:** JCCInfo  
**Subject:** Jefferson County Commission, WV: Website Form Notification

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

**Form Name:** County Commission Contact  
**Date & Time:** 06/24/2021 6:39 PM  
**Response #:** 2027  
**Submitter ID:** 5801  
**IP address:** 68.84.140.221  
**Time to complete:** 19 min. , 13 sec.

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### Survey Details

#### Page 1

**1. Name**

Deborah Lynn Lauterbach

**2. Email**

deborahlauterbach17@gmail.com

**3. Questions or Concerns**

Just a concern regarding public schools. It seems Jefferson County is growing pretty rapidly in the housing development. This is wonderful to see as a resident here. But, the concern I have is a shortage of public schools on the South End of the County heading out toward Summit Point as well as backing up to Middle way. Washington High is a wonderful school, but don't you think we need an additional Elementary School and Middle School out that way. With new developments being built surrounding our town, a new Elementary School will be needed for sure. South Jefferson is not enough. With the extra funds coming to our county this year, please consider an additional elementary school to be built on that end of the county. Page Jackson too is short only going to the 3rd grade. Denny cannot handle all that will be residing in these new homes. It speaks revenue for the county. In addition to that, with Jefferson Ave. being a residential area, with a Middle School in the area, and a new housing development being added, IT would be great if a sidewalk could be added to Jefferson Ave. I constantly am seeing residents walking that street, and it's dangerous. Speed Limit being 35mph, it should have sidewalks. The new development I am sure will take walks along Jefferson Ave. Thank You for your time and consideration on this matter. I wasn't sure if your office was the proper one to state my concerns, but if it's not, I would appreciate you passing on my concerns. Thank You again. And I hope this will make a difference to the needs of our residential parts of the county. A major part to business as well.

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

No

## Jessica Carroll

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**From:** WebmastervJCC <webmaster@jeffersoncountywv.org>  
**Sent:** Monday, June 28, 2021 9:34 AM  
**To:** JCCInfo  
**Subject:** Jefferson County Commission, WV: Website Form Notification

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

**Form Name:** County Commission Contact  
**Date & Time:** 06/28/2021 9:34 AM  
**Response #:** 2032  
**Submitter ID:** 5809  
**IP address:** 144.51.12.18  
**Time to complete:** 2 min. , 45 sec.

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### Survey Details

#### Page 1

**1. Name**

Brian Sanborn

**2. Email**

sanbornb@gmail.com

**3. Questions or Concerns**

Good morning!!! I wanted to let someone know that we were at "The AMP at Sam Michaels Park" this weekend for The Reagan years show.

I can't stress enough how FRIENDLY and AMAZING every one working the show was towards us. Especially, "Rebecca" and "Toni". ( Sorry if spelling isn't correct! )

They were so super friendly and polite and welcoming and we will be back ASAP!!

We were VERY early and they treated us like family from the moment we said hello!!

So, THANK YOU so very much for the hospitality and wonderful show!!

Thank you!!!

Brian

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

No