

AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2021
THURSDAY, AUGUST 19, 2021
6:00 P.M.

County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

This meeting will be accessible live through GoToWebinar. Invites will be posted on Facebook and email alerts.

The meeting will be limited to the number of in-person attendees due to COVID 19 restrictions. Five (5) attendees will be allowed in the meeting room at a time. Please email info@jeffersoncountywv.org no later than 5:00 p.m. prior to the meeting to be added to the list. There is no registration needed for public comment.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- August 5, 2021 - Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE

- August 12, 2021
- August 19, 2021

APPROVAL OF MANUAL CHECKS

- August 13, 2021
- August 20, 2021

APPROVAL OF PAYROLL

- August 5, 2021
- August 13, 2021

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PRESENTATIONS

1. 6:05 p.m. Angie Banks, Assessor
- Approval of Exonerations
2. 6:10 p.m. Interviews and Appointments
- Jefferson County Building Commission - Three 5-year terms ending July 27, 2026
- Jefferson County Parks and Recreation Commission - One unexpired term ending June 30, 2023
- Jefferson County Community Criminal Justice Board - One three-year term for a citizen with a background in mental health care and services, ending July 3, 2024
4. 6:20 p.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. Your comments will be included in the minutes and agenda correspondence. Please include your name.*
5. 6:30 p.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. 2021-P-125
 4. Discussion of Jefferson County Circuit Court Civil Action No. 2021-C-109

NEW BUSINESS

6. Approval of 2021 Sheriff's Commission
7. Discuss joint meeting with Jefferson County Fire and Rescue Association, Jefferson County

Commission, and Jefferson County Emergency Services Agency

8. Request that the Finance Director review stipends for part-time employees

COUNTY ADMINISTRATOR REPORTS

- Approval of FMLA

COUNTY COMMISSION REPORTS

9. **ADJOURN**

CORRESPONDENCE/INFORMATION

Correspondence received from the West Virginia Offices of the Insurance Commissioner regarding flood insurance.

Correspondence received from Mia Humphreys regarding Mask Mandate.

Correspondence received from Jessica Hennesy regarding students returning to school and mas wearing.

Correspondence received from Mark Kheim regarding trash on the Bloomery access.

Correspondence received from Louise Kemp regarding safety and trash at the Millville Dam.

Impact Fee Status Report received from July 2021.

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, August 5, 2021

A meeting of the Jefferson County Commission was held on Thursday, August 5, 2021 during the second quarterly session at 9:30 a.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, August 5, 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 July 15, 2021 Regular Meeting Minutes as presented/with noted correction. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the July 28, 2021 Special Session Minutes as presented/with noted correction. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Stolipher to approve the August 5, 2021 requisitions in the total of \$206,838.76. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
84994	AHA-ARTS & HUMANITIES ALLIANCE	\$ 672.74
84995	AT&T	\$ 255.73
84996	BENJAMIN S WILLIAMS	\$ 44.20
84997	BUREAU OF CHILD SUPPORT	\$ 561.24
84998	COMPILED TECHNOLOGIES LLC	\$ 2,500.00
84999	COMPTROLLER OF MARYLAND	\$ 2,071.51
85000	CYNTHIA REZMER	\$ 3,250.00
85001	EFTPS IRS TAXES	\$ 94,525.84
85002	EMPOWER RETIREMENT	\$ 5,759.96
85003	ESTATE OF CHRISTINE MILLER	\$ 3,286.38
85004	FIDELITY POWER SYSTEMS	\$ 1,089.00
85005	FRANKLIN & PROKOPIK P.C.	\$ 967.50
85006	FUTURITY IT INC	\$ 1,000.00
85007	GLEN KILMER	\$ 900.80
85008	GLOBAL SCIENCE & TECHNOLOGY INC.	\$ 1,625.00
85009	GUTTMAN OIL CO	\$ 5,840.87
85010	IPC TECHNOLOGIES INC.	\$ 2,850.00
85011	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$ 996.16
85012	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 16,818.59
85013	JEFFERSON COUNTY DEVELOPMENT AUTHORITY	\$ 26,500.00
85014	JEFF CO PARKS & RECREATION COMMISSION	\$ 15,149.68
85015	JEFFERSON SECURITY BANK	\$ 4,379.00
85016	JUSTTECH LLC	\$ 82.65
85017	KONE BROOKLYN	\$ 1,809.75
85018	MOUNTAINEER PSYCHOLOGICAL SERVICES	\$ 2,100.00
85019	NATIONWIDE RETIREMENT SOLUTIONS	\$ 834.00
85020	POTOMAC EDISON	\$ 2,454.79
85021	SHENTEL	\$ 1,807.00
85022	SOFTWARE SYSTEMS INC	\$ 27.00
85023	SPIRIT OF JEFFERSON	\$ 374.88
85024	STATE TAX DEPARTMENT	\$ 822.23
85025	THE JOURNAL	\$ 38.27
85026	WILLIAM F. ROHRBAUGH	\$ 35,824.30
85027	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 17,284.93
85028	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 43,925.39
85029	WV STATE TAX DEPARTMENT	\$ 42,918.80
85030	XEROX CORPORATION	\$ 203.87

85031		XEROX FINANCIAL SERVICES	\$ 249.81
85032	GS/004	JEFFERSON CO GENERAL SCHOOL	\$ 12,780.35
85033	AM/053	CENTRAL ATLANTIC LEGAL	\$ 912.00
85034	SG/010	JEFFERSON DAY REPORT CENTER	\$ 2,009.90
85035	FG/090	SHERIFF OF JEFFERSON CO	\$ 4,266.66
85036	BS/011	SHERIFF OF JEFFERSON CO	\$ 10,201.11
TOTAL			\$ 371,971.89

Motion by Mr. Stolipher to approve the Accounts Payable for July 22, 2021 in the amount of \$371,971.89 Motion seconded and unanimously approved.

CHECK#	VENDOR NAME	AMOUNT
85037	ALBERT HOCKMAN	\$ 926.85
85038	CITY OF CHARLES TOWN	\$ 84.00
85039	DR. ROBERT E JONES III	\$ 1,000.00
85040	EASTERN PANHANDLE REGIONAL PLANNING & DEVELOPMENT	\$ 10,179.00
85041	EASTERN PANHANDLE REGIONAL PLANNING & DEVELOPMENT	\$ 19,794.26
85042	GUTTMAN OIL CO	\$ 7,641.16
85043	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 2,954.28
85044	JOSEPH MURPHY	\$ 113.67
85045	MICHAEL MONAGHAN	\$ 2,900.77
85046	MILLERS SUPPLIES AT WORK	\$ 62.87
85047	RCS SECURITY	\$ 35,371.76
85048	RETIREE HEALTH BENEFIT TRUST	\$ 6,997.00
85049	SPIRIT OF JEFFERSON	\$ 117.12
85050	TOWN OF BOLIVAR	\$ 2,954.29
85051	WV STATE TAX DEPARTMENT	\$ 32,755.56
85052	WV STATE TAX DEPARTMENT	\$ 10,163.24
85053	XEROX FINANCIAL SERVICES	\$ 249.81
TOTAL		134,265.64

Motion by Mr. Stolipher to approve the Accounts Payable for July 29, 2021 in the amount of \$134,265.64. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
85055		84 LUMBER		\$ 10.38
85056		BERKELEY GLASS INC		\$ 70.00
85057		BOLAND TRANE SERVICES INC		\$ 1,931.00
85058		BUREAU OF CHILD SUPPORT		\$ 561.24
85059		DEBRA A YOUNG		\$ 123.06
85060		DODSON SEPTIC SERVICE LLC		\$ 285.00
85061		EFTPS IRS TAXES		\$ 90,025.50
85062		EMPOWER RETIREMENT		\$ 5,749.02
85063		FEDEX		\$ 140.55
85064		GUTTMAN OIL CO		\$ 7,182.80
85065		J.C. EHRLICH		\$ 759.00
85066		JACQUELINE SHADLE		\$ 219.52
85067		JEFFERSON SECURITY BANK		\$ 4,379.00
85068		JOYCE A. JOHNS		\$ 4,200.00
85069		LANGUAGE LINE SERVICES		\$ 155.57
85070		MILLERS SUPPLIES AT WORK		\$ 60.48
85071		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
85072		OLD CHARLES TOWN LIBRARY		\$ 1,500.00
85073		RICE TIRES CO		\$ 244.52
85074		RODGERS CLOCK SERVICE		\$ 275.00
85075		STATE TAX DEPARTMENT		\$ 822.22
85076		TEK ADVISORS LLC		\$ 4,200.00
85077		VITAL SIGNS		\$ 400.00
85078		WHOLESALE TIRES INC.		\$ 176.36
85079		WV ASSOCIATION OF COUNTY CLERKS		\$ 650.00
85080		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 15,615.28
85081		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 43,248.15
85082		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 166.49
85083		XEROX CORPORATION		\$ 3,264.33
85084	FG/O09	SHERIFF OF JEFFERSON CO		\$ 4,270.48
85085	BS/O11	SHERIFF OF JEFFERSON CO		\$ 8,994.40
85086	AMB/O53	AXION		\$ 743.60
TOTAL				\$ 201,256.95

Motion by Mr. Stolipher to approve the Accounts Payable for August 5, 2021 in the amount of \$201,256.95. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
748	HD/8	ATTENTI		\$ 2,796.80
749	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,643.18
436	SF/073	AXON		\$ 1,867.55
900	AV/56	GLOBAL SCIENCE & TECH		\$ 4,022.35
901	AV/56	JUSTTECH		\$ 159.70
902	AV/56	MILLERS SUPPLIES AT WORK		\$ 8.92
903	AV/56	MR. PRINT		\$ 1,990.09
904	AV/56	PRINT-O-STAT		\$ 190.00
TOTAL				\$ 12,678.59

Motion by Mr. Stolipher to approve the Manual Checks for July 23, 2021 in the amount of \$12,678.59. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
532	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 1,800.00
905	AV/56	SEGRA		\$ 7,500.00
TOTAL				\$ 9,300.00

Motion by Mr. Stolipher to approve the Manual Checks for July 30, 2021 in the amount of \$9,300.00. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
750	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,645.23
906	AV/56	PRINT-O-STAT		\$ 190.00
907	AV/56	SEGRA		\$ 616.00
1040	SP/315	WV STATE POLICE		\$ 1,225.00
380	WV/369	WV DEPUTY SHERIFF RETIREMENT		\$ 766.00
TOTAL				\$ 2,451.23

Motion by Mr. Stolipher to approve the Manual Checks for August 6, 2021 in the amount of \$2,451.23. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Stolipher to approve the Payroll for July 22, 2021 in the amount of \$262,703.01. Motion seconded and unanimously approved.

PRESENTATIONS

1. Angela Banks, Assessor – presented the following Exonerations and Apportionments for approval:

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Jeremy & Tracy Ulderich	PP	HF	308936	\$189.48

- **Motion by Ms. Ath to approve the Exoneration for Ticket No. 308936 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Gerard & Nancy Barnickle	PP	CTD	300569	\$150.61

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 300569 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Jessica & Paul Buede	PP	CTD	300853	\$48.58

- **Motion by Mr. Stolipher to approve the Exoneration for Ticket No. 300853 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Joyce Cramer	PP	MD	311875	\$133.60

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 311875 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Daniel Crouse	PP	CTC	305371	\$40.90

- **Motion by Mr. Hudson to approve the Exoneration for Ticket No. 305371 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Philip DelGallo	PP	KD	309889	\$102.04

- **Motion by Mr. Hudson to approve the Exoneration for Ticket No. 309889 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Timothy Farling	PP	CTD	301573	\$63.16

- **Motion by Ms. Ath to approve the Exoneration for Ticket No. 301573 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Matthew & Sarah Jenkins	PP	MD	312400	\$463.98

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 312400 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Michael & Lillian Stoneberger	PP	HF	308840	\$48.58

- **Motion by Mr. Hudson to approve the Exoneration for Ticket No. 308840 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Alice Chapman	RE	CTD	1579	\$143.93

- **Motion by Mr. Stolipher to approve the Exoneration for Ticket No. 1579 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Mark Cucuzzella	PP	SD	315612	\$43.74
Roberta Debiasi				\$269.64

- **Motion by Mr. Stolipher to approve the Split Ticket as presented by the Assessor. Motion seconded and unanimously approved.**

2. Debbie Lowe, Executive Assistant, Jefferson County Sheriff's Office – 2021 Equitable Sharing Agreement and Certification (ESAC) Report

- d. Review and Approval of the ARPA Employee and Component Unit Stipends
 - **Motion by Mr. Stolipher to offer a \$3,000 stipend for all qualifying full-time county employees, as of August 5, 2021, with the stipend to be paid on Friday, August 13, 2021. Motion seconded and unanimously approved.**
- e. Discussion of American Rescue Plan Act (ARPA) Submissions – it was the consensus of the Commission to schedule additional sessions in September to discuss the American Rescue Plan Act and disbursement of funds.

7. Roger Goodwin, Chief County Engineer

- a. Chapel View Subdivision, Phase 2 (JCPC File No. 03-11) – request for payment of invoices for site work from escrowed bond fund.
 - **Motion by Mr. Stolipher to approve payment of Jefferson Asphalt Company Inc.’s invoice no. 19658 in the amount of \$184,881.00 from the escrowed bond funds (BCT account no. xxxx1527) for JCPC file no. 03-11 site improvements; then transfer the remaining escrow account balance to the Chapel View HOA to use for other associated costs and minor site improvements as they deem necessary, then close the bank escrow account. Motion seconded and unanimously approved.**
- b. Presentation of the Proposed “Cell Tower Facilities – Maintenance and Removal Bond & Surety Policy.”
 - **Motion by Mr. Stolipher to adopt the “Cell Tower Facilities – Maintenance and Removal Bond & Surety Policy” as presented, effective August 5, 2021. Motion seconded and unanimously approved.**
- c. Presentation and Overview of the City of Charles Town’s proposed Stormwater Management Project involving the Reconstruction of the Jefferson County Commission’s Employee Parking Lot

8. PUBLIC COMMENT

Public comment was provided by the following individuals: Christine Marshall and David Tabb.

9. 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 renewal of County cable franchise agreement and related issues
- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice regarding the solar facilities text amendment and the renewal of the County cable franchise agreement and related issues,, the draft impact fee report, and personnel matters regarding the Director of Communications. Motion seconded and unanimously approved.**

NEW BUSINESS

10. Decision – draft and revised Impact Fee Report

- **Motion by Mr. Stolipher to remove the schools portion from County impact fee collections, with the total impact fee amount at \$1649 for a single-family dwelling and \$1160 for a multifamily dwelling. Motion seconded but tabled.**
- **Motion by Mr. Stolipher to table the motion to remove schools from County impact fee collections, pending advice from the assistant Prosecuting Attorney. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to reduce the schools portion of the County Impact Fee collections to a total of \$1 for single-family dwellings and \$1 for multi-family dwellings, with the total impact fee amount at \$1650 for a single**

family dwelling and \$1161 for a multifamily dwelling, with an effective date of Monday, August 23, 2021. Motion seconded and passes on a vote of 4-1 with Commissioner Tabb opposing.

- **Motion by Mr. Stolipher to discontinue the collection of commercial impact fees. Motion seconded and passes on a vote of 4-1 with Commissioner Tabb opposing.**

11. Request Use of Meeting Room

- **Motion by Ms. Tabb to approve the use of the County Commission meeting room by the WV Division of Emergency Management on Wednesday, September 22, 2021 from 3-5pm. Motion seconded and unanimously approved.**

12. Personnel Matters – Director of Communications

- **Motion by Mr. Stolipher to direct Ms. Grove to research the organizational structure of the Department of Communications and offer leadership training to the Director. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Amendment of meeting minutes from April 12, 2021
 - **Motion by Mr. Stolipher to amend the minutes prepared for the April 12, 2021 County Commission meeting to correct the motion made by Commissioner Compton concerning the solar energy facilities amendment. Motion seconded and unanimously approved.**
- Letter of Support for WV Division of Personnel supporting JC Health Department request for increased salaries
 - **Motion by Mr. Stolipher to authorize Ms. Grove to draft a letter of support for the WV Division of Personnel supporting JC Health Department request for increased salaries on behalf of the Commission. Motion seconded and unanimously approved.**

13. The Commission adjourned at 2:32 p.m. on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$386,452.98		\$386,452.98
6.2% Tax Payable OASDI	\$22,996.15		\$22,996.15
1.45% Tax Payable HI	\$5,378.03		\$5,378.03
Fed Withholding	\$33,277.14		\$33,277.14
WV State Withholding	\$16,134.73		\$16,134.73
PERS Retirement Deduct 4.5%	\$9,277.48		\$9,277.48
PERS Retirement Deduct 6%	\$5,007.78		\$5,007.78
Hosp. Pre-Taxed	\$14,858.00		\$14,858.00
Cancer/ICU Pre-Taxed	\$332.16		\$332.16
Cancer/ICU Not Pre-Taxed	\$719.80		\$719.80
Optional Life Not Pre Taxed	\$1,705.20		\$1,705.20
Christmas Club	\$4,379.00		\$4,379.00
Wage Attach #1	\$561.24		\$561.24
Wage Attach #2	\$988.71		\$988.71
Wage Attach #3	\$0.00		\$0.00
DSRS Retirement Deduct 8.5%	\$6,173.46		\$6,173.46
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,839.02		\$4,839.02
457R - Roth	\$910.00		\$910.00
MD State Tax	\$750.73		\$750.73
D/VF	\$357.55		\$357.55
VA State Tax	\$153.63		\$153.63
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$129,681.65	\$0.00	\$129,681.65
Net Wages Total	\$256,771.33	\$0.00	\$256,771.33
Payroll Date	July 22, 2021		

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$465,000.00		\$465,000.00
6.2% Tax Payable OASDI	\$28,830.00		\$28,830.00
1.45% Tax Payable HI	\$6,742.50		\$6,742.50
Fed Withholding	\$53,873.44		\$53,873.44
WV State Withholding	\$22,707.35		\$22,707.35
PERS Retirement Deduct 4.5%	\$11,340.00		\$11,340.00
PERS Retirement Deduct 6%	\$6,480.00		\$6,480.00
Hosp. Pre-Taxed			\$0.00
Cancer/ICU Pre-Taxed	\$0.00		\$0.00
Cancer/ICU Not Pre-Taxed	\$0.00		\$0.00
Optional Life Not Pre Taxed	\$56.07		\$56.07
Christmas Club	\$0.00		\$0.00
Wage Attach #1	\$0.00		\$0.00
Wage Attach #2	\$1,534.18		\$1,534.18
Wage Attach #3	\$2,296.17		\$2,296.17
DSRS Retirement Deduct 8.5%	\$7,395.00		\$7,395.00
457 - Nationwide	\$0.00		\$0.00
457I - Empower	\$0.00		\$0.00
457R - Roth	\$0.00		\$0.00
MD State Tax	\$1,033.18		\$1,033.18
D/VF	\$0.00		\$0.00
VA State Tax	\$299.17		\$299.17
Colonial(Plus)	\$0.00		\$0.00
Uniforms			\$0.00
Total Deductions	\$142,587.06	\$0.00	\$142,587.06
Net Wages Total	\$322,412.94	\$0.00	\$322,412.94
Payroll Date	August 13, 2021		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

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

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

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

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

⚡ **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



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: August 19, 2021

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interviews & Appointments to the following boards, commissions, committees:

- ↓ Jefferson County Building Commission – three five-year terms ending July 27, 2026
- ↓ Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2023
- * Jefferson County Community Criminal Justice Board – one 3 year term ending July 3, 2024 -
mental health care / services advocate

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, August 19, 2021, or as soon thereafter as the Commission may decide:

Jefferson County Building Commission - three five-year terms ending July 27, 2026

Per West Virginia State Code:

"No more than two thirds of the total number of members of the board of each commission shall be from the same political party and no member of any such board shall hold any office (other than the office of notary public) or employment under the United States of America, the state of West Virginia, any county or political subdivision thereof, or any political party. All members of any board shall be residents of the county for which appointed."

Interested applicants must not have ties to any local financial agencies or institutions that may potentially bid on projects approved by the members of the Jefferson County Building Commission.

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

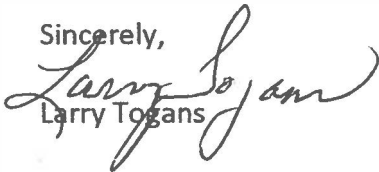
Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

July 25, 2021

Dear Ms. Jessica Carroll,

I would be honored to serve on the Jefferson County Building Commission for another term. However, if there are others interested in serving, I will withdraw my name for consideration.

Sincerely,


Larry Togans

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.

*Debra Lee Allen
292 Pleasant Valley Drive
Charles Town, West Virginia 25414
304.216.5835
dla2882017@gmail.com*

August 11, 2021

Steve Stolipher
Jefferson County Commissioner

Dear Steve,

I would like to be considered for the open position on the Jefferson County Parks and Recreation Commission. A copy of my resume is attached for your reference.

I have lived in Jefferson County since 2011. I currently practice law from my home (remote from the office in Charleston/Morgantown). My 30 plus years of practice has included a wide variety of issues related to the financial services industry, including real property transactions and disputes. In addition, from time to time, I have worked on community development projects.

As you know, I served on the Jefferson County Development Authority Board from 2012 through 2016. I resigned in 2016 because the JCDA meeting time conflicted with classes I was taking for a certification. At this time, I would like to return to a community service position in Jefferson County.

Please let me know if any additional information is needed for my application. I appreciate the consideration. Thank you.

Very truly yours,



Debra Lee Allen

292 Pleasant Valley Drive, Charles Town, WV 25414
Phone: 304.216.5835; E-mail: dla2882017@gmail.com

Work Experience:

Member, Spilman Thomas & Battle, PLLC, Charles Town, WV (home office), 2011 - present

Represent financial institutions in litigation, regulatory and transactional matters related to consumer and commercial lending transactions. Practice covers wide variety of issues, such as origination, servicing, compliance with state and federal laws, real property disputes, title issues, commercial loan workouts, receivership and commercial foreclosure. Counsel clients in transactions, regulatory compliance, operational risk and litigation.

Assistant General Counsel, Capital One Services, LLC, Richmond, VA, 2010 - 2011

Managed mortgage litigation/attorneys representing the company in state and federal courts; negotiated resolution of nearly half of the company's 400 open mortgage-related cases in first year; counsel to repurchase group.

Assistant General Counsel, SunTrust Mortgage, Inc., Richmond, VA, 2008 - 2010

Managed litigation and outside counsel representation, of up to 400 cases; counsel to internal fraud investigation team, recovery, and default servicing; supervised attorneys/staff of 7; implemented litigation management procedures; designed and implemented, with IT, proprietary case management system for tracking and reporting cases.

Member, Spilman Thomas & Battle, PLLC, Morgantown, WV, 2004 - 2008

See above description

General Counsel, Litigation, Consumer Finance, N.A. (last position), Citigroup, Inc. (CitiFinancial, Inc.), Baltimore, MD, 1999 - 2004

Management of all consumer lending litigation - nearly 1,000 case docket with a budget of approximately \$18 million; managed staff of 13, including 8 attorneys, paralegals and IT Support; personally managed 50+ complex matters, negotiating many to resolution; represented company in state and federal investigations; advisor to the business lines.

Other Legal Experience:

- *Associate, Commercial Litigation, Bankruptcy & Creditors Rights, Miles & Stockbridge, P.C., Baltimore, MD, 1998 - 1999*
- *Senior Counsel, Litigation & Domestic Transactions (last position), Transamerica Insurance Finance Corporation, Towson, MD, 1992 - 1997*
- *Associate, Bankruptcy & Creditors Rights, Bracewell LLP (formerly Bracewell & Patterson), Houston, TX, 1989 - 1992.*

Non-Legal Experience:

- *Senior Financial Analyst*, Linscomb & Williams, Houston, TX, 1986.
- *Financial Planner*, CIGNA Financial Services, San Antonio, TX, 1984 - 1985.
- *Technical Writer*, IBM, Dallas, TX, 1983
- *Small Business Development Specialist and Corporate Project Support Associate*, Control Data Corporation, Minneapolis, MN and San Antonio, TX, 1980 - 1983.

Bar Admissions:

West Virginia, Maryland, Pennsylvania, Texas

Education:

B.S. Biology, Cornell University, (GPA 3.2) 1975

M.S. Urban and Regional Planning, University of Wisconsin, Madison, (GPA 3.9) 1979

J.D., *summa cum laude*, South Texas College of Law, Houston, Texas, 1988.

Recent Community Service:

Board Member and Vice President (2014-2016), Jefferson County Economic Development Authority, Jefferson County, West Virginia, 2012 - 2016

Informally served as legal advisor; reviewed contracts and interpreted statutes/ordinances; facilitated an amendment to the industrial park's covenants related to land use.

President, Homeowners Association, River Estates, Harpers Ferry, WV, 2013-2016

Guided the HOA in interpreting covenants and local ordinances

President, Homeowners Association, Schaeffer's Crossing, Charles Town, WV, 2020 - present

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, August 19, 2021 or as soon thereafter as the Commission may decide:

Jefferson County Community Criminal Justice Board - two three-year terms ending July 03, 2024

The following board member positions are vacant:

- One member with a background in mental health care and services.
- One member who can represent organizations or programs advocating for the rights of victims of crimes with preference given to organizations or programs advocating for the rights of victims of the crimes of domestic violence.

All appointees must be residents of Jefferson County.

“The Community Criminal Justice Board evaluates and monitors community corrections programs, services, and facilities to determine their impact on offenders and develop and apply for approval of community corrections programs operated by the Jefferson Day Report Center, a non-profit organization.”

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

Please direct any questions regarding the background needed to apply for these positions to Kelly Franklin, Executive Director, Jefferson Day Report Center at (304) 728-3527.

Additional information regarding appointments to County boards, commissions, and committees may be obtained by calling the Commission Office at (304) 728-3284.

8-14-21

Commissioners

My name is Arthur Auer III.
I am currently The Mayor of
Shepherdstown, W. Va. and president
of the Shepherd University Alumni
Association I have an almost 50 year
history of working in Corrections as
a mental health professional. I am
interested in providing assistance
to the Criminal Justice Committee.
I believe my experience may be
beneficial in fulfilling their mission

Sincerely yours.

Arthur Auer III

Arthur J. Auxer III
108 East New Street
P.O. Box 1056
Shepherdstown, WV 25443
Phone 304-876-7187

WORK HISTORY

Mayor Corporation of Shepherdstown

2000 to 2004 and 2008 to present

Responsible for the entire operation of the municipality.

Mental Health Representative for West Virginia

7/2009 to present

As a contract employee, I interview, evaluate and plan treatment for inmates who have psychiatric or behavioral problems while incarcerated in the West Virginia.

Mental Health Representative for Washington County Detention Center

7/1999 to 6/2009

As a private contractor, I interview, evaluate and plan treatment for inmates who have psychiatric or behavioral problems while incarcerated at the Washington County Detention Center in Maryland.

Unit Manager Restricted Housing Unit and C Unit

2/10/1995 to 7/23/1999

Responsibilities include providing care and control of inmates housed in these units.

C Unit houses inmates in the CDCC who have severe mental illness, juvenile offenders and inmates with disabilities. The Restricted Housing Unit houses inmates who have received misconducts in the general population, protective custody cases and capital cases. I am responsible for supervising, training and evaluating fifteen correction officers and one counselor.

Unit Manager Special Management Unit (SMU)

4/92- 2/95

The SMU houses the DOC most violent and unmanageable inmates. I was responsible for implementing this pilot project and assuring the care, custody and control of the inmates assigned to this unit. I was responsible for initiating the program and enacting management methods to deal with these problematic inmates. Custodial and treatment staff were introduced to the unit management concept, high security procedures and

treatment alternatives. Under my direction, SMU staff provided training and assistance in dealing with management problems to staff from correctional facilities statewide. In conjunction with the entire SMU staff, I was responsible for evaluating each inmate's progress toward returning to the general population. I was responsible for supervising 22 correctional staff and two treatment staff.

Correctional Counselor Supervisor (CDCC)

2/91-4/92

Responsible for assigning new cases to specific counselors; Review classification summaries for accuracy; coordinate and prepare information for classification meetings; assist and train classification counselors and perform evaluations of subordinate personnel.

Correctional Counselor II

1/72 – 2/91

Duties included: Preparation of social, educational, and vocational material; Planning of treatment program for inmates; Instructing new counselors in reception process of inmates; casework services; vocational testing supervisor (GATB); contacting and referring to community agencies; coordinator of services to special needs unit; liaison with psychiatrists in regard to inmate progress, immediate needs and treatment plan; crisis intervention for all emotionally disturbed inmates; individual and group therapy for deaf inmates; member of hostage negotiation team.

Group Counselor (Volunteer)

12/74 – 12/75 Catholic Social Services Harrisburg PA

Graduate Assistant

8/70 – 5/71 Rowland Laboratory School Shippensburg State College

Construction Laborer

8/71 – 1/72 Henkel and McCoy Strinestown PA

Fourth Grade Teacher

8/69 – 6/70 Loudon County School District Leesburg VA

EDUCATION

M.E.D. Elementary Counseling 1971

Shippensburg University Shippensburg, PA
(Includes 6 hrs. of study at the University of Virginia 1969-70)

B.S. Elementary Education 1969

Shepherd College Shepherdstown, WV
Field of Studies: Social Studies and
Physical Education

Training in American Sign Language

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization:

Estimation of amount of time needed for appointment:

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

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

Date Requested – 2nd Choice:

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

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

1. 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.
3. Discussion of Jefferson County Circuit Court Civil Action No. 2021-P-125.
4. Discussion of Jefferson County Circuit Court Civil Action No. 2021-C-109.

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

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

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

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

Subject (*Wording to be placed on agenda*): **Approval of 2021 Sheriff's Commission**

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*):

Motion to approve the computation of the 2021 Sheriff's Commission

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.](#)

Email address: thansen@jeffersoncountywv.org

Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Office of Sheriff and Treasurer of Jefferson County

Law Enforcement Office
102 Industrial Blvd.
Kearneysville, WV 25430
304-728-3205
Fax 304-728-3299

Tax Office
PO Box 9
Charles Town, WV 25414
304-728-3220
Fax 304-728-4034

August 2, 2021

Jefferson County Commission
124 East Washington St
Charles Town WV 25414

Re: Sheriff's Commission

Dear Commissioners:

Attached is a copy of the computation of the 2021 Sheriff's Commission report for your approval.

Should you have any questions or are in need of additional information, please don't hesitate to ask.

Sincerely,


Thomas H. Hansen
Sheriff and Treasurer
Jefferson County

 KeyCite Yellow Flag - Negative Treatment
Proposed Legislation

West's Annotated Code of West Virginia
Chapter 11A. Collection and Enforcement of Property Taxes
Article 1. Accrual and Collection of Taxes

W. Va. Code, § 11A-1-17

§ 11A-1-17. Sheriff's commission for collection

Currentness

After the sheriff has collected eighty-five percent of the combined total of all taxes assessed on real and personal property, he shall, in addition to the salary and compensation now authorized by law, be allowed a commission as follows: Two and one-half percent on the remainder of the taxes actually collected up to ninety percent of the combined total of all taxes assessed on real and personal property, three and one-half percent of the remainder collected above ninety percent and up to ninety-five percent of the combined total of all taxes assessed on real and personal property, and five percent on the remainder of taxes collected above ninety-five percent of the combined total of all taxes assessed on real and personal property. In all cases the taxes collected on which any commission shall be paid will be exclusive of interest and charges thereon, if the collection be made before the delinquent list has been approved by the county commission: Provided, That the total amount of commissions paid to any sheriff shall not exceed the sum of fifteen thousand dollars in any one year. The commission so allowed shall be determined by the county commission and charged against the various funds for which the taxes are collected.

Credits

Acts 1941, c. 117; Acts 1955, c. 171; Acts 1996, c. 96, eff. 90 days after March 9, 1996.

<W.Va. Const., art. IX, § 9, redesignated the office of the county court as county commission.>

W. Va. Code, § 11A-1-17, WV ST § 11A-1-17

Current with legislation of the 2021 First Special Session. Some statute sections may be more current, see credits for details.

End of Document

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08/02/2021
13.07.05

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2020-06/30/2021
Total Sheet

Current Year Taxes	36,155,248.39
Additional Levies	<u>88,188.53</u>
A. Total Taxes Levied	36,243,436.92
Less: Exoneration without refund & Bankruptcy	-17,243.71
Exoneration with refund	<u>-977.07</u>
B. Total Net Levy	36,225,216.14
Less: Ending Accounts Receivable	<u>-1,928,091.67</u>
C. Net Current Year Taxes	34,297,124.47
Less: 85% of Net Levy	<u>-30,791,433.72</u>
D. Current Year Taxes over 85%	3,505,690.75
Less: 5% of Net Levy	<u>-1,811,260.81</u>
E. Collections over 90% Level	1,694,429.94
Less: 5% of Net Levy	<u>-1,811,260.81</u>
F. Collections over 95% Level	-116,830.87
2.5% of Collections over 85% Level	87,642.27
1.0% of Collections over 90% Level	16,944.30
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>104,586.57</u>
Total Sheriff's Commission (\$15,000 or less)	<u>15,000.00</u> =====

08/02/2021
13.07.05

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2020-06/30/2021
Levying Body-STATE

Current Year Taxes	244,283.10
Additional Levies	<u>597.91</u>
A. Total Taxes Levied	244,881.01
Less: Exoneration without refund & Bankruptcy	-116.81
Exoneration with refund	<u>-7.17</u>
B. Total Net Levy	244,757.03
Less: Ending Accounts Receivable	<u>-12,827.00</u>
C. Net Current Year Taxes	231,930.03
Less: 85% of Net Levy	<u>-208,043.48</u>
D. Current Year Taxes over 85%	23,886.55
Less: 5% of Net Levy	<u>-12,237.85</u>
E. Collections over 90% Level	11,648.70
Less: 5% of Net Levy	<u>-12,237.85</u>
F. Collections over 95% Level	-589.15
2.5% of Collections over 85% Level	597.16
1.0% of Collections over 90% Level	116.49
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>713.65</u>
Portion of Sheriff's Commission paid	<u>102.20</u> =====

08/02/2021
13.07.05

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2020-06/30/2021
Levying Body-COUNTY CURRENT

Current Year Taxes	13,972,999.74
Additional Levies	<u>34,198.97</u>
A. Total Taxes Levied	14,007,198.71
Less: Exoneration without refund & Bankruptcy	-6,684.38
Exoneration with refund	<u>-411.49</u>
B. Total Net Levy	14,000,102.84
Less: Ending Accounts Receivable	<u>-733,709.29</u>
C. Net Current Year Taxes	13,266,393.55
Less: 85% of Net Levy	<u>-11,900,087.41</u>
D. Current Year Taxes over 85%	1,366,306.14
Less: 5% of Net Levy	<u>-700,005.14</u>
E. Collections over 90% Level	666,301.00
Less: 5% of Net Levy	<u>-700,005.14</u>
F. Collections over 95% Level	-33,704.14
2.5% of Collections over 85% Level	34,157.65
1.0% of Collections over 90% Level	6,663.01
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>40,820.66</u>
Portion of Sheriff's Commission paid	<u>5,846.09</u> =====

08/02/2021
13.07.05

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2020-06/30/2021
Levying Body-SCHOOL CURRENT

Current Year Taxes	18,956,377.26
Additional Levies	<u>46,395.75</u>
A. Total Taxes Levied	19,002,773.01
Less: Exoneration without refund & Bankruptcy	-9,068.36
Exoneration with refund	<u>-558.27</u>
B. Total Net Levy	18,993,146.38
Less: Ending Accounts Receivable	<u>-995,381.88</u>
C. Net Current Year Taxes	17,997,764.50
Less: 85% of Net Levy	<u>-16,144,174.42</u>
D. Current Year Taxes over 85%	1,853,590.08
Less: 5% of Net Levy	<u>-949,657.32</u>
E. Collections over 90% Level	903,932.76
Less: 5% of Net Levy	<u>-949,657.32</u>
F. Collections over 95% Level	-45,724.56
2.5% of Collections over 85% Level	46,339.75
1.0% of Collections over 90% Level	9,039.33
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>55,379.08</u>
Portion of Sheriff's Commission paid	<u>7,931.06</u> =====

08/02/2021
13.07.05

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2020-06/30/2021
Levying Body-Municipal-BOLIVAR CORP

Current Year Taxes	115,827.18
Additional Levies	<u>420.61</u>
A. Total Taxes Levied	116,247.79
Less: Exoneration without refund & Bankruptcy	.00
Exoneration with refund	<u>.00</u>
B. Total Net Levy	116,247.79
Less: Ending Accounts Receivable	<u>-8,140.18</u>
C. Net Current Year Taxes	108,107.61
Less: 85% of Net Levy	<u>-98,810.62</u>
D. Current Year Taxes over 85%	9,296.99
Less: 5% of Net Levy	<u>-5,812.39</u>
E. Collections over 90% Level	3,484.60
Less: 5% of Net Levy	<u>-5,812.39</u>
F. Collections over 95% Level	-2,327.79
2.5% of Collections over 85% Level	232.42
1.0% of Collections over 90% Level	34.85
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>267.27</u>
Portion of Sheriff's Commission paid	<u>39.78</u> =====

08/02/2021
13.07.05

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2020-06/30/2021
Levying Body-Municipal-CHARLES TOWN CORP

Current Year Taxes	1,275,972.47
Additional Levies	<u>3,579.11</u>
A. Total Taxes Levied	1,279,551.58
Less: Exoneration without refund & Bankruptcy	-62.49
Exoneration with refund	<u>.00</u>
B. Total Net Levy	1,279,489.09
Less: Ending Accounts Receivable	<u>-74,806.04</u>
C. Net Current Year Taxes	1,204,683.05
Less: 85% of Net Levy	<u>-1,087,565.73</u>
D. Current Year Taxes over 85%	117,117.32
Less: 5% of Net Levy	<u>-63,974.45</u>
E. Collections over 90% Level	53,142.87
Less: 5% of Net Levy	<u>-63,974.45</u>
F. Collections over 95% Level	-10,831.58
2.5% of Collections over 85% Level	2,927.93
1.0% of Collections over 90% Level	531.43
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>3,459.36</u>
Portion of Sheriff's Commission paid	<u>501.12</u> =====

08/02/2021
13.07.05

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2020-06/30/2021
Levying Body-Municipal-HARPERS FERRY CORP

Current Year Taxes	71,661.11
Additional Levies	<u>176.96</u>
A. Total Taxes Levied	71,838.07
Less: Exoneration without refund & Bankruptcy	.00
Exoneration with refund	<u>.00</u>
B. Total Net Levy	71,838.07
Less: Ending Accounts Receivable	<u>-4,850.56</u>
C. Net Current Year Taxes	66,987.51
Less: 85% of Net Levy	<u>-61,062.36</u>
D. Current Year Taxes over 85%	5,925.15
Less: 5% of Net Levy	<u>-3,591.90</u>
E. Collections over 90% Level	2,333.25
Less: 5% of Net Levy	<u>-3,591.90</u>
F. Collections over 95% Level	-1,258.65
2.5% of Collections over 85% Level	148.13
1.0% of Collections over 90% Level	23.33
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>171.46</u>
Portion of Sheriff's Commission paid	<u>25.35</u> =====

08/02/2021
13.07.05

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2020-06/30/2021
Levying Body-Municipal-RANSON CORP

Current Year Taxes	1,303,999.57
Additional Levies	<u>2,590.58</u>
A. Total Taxes Levied	1,306,590.15
Less: Exoneration without refund & Bankruptcy	-587.27
Exoneration with refund	<u>.00</u>
B. Total Net Levy	1,306,002.88
Less: Ending Accounts Receivable	<u>-91,085.42</u>
C. Net Current Year Taxes	1,214,917.46
Less: 85% of Net Levy	<u>-1,110,102.45</u>
D. Current Year Taxes over 85%	104,815.01
Less: 5% of Net Levy	<u>-65,300.14</u>
E. Collections over 90% Level	39,514.87
Less: 5% of Net Levy	<u>-65,300.14</u>
F. Collections over 95% Level	-25,785.27
2.5% of Collections over 85% Level	2,620.38
1.0% of Collections over 90% Level	395.15
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>3,015.53</u>
Portion of Sheriff's Commission paid	<u>448.48</u> =====

08/02/2021
13.07.05

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2020-06/30/2021
Levying Body-Municipal-SHEPHERDSTOWN CORP

Current Year Taxes	214,127.53
Additional Levies	<u>228.73</u>
A. Total Taxes Levied	214,356.26
Less: Exoneration without refund & Bankruptcy	-724.12
Exoneration with refund	<u>.00</u>
B. Total Net Levy	213,632.14
Less: Ending Accounts Receivable	<u>-7,291.30</u>
C. Net Current Year Taxes	206,340.84
Less: 85% of Net Levy	<u>-181,587.32</u>
D. Current Year Taxes over 85%	24,753.52
Less: 5% of Net Levy	<u>-10,681.61</u>
E. Collections over 90% Level	14,071.91
Less: 5% of Net Levy	<u>-10,681.61</u>
F. Collections over 95% Level	3,390.30
2.5% of Collections over 85% Level	618.84
1.0% of Collections over 90% Level	140.72
1.5% of Collections over 95% Level	<u>50.85</u>
Total	<u>810.41</u>
Portion of Sheriff's Commission paid	<u>105.91</u> =====

08/02/2021
13.07.05

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2020-06/30/2021
Levying Body-Undistributed

Current Year Taxes	.43
Additional Levies	<u>-.09</u>
A. Total Taxes Levied	.34
Less: Exoneration without refund & Bankruptcy	-.28
Exoneration with refund	<u>-.14</u>
B. Total Net Levy	-.08
Less: Ending Accounts Receivable	<u>.00</u>
C. Net Current Year Taxes	-.08
Less: 85% of Net Levy	<u>.07</u>
D. Current Year Taxes over 85%	-.01
Less: 5% of Net Levy	<u>.00</u>
E. Collections over 90% Level	-.01
Less: 5% of Net Levy	<u>.00</u>
F. Collections over 95% Level	-.01
2.5% of Collections over 85% Level	.00
1.0% of Collections over 90% Level	.00
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>.00</u>
Portion of Sheriff's Commission paid	<u>.01</u> =====



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

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

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

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

Subject (*Wording to be placed on agenda*): **Discuss joint meeting with the Jefferson County Fire Rescue Association, Jefferson County Commission, and the Jefferson County Emergency Services Agency**

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

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

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

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

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

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

Request that the Finance Director review stipends for part-time employees

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

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

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

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

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

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

➤ **Approval of FMLA**

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,](#)

WV Offices of the Insurance Commissioner
State Office of the National Flood Insurance Program
PO Box 50540 - FN
Charleston WV 25305-0540



JAMES A. DODRILL
Insurance Commissioner



ADMINISTRATOR, JEFFERSON COUNTY
P.O. BOX 250
CHARLES TOWN, WV 25414

IMPORTANT NOTICE August 2021

To all West Virginia State and Local Governmental Entities and Non-profit Organizations:

The West Virginia Offices of the Insurance Commissioner is responsible for notifying all West Virginia state and local governmental entities and non-profit organizations that flood insurance may be available through the National Flood Insurance Program (NFIP). The notification is being sent in accordance with WV Code §33-2-15a and in conjunction with the Robert T. Stafford Emergency Assistance and Disaster Relief Act.

Please review your eligibility for this program. Penalties in the form of reductions in Federal Emergency Management Agency (FEMA) relief funds are possible for entities **that fail to purchase** adequate flood insurance on all property located in identified flood zones. Section 406(d) of the Stafford Act mandates a special reduction in the amount of public assistance funding for a structure that is:

- insurable under the NFIP,
- located in a Special Flood Hazard Area as identified by FEMA, and
- damaged or destroyed by flooding.

For insurable structures that do not have flood insurance or carry inadequate coverage, FEMA will reduce eligible loss payments to **the lesser of:**

- the maximum amount of insurance proceeds that could have been obtained from a standard NFIP flood insurance policy **OR**
- the value of the structure at the time of the disaster.

If you are unsure as to whether your agency's/organization's structure is located within a flood plain, contact your local county planning office or the NFIP at 1-800-358-9616. Flood maps are available at www.msc.fema.gov and graphical flood information covering most of the State can also be found on the WV Flood Hazard Determination tool at www.mapwv.gov/flood.

Any other questions may be answered by visiting www.floodsmart.gov or by contacting the State Office of the National Flood Insurance Program at OICFlood@wv.gov or 1-866-356-6398. Our website can be found at www.wvinsurance.gov.

Sincerely,

Charles Grishaber, State Coordinator

ICFLOOD
Rev. 8/21

Jessica Carroll

From: mia@creopr.com
Sent: Friday, August 13, 2021 7:33 AM
To: Stephanie Grove; Sandra McDonald; Jessica Carroll; Dawn Weimer; Michelle Gordon
Subject: Mask Mandate

Good morning,

This is Mia Humphreys writing once again in support of a statewide, in-school mask mandate. I am seeing news reports across the country that states and local school boards are changing their position and due to rising COVID cases, mask mandates are now being implemented. So I wanted to take another opportunity to reach out to you all and share some important data that may have not come across your desk and will help you understand the need for such a mandate:

- The Delta variant is posing a greater risk to our children, as it is two to three times more contagious than Alpha¹. Each person with this strain infects 6-7 people.
- In the week ending Aug. 5, nationwide [more than 93,000](#) children tested positive for the coronavirus², a nearly 400 percent increase from [just three weeks earlier](#)³, due in large part to the extremely contagious delta variant. And this is before most states even had the chance to open schools.
- Every day, more than 200 children under the age of 18 are hospitalized in the United States because of covid-19⁴.
- A study of 1 million children shows that a child who is COVID positive but wears a mask has a less than 1% chance of transmitting the virus to fellow students⁵.
- Just days into a new school year, a 5th grade classroom in Cobb County, Georgia had to shift them class to virtual learning because of COVID-19 infections. Shockingly, this county does not have a mask mandate⁶.
- Two days into a new school year, an entire district in Florida had to shut down because of 51 confirmed COVID cases because some parents opted out of a mask mandate⁷.
- Pediatric medical experts agree that schools are the safest place for children in a pandemic – as long as proper safety protocols, like universal mask wearing, are mandated. In school learning is important to their education and social/mental well-being.

If these facts and figures don't persuade you to mandate a mask, then it is evident you are simply playing into the false, unhinged and delusional narrative that our freedom is at stake when you know very well this has nothing to do with liberties and everything to do with the safety. You're saying that those on the other side of this fight are too loud, too ignore and not worth fighting with. But rest assured, if something happens to the children of parents who worked really hard to enforce a mask mandate, you will have a much more tiring, serious and angry battle to face.

I ask you one simple question: at the end of the day, do you want to be able to say, as education leaders in our community, "I did all I could do to keep children safe" or do you want to say "I should have done more?" I know what I will be able to say. So let's not wait for a catastrophe before doing what we know is right.

Again, I'd like to thank you for your time and consideration in this matter. Below, please find a source for the data I offered throughout my email.

Regards,

Mia Humphreys

- 1 [Delta Variant: What We Know About the Science | CDC](#)
- 2 [Children and COVID-19: State-Level Data Report \(aap.org\)](#)
- 3 [COVID-19 and Age \(aap.org\)](#)
- 4 [CDC COVID Data Tracker](#)
- 5 [As millions of students return to the classroom, parents remain divided on mask mandates | PBS NewsHour](#)
- 6 [Cobb County, Georgia, school sends 5th graders home due to Covid-19 - CNN](#)
- 7 [Florida School District Asks 440 Students To Quarantine : NPR](#)

Creo Communications

Mia Humphreys, Owner

Publicist/Communications Coordinator

E: mia@creopr.com

P: 239-297-6592

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Wednesday, August 11, 2021 12:46 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: 08/11/2021 12:45 PM
Response #: 2123
Submitter ID: 5958
IP address: 50.224.4.227
Time to complete: 11 min. , 54 sec.

Survey Details

Page 1

1. Name

Jessica Hennesy

2. Email

s_jhennesy@comcast.net

3. Questions or Concerns

Hello,

I am wanting to express my concern for students returning to school this fall and would like to see mask wearing to reduce the spread of COVID 19. Of you have any say in this matter, please know my family and I would like to feel safer and protect the community from Delta variant and any other more easily transmissible forms of Covid. Vaccinated people are still at risk to acquire and transmit this virus, and CDC has recommended mask wearing indoors for all once again. Thanks for your time.

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

Yes

Thank you,
Jefferson County Commission, WV

This is an automated message generated by Granicus. Please do not reply directly to this email.

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Monday, August 9, 2021 8:46 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: 08/09/2021 8:45 AM
Response #: 2111
Submitter ID: 5944
IP address: 73.250.130.226
Time to complete: 58 min. , 19 sec.

Survey Details

Page 1

1. Name

Mark Kheim

2. Email

cemar818@yahoo.com

3. Questions or Concerns

The issues every weekend on the Bloomery access(s) to the Shenandoah with out of state people completely taking-over every access points and trashing them has to be stopped! This is not a new problem. But has increased exponentially in the last few years. And in the last year or so, there have been an increasing number of gang activities and "marking" (tagging) on anything vertical. The reason they come here is because they can't freely access their own states parks without having the proper etiquette, ID, and in most cases a state pass. There is absolutely no enforcement of laws/rules against drinking, littering, or public defecation on our soil. So they do it all in the open. There is no particular entity that will take responsibility for policing these areas. It has been a constant "not our jurisdiction", or; "it is private property" reasoning for everyone in GOV to turn a blind-eye. This must end!

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

Yes

Thank you,
Jefferson County Commission, WV

This is an automated message generated by Granicus. Please do not reply directly to this email.

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Sunday, August 8, 2021 7:33 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: 08/08/2021 7:32 PM
Response #: 2109
Submitter ID: 5942
IP address: 172.78.173.129
Time to complete: 14 min. , 7 sec.

Survey Details

Page 1

1. Name

Louise Kemp

2. Email

Not answered

3. Questions or Concerns

As a person who lives on the river near Millville Dam I am very concerned about the crowds of out of state people that come to fish and party every weekend along the banks of the Shanendoah. I used to ride my bicycle along the road and no I fear for my safety. The piles of trash that never gets cleaned up in itself is an abomination. As locals we are being treated with no respect as we can't even enjoy our portion of the river in peace. Why are these outsiders allowed to rule? Is our government afraid of them? It's not like we can't share, but there should be law and order so everyone is safe and the river maintains its beauty. On some weekends I can barely drive through to get home. Soon we will lose all ability to control the situation if it is not dealt with now!

Please do something.

From a concerned citizen of Jefferson county who works full time and pays taxes.

Thank you.

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

Yes

Thank you,
Jefferson County Commission, WV

This is an automated message generated by Granicus. Please do not reply directly to this email.

Impact Fee Status Report

July 2021

Office of Impact Fees

Summary

Date Range: Thursday 1 through Saturday 31 July 2021

Report Date: 2 August 2021

Process Number Range: 2100263-2100287

Total Applications: 25

Total Non-Exempt: 23

Of which:

Commercial: 0

Residential: 23

Of which:

County: 23

Municipal: 0

Total Exempt: 2

Of which:

Commercial: 0

Residential: 2

Of which:

County: 2

Municipal: 0

Tables 1 through 7 summarize impact fee processing for July 2021. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 31 July 2021	2	0	23	25
Fees collected		\$0.00	\$154,100.00	\$154,100.00
<i>Of which</i>				
School Impact Fee			\$137,793.00	\$137,793.00
Law Enforcement Fee		\$0.00	\$4,048.00	\$4,048.00
Parks & Recreation Fee			\$11,063.00	\$11,063.00
EMS Fee		\$0.00	\$1,196.00	\$1,196.00

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

Description	Amount
Opening Statement Balance (1 July 2021)	\$224,166.57
July Deposits (1 – 31 July 2021)	\$154,100.00
School June Transactions (withdraws via transfer on 19 July 2021)	(\$200,439.70)
Law June Transactions (withdraws via transfer on 19 July 2021)	(\$5,892.42)
Parks & Rec June Transactions (withdraws via transfer on 19 July 2021)	(\$16,092.64)
EMS June Transactions (withdraws via transfer on 19 July 2021)	(\$1,741.81)
Interest Earned (31 July 2021)	\$90.33
Ending Statement Balance (31 July 2021)	\$154,190.33
<i>Outstanding Credits (deposits through 1 August 2021)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 July 2021)	\$7,796,904.58
June Transactions (deposits via transfer on 19 July 2021)	\$200,439.70
Interest Earned (31 July 2021)	\$3,346.71
Ending Balance (31 July 2021)	\$8,000,690.99

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

Description	Amount
Opening Balance (1 July 2021)	\$185,232.63
June Transactions (deposits via transfer on 19 July 2021)	\$5,892.42
Interest Earned (31 July 2021)	\$79.71
Ending Balance (31 July 2021)	\$191,204.76

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

Description	Amount
Opening Balance (1 July 2021)	\$478,862.01
June Transactions (deposits via transfer on 19 July 2021)	\$16,092.64
Interest Earned (31 July 2021)	\$206.22
Ending Balance (31 July 2021)	\$495,160.87

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

Description	Amount
Opening Balance (1 July 2021)	\$15,911.96
June Transactions (deposits via transfer on 19 July 2021)	\$1,741.81
Interest Earned (31 July 2021)	\$7.07
Ending Balance (31 July 2021)	\$17,660.84

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

Description	Amount
Office of Impact Fees General Account	\$154,190.33
School Impact Fee Account	\$8,000,690.99
Law Enforcement Fee Account	\$191,204.76
Parks & Recreation Impact Fee Account	\$495,160.87
EMS Impact Fee Account	\$17,660.84
Total Impact Fees	\$8,858,907.79

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

Table 8. Pending July 2021 Fee Transfers /1

Account	31 July 2021 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$8,000,690.99	\$137,873.40	\$8,138,564.39
Law Enforcement Fee Account	\$191,204.76	\$4,050.71	\$195,255.47
Parks & Recreation Impact Fee Account	\$495,160.87	\$11,069.32	\$506,230.19
EMS Impact Fee Account	\$17,660.84	\$1,196.90	\$18,857.74
Total Impact Fees	\$8,704,717.46	\$154,190.33	\$8,858,907.79

/1 This table represents each of the impact fee category account totals as of 31 July 2021 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in July 2021 are listed in table 1 of the General Account (3111776); these transactions will be processed in August 2021. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Thursday 1 through Saturday 31 July 2021

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											
2100263	07/02/2021	Lutman	Land	09 Shepherdstown	1259	660	17	4.8	\$0.00	07/02/2021	Form 200
2100273	07/08/2021	Moore	Richard	06 Kabletown	935	162	17	6.1	\$0.00	07/08/2021	Form 200
Category Count: 2									Category Total		\$0.00
Non-Exempt Applications											
2100264	07/02/2021	Hayslette	Justin	06 Kabletown	1259	249	3A	127	\$6,700.00	07/02/2021	N/A
2100265	07/02/2021	Lutman	Land	06 Kabletown	1258	621	23A	61	\$6,700.00	07/02/2021	N/A
2100266	07/02/2021	Lutman	Land	04 Harpers Ferry	1258	471	12C	6, 3, 20	\$6,700.00	07/02/2021	N/A
2100267	07/02/2021	Debra A.	Troy A. Mann	06 Kabletown	1256	61	23B	30	\$6,700.00	07/02/2021	N/A
2100268	07/06/2021	Acly	David	06 Kabletown	1243	671	9	27	\$6,700.00	07/06/2021	N/A
2100269	07/06/2021	Lutman	Land	09 Shepherdstown	1250	310	20	11.4	\$6,700.00	07/06/2021	N/A
2100270	07/06/2021	Lutman	Land	09 Shepherdstown	1260	310	20	11.4	\$6,700.00	07/06/2021	N/A
2100271	07/06/2021	Lutman	Land	09 Shepherdstown	1260	310	20	11.4	\$6,700.00	07/06/2021	N/A
2100272	07/07/2021	Mark Smith	Mark A. Smith	02 Charles Town	1258	207	21E	74	\$6,700.00	07/07/2021	N/A
2100274	07/13/2021	Shultz	April	07 Middleway	1194	38	17	3.4	\$6,700.00	07/13/2021	N/A
2100275	07/13/2021	Pine	Donald and	04 Harpers Ferry	1153	124	3	1.7	\$6,700.00	07/13/2021	N/A
2100276	07/13/2021	Schwartzbeck	Alan and Jaime	07 Middleway	1259	555	7	29A	\$6,700.00	07/13/2021	N/A
2100277	07/13/2021	Knott	Matthew & Laura	04 Harpers Ferry	1179	510	3	33.1	\$6,700.00	07/13/2021	N/A
2100278	07/14/2021	Wesolek	Timothy	09 Shepherdstown	1233	552	18	5.13	\$6,700.00	07/14/2021	N/A
2100279	07/15/2021	Currence	Keith and Aissa	09 Shepherdstown	1190	353	17	17.7	\$6,700.00	07/15/2021	N/A
2100280	07/20/2021	Keyes Crossing.		04 Harpers Ferry	1259	177	13A	59-60	\$6,700.00	07/20/2021	N/A
2100281	07/22/2021	Gabbert	Joe	02 Charles Town	1255	89	23D	32	\$6,700.00	07/22/2021	N/A
2100282	07/22/2021	Clevenstine	Aaron	07 Middleway	1249	629	19	38.10	\$6,700.00	07/22/2021	N/A
2100283	07/23/2021	US Home		09 Shepherdstown	1261	278	8D	D20	\$6,700.00	07/23/2021	N/A
2100284	07/23/2021	US Home		09 Shepherdstown	1261	278	8D	D19	\$6,700.00	07/23/2021	N/A
2100285	07/28/2021	D.R. Horton. Inc.		02 Charles Town	1227	490	10	8.6	\$6,700.00	07/28/2021	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Non-Exempt Applications											
2100286	07/28/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$6,700.00	07/28/2021	N/A
2100287	07/30/2021	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	142	\$6,700.00	07/30/2021	N/A
Category Count: 23								Category Total	\$154,100.00		
TOTAL APPLICATIONS: 25								Grand Total	\$154,100.00		