

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2021**  
**THURSDAY, OCTOBER 7, 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 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](mailto: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**

- September 16, 2021 - Regular Meeting

**APPROVAL OF REQUISITIONS**

- October 7, 2021

**APPROVAL OF ACCOUNTS PAYABLE**

- September 23, 2021
- September 30, 2021
- October 7, 2021

**APPROVAL OF MANUAL CHECKS**

- September 24, 2021
- October 1, 2021
- October 8, 2021

**APPROVAL OF PAYROLL**

- September 16, 2021
- September 30, 2021

## ANNOUNCEMENTS

Report if there are changes in the agenda if applicable

## PRESENTATIONS

1. 9:35 a.m. Jacki Shadle, County Clerk
  - Request for Additional Funding to Purchase a Plat Cabinet & Approval for the West Virginia County Records Management and Preservation Board Grant
2. 9:45 a.m. Roger Goodwin, Chief County Engineer and Todd Fagan, GIS
  - Grant Application Approval
3. 9:55 a.m. Becky Burns, Office Manager
  - Permit Fee & Impact Fee Refund Requests
    - Donald & Pamela Pine - Permit #21-591
    - Timothy & Susan Paulin - Permit #21-567
    - Mark & Christine Whitmore - Permit #21-894
    - David Lutman/Lutman Land Development LLC - Permit #21-646 & #21-750
4. 10:05 a.m. Lynn Fields, Probate
  - Quarterly Review
5. 10:15 a.m. Interviews and Appointments to the Jefferson County Parks and Recreation Commission - one unexpired term ending June 30, 2024
6. 10:20 a.m. Jeffrey Polczynski, ENP - Director of Communications
  - Re-Appointment of part-time employee Heather Ketchens to Full-time Public Safety Dispatcher
7. 10:30 a.m. Dennis Jarvis, II, Jefferson County Development Authority
  - Request that the Jefferson County Commission assist the Jefferson County Development Authority in the final payment of the agreed legal fees - Jefferson County Vision, Inc. v. Jefferson County Development Authority CC-19-2018-C-157
8. 10:40 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. 10:55 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, comprehensive plan, 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. Report by counsel regarding County Commission's assignment of drafting new solar text amendment and presentation of draft amendment. Discussion and potential action by County Commission, including potential referral to Planning Commission, and/or other action required by law

10. 11:15 a.m. Tom Hansen, Sheriff  
- Grant Award

#### **OLD BUSINESS**

11. Possible funding options for fire service, including fee/levy/general fund contribution

#### **NEW BUSINESS**

12. Acknowledgment of the Assessor's Certificate of Compliance
13. Request to Use County Commission Meeting Room - Karen Bailey Chapman

#### **COUNTY ADMINISTRATOR REPORTS**

- Consider matters involving or affecting the construction planning, or purchase, sale or lease of property
- Discuss reorganization of Public Safety Departments including Emergency Communications and Emergency Management
- Approval of Job Descriptions for CAD Administrator and Director of Safety

#### **COUNTY COMMISSION REPORTS**

14. **ADJOURN**

## **CORRESPONDENCE/INFORMATION**

**Notice of Special Session on Wednesday, October 13, 2021 at 9:30 a.m.**

**Impact Fee Status Report for September 2021 received.**

**Jefferson County Historic Landmarks Commission Quarterly Report.**

**Letter received from Richard Ziegler, resident, regarding zoning for solar facilities.**

***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, September 16, 2021**

---

A meeting of the Jefferson County Commission was held on Thursday, September 16, 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, September 16, 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 September 2, 2021 Regular Meeting Minutes as presented/with noted correction. Motion seconded and unanimously approved.**

#### **APPROVAL OF REQUISITIONS**

**Motion by Mr. Stolipher to approve the September 16, 2021 requisitions in the amount of \$22,474.66. Motion seconded and unanimously approved.**

#### **APPROVAL OF ACCOUNTS PAYABLE**

CHECK#		VENDOR NAME		AMOUNT
85206		ADAM WARD		\$ 1,024.58
85207		AMERIFLEX		\$ 120.80
85208		AMERIFLEX		\$ 185.00
85209		CAPITAL ELECTRIC		\$ 767.15
85210		CENTRAL ELEVATOR INSPECTION SERVICES LLC		\$ 300.00
85211		CPI-COMPUTER PROJECTS OF ILLINOIS		\$ 1,800.00
85212		CREAMERS WRECKER SERVICE		\$ 85.00
85213		CYNTHIA DANNER		\$ 16.75
85214		DOING BETTER BUSINES		\$ 765.18
85215		FIFTH THIRD BANK		\$ 64,786.81
85216		GUTTMAN OIL CO		\$ 8,988.18
85217		IPC TECHNOLOGIES INC.		\$ 13,676.00
85218		LAURA L KUHN		\$ 3,250.00
85219		LAURA STORM		\$ 2,715.88
85220		LYNDSEY W MATSCHAT		\$ 31.36
85221		MATTHEW HARVEY		\$ 3,619.39
85222		MICAH HUTCHINS		\$ 564.89
85223		MILLENIUIM INSURANCE GROUP		\$ 900.00
85224		PATRIOT FIRE AND SECURITY LLC		\$ 170.00
85225		RICE TIRES CO		\$ 522.96
85226		STATE OF WEST VIRGINIA		\$ 200.00
85227		TEK ADVISORS LLC		\$ 4,200.00
85228		WHOLESALE TIRES INC.		\$ 176.36
85229		WV DIVISION OF LABOR		\$ 90.00
85230		XEROX CORPORATION		\$ 3,391.37
85231	AM/053	AXION		\$ 1,068.93
<b>TOTAL</b>				<b>\$ 113,416.59</b>

**Motion by Mr. Stolipher to approve the Accounts Payable for September 9, 2021 in the amount of \$113,416.59. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
85234		TRACY HERRON-RICE		\$ 500.00
85236		BUREAU OF CHILD SUPPORT		\$ 561.24

85237		C.A.R.S COMPLETE AUTO REPAIR SERVICE		\$ 91.16
85238		COMPILED TECHNOLOGIES LLC		\$ 500.00
85239		EFTPS IRS TAXES		\$ 93,063.23
85240		EMPOWER RETIREMENT		\$ 5,903.01
85241		FIFTH THIRD BANK		\$ 64,352.24
85242		GUTTMAN OIL CO		\$ 4,082.94
85243		JEFFERSON SECURITY BANK		\$ 4,219.00
85244		JUSTTECH LLC		\$ 102.51
85245		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
85246		POTOMAC EDISON		\$ 23,948.19
85247		SOFTWARE SYSTEMS INC		\$ 93.00
85248		SPIRIT OF JEFFERSON		\$ 114.36
85249		STATE TAX DEPARTMENT		\$ 822.22
85250		VERIZON WIRELESS SERVICES LLC		\$ 50.00
85251		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 16,584.50
85252		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 44,958.89
85253		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 66,440.25
85254	GS/004	GENERAL CO FUND		\$ 14,173.93
85255	FG/009	SHERIFF OF JEFFERSON CO		\$ 5,494.61
85256	BS/011	SHERIFF OF JEFFERSON CO		\$ 8,668.76
85257	AM/053	AXION		\$ 1,933.36
<b>TOTAL</b>				<b>\$ 356,991.40</b>

**Motion by Mr. Stolipher to approve the Accounts Payable for September 16, 2021 in the amount of \$356,991.40. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

Check#	Fund	VENDOR	Amount
755	HD/8	FIFTH THIRD BANK	\$ 210.54
756	HD/8	TOTAL ID SOLT.	\$ 363.00
915	AV/56	F.A.O TOOLE OFFICE	\$ 875.00
916	AV/56	FIFTH THIRD BANK	\$ 648.35
917	AV/56	GLOBAL SCIENCE & TECH	\$ 395.98

918	AV/56	JUSTTECH	\$ 168.39
919	AV/56	PRINT-O-STAT	\$ 190.00
920	AV/56	SEGRA	\$ 616.00
921	AV/56	JOURNAL	\$ 480.00
381	WV/369	WVDSRF	\$ 739.00
915	CW/059	ST. OF Wva	\$ 280.00
138	SCH/249	DENISE ALFORD	\$ 481.00
139	SCH/249	TIFFANY LAWRENCE	\$ 481.00
115	LAW/249	DENISE ALFORD	\$ 176.00
116	LAW/249	TIFFANY LAWRENCE	\$ 176.00
123	PRK/249	DENISE ALFORD	\$ 5,991.00
124	PRK/249	TIFFANY LAWRENCE	\$ 5,991.00
147	EMS/249	TIFFANY LAWRENCE	\$ 52.00
146	EMS/249	DENISE ALFORD	\$ 52.00
1297	IP/249	SHERIFF JEFFERSON CO -SCHOOL	\$ 53,979.95
1298	IP/249	SHERIFF JEFFERSON CO - LAW	\$ 1,586.05
1299	IP/249	SHERIFF JEFFERSON CO - PARKS	\$ 4,333.79
1300	IP/249	SHERIFF JEFFERSON CO - EMS	\$ 468.68
<b>TOTAL</b>			<b>\$ 78,734.73</b>

**Motion by Mr. Stolipher to approve the Manual Checks for September 10, 2021 in the amount of \$78,734.73. Motion seconded and unanimously approved.**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
757	HD/8	ATTENTI		\$ 3,126.40
758	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,767.88
759	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,712.01
922	AV/56	SHERIFF OF JEFFERSON CO		\$ 174.74
107	AR/207	JCESA		\$ 130,516.50
108	AR/207	JCESA		\$ 7,298.64
109	AR/207	JEFFERSON CO HEALTH DEPT		\$ 28,236.00
<b>TOTAL</b>				<b>\$ 172,832.17</b>

**Motion by Mr. Stolipher to approve the Manual Checks for September 17, 2021 in the amount of \$172,832.17. Motion seconded and unanimously approved.**

**PAYROLL APPROVAL**

**Motion by Mr. Stolipher to approve the Payroll for September 10, 2021 in the amount of \$20,747.41. Motion seconded and unanimously approved.**

**PRESENTATIONS**

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

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Niwayan Resendiz & Maria Delfino	PP	CTC	306132	40.90

- **Motion by Mr. Stolipher to approve the Exoneration for Ticket No. 306132 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Hyundai Lease Company	PP	KD	311456	\$128.76

- **Motion by Mr. Stolipher to approve the Exoneration for Ticket No. 311456 as presented by the Assessor. Motion seconded and unanimously approved.**

2. Tom Hansen, Sheriff

- a. Part-Time Bailiff Hire

- **Motion by Mr. Stolipher to approve the hire of Cormac Quinn as a part-time bailiff at a rate of \$13.00 per hour starting September 20, 2021. Motion seconded and unanimously approved.**

- b. Pay Adjustment
  - **Motion by Mr. Stolipher to approve the pay adjustment for John Paul Jones from \$12.50 to \$13.50 per hour. Motion seconded and unanimously approved.**
3. Dennis Jarvis, Director, Jefferson County Developmentn Authority and Sean Feigo, President, Jefferson County Development Board – requested approval to hire an administrative assistant for the JCDA.
  - **Motion by Mr. Stolipher to approve the hire of Anna Padilla at a salary of \$40,000, with salary to increase to \$40,500 after a satisfactory completion of a six month probationary period, effective October 12, 2021. Motion seconded and unanimously approved.**
4. Laura Kuhn, Maintenance Department – requested approval of funding to replace the Sheriff’s Emergency Generator
  - **Motion by Mr. Stolipher to approve the purchase of a replacement generator for the Sheriff’s Department with funding from the Capital Outlay fund, up to \$100,000, contingent upon review of the County vendor bidding policy. Motion seconded and unanimously approved.**
5. Interviews and Appointments:
  - a. Jefferson County Historic Landmarks Commission – one unexpired term ending March 31, 2022
    - **Motion by Ms. Tabb to appoint Jim King to the Jefferson County Historic Landmarks Commission for one unexpired term ending March 31, 2022. Motion seconded and unanimously approved.**
  - b. Jefferson County Sheriff’s Civil Service Commission - one four-year term ending September 29, 2025
    - **Motion by Mr. Stolipher to appoint Steve Cox to the Sheriff’s Civil Service Commission for a four-year term ending September 29, 2025. Motion seconded and unanimously approved.**
6. Public Comment – public comment was provided by the following: Ed Hannon, Citizen.

7. 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, comprehensive plan, 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
- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice and discuss contractual matters regarding items a & b listed above and also the county complex project and the resolution on Case Filing CC-19-2021-C-33. Motion seconded and unanimously approved.**
  - **Motion by Mr. Stolipher to come out of Executive Session. Motion seconded and unanimously approved.**

8. Marshall Demeritt and Chris Higdon – presentation and discussion of a proposed fire fee ordinance.

- **Motion by Ms. Tabb to grant authorization for the Jefferson County Fire and Rescue Association, specifically Marshall Demeritt and Chris Higdon, to interact with Michelle Gordon, Finance Director, to access data and research structuring options concerning a county fire fee. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to authorize Stephanie Grove, County Administrator, to contact TischlerBise to receive estimates regarding a Capital Improvement fee for fire service. Motion seconded and unanimously approved.**

**NEW BUSINESS**

9. Resolution on Case Filing – CC-19-2021-C-33 – review the Circuit Court opinion and agree on a response to be delivered to the Judge related to issues that were raised in the Order and proceedings of the Jefferson County Planning Commission and the Jefferson County Commission

- **Motion by Ms. Jackson to direct legal counsel to draft a new solar text amendment ordinance that addresses the concerns that were noted in the Judge’s Order and provide the amended ordinance to the Commission by the next regularly scheduled County Commission meeting. Motion seconded and passes on a vote of 3-1 with Commissioner Tabb opposing and Commissioner Stolipher abstaining.**

## COUNTY ADMINISTRATOR REPORTS

- County Complex Project
  - **Motion by Mr. Stolipher to hire outside legal counsel for contractual matters. Motion seconded and unanimously approved.**
- Discuss administrative leave for absences related to COVID/COVID related issues
  - **Motion by Mr. Stolipher to authorize the use of administrative leave for COVID and COVID-related issues. Motion seconded and unanimously approved.**

10. 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

October 7, 2021

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
COUNTY CLERK	22019	\$ 20,360.80	Compiled Technologies	Support Maintenace/Yearly Contract
MAINTENANCE	22021	\$ 143,260.00	Hoffman Ford Sales, Inc.	2022 Police Utility Vehicles
<b>GRAND TOTAL</b>		<b>\$ 163,620.80</b>		



DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$398,050.05		\$398,050.05
6.2% Tax Payable OASDI	\$23,604.80		\$23,604.80
1.45% Tax Payable HI	\$5,520.44		\$5,520.44
Fed Withholding	\$34,812.75		\$34,812.75
WV State Withholding	\$16,593.05		\$16,593.05
PERS Retirement Deduct 4.5%	\$9,233.63		\$9,233.63
PERS Retirement Deduct 6%	\$5,303.48		\$5,303.48
Hosp. Pre-Taxed	\$14,939.00		\$14,939.00
Cancer/ICU Pre-Taxed	\$468.18		\$468.18
Cancer/ICU Not Pre-Taxed	\$828.16		\$828.16
Optional Life Not Pre Taxed	\$1,825.69		\$1,825.69
Christmas Club	\$4,219.00		\$4,219.00
Wage Attach #1	\$561.24		\$561.24
Wage Attach #2	\$822.22		\$822.22
Wage Attach #3			\$0.00
DSRS Retirement Deduct 8.5%	\$6,556.66		\$6,556.66
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,993.01		\$4,993.01
457R - Roth	\$910.00		\$910.00
MD State Tax	\$765.06		\$765.06
D/VF	\$1,783.38		\$1,783.38
VA State Tax	\$170.96		\$170.96
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$134,792.55	\$0.00	\$134,792.55
Net Wages Total	\$263,257.50	\$0.00	\$263,257.50
Payroll Date	September 16, 2021		



DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$391,407.30		\$391,407.30
6.2% Tax Payable OASDI	\$24,247.71		\$24,247.71
1.45% Tax Payable HI	\$5,670.87		\$5,670.87
Fed Withholding	\$36,087.22		\$36,087.22
WV State Withholding	\$17,199.50		\$17,199.50
PERS Retirement Deduct 4.5%	\$9,202.65		\$9,202.65
PERS Retirement Deduct 6%	\$5,145.88		\$5,145.88
Hosp. Pre-Taxed	\$0.00		\$0.00
Cancer/ICU Pre-Taxed	\$454.61		\$454.61
Cancer/ICU Not Pre-Taxed	\$811.72		\$811.72
Optional Life Not Pre Taxed	\$16.02		\$16.02
Christmas Club	\$4,124.00		\$4,124.00
Wage Attach #1	\$492.93		\$492.93
Wage Attach #2	\$868.12		\$868.12
Wage Attach #3			\$0.00
DSRS Retirement Deduct 8.5%	\$6,618.05		\$6,618.05
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$5,004.30		\$5,004.30
457R - Roth	\$910.00		\$910.00
MD State Tax	\$816.36		\$816.36
D/VF	\$0.00		\$0.00
VA State Tax	\$189.78		\$189.78
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$118,741.56	\$0.00	\$118,741.56
Net Wages Total	\$272,665.74	\$0.00	\$272,665.74
Payroll Date	<del>September 16, 2021</del>		

September 30, 2021



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



Name: **Jacki Shadle**  
Department or Organization: **County Clerk**  
Estimation of amount of time needed for appointment: **15 minutes**  
Date Requested – 1<sup>st</sup> Choice: **October 7, 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*): **Additional Funding to Purchase a Plat Cabinet & Approval for the West Virginia County Records Management and Preservation Board Grant**

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

- **With the increase in recorded plats we are in need of a new plat cabinet. Unfortunately, the manufacturer of the specialized plat cabinet only has one authorized dealer in WV so we are unable to receive multiple quotes. The quote received was for \$9,463.00. I currently have \$5,000.00 in Book Repair that I can move to materials and supplies but will need the commission to provide the additional \$4,463.00 in funding.**
- **To avoid this issue in the future I am applying for the Records Management and Preservation Board Grant to purchase a second cabinet. This would affect the 2022-2023 budget. The grant would cover \$8603.00 and I would be responsible for \$860.00.**

Is this a funding request? **Y/N**  
If so, how much? **\$4,463.00**

Provide exact financial impact/request:

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

**Approve the funding request of \$4,463.00 to purchase a plat cabinet.**

**Approve the application and resolution for the West Virginia County Records Management and Preservation Board Grant.**

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

--



# RESOLUTION

RESOLUTION BY THE JEFFERSON COUNTY COMMISSION, JEFFERSON COUNTY, WEST VIRGINIA, AUTHORIZING AN APPLICATION WITH THE STATE OF WEST VIRGINIA, WEST VIRGINIA COUNTY RECORDS MANAGEMENT AND PRESERVATION GRANTS PROGRAM ON BEHALF OF ITS COUNTY CLERK'S OFFICE FOR THE PURCHASE OF A PLAT CABINET AND ZIPPERED SLEEVES.

BE IT RESOLVED BY THE JEFFERSON COUNTY COMMISSION, JEFFERSON COUNTY, WEST VIRGINIA, WEST VIRGINIA, AS FOLLOWS:

1. That, Stephen Stolipher, President of the Jefferson County Commission, Jefferson County, West Virginia, who is the official duly and legally authorized to execute agreements, and he is authorized to execute, to have acknowledged, and to have delivered on behalf of the Jefferson County Commission, an application with the State of West Virginia Archives and History, including all understandings and assurance contained therein, and is directed and authorized to act in connection with the application and to provide such additional information as may be requested.
2. That the County Clerk of the Jefferson County Commission does properly attest the signature of said official and affix the seal of the County on said agreement.

Commissioner \_\_\_\_\_ moved for the Commission to adopt the Resolution.

Entered this 7th day October 2021

\_\_\_\_\_  
Stephen Stolipher, President

\_\_\_\_\_  
Tricia Jackson, Vice President

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

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

\_\_\_\_\_  
Clare Ath, Commissioner



**West Virginia**  
**Records Management and Preservation Board**  
**Grant Guidelines**  
**For Fiscal Year 2022-23**  
**Due: November 1, 2021**

The Records Management and Preservation Board awards grants to county commissions to assist office holders in the management and preservation of county records. Applications may be submitted in behalf of the office of the assessor, circuit clerk, county clerk, prosecuting attorney, sheriff, and/or county commission. Grant applications must demonstrate the willingness of the applicant office and the county commission to comply with all grant reporting deadlines and budget, purchasing, and reporting requirements; and to provide internal staff support to ensure the success of the project and the improvement of the management and preservation of the records addressed in the grant. Grant recipients must provide at least a ten percent (10%) cash match for each dollar expended by the RMPB. Grant funds are awarded on a reimbursement basis, which requires submission of the official Request for Reimbursement or invoice form. Multiple projects (projects representing two or more specific county offices, such as the County Clerk and Circuit Clerk) require separate applications, with priority ranking clearly designated by the County Commission.

The application (pages 4-8) and required supporting documentation are to be typed and on letter-size paper. An ORIGINAL signed application and thirteen complete copies must be submitted. Please see Page 3 for a list of Supporting Materials necessary to complete the application.

Applications must be completed and sent via certified mail with a postmark on or before November 1, 2020, or hand delivered by this date to: RMPB, c/o Denise Ferguson, West Virginia Archives and History, 1900 Kanawha Boulevard East, Building 9, Charleston, WV 25305-0300. Faxed or other electronic submissions will NOT be accepted. All grant applications submitted by the deadline will be reviewed for completeness and applicants contacted no later than November 15, 2021, if there are any omissions or irregularities in the submitted application. The RMPB will review all qualified grant applications and may request applicants to present details of their proposed project.

The Records Management and Preservation Board may approve total, partial, or no funding. Applicants approved for partial funding or not approved for funding will be informed in writing by February 1, 2022, and may submit within fifteen (15) days a written appeal documenting why the RMPB's denial of application should be reconsidered. Successful applicants are to perform and complete project work during Fiscal Year 2022-23 (July 1, 2022, through June 30, 2023).

Applicants are encouraged to contact Denise Ferguson, county records archivist, or Joe Geiger, director of Archives and History, at (304) 558-0230, to discuss potential projects, the general requirements of the grant or review draft proposals in advance of the November 1 deadline for submission.

## **Eligible Projects:**

### **Personnel Costs (\$10,000 maximum)**

- To conduct inventory of records and remove non-records, duplicates, and accumulations of records that have reached or exceeded required retention periods.
- To scan and index records using the county's existing records management software.

Current employees may be used for hours in excess of regular work hours if devoted totally to work approved in the proposal.

### **Records Storage and Shelving (\$15,000 maximum)**

To provide for physical storage units and systems for records, such as manually operated mobile track shelving systems, roller shelving, open steel shelving, map cabinets and/or Mylar map sleeves, and standard archives records boxes (10"x12"x15").

### **Reformatting (\$10,000 maximum)**

To improve access and preservation of records through digitization or microfilming of permanent records which exist only in digital format. Counties are required to verify that all digital images are exact duplicates of the original records and are to provide copies of all images in TIFF format to Archives and History. The images provided to Archives and History will not be retained beyond the life of the storage device.

### **Equipment (\$10,000 maximum)**

To purchase computer terminals and single function printers for public access use in the records room, and/or scanners for county government employees to use for digitizing long term and/or permanent records. The scanner must be compatible with the county's existing records management software. Funding for these projects is contingent on the county's commitment to provide installation, technology support, upgrades, and maintenance necessary to network the computer(s) and scanner(s) to existing database or software programs. Eligible equipment purchases may also include micro-cut shredders for destruction of confidential records that have met their retention requirement.

### **Conservation (\$5,000 maximum)**

To restore, mend, encapsulate, rebind or recover original permanent records, record books or original maps. Counties should consider digitizing the original records during any restoration project as this sometimes provides the best opportunity to reformat the records to enhance accessibility.

## **Ineligible Projects:**

Furniture

Software programs, storage devices, or servers

Personnel costs for new permanent positions

Personnel costs to refund or supplement salaries of staff for regular work hours

Climate control projects such as dehumidifiers, heating/cooling and fire suppression systems

## **Key Information:**

- ❖ Applications are due no later than November 1, 2021
- ❖ Applications are to be sent by certified mail or hand delivered
- ❖ Applications are for Fiscal Year 2023 (July 1, 2022-June 30, 2023)
- ❖ Eligible projects are listed on page 2
- ❖ County Commission must indicate priority ranking for multiple submissions
- ❖ Include original and thirteen copies of the application (only pages 4-8)

## **Checklist of Required Supporting Materials:**

**The materials listed below must be included with the application:**

1. \_\_\_\_ Priority ranking (Page 8) as determined by the County Commission for counties submitting applications from multiple offices
2. \_\_\_\_ Resolution of support for the project, with original signature of the President of the County Commission in blue ink
3. \_\_\_\_ Letter of support with original signature of specific office holder participating in the records project
4. \_\_\_\_ Certification Form (Page 8) with original signature in blue ink of President of the County Commission agreeing to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, and the stated application requirements. This form must also be signed in blue ink by the applicable office holder (assessor, circuit clerk, county clerk, prosecuting attorney, and/or sheriff) whose records are involved in the project.
5. \_\_\_\_ Photographs, floor plans, etc., which may demonstrate or document the need for the project
6. \_\_\_\_ Estimates, bids, proposals, job descriptions, qualifications and/or resumes, supplies, equipment, floor plans, and drawings for proposed work to be purchased or contracted services must be dated within 60 days of the application
7. \_\_\_\_ Original and thirteen copies of the application (only pages 4-8) with supporting materials
8. \_\_\_\_ Other relevant information, if applicable

**West Virginia  
Records Management and Preservation Board  
Grant Application  
2022-2023**

**Please complete and return only pages 4-8 of this application with supporting materials (see page 3) and thirteen copies. You do not need to submit pages 1-3.**

**Applicant Contact Information:**

County:	Jefferson
County Office:	County Clerk
Name of Office Holder:	Jacqueline C. Shadle
Mailing Address:	100 East Washington Street, P.O. Box 208, Charles Town, WV 25414
Telephone Number	304-728-3347
E-Mail Address:	jshadle@jeffersoncountywv.org

---

County Commission President:	Stephen Stolipher
Mailing Address:	P.O. Box 250, Charles Town, WV 25414
Telephone Number:	304-728-3284
E-Mail Address:	jcarroll@jeffersoncountywv.org

---

Grant Administrator:	Sandy McDonald
Telephone Number:	304-728-3282
E-Mail Address:	smcdonald@jeffersoncountywv.org

### **Activity Description:**

Provide detailed explanation of the project. Identify internal and external staff or vendor necessary to complete work on the project. Include time frame and schedule for project completion.

The Jefferson County Clerk's Office is quickly running out of room for plat maps. We have already recorded 137 plats this year, which is 12 more than we have in the last two years combined. We are requesting a grant for a physical storage unit for our hanging plat maps. We would also like to include zippered map sleeves to go along with the storage unit. We tried to obtain three quotes but the manufacturer of the specialized cabinet only allows one dealer to provide cabinets for West Virginia. The quote and quote rejection emails are attached.

Identify specific record titles, date spans, and quantity (example: Will Books, 1846-1884, Volumes 1-20).

This will be used for future plat maps.

**Activity Description (continued):**

Describe how this project will benefit the records management, preservation, and/or records access needs of your office(s).

This project will help with the storage of future plat maps. We are quickly running out of room with the current storage system that we have.

Provide statement about past and future activities to protect records.

We have applied for grants in the past to digitize images of older land books and have uploaded to our website so that anyone can search.

We have applied for funding to help purchase a large document scanner that can be used by everyone in the county – to scan large books that cannot be taken apart to scan on other scanners.

Currently, our plat maps are kept in a hanging storage frame with Mylar protection sleeves. We are in need of more storage frames and more Mylar sleeves.

**Project Budget (Attach Cost Estimates):**

Eligible Project (see page 2)	Estimate of Total Cost	RMPB Request formula (total cost / 1.1)
Personnel Costs (\$10,000 maximum award)	n/a	
Records Storage and Shelving (\$15,000 maximum award)	\$9,463.00	\$8603.00
Reformatting (\$10,000 maximum award)	n/a	
Equipment (\$10,000 maximum award)	n/a	
Conservation (\$5,000 maximum award)	n/a	

**Total RMPB Request**

**\$ 8603.00**

**Applicants must provide a 10% cash match for all grant funds expended by the RMPB. You will be notified of your required cash match after the Board awards funds for your project. Cash Match may only be applied to board-funded portions of grant.**

Provide a detailed explanation and breakdown of the project budget. Potential vendor estimates obtained within the past 60 days that are relevant to the project and/or personnel costs estimated to complete scanning and indexing projects must be included.

**Certification Form:**

I agree that funds granted under the Records Management and Preservation Board’s grant program will be spent only in accordance with the plan of work and budgeted statement presented in this application or revised and agreed to in the Grant Agreement, and that any changes in the plan of work or budget will be submitted in writing for approval in advance.

I agree to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, to administer the grant in compliance with standard financial management systems and general accounting standards for audit of government entities, and to participate in a grant administration workshop.

This document must be signed using blue ink by the County Commission President and all office holders who are applying for a Records Management and Preservation Board grant. Counties submitting applications from multiple offices must include a priority ranking as determined by the County Commission.

County:	Jefferson
Name of County Commission President:	Stephen Stolipher
Signature of County Commission President:	
Date:	
<b>PRIORITY 1</b>	
Name of County Office Holder:	Jacqueline Shadle
Title of County Office Holder:	County Clerk
Signature of County Office Holder:	
Date:	
<b>PRIORITY 2</b>	
Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date:	
<b>PRIORITY 3</b>	
Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date:	

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



Name: **Roger Goodwin / Todd Fagan**

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

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

Date Requested – 1<sup>st</sup> Choice: **10/7/21**

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

Subject (*Wording to be placed on agenda*): **Grant Application Approval**

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

The Department is seeking funding through the State Records Management and Preservation Board (RPMB) grant program to hire a temporary, full-time summer intern for four months. Last year's WVRMPB award for 2 new scanners has already paid dividends. Both are being used regularly and staff are producing higher quality digital records at a more efficient rate. If awarded this time, an intern will be dedicated to scanning documents, reviewing for quality assurance and entry into our online permitting system. The total estimated cost for temporary hire is \$9,545.00, of which 90% is covered by the grant and the remaining 10% is a County Commission match.

Our proposal will be submitted as a 2<sup>nd</sup> priority, behind that which is being presented by the Jefferson County Clerk on October 7<sup>th</sup>, 2020

Is this a funding request? **YES**

If so, how much? **Minimum of \$955.00 during FY23, since the remainder will be reimbursed.**

Provide exact financial impact/request: **Grant recipients must provide at least a ten percent (10%) cash match for each dollar expended by the RMPB.**

Recommended motion: **I move to approve the RMPB grant application in the amount of \$9,545.00 and pass the associated Resolution of Support.**

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: **Todd Fagan**

Email address: **tfagan@jeffersoncountywv.org**

Phone Number: **304-724-6759**

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

not applicable



**West Virginia  
Records Management and Preservation Board  
Grant Guidelines  
For Fiscal Year 2022-23  
Due: November 1, 2021**

The Records Management and Preservation Board awards grants to county commissions to assist office holders in the management and preservation of county records. Applications may be submitted in behalf of the office of the assessor, circuit clerk, county clerk, prosecuting attorney, sheriff, and/or county commission. Grant applications must demonstrate the willingness of the applicant office and the county commission to comply with all grant reporting deadlines and budget, purchasing, and reporting requirements; and to provide internal staff support to ensure the success of the project and the improvement of the management and preservation of the records addressed in the grant. Grant recipients must provide at least a ten percent (10%) cash match for each dollar expended by the RMPB. Grant funds are awarded on a reimbursement basis, which requires submission of the official Request for Reimbursement or invoice form. Multiple projects (projects representing two or more specific county offices, such as the County Clerk and Circuit Clerk) require separate applications, with priority ranking clearly designated by the County Commission.

The application (pages 4-8) and required supporting documentation are to be typed and on letter-size paper. An ORIGINAL signed application and thirteen complete copies must be submitted. Please see Page 3 for a list of Supporting Materials necessary to complete the application.

Applications must be completed and sent via certified mail with a postmark on or before November 1, 2020, or hand delivered by this date to: RMPB, c/o Denise Ferguson, West Virginia Archives and History, 1900 Kanawha Boulevard East, Building 9, Charleston, WV 25305-0300. Faxed or other electronic submissions will NOT be accepted. All grant applications submitted by the deadline will be reviewed for completeness and applicants contacted no later than November 15, 2021, if there are any omissions or irregularities in the submitted application. The RMPB will review all qualified grant applications and may request applicants to present details of their proposed project.

The Records Management and Preservation Board may approve total, partial, or no funding. Applicants approved for partial funding or not approved for funding will be informed in writing by February 1, 2022, and may submit within fifteen (15) days a written appeal documenting why the RMPB's denial of application should be reconsidered. Successful applicants are to perform and complete project work during Fiscal Year 2022-23 (July 1, 2022, through June 30, 2023).

Applicants are encouraged to contact Denise Ferguson, county records archivist, or Joe Geiger, director of Archives and History, at (304) 558-0230, to discuss potential projects, the general requirements of the grant or review draft proposals in advance of the November 1 deadline for submission.

## **Eligible Projects:**

### **Personnel Costs (\$10,000 maximum)**

- To conduct inventory of records and remove non-records, duplicates, and accumulations of records that have reached or exceeded required retention periods.
- To scan and index records using the county's existing records management software.

Current employees may be used for hours in excess of regular work hours if devoted totally to work approved in the proposal.

### **Records Storage and Shelving (\$15,000 maximum)**

To provide for physical storage units and systems for records, such as manually operated mobile track shelving systems, roller shelving, open steel shelving, map cabinets and/or Mylar map sleeves, and standard archives records boxes (10"x12"x15").

### **Reformatting (\$10,000 maximum)**

To improve access and preservation of records through digitization or microfilming of permanent records which exist only in digital format. Counties are required to verify that all digital images are exact duplicates of the original records and are to provide copies of all images in TIFF format to Archives and History. The images provided to Archives and History will not be retained beyond the life of the storage device.

### **Equipment (\$10,000 maximum)**

To purchase computer terminals and single function printers for public access use in the records room, and/or scanners for county government employees to use for digitizing long term and/or permanent records. The scanner must be compatible with the county's existing records management software. Funding for these projects is contingent on the county's commitment to provide installation, technology support, upgrades, and maintenance necessary to network the computer(s) and scanner(s) to existing database or software programs. Eligible equipment purchases may also include micro-cut shredders for destruction of confidential records that have met their retention requirement.

### **Conservation (\$5,000 maximum)**

To restore, mend, encapsulate, rebind or recover original permanent records, record books or original maps. Counties should consider digitizing the original records during any restoration project as this sometimes provides the best opportunity to reformat the records to enhance accessibility.

## **Ineligible Projects:**

Furniture

Software programs, storage devices, or servers

Personnel costs for new permanent positions

Personnel costs to refund or supplement salaries of staff for regular work hours

Climate control projects such as dehumidifiers, heating/cooling and fire suppression systems

## **Key Information:**

- ❖ Applications are due no later than November 1, 2021
- ❖ Applications are to be sent by certified mail or hand delivered
- ❖ Applications are for Fiscal Year 2023 (July 1, 2022-June 30, 2023)
- ❖ Eligible projects are listed on page 2
- ❖ County Commission must indicate priority ranking for multiple submissions
- ❖ Include original and thirteen copies of the application (only pages 4-8)

## **Checklist of Required Supporting Materials:**

**The materials listed below must be included with the application:**

1.     ▶      Priority ranking (Page 8) as determined by the County Commission for counties submitting applications from multiple offices
2.     ▶      Resolution of support for the project, with original signature of the President of the County Commission in blue ink
3.     ▶      Letter of support with original signature of specific office holder participating in the records project
4.     ▶      Certification Form (Page 8) with original signature in blue ink of President of the County Commission agreeing to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, and the stated application requirements. This form must also be signed in blue ink by the applicable office holder (assessor, circuit clerk, county clerk, prosecuting attorney, and/or sheriff) whose records are involved in the project.
5.     ▶      Photographs, floor plans, etc., which may demonstrate or document the need for the project
6.     ▶      Estimates, bids, proposals, job descriptions, qualifications and/or resumes, supplies, equipment, floor plans, and drawings for proposed work to be purchased or contracted services must be dated within 60 days of the application
7.     ▶      Original and thirteen copies of the application (only pages 4-8) with supporting materials
8.     ▶      N/A Other relevant information, if applicable

**West Virginia  
Records Management and Preservation Board  
Grant Application  
2022-2023**

**Please complete and return only pages 4-8 of this application with supporting materials (see page 3) and thirteen copies. You do not need to submit pages 1-3.**

**Applicant Contact Information:**

County:	Jefferson County, WV
County Office:	County Commission
Name of Office Holder:	Steve Stolipher, Commission President
Mailing Address:	124 E. Washington Street, P.O. Box 250 Charles Town, WV 25414
Telephone Number	304-728-3284
E-Mail Address:	info@jeffersoncountywv.org

---

County Commission President:	Steve Stolipher
Mailing Address:	124 E. Washington Street, P.O. Box 250 Charles Town, WV 25414
Telephone Number:	304-728-3284
E-Mail Address:	stolipherjcc@gmail.com

---

Grant Administrator:	Todd Fagan, GIS Manager
Telephone Number:	304-728-6679
E-Mail Address:	tfagan@jeffersoncountywv.org

## **Activity Description:**

*Provide detailed explanation of the project. Identify internal and external staff or vendor necessary to complete work on the project. Include time frame and schedule for project completion.*

Since 1975, the Office of Building Permits and Inspections, under the Jefferson County Commission, has kept paper copies of all building permits, officially known as Improvement Location Permits (ILPs). Since Subdivision Regulations were adopted in 1979 and Zoning Ordinance adopted in 1988, the Planning and Zoning Office has similarly maintained paper copies of all land development projects. As of January 2013, the Department of Engineering, Planning & Zoning (DEPZ) had stored over 1.15 million documents in 145 file cabinet drawers and boxes covering nearly 1200 sq. ft. of office space. That total continued to grow until we adopted the MyGovernmentOnline (MGO) <https://www.mygovernmentonline.org/> permitting system in November 2017. Since then, we have been scanning ILP documents into this new system and maintaining a duplicate, hardcopy archive.

Last year's WVRMPB award for 2 new scanners has already paid dividends. Both are being used regularly and staff are producing higher quality digital records at a more efficient rate. While the immediate goal is to complete the scanning and indexing of Building Permits, once that milestone is achieved, the scanners will continue to provide value as we switch to digitizing our equivalent backlog of paper Planning and Zoning records.

This year, the Commission would like to hire a temporary, full-time, intern to dedicate time on back-scanning archival records and indexing into the records management software. The Department has had great success in the past hiring student workers for summer internships (4 month periods) and it is our intention to follow that model in this case. See Attachment 1 for position description and Project Budget Table for estimated personnel costs.

With current staff scanning with new equipment when they can find time (1-2 days per week), we are hopeful to complete all of the permit back-scanning in 24 months (Dec 2023). Hiring a summer intern could reduce that target by 12-18 months (June 2023). All of the work is being done under guidance and supervision of an internal Project Manager in DEPZ.

*Identify specific record titles, date spans, and quantity (example: Will Books, 1846-1884, Volumes 1-20).*

This paper records digitization project will apply only to the Jefferson County Engineering, Planning & Zoning Department (JCEPZ) and those land development applications processed by JCEPZ staff since 1975. Land Development applications and related records include, but may not be limited to, Building Permits, Impact Fees, Use & Occupancy certificates, Conditional Use Permits, Easements, Mergers, Boundary Line Adjustments, Planning Commission Waivers, Seasonal Use Permits, Special Exception Permits, Subdivisions, Zoning Appeals, Zoning Certificates, Zoning Map Amendments, Zoning Variances, Bond Agreements, Ordinance Compliance Complaints, or Property Safety Cases.

As our sample quarterly scanning report, Attachment 2, suggests, we will scan years 2002 – 2003 first to close a gap in our archival records. Then we will work backwards chronologically, from 1996 to 1975, in order to complete the backlog scanning project for building permits.

## **Activity Description (continued):**

*Describe how this project will benefit the records management, preservation, and/or records access needs of your office(s).*

There is a large backlog of paper records that are difficult to research and collect when doing property development history research or Freedom of Information Act (FOIA) inquiries. Digitizing and indexing these records into our records management system will reduce staff research time, increase overall process efficiency, and ultimately provide rapid access to the public via an online records portal.

There is reduced liability to the County due to centralized system with audit mechanism to track who uploaded what and when. The current paper filing system presents greater opportunity to lose documents, which may be critical for a FOIA request, for example. Less paper, less ink, and less physical storage related to paper storage means less cost to the County and taxpayers.

Scanning records to the cloud and redundant offsite servers eliminates the risk of loss of paper records that are susceptible to fire or flood.

*Provide statement about past and future activities to protect records.*

Prior to 2017, there was no comprehensive practice to digitally scan the archived documents. We are out of physical storage space in our basement and it is unrealistic to maintain paper copies in perpetuity (see Attachment 3).

The change from paper to digital record keeping is a significant paradigm shift for EPZ staff. We have thousands of individual files in boxes and cabinets in the basement. Staff started back-scanning back in 2017, to begin preparing for our records management system. We tested each desktop scanner and multi-function printer on a variety of resolutions, color v. b/w, image v. lines v. gray tone, to see the effect in graphic quality, legibility, and digital file size. We have developed a process where the permit technician scans in new documents into the records management system and other clerks are scanning older permit files from the basement to the shared server.

Staff shall scan all paper permit files, follow a QA process for image quality and completeness, and destroy all paper copies (once scanned and QA'd) older than 7 years. Any paper records newer than 7 years will be scanned, but also retained. On an annual basis, we will QA review the paper permit files from 8 years ago, scan and destroy the paper using County Maintenance shredder. No files shall be destroyed without passing QA and obtaining authorization to destroy from the West Virginia State Archives.

**Project Budget (Attach Cost Estimates):**

Eligible Project (see page 2)	Estimate of Total Cost	RMPB Request formula (total cost / 1.1)
Personnel Costs (\$10,000 maximum award)	\$10,500.00  (\$15 per hour x 700 hours)	\$9,545.00
Records Storage and Shelving (\$15,000 maximum award)		
Reformatting (\$10,000 maximum award)		
Equipment (\$10,000 maximum award)		
Conservation (\$5,000 maximum award)		

**Total RMPB Request**

**\$ 9,545.00**

**Applicants must provide a 10% cash match for all grant funds expended by the RMPB. You will be notified of your required cash match after the Board awards funds for your project. Cash Match may only be applied to board-funded portions of grant.**

Provide a detailed explanation and breakdown of the project budget. Potential vendor estimates obtained within the past 60 days that are relevant to the project and/or personnel costs estimated to complete scanning and indexing projects must be included.

## Attachments:

1. Temporary Intern Position Description

### Jefferson County, West Virginia Job Description

<b>Position Title:</b>	Land Development Records Archivist	<b>Grade Level:</b>	I – Temporary (8 mos.)
<b>Department</b>	Engineering, Planning & Zoning (DEPZ)	<b>Date:</b>	July 1, 2022
<b>Reports to:</b>	DEPZ Office Manager	<b>FLSA Status</b>	P/T, Non-Exempt

**Statement of Duties:** The employee performs document scanning, records maintenance, and database management, in support of the department's goals.

**Supervision Required:** Works under general supervision of the DEPZ Office Manager.

**Occupational Risk:** The work environment involves everyday discomforts typical of indoor environments such as office settings. Duties generally do not present occupational risk to the employee.

**Essential Functions:**

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

1. Staff shall scan and digitize all paper permit files according to specifications and as prescribed by the Project Manager.
2. Staff shall follow established QA process for image quality and completeness.
3. Staff may be asked to index and upload documents to the County's online permitting system.

**Recommended Minimum Qualifications:**

**Education and Experience:** 2-year college associates degree with one to three (1-3) years related work experience desirable; High school diploma with 3 years office management experience, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Knowledge, Abilities and Skills:**

**Knowledge:** Proficiency in a range of software programs, e-mail and the Internet in support of department operations.

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

**Skills:** Good typing, advanced computer, written and verbal communication, record keeping, and time management skills are required.

## 2. Sample Permit Scanning Quarterly Report

Permit Scanning and GIS point layer status as of September 1st, 2021							Statistics
Year	Paper	Act!	MGO	number scanned	digital size(gb)	GIS Pts created	
2021			810	810	13.90		
2020			949	949	27.70		
2019			878	878	34.20		2001-2021
2018			762	762	15.70		total "big" permits
2017		637	139	645	16.30	500	18,972
2016				52	3.62	574	1975-2001
2015		644		53	3.60	517	total "small" ILPs
2014		68		60		605	18,613
2013		611		59	1.80	598	2001-2021 total scanned
2012		642		61		611	16,035
2011		682		67	3.83	656	2001-2021 scan PCT complete
2010		710		60	3.20	691	84.5%
2009		685		67	3.26	672	1975-2001 total scanned
2008		8		84	2.98	842	12,595
2007		106		106		1056	1975-2001 scan PCT complete
2006		1395		1384		1384	67.7%
2005		1397		1397	6.08	1391	1975-2021 overall total scanned
2004		1404		1398	5.58	1398	28,630
2003		1706		985	5.68	855	overall scan PCT complete
2002		1359		11	0.85	11	76.2%
2001	1250	20	**	1203	0.42	1203	** missing 01-1050 thru 01-1099
2000	1200			1200	0.37	1200	
1999	1091			1092	0.31	1092	1975-2021
1998	1074			1087	0.31	1087	total current size (gb)
1997	1049			1056	0.36	1056	169.51
1996	879			452	0.19	367	average size per "big" file (mb)
1995	996			451	0.21	2	10.15
1994	974			917	0.43		estimated total digital size
1993	916			920	0.42		for "big" permits (gb) 2001+
1992	962			966	0.48		192.60
1991	906			912	0.44		
1990	1031			279	0.13		Total GIS points created
1989	765			100	0.02		18,379
1988	655			498	0.24	1	Total ILPs to be mapped
1987	543			249	0.39	1	(not including MGO)
1986	508			408	0.79		34,047
1985	434			335	0.12		GIS point creation PCT complete
1984	420			100	0.03		54.0%
1983	354						
1982	343			100	0.04	9	Total permits 1975-present
1981	361						37,585
1980	358			1	0.00		
1979	370			170	0.77		
1978	390						
1977	414			99	0.23		
1976	368						
1975	2						

### 3. Photos of basement file storage



## Certification Form:

I agree that funds granted under the Records Management and Preservation Board's grant program will be spent only in accordance with the plan of work and budgeted statement presented in this application or revised and agreed to in the Grant Agreement, and that any changes in the plan of work or budget will be submitted in writing for approval in advance.

I agree to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, to administer the grant in compliance with standard financial management systems and general accounting standards for audit of government entities, and to participate in a grant administration workshop.

This document must be signed using blue ink by the County Commission President and all office holders who are applying for a Records Management and Preservation Board grant. Counties submitting applications from multiple offices must include a priority ranking as determined by the County Commission.

County:	Jefferson County, WV	
Name of County Commission President:	Commissioner Steve Stolipher	
Signature of County Commission President:		
Date:		
<b>PRIORITY 1</b>		
Jefferson County Clerk will be submitting separately		
Name of County Office Holder:		
Title of County Office Holder:		
Signature of County Office Holder:		
Date:		
<b>PRIORITY 2</b>		
Name of County Office Holder:	Commissioner Steve Stolipher	
Title of County Office Holder:	County Commission President	
Signature of County Office Holder:		
Date:		
<b>PRIORITY 3</b>		
Name of County Office Holder:		
Title of County Office Holder:		
Signature of County Office Holder:		
Date:		

**RESOLUTION**

The Jefferson County Commission met on the 7<sup>th</sup> day of October, 2021, with a quorum present and passed the following Resolution:

WHEREAS, the West Virginia Records Management and Preservation Board awards grants to county commissions to assist office holders in the management and preservation of county records; and,

WHEREAS, the Jefferson County Commission has applied for a grant from the WV Records Management and Preservation Board to digitize archival land development records and enter these files in an existing online permitting system; and,

WHEREAS, the Jefferson County Commission is requesting \$9,545.00 from the WV Records Management and Preservation Board in order to complete the work necessary to accomplish the goal of scanning, indexing, and streamlining its improvement location permits; and,

WHEREAS, the Jefferson County Commission will provide at least a ten percent (10%) cash match for each dollar expended by the WV Records Management and Preservation Board: and,

WHEREAS, the Jefferson County Commission will comply with all grant reporting deadlines and budget, purchasing, and reporting requirements; and to provide internal staff support to ensure the success of the project and the improvement of the management and preservation of the records addressed in the grant: and,

WHEREAS, the Jefferson County Commission approves the Commission's grant proposal and recommends their project to the WV Records Management and Preservation Board as the second priority behind that which has been submitted by the County Clerk.

NOW, THEREFORE, BE IT RESOLVED, by the Jefferson County Commission of West Virginia, that the President is hereby authorized to affix her signature to the necessary documents on behalf of the Jefferson County Commission, and that she be empowered to sign the Certification Form provided by the WV Records Management and Preservation Board in order to obtain these funds.

Dated: \_\_\_\_\_

\_\_\_\_\_

STEVE STOLIPHER  
PRESIDENT  
JEFFERSON COUNTY COMMISSION

ATTESTED: \_\_\_\_\_

Jaqueline Shadle, County Clerk



## 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 Stolpher*

VICE PRESIDENT

*Tricia Jackson*

COMMISSIONER

*Clare Ath*

COMMISSIONER

*Caleb Hudson*

COMMISSIONER

*Jane Tabb*

October 7<sup>th</sup>, 2021

WV Records Management and Preservation Board  
c/o Denise Ferguson, WV Archives and History  
1900 Kanawha Blvd East. Bldg 9  
Charleston, WV 25305

Dear Ms. Ferguson,

I want to express my support for the records management project being undertaken in the Department of Engineering, Planning, and Zoning to digitize and index archival land development records dating back to 1975. It is an important project that will reduce staff research time, increase overall process efficiency, and ultimately provide rapid access to the public via an online records portal.

The Commission also supports the Department's grant proposal to the Records Management and Preservation Board. Accordingly, the Commission pledges to comply with all grant reporting deadlines and budget, purchasing, and reporting requirements; and to provide internal IT support in order to ensure the success of the project as proposed in the grant.

Jefferson County appreciates the opportunity to apply for and compete for the grant funding. We believe this proposal meets the goals of both the County and the RPMB. We look forward to working with you on this project.

Sincerely,

Steve Stolpher  
Commission President  
Jefferson County Commission

County Administrator  
*Stephanie Grove*

Deputy County Administrator  
*Sandy Slusher McDonald*



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



Name: Becky Burns, Office Manager

Department or Organization: Engineering, Planning & Zoning

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: 10/7/2021

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

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

Subject (*Wording to be placed on agenda*): Permit Fee & Impact Fee Refund Requests

- 1) Donald & Pamela Pine - Permit #21-591
- 2) Timothy & Susan Paulin – Permit #21-567

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

- 1) Donald & Pamela Pine applied for a building permit for a single family residence on 6/14/2021. They have asked that their permit be revoked and their fees be refunded. Staff recommends the impact fee be fully refunded in the amount of \$6,700.00; and, that \$656.11 of the building permit fee be refunded (see attached memo).
- 2) Timothy and Susan Paulin applied for a building permit for a single family residence on 6/9/2021. They have asked that their permit be revoked and their fees be refunded. Staff recommends the impact fee be fully refunded in the amount of \$6,700.00; and, that \$1,301.17 of the building permit fee be refunded (see attached memo).

Is this a funding request? Y/N YES

If so, how much? \$1,957.28 Permit Fee Refunds \$13,400.00 Impact Fee Refunds

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

- 1) Move to approve a partial refund of the building permit fee for Donald & Pamela Pine in the amount \$656.11; a full refund of the impact fee in the amount of \$6,700.00; and, to close the permit application file.
- 2) Move to approve a partial refund of the building permit fee for Timothy & Susan Paulin in the amount of \$1,301.17; a full refund of the impact fee in the amount of \$6,700.00; and, to close the permit application file.

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

If not attached, explain: Staff Memo Seeking Fee Reimbursements

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: Becky Burns

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

--

**JEFFERSON COUNTY, WEST VIRGINIA**  
**Department of Engineering, Planning & Zoning**  
**Office of Engineering, Building Permits & Inspections**  
116 East Washington Street  
P.O. Box 716  
Charles Town, West Virginia 25414

Phone: 304-728-3257

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

Fax: 304-728-3953

MEMORANDUM

TO: STEPHANIE GROVE, COUNTY ADMINISTRATOR  
JEFFERSON COUNTY COMMISSION

FROM: REBECCA F. BURNS, OFFICE MANAGER  
DEPARTMENT OF ENGINEERING, PLANNING & ZONING

DATE: SEPTEMBER 30, 2021

SUBJECT: PERMIT FEE & IMPACT FEE REFUND REQUEST  
PERMIT #21-591 DONALD & PAMELA PINE  
PERMIT #21-567 TIMOTHY & SUSAN PAULIN

The Commission has authorized permit fees be refunded in the past when petitioned by the owner of the property based on recommendations from this office.

On June 14, 2021 Donald and Pamela Pine applied for a building permit for a single family residence and paid the permit fee of \$1009.40 and the impact fee of \$6,700.00. Mr. and Mrs. Pine is asking that their building permit be revoked and the impact fee and building permit fee be refunded. The building permit for this project was issued on August 6, 2021. A site inspection was conducted on September 30, 2021, the land has been cleared and there is a hole for the foundation, but footings have not been poured.

The building permit fee was computed as follows: base fee of \$95.00, plus the square footage fee of \$914.40, for a total of \$1,009.40. Staff recommends a 65% refund of the permit fees in the amount \$656.11; and, a full refund of the \$6,700.00 impact fee.

On June 9, 2021 Timothy and Susan Paulin applied for a building permit for a single family residence and paid the permit fee of \$2001.80 and the impact fee of \$6,700.00. Mr. and Mrs. Paulin is asking that their building permit be revoked and the impact fee and building permit fee be refunded. The building permit for this project was issued on July 21, 2021. A site inspection was conducted on September 30, 2021, the land has been cleared and there is a hole for the foundation, but footings have not been poured.



Memo: Permit Fee & Impact Fee Refund Request  
September 30, 2021  
Page Two

The building permit fee was computed as follows: base fee of \$95.00, plus the square footage fee of \$1,906.80, for a total of \$2,001.80. Staff recommends a 65% refund of the permit fees in the amount \$1,301.17; and, a full refund of the \$6,700.00 impact fee.

Both the Pines and the Paulins have been informed that if and when they decide to build in the future they will be responsible for paying the fees and acquiring the required permits to do so.

If you have any questions please give me a call.



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



Name: Becky Burns, Office Manager

Department or Organization: Engineering, Planning & Zoning

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: 10/7/2021

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

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

Subject (*Wording to be placed on agenda*): Permit Fee & Impact Fee Refund Requests

- 1) Mark & Christine Whitmore - Permit #21-894
- 2) David Lutman/Lutman Land Development LLC – Permit #21-646 & #21-750

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

- 1) Mark & Christine Whitmore applied for a building permit for a lean-to roof #21-894 on 9/9/2021. They have decided they will not be pursuing this project at this time and have requested their permit fees be refunded. Staff recommends that \$97.50 of the building permit fee be refunded (see attached memo).
- 2) David Lutman/Lutman Land Development LLC applied for a building permit for a single family residence on the same piece of property twice. They have asked that their impact fee be refunded. Staff recommends the impact fee be fully refunded in the amount of \$6,700.00 (see attached memo).

Is this a funding request? Y/N YES

If so, how much? \$97.50 Permit Fee Refund \$6,700.00 Impact Fee Refund

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

- 1) Move to approve a partial refund of the building permit fee for Mark & Christine Whitmore in the amount \$97.50 and to close the permit application file.
- 2) Move to approve a full refund of the impact fee in the amount of \$6,700.00 for permit file #21-646; and, to close the permit application file.

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

If not attached, explain: Staff Memo Seeking Fee Reimbursements

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: Becky Burns

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

--

**JEFFERSON COUNTY, WEST VIRGINIA**  
**Department of Engineering, Planning & Zoning**  
**Office of Engineering, Building Permits & Inspections**  
116 East Washington Street  
P.O. Box 716  
Charles Town, West Virginia 25414

Phone: 304-728-3257

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

Fax: 304-728-3953

---

MEMORANDUM

TO: STEPHANIE GROVE, COUNTY ADMINISTRATOR  
JEFFERSON COUNTY COMMISSION

FROM: REBECCA F. BURNS, OFFICE MANAGER  
DEPARTMENT OF ENGINEERING, PLANNING & ZONING

DATE: SEPTEMBER 30, 2021

SUBJECT: PERMIT FEE REFUND MARK & CHRISTINE WHITMORE – PERMIT #21-894  
IMPACT FEE REFUND REQUEST DAVID LUTMAN/LUTMAN LAND DEVELOPMENT LLC -  
PERMIT #21-646 & #21-750

The Commission has authorized permit fees be refunded in the past when petitioned by the owner of the property based on recommendations from this office. Mark & Christine Whitmore applied for a building permit for a lean-to roof #21-894 to be attached to an existing shed and paid the permit fee of \$150.00. They have decided they will not be pursuing this project at this time.

The fee for a roof is a flat fee of \$150.00. Mr. and Mrs. Whitmore applied for the building permit for the lean-to roof on September 9, 2021. Staff reviewed the application file for compliance with building code and land use ordinances. Staff recommends a 65% refund of the permit fees in the amount of \$97.50.

David Lutman/Lutman Land Development LLC applied for permit #21-646 and #21-750 for a single family dwelling on the same piece of property and paid the permit fee of \$713.40 and the impact fee of \$6,700.00 twice. We were contact by Mr. Lutman's office when they realized the error. Per Mr. Lutman's request we voided permit #21-646; and, escrowed the permit fee of \$713.40 which will be applied to a future permit when one is filed by Mr. Lutman. Staff recommends the impact fee of \$6,700.00 be refunded.

If you have any questions please give me a call.



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



Name: Lynn Fields

Department or Organization: Clerk of the County Commission – Probate Office

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **October 7, 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*):

**Quarterly Review**

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

Is this a funding request? Y/N

If so, how much? \$

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: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **October 7, 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/Appointments to the Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2024**

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



# BIRGIT DEBEERST

47 Veronica Court, Charles Town, WV 25414 • (404) 451-1621 • bjdebeerst@hotmail.com

---

## SKILLS

Experienced in business process management, project management and design thinking. Adept at managing change in complex organizations. Skilled at visualizing and integrating leadership goals, stakeholder interests and customer/end user requirements.

- Business Process Management
  - Project Management
  - Project Portfolio Management
  - Change Management
  - Design Thinking
  - Journey Mapping
  - Usability Testing
  - Intercultural Training
- 

## WORK EXPERIENCE

George Mason University, UL Operations and Planning, Fairfax VA

- Director, UL Project and Process Management, 2020-Present
- Associate Director, UL Operations and Planning, 2019-2020
- Associate Director, Online Initiatives, 2017-2018

George Mason University, Office of International Programs and Services, Fairfax, VA

- Associate Director for Outreach & Internationalization, 2014-2017
- Assistant Director for Programs & Outreach, 2011-2014
- Program Assistant, 2010-2011

Friends of the Georgia Archives Foundation, Morrow, GA

- Administrative Coordinator, 2005-2008

Royal Netherlands Embassy, Seoul, South Korea

- Cultural Officer, 2001-2003
- Consular Assistant, 2000-2001

Nury Tech Inc., Seoul, South Korea

- Administrative Assistant, 1999-2000

School of Oriental and African Studies, University of London, London, U.K.

- Student Housing Coordinator, 1997
- 

## EDUCATION

George Mason University, Fairfax, VA

- Certificate in Higher Education Administration, 2012

School of Oriental and African Studies, University of London, London, U.K.

- M.A. in Korean Studies with Merit, 1998

Catholic University Leuven, Leuven, Belgium

- M.A. and B.A. in Japanese Studies with Distinction (Magna cum Laude), 1995
- 

## CERTIFICATES/TRAINING

Nielsen Norman Group

- UX Transformation (one-day virtual course), March 2021
- Service Blueprinting (one-day in-person course), May 2019

Sterling Ledet & Associates, Inc.

- Adobe Captivate (two-day in-person course), December 2016

George Mason University, Fairfax, VA

- Business Process Management (five-day in-person course), November 2019
  - Online Course Development Institute/OCDI (6-week online course), Spring 2015
- 

## TECHNOLOGY SKILLS

- Instructional Tools: Blackboard (intermediate), Articulate 360 (intermediate), Adobe Captivate (intermediate)

- Project Management Tools: Smartsheet (intermediate), Project for the Web (intermediate)

---

## **CROSS-CULTURAL COMPETENCY**

- Extensive international experience in cross-cultural programming. Worked with students, staff and faculty from 135 countries.
- Facilitated multiple re-entry workshops for TechWomen participants (Institute of International Education) and Fullbright scholars.
- Fluent in Dutch, English and French. Conversational in Korean. Basic Japanese and German.
- Worked, studied and/or lived in Belgium, The Netherlands, UK, Taiwan, South Korea and the United States.

---

## **AWARDS/SCHOLARSHIPS**

- Impact Award, George Mason University, 2019
- Outstanding Service Award, University Life, George Mason University, 2017
- Positive Impact Award, University Life, George Mason University, 2012
- Korea Foundation Scholarship, Seoul National University Language Institute, Seoul, South Korea, 1998-1999
- Hankuk University of Foreign Studies International Summer Program Scholarship, Seoul, South Korea, 1996
- Erasmus Exchange Program Scholarship, Korean Studies, School of Oriental and African Studies, University of London, London, U.K., 1996-1997

Jefferson County Commission  
Application for Boards, Committees or Commissions

Please type or print information

Name: Birgit Debeerst

Home Telephone Number: 404-451-1621

Work Address: 4400 University Drive, Fairfax VA 22030 (I work 3 days in Fairfax VA and 2 days from home)

Work Phone Number: 404-451-1621

Mobile Phone Number: 404-451-1621

E-mail Address: bjdebeerst@hotmail.com

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

Occupation: Higher Education - Administrative Faculty

Education: High School Yes

College Yes - BA/MA in Japanese Studies and MA in Korean Studies

Trade/Business School No

Are you a United States citizen?                      Yes X                      No   

Are you a West Virginia resident?                      Yes X                      No   

Are you a resident of Jefferson County?                      Yes X                      No   

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

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

Address:  
47 Veronica Court, Charles Town WV 25414  
\_\_\_\_\_  
\_\_\_\_\_

Magisterial District: Kabletown

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

Jefferson County is our home now. I believe outdoor recreation is important. I want to help make the County better.

As outlined in my resume, I would bring skills like project and process management to this position.

Attachment: Resume

Organization Memberships and Positions Held : Attachment: Resume

Have you even been convicted of any felonies? If yes, please list. No, I have never been convicted.

Date:	Offense:

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

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

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

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

Signature:  Date: August 15th, 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.*

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



Name: **Jeffrey Polczynski, ENP – Director of Communications**

Department or Organization: **Emergency Communications Center**

Estimation of amount of time needed for appointment: **5 minutes**

Date Requested – 1<sup>st</sup> Choice: **October 7<sup>th</sup>, 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*): **Re-Appointment of part-time employee Heather Ketchens to Full-time Public Safety Dispatcher**

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

**Ms. Ketchens resigned from her full-time Public Safety Dispatcher position in May 2020 after two years of employment. The Emergency Communications Center allows former employees to return to their original seniority (minus length of absence) if they return within one year of resignation and has practiced this in the past. Ms Ketchens is well within her one year and is eligible for re-hire by the Department.**

**Ms Ketchens being a fully trained public safety dispatcher will impact the schedule offering immediate relief of open shifts and overtime of the staff.**

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*):

**Motion to approve the full-time employment of Heather Ketchens as a Public Safety Dispatcher at Grade 4 with a salary of \$39,660.64 as was her fiscal year 2021 salary when she left.**

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: Jeffrey Polczynski

Email address: [JPolczynski@jeffersoncountywv.org](mailto:JPolczynski@jeffersoncountywv.org)

Phone Number: 304-279-1823

**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: October 7, 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**

Is this a funding request? Yes,  
If so, how much? \$ TBD

Provide exact financial impact/request: JEFFERSON COUNTY VISION INC. v. JEFFERSON COUNTY DEVELOPMENT AUTHORITY CC-19-2018-C-157- Judge Hammer issued a ruling that the JCDA had to provide documents to the plaintiff that were outside the scope of the legal definition of client confidentiality. Jefferson County Vison prevailed and has been awarded a payment for their legal fees. The initial fee provided to the JCDA legal team for the JCV legal fees was \$27,687.70- JCV legal has indicated that are open to a 20% reduction to the fee structure settling on a fee of \$\$22,150.36. The JCDA legal counsel is attempting to negotiate a lower fee and the JCDA has filed an extension request. The JCDA is requesting the JCC assist the JCDA in the final payment of the agreed legal fees.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):  
The Jefferson County Commission approves the request

Attach supporting documents for request, or request may be denied. **Legal brief and fee structure**  
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: [djarvis@jcda.net](mailto:djarvis@jcda.net)

Phone Number: 304-728-3255

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





## West Virginia E-Filing Notice

CC-19-2018-C-157

Judge: David Hammer

To: Christopher Stroech  
cstroech@arnoldandbailey.com

---

### NOTICE OF FILING

---

IN THE CIRCUIT COURT OF JEFFERSON COUNTY, WEST VIRGINIA  
JEFFERSON COUNTY VISION INC. v. JEFFERSON COUNTY DEVELOPMENT AUTHORITY  
CC-19-2018-C-157

The following motion was FILED on 9/17/2021 9:24:34 PM

Notice Date: 9/17/2021 9:24:34 PM

Laura Storm  
CLERK OF THE CIRCUIT COURT  
Jefferson County  
PO Box 1234  
CHARLES TOWN, WV 25414

(304) 728-3231  
circuitclerk@jeffersoncountywv.org

**IN THE CIRCUIT COURT OF JEFFERSON COUNTY, WEST VIRGINIA**

**JEFFERSON COUNTY VISION, INC.,**

*Plaintiff,*

v.

**CASE NO.: CC-19-2019-C-157  
(Judge David M. Hammer)**

**JEFFERSON COUNTY DEVELOPMENT AUTHORITY,  
a Public Corporation of the State of West Virginia,**

*Defendant.*

**PLAINTIFF'S FEE PETITION**

The Plaintiff, by counsel, S. Andrew Arnold, Esq., Christopher P. Stroech, Esq. and Billie P. Garde, Esq., hereby submits this Petition for Attorney's Fees and Costs, seeking \$27,687.77 to date. *See* Exhibits A and B attached hereto.

Any person who is denied access to public records requested pursuant to this Article and who successfully brings a suit filed pursuant to Section Five [§29B-1-5] of this Article shall be entitled to recover his or her attorney fees and court costs from the public body that denied him or her access to the records. W.Va. Code §29B-1-7.

The recovery of attorney's fees by a prevailing party under W.Va. Code §29B-1-7 was discussed at length in Daily Gazette Co, Inc. v. West Virginia Development Office, 206 W. Va. 61, 521 S.E.2d 543 (1999). The Supreme Court held that the statute requires an award of attorney's fees to a person who has successfully brought a suit for the disclosure of requested record pursuant to W.Va. Code §29B-1-5. In order to recover attorney fees, a plaintiff need not have prevailed on every argument advanced during the litigation, or have received full and complete disclosure of every record sought. The Court held that an award of attorney fees is proper if the FOIA action "contributed to the defendant's disclosure, whether voluntarily or by order of court, of the public records originally denied by the plaintiff." Syl. Pt. 1, in part, Gazette II.

The Plaintiff prevailed in this matter and was able to secure Orders from this Court mandating that the JCDA disclose certain records withheld. As such, Plaintiff is entitled to its attorney fees and costs incurred.

As set forth in Syl. Pt. 4 in Aetna v. Pitrolo, 176 W.Va. 190 (1986):

Where attorney's fees are sought against a third party, the test of what should be considered a reasonable fee is determined not solely by the fee arrangement between the attorney and his client. The reasonableness of attorney's fees is generally based on broader factors such as: (1) the time and labor required; (2) the novelty and difficulty of the questions; (3) the skill requisite to perform the legal service properly; (4) the preclusion of other employment by the attorney due to acceptance of the case; (5) the customary fee; (6) whether the fee is fixed or contingent; (7) time limitations imposed by the client or the circumstances; (8) the amount involved and the results obtained; (9) the experience, reputation, and ability of the attorneys; (10) the undesirability of the case; (11) the nature and length of the professional relationship with the client; and (12) awards in similar cases.

The amount sought is reasonable based upon the Pitrolo factors. Billie Garde was lead counsel in this matter, and her hourly rate is \$350.00. The hourly rate for her paralegal is \$150.00. Both have more than 35 year's experience handling FOIA cases. The reduced hourly rate charged by S. Andrew Arnold, Esq. and Christopher P. Stroech, Esq. is \$200.00. All counsel have written Fee Agreements with Plaintiff, requiring Plaintiff to pay all fees and costs incurred.

The JCDA did not produce all documents in response to a lawful FOIA request. Plaintiff's counsel had to spend significant time reviewing documents, conducting research, corresponding with their client and opposing counsel and otherwise diligently working to obtain the requested documents. The JCDA is a public body that should have disclosed these documents. An appropriate award of attorneys' fees and costs will help deter such future conduct.

As such, a total fee/cost award of \$27,687.77 is fair and reasonable.

**JEFFERSON COUNTY VISION INC.,**  
**Plaintiff, By Counsel**

/s/Christopher P. Stroeck

S. Andrew Arnold, Esq. (WVSB #6131)

Christopher P. Stroeck, Esq. (WVSB #9387)

Arnold & Bailey, PLLC

208 North George Street

Charles Town, WV 25414

(304) 725-2002

(304) 725-0282 (Fax)

Billie P. Garde, Esq.

Clifford & Garde, LLP

1850 M Street, NW

Suite 1060

Washington DC 20036

**IN THE CIRCUIT COURT OF JEFFERSON COUNTY, WEST VIRGINIA**

**JEFFERSON COUNTY VISION, INC.,**

*Plaintiff,*

v.

**CASE NO.: CC-19-2019-C-157  
(Judge David M. Hammer)**

**JEFFERSON COUNTY DEVELOPMENT AUTHORITY,  
a Public Corporation of the State of West Virginia,**

*Defendant.*

**CERTIFICATE OF SERVICE**

I, Christopher P. Stroeck, Esq., do hereby certify that I have served a true copy of the foregoing **PLAINTIFF'S FEE PETITION** upon the following counsel via email through the WV E-Filing System this 17<sup>th</sup> day of September, 2021:

Elise McQuain, Esq.  
Carte P. Goodwin, Esq.  
FROST BROWN TODD, LLC  
500 Virginia Street, East, Suite 1100  
Charleston, WV 25301  
*Counsel for Defendant Jefferson County Development Authority*

/s/ Christopher P. Stroeck  
Christopher P. Stroeck, Esq.

**Time Spent of the JCDA FOIA Lawsuit**  
**CC-19-2018-157**

Date	Task	Person	Time Expended
8/28/2018	Draft and submit JCDA FOIA	BPG	.5
9/12/20`8	Review Responses	BPG	.25
9/13-14/2018	Discuss responses with client	BPG	.5
10/8-9/2018	Research FOIA exemption; investigate Intent of legislature re: exemption	BPG	2.0
10/15-16/2018	Contact APLMAD re: FOIA exemption Case; Review research provided	BPG	2.0
10/18-19/21	T/C and E/C Discuss with CS	BPG	1.0
10/18-19/21	Draft legal complaint	BPG	2.5
10/20/2018	Continue drafting complaint for CS review	BPG	1.0
10/21/2018	Finalize complaint after client review	BPG	1.5
10/26/2018	Apply and File Motion to Appeal Pro Hac Vice	BPG	1.0
11/6-9/2018	Review additional JCDA material Provided by other entities	BPG	4.0
11/10-11/21	T/C with clients	BPG	.5
11/17/2018	Worked with paralegals to compare Documents provided elsewhere	BPG	3.0
12/5-6/2018	Review MTD, consult with CS	BPG	1.0
12/11/2018	Prepare electronic review of Ranson Documents vs. FOIA documents	BPG	1.5
1/8-9/2018	Draft Opposition to MTD	BPG	3.5
1/15/2019	Review and edit draft Oppositions	SLS	1.5
1/16/2019	Edits from CS and client review	BPG	1.0

1/17-19/2019	Draft, review and prepare Opposition to MTD	BPG	5.0
1/18/2019	Revised to Motion; Finalize Motion	SLS	1.5
1/29/2019	Review Reply Brief	BPG	4.0
2/26/2019	Review Order Denying MTD, And requiring Vaughn index	BPG	.5
3/13/2019	Review Diehl Affidavit re: Vaughn Index	BPG	1.5
3/15-18/2019	Review Vaughn Index and compare to documents already available JCDA info and documents	BPG	6.5
3/23-26-29/2019	Discussion with clients re: JCDA	BPG	1.0
3/28/2019	T/C with clients and CS	BPG	1.5
3/29/2019	Research of WV case law Prepare draft response	BPG	2.0 1.5
3/29/2019	Review and edit reply brief	SLS	2.0
3/29/2019	Finalize Reply and prepare exhibits Filing	SLS	1.0
4/2/2021	Review Order	BPG	.5
4/10/2021	T/C with client; co-counsel	BPG	.5
4/29/2021	E/C with client	BPG	.25
4/10/2021	T/C with client	BPG	.5
5/27/2021	Review records; T/C with client	BPG	.5
6/7/2021	Review final FOIA productions	BPG	1.0
8/12/2021	Prepare for Status Conference Compare to other materials	BPG	1.0
8/16/2021	Status Conference	BPG	.5
8/18/2021	Court status conference	BPG	.5

9/14/21	Research of fee authorization	BPG	1.0
9/16/21	Prepare Time for Fee Petition	BPG	1.5
Total Hours	Retainer Agreement (\$350.00)	BPG	\$23,125.00
	Retainer Agreement (\$150.00)	SLS	<u>\$ 1,900.00</u>
			<b>\$25,025.00</b>

CC-19-2018-157

Jefferson County Vision Inc. – Billing Entries (CPS)

<u>Date</u>	<u>Note</u>	<u>Quantity</u>	<u>Price</u>	<u>Total</u>
8/16/2021	Status Hearing re: FOIA Case	0.25	\$200.00	\$ 50.00
8/10/2021	T/a with client re: FOIA case	0.25	\$200.00	\$ 50.00
6/22/2021	T/a with client re: OGPA, rezoning and FOIA	0.75	\$200.00	\$150.00
6/15/2021	Correspondence with Goodwin re: FOIA status	0.50	\$200.00	\$100.00
6/14/2021	Reviewing FOIA pleadings	0.50	\$200.00	\$100.00
12/6/2020	Reviewing correspondence Re: FOIA/natural gas issue	0.50	\$200.00	\$100.00
11/25/2020	T/a with client re: Sewer Petition Order/FOIA	0.50	\$200.00	\$100.00
11/13/2020	Correspondence with Counsel re: FOIA case	0.25	\$200.00	\$ 50.00
11/12/2020	T/a with client re: FOIA case	0.50	\$200.00	\$100.00
9/17/2020	T/a with Goodwin re: FOIA status	0.25	\$200.00	\$ 50.00
6/10/2020	Correspondence with client re: FOIA	0.25	\$200.00	\$ 50.00
6/10/2020	Reviewing/revising offer of settlement re: FOIA	0.50	\$200.00	\$100.00
6/8/2020	Drafting settlement e-mail re: FOIA	0.25	\$200.00	\$ 50.00
6/3/2020	T/a with client re: zoning/FOIA	0.25	\$200.00	\$ 50.00
3/5/2020	T/a with Tabb re: FOIA case	0.50	\$200.00	\$100.00
2/4/2020	T/a with McQuain re: FOIA case	0.25	\$200.00	\$ 50.00
10/1/2019	Reviewing FOIA docs	0.50	\$200.00	\$100.00

EXHIBIT B

4/9/2019	Reviewing Reply re: FOIA	0.50	\$200.00	\$100.00
3/19/2019	Drafting Stipulation & Order re: FOIA case	0.25	\$200.00	\$ 50.00
2/14/2019	Drafting proposed Order re: FOIA case	1.00	\$200.00	\$200.00
1/18/2019	Reviewing/Filing Response to MTD re: FOIA	0.50	\$200.00	\$100.00
1/18/2019	27 copies			\$ 2.70
1/17/2019	Reviewing FOIA response to MTD	0.50	\$200.00	\$100.00
12/7/2018	Reviewing motion to dismiss re: FOIA complaint	0.50	\$200.00	\$100.00
11/29/2018	SAA review correspondence re: FOIA	0.25	\$200.00	\$ 50.00
10/22/2018	100 copies of Freedom of Information Complaint			\$ 10.00
10/18/2018	Drafting FOIA Complaint	3.00	\$200.00	\$600.00
<b>TOTAL</b>				<b>\$2,662.70</b>



## West Virginia E-Filing Notice

CC-19-2018-C-157

Judge: David Hammer

To: Billie Lee Garde  
815 16TH ST NW  
WASHINGTON, DC 20006

---

### NOTICE OF FILING

---

IN THE CIRCUIT COURT OF JEFFERSON COUNTY, WEST VIRGINIA  
JEFFERSON COUNTY VISION INC. v. JEFFERSON COUNTY DEVELOPMENT AUTHORITY  
CC-19-2018-C-157

The following motion was FILED on 9/17/2021 9:24:34 PM

Notice Date: 9/17/2021 9:24:34 PM

Laura Storm  
CLERK OF THE CIRCUIT COURT  
Jefferson County  
PO Box 1234  
CHARLES TOWN, WV 25414

(304) 728-3231  
circuitclerk@jeffersoncountywv.org

**IN THE CIRCUIT COURT OF JEFFERSON COUNTY, WEST VIRGINIA**

**JEFFERSON COUNTY VISION, INC.,**

*Plaintiff,*

v.

**CASE NO.: CC-19-2019-C-157  
(Judge David M. Hammer)**

**JEFFERSON COUNTY DEVELOPMENT AUTHORITY,  
a Public Corporation of the State of West Virginia,**

*Defendant.*

**PLAINTIFF'S FEE PETITION**

The Plaintiff, by counsel, S. Andrew Arnold, Esq., Christopher P. Stroech, Esq. and Billie P. Garde, Esq., hereby submits this Petition for Attorney's Fees and Costs, seeking \$27,687.77 to date. *See* Exhibits A and B attached hereto.

Any person who is denied access to public records requested pursuant to this Article and who successfully brings a suit filed pursuant to Section Five [§29B-1-5] of this Article shall be entitled to recover his or her attorney fees and court costs from the public body that denied him or her access to the records. W.Va. Code §29B-1-7.

The recovery of attorney's fees by a prevailing party under W.Va. Code §29B-1-7 was discussed at length in Daily Gazette Co, Inc. v. West Virginia Development Office, 206 W. Va. 61, 521 S.E.2d 543 (1999). The Supreme Court held that the statute requires an award of attorney's fees to a person who has successfully brought a suit for the disclosure of requested record pursuant to W.Va. Code §29B-1-5. In order to recover attorney fees, a plaintiff need not have prevailed on every argument advanced during the litigation, or have received full and complete disclosure of every record sought. The Court held that an award of attorney fees is proper if the FOIA action "contributed to the defendant's disclosure, whether voluntarily or by order of court, of the public records originally denied by the plaintiff." Syl. Pt. I, in part, Gazette II.

The Plaintiff prevailed in this matter and was able to secure Orders from this Court mandating that the JCDA disclose certain records withheld. As such, Plaintiff is entitled to its attorney fees and costs incurred.

As set forth in Syl. Pt. 4 in Aetna v. Pitrolo, 176 W.Va. 190 (1986):

Where attorney's fees are sought against a third party, the test of what should be considered a reasonable fee is determined not solely by the fee arrangement between the attorney and his client. The reasonableness of attorney's fees is generally based on broader factors such as: (1) the time and labor required; (2) the novelty and difficulty of the questions; (3) the skill requisite to perform the legal service properly; (4) the preclusion of other employment by the attorney due to acceptance of the case; (5) the customary fee; (6) whether the fee is fixed or contingent; (7) time limitations imposed by the client or the circumstances; (8) the amount involved and the results obtained; (9) the experience, reputation, and ability of the attorneys; (10) the undesirability of the case; (11) the nature and length of the professional relationship with the client; and (12) awards in similar cases.

The amount sought is reasonable based upon the Pitrolo factors. Billie Garde was lead counsel in this matter, and her hourly rate is \$350.00. The hourly rate for her paralegal is \$150.00. Both have more than 35 year's experience handling FOIA cases. The reduced hourly rate charged by S. Andrew Arnold, Esq. and Christopher P. Stroeck, Esq. is \$200.00. All counsel have written Fee Agreements with Plaintiff, requiring Plaintiff to pay all fees and costs incurred.

The JCDA did not produce all documents in response to a lawful FOIA request. Plaintiff's counsel had to spend significant time reviewing documents, conducting research, corresponding with their client and opposing counsel and otherwise diligently working to obtain the requested documents. The JCDA is a public body that should have disclosed these documents. An appropriate award of attorneys' fees and costs will help deter such future conduct.

As such, a total fee/cost award of \$27,687.77 is fair and reasonable.

**JEFFERSON COUNTY VISION INC.,**  
**Plaintiff, By Counsel**

/s/Christopher P. Stroeck

S. Andrew Arnold, Esq. (WVSB #6131)  
Christopher P. Stroeck, Esq. (WVSB #9387)  
Arnold & Bailey, PLLC  
208 North George Street  
Charles Town, WV 25414  
(304) 725-2002  
(304) 725-0282 (Fax)

Billie P. Garde, Esq.

Clifford & Garde, LLP  
1850 M Street, NW  
Suite 1060  
Washington DC 20036

IN THE CIRCUIT COURT OF JEFFERSON COUNTY, WEST VIRGINIA

JEFFERSON COUNTY VISION, INC.,

*Plaintiff,*

v.

CASE NO.: CC-19-2019-C-157  
(Judge David M. Hammer)

JEFFERSON COUNTY DEVELOPMENT AUTHORITY,  
a Public Corporation of the State of West Virginia,

*Defendant.*

**CERTIFICATE OF SERVICE**

I, Christopher P. Stroeck, Esq., do hereby certify that I have served a true copy of the foregoing  
**PLAINTIFF'S FEE PETITION** upon the following counsel via email through the WV E-Filing System  
this 17<sup>th</sup> day of September, 2021:

Elise McQuain, Esq.  
Carte P. Goodwin, Esq.  
FROST BROWN TODD, LLC  
500 Virginia Street, East, Suite 1100  
Charleston, WV 25301  
*Counsel for Defendant Jefferson County Development Authority*

/s/ Christopher P. Stroeck  
Christopher P. Stroeck, Esq.

**Time Spent of the JCDA FOIA Lawsuit**

**CC-19-2018-157**

Date	Task	Person	Time Expended
8/28/2018	Draft and submit JCDA FOIA	BPG	.5
9/12/20`8	Review Responses	BPG	.25
9/13-14/2018	Discuss responses with client	BPG	.5
10/8-9/2018	Research FOIA exemption; investigate Intent of legislature re: exemption	BPG	2.0
10/15-16/2018	Contact APLMAD re: FOIA exemption Case; Review research provided	BPG	2.0
10/18-19/21	T/C and E/C Discuss with CS	BPG	1.0
10/18-19/21	Draft legal complaint	BPG	2.5
10/20/2018	Continue drafting complaint for CS review	BPG	1.0
10/21/2018	Finalize complaint after client review	BPG	1.5
10/26/2018	Apply and File Motion to Appeal Pro Hac Vice	BPG	1.0
11/6-9/2018	Review additional JCDA material Provided by other entities	BPG	4.0
11/10-11/21	T/C with clients	BPG	.5
11/17/2018	Worked with paralegals to compare Documents provided elsewhere	BPG	3.0
12/5-6/2018	Review MTD, consult with CS	BPG	1.0
12/11/2018	Prepare electronic review of Ranson Documents vs. FOIA documents	BPG	1.5
1/8-9/2018	Draft Opposition to MTD	BPG	3.5
1/15/2019	Review and edit draft Oppositions	SLS	1.5
1/16/2019	Edits from CS and client review	BPG	1.0

1/17-19/2019	Draft, review and prepare Opposition to MTD	BPG	5.0
1/18/2019	Revised to Motion; Finalize Motion	SLS	1.5
1/29/2019	Review Reply Brief	BPG	4.0
2/26/2019	Review Order Denying MTD, And requiring Vaughn index	BPG	.5
3/13/2019	Review Diehl Affidavit re: Vaughn Index	BPG	1.5
3/15-18/2019	Review Vaughn Index and compare to documents already available JCDA info and documents	BPG	6.5
3/23-26-29/2019	Discussion with clients re: JCDA	BPG	1.0
3/28/2019	T/C with clients and CS	BPG	1.5
3/29/2019	Research of WV case law Prepare draft response	BPG	2.0 1.5
3/29/2019	Review and edit reply brief	SLS	2.0
3/29/2019	Finalize Reply and prepare exhibits Filing	SLS	1.0
4/2/2021	Review Order	BPG	.5
4/10/2021	T/C with client; co-counsel	BPG	.5
4/29/2021	E/C with client	BPG	.25
4/10/2021	T/C with client	BPG	.5
5/27/2021	Review records; T/C with client	BPG	.5
6/7/2021	Review final FOIA productions	BPG	1.0
8/12/2021	Prepare for Status Conference Compare to other materials	BPG	1.0
8/16/2021	Status Conference	BPG	.5
8/18/2021	Court status conference	BPG	.5

9/14/21	Research of fee authorization	BPG	1.0
9/16/21	Prepare Time for Fee Petition	BPG	1.5
Total Hours	Retainer Agreement (\$350.00)	BPG	\$23,125.00
	Retainer Agreement (\$150.00)	SLS	<u>\$ 1,900.00</u>
			<b>\$25,025.00</b>

CC-19-2018-157

Jefferson County Vision Inc. – Billing Entries (CPS)

<u>Date</u>	<u>Note</u>	<u>Quantity</u>	<u>Price</u>	<u>Total</u>
8/16/2021	Status Hearing re: FOIA Case	0.25	\$200.00	\$ 50.00
8/10/2021	T/a with client re: FOIA case	0.25	\$200.00	\$ 50.00
6/22/2021	T/a with client re: OGPA, rezoning and FOIA	0.75	\$200.00	\$150.00
6/15/2021	Correspondence with Goodwin re: FOIA status	0.50	\$200.00	\$100.00
6/14/2021	Reviewing FOIA pleadings	0.50	\$200.00	\$100.00
12/6/2020	Reviewing correspondence Re: FOIA/natural gas issue	0.50	\$200.00	\$100.00
11/25/2020	T/a with client re: Sewer Petition Order/FOIA	0.50	\$200.00	\$100.00
11/13/2020	Correspondence with Counsel re: FOIA case	0.25	\$200.00	\$ 50.00
11/12/2020	T/a with client re: FOIA case	0.50	\$200.00	\$100.00
9/17/2020	T/a with Goodwin re: FOIA status	0.25	\$200.00	\$ 50.00
6/10/2020	Correspondence with client re: FOIA	0.25	\$200.00	\$ 50.00
6/10/2020	Reviewing/revising offer of settlement re: FOIA	0.50	\$200.00	\$100.00
6/8/2020	Drafting settlement e-mail re: FOIA	0.25	\$200.00	\$ 50.00
6/3/2020	T/a with client re: zoning/FOIA	0.25	\$200.00	\$ 50.00
3/5/2020	T/a with Tabb re: FOIA case	0.50	\$200.00	\$100.00
2/4/2020	T/a with McQuain re: FOIA case	0.25	\$200.00	\$ 50.00
10/1/2019	Reviewing FOIA docs	0.50	\$200.00	\$100.00

EXHIBIT B

4/9/2019	Reviewing Reply re: FOIA	0.50	\$200.00	\$100.00
3/19/2019	Drafting Stipulation & Order re: FOIA case	0.25	\$200.00	\$ 50.00
2/14/2019	Drafting proposed Order re: FOIA case	1.00	\$200.00	\$200.00
1/18/2019	Reviewing/Filing Response to MTD re: FOIA	0.50	\$200.00	\$100.00
1/18/2019	27 copies			\$ 2.70
1/17/2019	Reviewing FOIA response to MTD	0.50	\$200.00	\$100.00
12/7/2018	Reviewing motion to dismiss re: FOIA complaint	0.50	\$200.00	\$100.00
11/29/2018	SAA review correspondence re: FOIA	0.25	\$200.00	\$ 50.00
10/22/2018	100 copies of Freedom of Information Complaint			\$ 10.00
10/18/2018	Drafting FOIA Complaint	3.00	\$200.00	\$600.00
<b>TOTAL</b>				<b>\$2,662.70</b>



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **October 7, 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, comprehensive plan, 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. Report by counsel regarding County Commission's assignment of drafting new solar text amendment and presentation of draft amendment. Discussion and potential action by County Commission, including potential referral to Planning Commission, and/or other action required by law.

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: Tom Hansen

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

Estimation of amount of time needed for appointment: 5 minutes

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

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

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

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

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

We received the official grant award for the Governor's Highway Safety Program. It requires the Commission's acceptance and President's Signature

I am requesting a pay adjustment for John Paul Jones from \$12.50 to \$13.50 per hour. He has been employed since 2018 and his pay has never been adjusted when others are being hired at a higher rate. This change is within the budget.

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

I move to accept the grant award from the Governor's Highway Safety Program and authorize the President to sign the documents.

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

If not attached, explain:

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

Contact information:

Email address: [thansen@jeffersoncountywv.org](mailto:thansen@jeffersoncountywv.org)

Phone Number: 304-728-3205

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

not applicable

Received  
late - Friday  
OCT 01 2021  
Jefferson County Commission  
@ 2:12 PM



## Jessica Carroll

---

**From:** Deborah Lowe  
**Sent:** Friday, October 1, 2021 2:12 PM  
**To:** Jessica Carroll; Sandra McDonald  
**Subject:** Agenda  
**Attachments:** FY 2022 Jefferson Co - Grant Contract.pdf; FY 2022 Jefferson Co - Grant Award Letter.pdf; 100721.docx

I have just received the attached grant award. Can I get it presented at the next meeting? I have attached an agenda request just in case that is possible.

Thanks,

Debbie





WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

**Division of Motor Vehicles**

5707 MacCorkle Avenue, Southeast  
Post Office Box 17600  
Charleston, West Virginia 25317-0010 • (304) 558-3900  
TDD: (800) 742-6991 • (800) 642-9066

September 30, 2021

Jefferson County Commission  
Mr. Stephen Stolipher  
Commission President  
Post Office Box 250  
Charles Town, West Virginia 25414

Dear President Stolipher:

Your Highway Safety Grant has been approved for \$148,000. This award may be used to continue the Jefferson County EP Traffic Safety Enforcement Program.

I am pleased to see a continued commitment to improving the safety of West Virginians as they travel our State's roadways. Projects such as this are a significant step toward achieving our common goal of reducing traffic crashes, injuries, and fatalities statewide.

Please let me know if my Highway Safety program staff or I can be of further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Frazier".

Everett Frazier  
Governor's Representative  
for Highway Safety

EF/ta



**GRANT CONTRACT AGREEMENT**  
**BETWEEN THE**  
**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**  
**DIVISION OF MOTOR VEHICLES**  
**AND**  
**JEFFERSON COUNTY COMMISSION**  
**F22-HS-06**

This **AGREEMENT**, entered into this **30<sup>th</sup>** day of **September 2021**, by the Commissioner of the Division of Motor Vehicles, for and on behalf of the State of West Virginia, Department of Transportation, Division of Motor Vehicles, hereinafter referred to as “DMV,” and **Jefferson County Commission** hereinafter referred to as “Subgrantee.”

**Whereas**, DMV is the recipient of a National Highway Traffic Safety Administration appropriation from the United States Department of Transportation, and

**Whereas**, the Subgrantee is an eligible applicant, who is desirous of receiving funds **to continue the Jefferson County EP Traffic Safety Enforcement Program.**

**Now, Therefore**, the parties hereto mutually agree as follows:

1. The Subgrantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.
2. DMV agrees to assist the Subgrantee to perform such tasks and functions as set forth in the application which is attached hereto and made part hereof, hereinafter referred to as Attachment A.
3. The Subgrantee shall do, perform, and carry out in a satisfactory manner as determined by DMV all duties, tasks and functions necessary to implement the application which is hereto attached as Attachment A.
4. The Subgrantee will commence its duties under the Agreement on **October 1, 2021**, and to continue those services/activities until **September 30, 2022**. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.

5. In consideration of the services rendered by the Subgrantee, the sum of up to \$148,000 shall be obligated by DMV and said amount shall be deemed to be the maximum compensation to be received for this agreement unless a written modification is entered into between the parties amending the Agreement.
6. It is the understanding of all parties to this Agreement that DMV, by joining in the Agreement, neither pledges, nor promises to pledge, the credit of the State of West Virginia, nor does it promise payment of the compensation hereunder from monies from the "Treasury of the State of West Virginia."
7. To be eligible for any and all payments of the grant amount, the Subgrantee shall submit a Request for Reimbursement no more frequently than once a month to DMV. Upon receipt of said request, DMV shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of Attachment A, unless written approval of modification of the budget is signed by the parties hereto. The Subgrantee shall submit both a fiscal report detailing expenditures and a narrative progress report on a monthly basis by the 20<sup>th</sup> day of the following month.
8. The Subgrantee hereby represents that it possesses the legal authority to contract for this Agreement. Furthermore that attached hereto and made a part hereof as Attachment B is a certified copy of the resolution, or motion of similar action, which the Subgrantee's governing body has clearly adopted or passed; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Subgrantee is a State agency, the completed application signed by the agency head is sufficient.
9. The Subgrantee agrees to abide by the grant conditions, terms, assurances and certifications which are a part of Attachment A and such other special terms and conditions that DMV has set forth in Attachment C which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.
10. If, through any cause, the Subgrantee shall fail to fulfill in a necessary and proper manner his obligations under this Agreement, the DMV may withhold payments to the Subgrantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the DMV reasons for taking said action.
11. DMV and Subgrantee may from time to time require changes in the scope of services performed hereunder. Subgrantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation here-under or work to be performed, which are mutually agreed upon between the parties shall be in writing.

12. If for any reason funds received by DMV are suspended or terminated, in whole or in part, funding for this agreement shall cease.
13. The Subgrantee shall, within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DMV a final report on forms provided by DMV. Said reports shall reflect actual costs incurred during the terms of this Agreement.
14. The parties hereto agree that notice shall be given by personal service or served when mailed certified US Mail, postage prepaid, return receipt requested to the following addresses:
  - a. Governor's Highway Safety Program  
5707 MacCorkle Avenue, SE  
Post Office Box 17600  
Charleston, West Virginia 25317-0010
  - b. **Subgrantee Mailing Address:**  
**Jefferson County Commission**  
**Post Office Box 250**  
**Charles Town, West Virginia 25414**
15. The Subgrantee shall hold and save DMV and its officers, agents, and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent, of representative of the Subgrantee.

**IN WITNESS WHEREOF**, the parties hereto attach their signatures representing that each is acting with full authority.

---

**Mr. Stephen Stolipher**  
**Commission President**  
**Jefferson County Commission**

---

**Everett Frazier**  
**Commissioner**  
**Division of Motor Vehicles**



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



Name: County Commission

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **October 7, 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*): **Possible funding options for fire service including fee/levy/general fund contribution**

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

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*):

Direct Finance Director to provide the Commission with an analysis of both funding needs and funding options for the provision of fire service in Jefferson County, to include the requisite fee, levy, or general fund contribution amounts.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable

not applicable



Name:

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **October 7, 2021**

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

Subject (*Wording to be placed on agenda*): **Acknowledgment of the Assessor's Certificate of Compliance**

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.](#)

**West Virginia Department of Agriculture**

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



**ASSESSOR'S CERTIFICATE OF COMPLIANCE**

TO THE HONORABLE COUNTY COURT OF JEFFERSON COUNTY

The Assessor of Jefferson County, Angela L. Banks, has completed the Farm Census of 2021 and has satisfactorily complied with the requirements of the Farm Statistics Law. She is, therefore, eligible to receive compensation from the County Court according to Chapter 7, Article 7, Section 6C of the New Code of West Virginia.

A handwritten signature in black ink that reads "Kent A. Leonhardt". The signature is written in a cursive style.

---

**Commissioner of Agriculture**

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



**ASSESSOR'S CERTIFICATE OF COMPLIANCE**

TO THE HONORABLE COUNTY COURT OF JEFFERSON COUNTY

The Assessor of Jefferson County, Angela L. Banks, has completed the Farm Census of 2021 and has satisfactorily complied with the requirements of the Farm Statistics Law. She is, therefore, eligible to receive compensation from the County Court according to Chapter 7, Article 7, Section 6C of the New Code of West Virginia.

A handwritten signature in black ink that reads "Kent A. Leonhardt".

Commissioner of Agriculture



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

**Division of Motor Vehicles**

5707 MacCorkle Avenue, Southeast  
Post Office Box 17600  
Charleston, West Virginia 25317-0010 • (304) 558-3900  
TDD: (800) 742-6991 • (800) 642-9066

RECEIVED

SEP 27 2021

County Commission  
of Jefferson County, WV

September 30, 2021

Jefferson County Commission  
Mr. Stephen Stolipher  
Commission President  
Post Office Box 250  
Charles Town, West Virginia 25414

Dear President Stolipher:

Your Highway Safety Grant has been approved for \$148,000. This award may be used to continue the Jefferson County EP Traffic Safety Enforcement Program.

I am pleased to see a continued commitment to improving the safety of West Virginians as they travel our State's roadways. Projects such as this are a significant step toward achieving our common goal of reducing traffic crashes, injuries, and fatalities statewide.

Please let me know if my Highway Safety program staff or I can be of further assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "E. Frazier".

Everett Frazier  
Governor's Representative  
for Highway Safety

EF/ta



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

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **October 7, 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*):

- **Consider matters involving or affecting the construction planning, or purchase, sale or lease of property**
- **Discuss reorganization of Public Safety Departments including Emergency Communications and Emergency Management**
- **Approval of Job Descriptions for CAD Administrator and Director of Safety**

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.](#)



## NOTICE OF SPECIAL SESSION JEFFERSON COUNTY COMMISSION

The County Commission of Jefferson County will hold a Special Session on Wednesday, October 13, 2021, at 9:30 a.m.

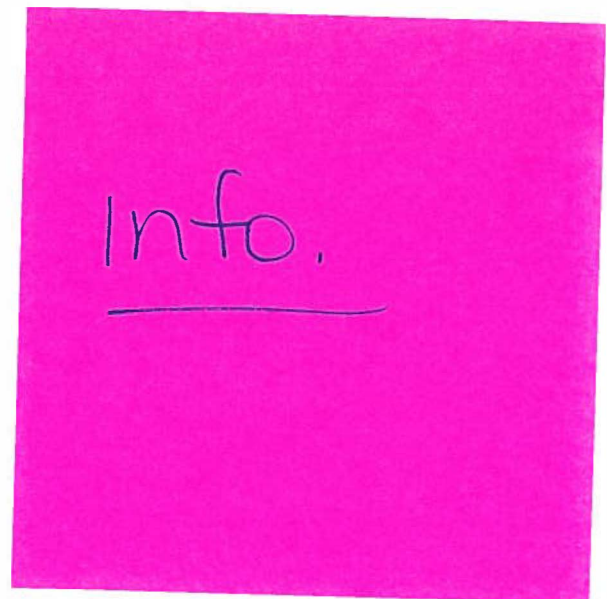
The purpose of the Special Session is to discuss the American Rescue Plan Act (ARPA) submissions.

Anyone wishing to provide written comment may do so by sending comments prior to the hearing to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org).

By the Order of the Jefferson County Commission  
Stephen Stolipher, President

*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](mailto:info@jeffersoncountywv.org) no later than 9:00 a.m. prior to the meeting to be added to the list for in-person attendance.*



# Impact Fee Status Report

## September 2021

### Office of Impact Fees

#### Summary

Date Range: Wednesday 1 through Friday 30 September 2021

Report Date: 1 October 2021

Process Number Range: 2100298-2100375

Total Applications: 78

Total Non-Exempt: 76

*Of which:*

Commercial: 2

Residential: 74

*Of which:*

County: 73

Municipal: 3

Total Exempt: 2

*Of which:*

Commercial: 0

Residential: 2

*Of which:*

County: 2

Municipal: 0

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

**Table 1. Form 100 Tallies**

	Exempt	Commercial	Residential	Total
1 – 30 September 2021	2	2	74	78
Fees collected		\$0.00	\$118,435.00	<b>\$118,435.00</b>
<i>Of which</i>				
School Impact Fee			\$74.00	<b>\$74.00</b>
Law Enforcement Fee		\$0.00	\$37,701.00	<b>\$37,701.00</b>
Parks & Recreation Fee			\$70,004.00	<b>\$70,004.00</b>
EMS Fee		\$0.00	\$7,400.00	<b>\$7,400.00</b>
Admin. Facilities Fee		\$0.00	\$3,256.00	<b>\$3,256.00</b>

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

Description	Amount
Opening Statement Balance (1 September 2021)	\$60,368.47
September Deposits (1 – 30 September 2021)	\$118,435.00
School August Transactions (withdraws via transfer on 15 Sept. 2021)	(\$53,979.95)
Law August Transactions (withdraws via transfer on 15 September 2021)	(\$1,586.05)
Parks & Rec Aug. Transactions (withdraws via transfer on 15 Sept. 2021)	(\$4,333.79)
EMS August Transactions (withdraws via transfer on 15 September 2021)	(\$468.68)
Interest Earned (30 September 2021)	\$34.32
<b>Ending Statement Balance (30 September 2021)</b>	<b>\$118,469.32</b>
<i>Outstanding Credits (deposits through 1 October 2021)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 September 2021)	\$8,141,978.94
August Transactions (deposits via transfer on 15 September 2021)	\$53,979.95
2020 Impact Fee Recalculation Study for July (2 September 2021)	(\$1,010.00)
Impact Fee Refund - Tiffany Lawrence (16 September 2021)	(\$5,991.00)
Impact Fee Refund - Denise Alford (21 September 2021)	(\$5,991.00)
Interest Earned (30 September 2021)	\$3,355.40
<b>Ending Balance (30 September 2021)</b>	<b>\$8,186,322.29</b>

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

Description	Amount
Opening Balance (1 September 2021)	\$195,337.16
August Transactions (deposits via transfer on 15 September 2021)	\$1,586.05
2020 Impact Fee Recalculation Study for July (2 September 2021)	(\$540.00)
Impact Fee Refund - Tiffany Lawrence (16 September 2021)	(\$176.00)
Impact Fee Refund - Denise Alford (21 September 2021)	(\$176.00)
Interest Earned (30 September 2021)	\$80.35
<b>Ending Balance (30 September 2021)</b>	<b>\$196,111.56</b>

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

Description	Amount
Opening Balance (1 September 2021)	\$506,441.82
August Transactions (deposits via transfer on 15 September 2021)	\$4,333.79
2020 Impact Fee Recalculation Study for July (2 September 2021)	(\$660.00)
Impact Fee Refund - Tiffany Lawrence (16 September 2021)	(\$481.00)
Impact Fee Refund - Denise Alford (21 September 2021)	(\$481.00)
Interest Earned (30 September 2021)	\$208.65
<b>Ending Balance (30 September 2021)</b>	<b>\$509,362.26</b>

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

Description	Amount
Opening Balance (1 September 2021)	\$18,865.39
August Transactions (deposits via transfer on 15 September 2021)	\$468.68
2020 Impact Fee Recalculation Study for July (2 September 2021)	(\$485.00)
Impact Fee Refund - Tiffany Lawrence (16 September 2021)	(\$52.00)
Impact Fee Refund - Denise Alford (21 September 2021)	(\$52.00)
Interest Earned (30 September 2021)	\$7.64
<b>Ending Balance (30 September 2021)</b>	<b>\$18,752.71</b>

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

Description	Amount
Office of Impact Fees General Account	\$118,469.32
School Impact Fee Account	\$8,186,322.29
Law Enforcement Fee Account	\$196,111.56
Parks & Recreation Impact Fee Account	\$509,362.26
EMS Impact Fee Account	\$18,752.71
Administrative Facilities Account	\$0.00
<b>Total Impact Fees</b>	<b>\$9,029,018.14</b>

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

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

Account	30 September 2021 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$8,186,322.29	\$74.00	\$8,186,396.29
Law Enforcement Fee Account	\$196,111.56	\$37,711.98	\$233,823.54
Parks & Recreation Impact Fee Account	\$509,362.26	\$70,024.25	\$579,386.51
EMS Impact Fee Account	\$18,752.71	\$7,402.06	\$26,154.77
Administrative Facilities Account	\$0.00	\$3,257.03	\$3,257.03
<b>Total Impact Fees</b>	<b>\$8,910,548.82</b>	<b>\$118,469.32</b>	<b>\$9,029,018.14</b>

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

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
<b>Exempt Applications</b>											
2100365	09/22/2021	Williams	Danny	07 Middleway	1263	552	23	69	\$0.00	09/22/2021	Form 200
2100367	09/23/2021	Quigley	Douglas	06 Kabletown	1219	135	8B	55-56	\$0.00	09/23/2021	Form 200
<b>Category Count: 2</b>									<b>Category Total</b>		<b>\$0.00</b>
<b>Non-Exempt Applications</b>											
2100298	09/03/2021	Habitat for		10 Shepherdstown	1256	441	3B	20	\$1,091.00	09/03/2021	N/A
2100299	09/03/2021	Koenig	James and	04 Harpers Ferry	1156	596	13N	26-27	\$1,622.00	09/03/2021	N/A
2100300	09/03/2021	Hathaway	David and Kristin	06 Kabletown	1261	187	6K	93	\$1,622.00	09/03/2021	N/A
2100301	09/07/2021	Bowman	Brian and	09 Shepherdstown	1247	49	13	1.9	\$1,622.00	09/07/2021	N/A
2100302	09/07/2021	Thoren	Don	02 Charles Town	1241	667	20B	22	\$1,622.00	09/07/2021	N/A
2100303	09/08/2021	Sowers	Michael	02 Charles Town	1267	313	1	106	\$0.00	09/08/2021	N/A
2100304	09/08/2021	Thompson	David	06 Kabletown	1208	246	26	85	\$1,622.00	09/08/2021	N/A
2100305	09/10/2021	Bloodworth	Donald	02 Charles Town	1267	311	1	112	\$0.00	09/10/2021	N/A
2100306	09/13/2021	Lutman Land		07 Middleway	1262	214	26	4	\$1,622.00	09/13/2021	N/A
2100307	09/13/2021	Lutman Land		07 Middleway	1262	214	26	3	\$1,622.00	09/13/2021	N/A
2100308	09/14/2021	Arcadia Land,		09 Shepherdstown	1173	85	24B	3	\$1,622.00	09/14/2021	N/A
2100309	09/14/2021	Arcadia Land,		09 Shepherdstown	1173	85	24B	26	\$1,622.00	09/14/2021	N/A
2100310	09/14/2021	Arcadia Land,		09 Shepherdstown	1173	85	24B	21	\$1,622.00	09/14/2021	N/A
2100311	09/15/2021	Alford	Denise	07 Middleway	1075	477	4	10.5	\$1,622.00	09/15/2021	N/A
2100312	09/17/2021	US Home		09 Shepherdstown	1268	526	8D	D3	\$1,622.00	09/17/2021	N/A
2100313	09/17/2021	US Home		09 Shepherdstown	1268	526	8D	D4	\$1,622.00	09/17/2021	N/A
2100314	09/17/2021	US Home		09 Shepherdstown	1268	526	8D	D5	\$1,622.00	09/17/2021	N/A
2100315	09/17/2021	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	140	\$1,622.00	09/17/2021	N/A
2100316	09/17/2021	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	149	\$1,622.00	09/17/2021	N/A
2100317	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100318	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
<b>Non-Exempt Applications</b>											
2100319	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100320	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100321	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100322	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100323	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100324	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100325	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100326	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100327	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100328	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100329	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100330	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100331	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100332	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100333	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100334	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100335	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100336	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100337	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100338	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100339	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100340	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100341	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100342	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100343	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100344	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100345	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100346	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100347	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100348	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100349	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
<b>Non-Exempt Applications</b>											
2100350	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100351	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100352	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100353	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100354	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100355	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100356	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100357	09/17/2021	Lawrence	Tiffany	09 Shepherdstown	1244	5	7	9.2	\$1,622.00	09/17/2021	N/A
2100358	09/17/2021	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	157	\$1,622.00	09/17/2021	N/A
2100359	09/20/2021	Jamie Davis	AMD	07 Middleway	1260	737	4	9	\$1,622.00	09/20/2021	N/A
2100360	09/20/2021	Joshbeen	ILA Properties,	07 Middleway	1202	398	2A	148	\$1,622.00	09/20/2021	N/A
2100361	09/20/2021	Joshbeen	ILA Properties,	07 Middleway	1202	398	2A	149	\$1,622.00	09/20/2021	N/A
2100362	09/20/2021	Joshbeen	ILA Properties,	07 Middleway	1202	398	2A	150	\$1,622.00	09/20/2021	N/A
2100363	09/20/2021	Joshbeen	ILA Properties,	07 Middleway	1202	398	2A	151	\$1,622.00	09/20/2021	N/A
2100364	09/21/2021	Jamie Davis	AMD	08 Ranson Corp	1242	241	6	123	\$1,091.00	09/21/2021	N/A
2100366	09/23/2021	Pine	Donald	04 Harpers Ferry	1153	124	3	1.7	\$1,622.00	09/23/2021	N/A
2100368	09/24/2021	Lutman Land		07 Middleway	1262	214	26	3.3	\$1,622.00	09/24/2021	N/A
2100369	09/24/2021	Lutman Land		07 Middleway	1262	214	26	3.4	\$1,622.00	09/24/2021	N/A
2100370	09/24/2021	Lutman Land		07 Middleway	1262	214	26	3.2	\$1,622.00	09/24/2021	N/A
2100371	09/24/2021	Roper	Mark	03 Charles Town	467	353	4	116	\$1,091.00	09/24/2021	N/A
2100372	09/29/2021	Wilt	Brian and Skylar	06 Kabletown	1255	691	8	11	\$1,622.00	09/29/2021	N/A
2100373	09/29/2021	Paulin	Timothy and	02 Charles Town	1255	556	19	18.12	\$1,622.00	09/29/2021	N/A
2100374	09/30/2021	Arcadia Land,		09	1173	85	24B	14	\$1,622.00	09/30/2021	N/A
2100375	09/30/2021	Arcadia Land,		09	1173	85	24B	23	\$1,622.00	09/30/2021	N/A
<b>Category Count: 76</b>								<b>Category Total</b>	<b>\$118,435.00</b>		
<b>TOTAL APPLICATIONS: 78</b>								<b>Grand Total</b>	<b>\$118,435.00</b>		



## Quarterly Report

July 1, 2021 – September 30, 2021

### 1. Active Projects

- a. Civil War Battlefield Preservation in Jefferson County – Ongoing
  - i. Shepherdstown Battlefield properties acquisition and management – ongoing
- b. Peter Burr Farm improvements and programming – ongoing
- c. Develop grant application and eligibility requirements for new grant program
- d. WV GeoExplorer project – sponsor and coordinate - ongoing
- e. Duffield's Depot – building stabilization and rehabilitation - ongoing
- f. Concept Plan reviews in conjunction with JC Planning Department - ongoing
- g. Verification of JCHLC historic sites inventory data - ongoing
- h. Text amendment to Zoning Ordinance to include - Delay of Demolition Ordinance – ongoing
- i. *Duffield's Depot* brochure – in research phase
- j. Rt. 340 mitigation - a contractor hired to write three NR nominations or another research
  - i. Write more detailed history of the southern part of the county along Berryville Pike
- k. Antietam National Battlefield boundary expansion to include the Shepherdstown Battlefield – ongoing
- l. Design Guidelines for Middleway Historic District – on review at Middleway Conservancy
- m. Designating the *Jefferson County Courthouse*, as a National Historic Landmark
- n. Clean-up of the Boyd-Carter Cemetery
- o. National Register nomination for *Beelers Water Wheel*
- p. Jefferson County Landmarks nomination for *St. Paul's Baptist Church* Kearneysville

### 2. Projects Completed

- a. Selected a full time AmeriCorps Member- Patrick Fuller- Start date August 30, 2021
- b. Successfully reached initial fund-raising goal, \$100,000 for the Jefferson County Historic Preservation Endowment Fund – September 22.
- c. Replaced main beam at the Duffield's Depot – August 8th

Submitted by  
Martin Burke, Chair

# Impact Fee Status Report

## September 2021

### Office of Impact Fees

#### Summary

Date Range: Wednesday 1 through Friday 30 September 2021

Report Date: 1 October 2021

Process Number Range: 2100298-2100375

Total Applications: 78

Total Non-Exempt: 76

*Of which:*

Commercial: 2

Residential: 74

*Of which:*

County: 73

Municipal: 3

Total Exempt: 2

*Of which:*

Commercial: 0

Residential: 2

*Of which:*

County: 2

Municipal: 0

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

**Table 1. Form 100 Tallies**

	Exempt	Commercial	Residential	Total
1 – 30 September 2021	2	2	74	78
Fees collected		\$0.00	\$118,435.00	<b>\$118,435.00</b>
<i>Of which</i>				
School Impact Fee			\$74.00	<b>\$74.00</b>
Law Enforcement Fee		\$0.00	\$37,701.00	<b>\$37,701.00</b>
Parks & Recreation Fee			\$70,004.00	<b>\$70,004.00</b>
EMS Fee		\$0.00	\$7,400.00	<b>\$7,400.00</b>
Admin. Facilities Fee		\$0.00	\$3,256.00	<b>\$3,256.00</b>

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

Description	Amount
Opening Statement Balance (1 September 2021)	\$60,368.47
September Deposits (1 – 30 September 2021)	\$118,435.00
School August Transactions (withdraws via transfer on 15 Sept. 2021)	(\$53,979.95)
Law August Transactions (withdraws via transfer on 15 September 2021)	(\$1,586.05)
Parks & Rec Aug. Transactions (withdraws via transfer on 15 Sept. 2021)	(\$4,333.79)
EMS August Transactions (withdraws via transfer on 15 September 2021)	(\$468.68)
Interest Earned (30 September 2021)	\$34.32
<b>Ending Statement Balance (30 September 2021)</b>	<b>\$118,469.32</b>
<i>Outstanding Credits (deposits through 1 October 2021)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 September 2021)	\$8,141,978.94
August Transactions (deposits via transfer on 15 September 2021)	\$53,979.95
2020 Impact Fee Recalculation Study for July (2 September 2021)	(\$1,010.00)
Impact Fee Refund - Tiffany Lawrence (16 September 2021)	(\$5,991.00)
Impact Fee Refund - Denise Alford (21 September 2021)	(\$5,991.00)
Interest Earned (30 September 2021)	\$3,355.40
<b>Ending Balance (30 September 2021)</b>	<b>\$8,186,322.29</b>

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

Description	Amount
Opening Balance (1 September 2021)	\$195,337.16
August Transactions (deposits via transfer on 15 September 2021)	\$1,586.05
2020 Impact Fee Recalculation Study for July (2 September 2021)	(\$540.00)
Impact Fee Refund - Tiffany Lawrence (16 September 2021)	(\$176.00)
Impact Fee Refund - Denise Alford (21 September 2021)	(\$176.00)
Interest Earned (30 September 2021)	\$80.35
<b>Ending Balance (30 September 2021)</b>	<b>\$196,111.56</b>

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

Description	Amount
Opening Balance (1 September 2021)	\$506,441.82
August Transactions (deposits via transfer on 15 September 2021)	\$4,333.79
2020 Impact Fee Recalculation Study for July (2 September 2021)	(\$660.00)
Impact Fee Refund - Tiffany Lawrence (16 September 2021)	(\$481.00)
Impact Fee Refund - Denise Alford (21 September 2021)	(\$481.00)
Interest Earned (30 September 2021)	\$208.65
<b>Ending Balance (30 September 2021)</b>	<b>\$509,362.26</b>

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

Description	Amount
Opening Balance (1 September 2021)	\$18,865.39
August Transactions (deposits via transfer on 15 September 2021)	\$468.68
2020 Impact Fee Recalculation Study for July (2 September 2021)	(\$485.00)
Impact Fee Refund - Tiffany Lawrence (16 September 2021)	(\$52.00)
Impact Fee Refund - Denise Alford (21 September 2021)	(\$52.00)
Interest Earned (30 September 2021)	\$7.64
<b>Ending Balance (30 September 2021)</b>	<b>\$18,752.71</b>

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

Description	Amount
Office of Impact Fees General Account	\$118,469.32
School Impact Fee Account	\$8,186,322.29
Law Enforcement Fee Account	\$196,111.56
Parks & Recreation Impact Fee Account	\$509,362.26
EMS Impact Fee Account	\$18,752.71
Administrative Facilities Account	\$0.00
<b>Total Impact Fees</b>	<b>\$9,029,018.14</b>

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

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

Account	30 September	Pending Impact Fee Transfers	Account Totals
	2021 Account Totals		
School Impact Fee Account	\$8,186,322.29	\$74.00	\$8,186,396.29
Law Enforcement Fee Account	\$196,111.56	\$37,711.98	\$233,823.54
Parks & Recreation Impact Fee Account	\$509,362.26	\$70,024.25	\$579,386.51
EMS Impact Fee Account	\$18,752.71	\$7,402.06	\$26,154.77
Administrative Facilities Account	\$0.00	\$3,257.03	\$3,257.03
<b>Total Impact Fees</b>	<b>\$8,910,548.82</b>	<b>\$118,469.32</b>	<b>\$9,029,018.14</b>

/1 This table represents each of the impact fee category account totals as of 30 September 2021 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in September 2021 are listed in table 1 of the General Account (3111776); these transactions will be processed in October 2021. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

610

## Form 100 Transaction Summary

### Jefferson County Government – Office of Impact Fees

*Impact Fee Applications Processed between dates Sunday 1 through Tuesday 30 September 2021*

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
<b>Exempt Applications</b>											
2100365	09/22/2021	Williams	Danny	07 Middleway	1263	552	23	69	\$0.00	09/22/2021	Form 200
2100367	09/23/2021	Quigley	Douglas	06 Kabletown	1219	135	8B	55-56	\$0.00	09/23/2021	Form 200
<b>Category Count: 2</b>								<b>Category Total</b>		<b>\$0.00</b>	
<b>Non-Exempt Applications</b>											
2100298	09/03/2021	Habitat for		10 Shepherdstown	1256	441	3B	20	\$1,091.00	09/03/2021	N/A
2100299	09/03/2021	Koenig	James and	04 Harpers Ferry	1156	596	13N	26-27	\$1,622.00	09/03/2021	N/A
2100300	09/03/2021	Hathaway	David and Kristin	06 Kabletown	1261	187	6K	93	\$1,622.00	09/03/2021	N/A
2100301	09/07/2021	Bowman	Brian and	09 Shepherdstown	1247	49	13	1.9	\$1,622.00	09/07/2021	N/A
2100302	09/07/2021	Thoren	Don	02 Charles Town	1241	667	20B	22	\$1,622.00	09/07/2021	N/A
2100303	09/08/2021	Sowers	Michael	02 Charles Town	1267	313	1	106	\$0.00	09/08/2021	N/A
2100304	09/08/2021	Thompson	David	06 Kabletown	1208	246	26	85	\$1,622.00	09/08/2021	N/A
2100305	09/10/2021	Bloodworth	Donald	02 Charles Town	1267	311	1	112	\$0.00	09/10/2021	N/A
2100306	09/13/2021	Lutman Land		07 Middleway	1262	214	26	4	\$1,622.00	09/13/2021	N/A
2100307	09/13/2021	Lutman Land		07 Middleway	1262	214	26	3	\$1,622.00	09/13/2021	N/A
2100308	09/14/2021	Arcadia Land,		09 Shepherdstown	1173	85	24B	3	\$1,622.00	09/14/2021	N/A
2100309	09/14/2021	Arcadia Land,		09 Shepherdstown	1173	85	24B	26	\$1,622.00	09/14/2021	N/A
2100310	09/14/2021	Arcadia Land,		09 Shepherdstown	1173	85	24B	21	\$1,622.00	09/14/2021	N/A
2100311	09/15/2021	Alford	Denise	07 Middleway	1075	477	4	10.5	\$1,622.00	09/15/2021	N/A
2100312	09/17/2021	US Home		09 Shepherdstown	1268	526	8D	D3	\$1,622.00	09/17/2021	N/A
2100313	09/17/2021	US Home		09 Shepherdstown	1268	526	8D	D4	\$1,622.00	09/17/2021	N/A
2100314	09/17/2021	US Home		09 Shepherdstown	1268	526	8D	D5	\$1,622.00	09/17/2021	N/A
2100315	09/17/2021	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	140	\$1,622.00	09/17/2021	N/A
2100316	09/17/2021	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	149	\$1,622.00	09/17/2021	N/A
2100317	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100318	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
<b>Non-Exempt Applications</b>											
2100319	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100320	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100321	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100322	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100323	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100324	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100325	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100326	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100327	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100328	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100329	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100330	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100331	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100332	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100333	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100334	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100335	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100336	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100337	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100338	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100339	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100340	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100341	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100342	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100343	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100344	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100345	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100346	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100347	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100348	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100349	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
<b>Non-Exempt Applications</b>											
2100350	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100351	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100352	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100353	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100354	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100355	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100356	09/17/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8.6	\$1,622.00	09/17/2021	N/A
2100357	09/17/2021	Lawrence	Tiffany	09 Shepherdstown	1244	5	7	9.2	\$1,622.00	09/17/2021	N/A
2100358	09/17/2021	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	157	\$1,622.00	09/17/2021	N/A
2100359	09/20/2021	Jamie Davis	AMD	07 Middleway	1260	737	4	9	\$1,622.00	09/20/2021	N/A
2100360	09/20/2021	Joshbeen	ILA Properties,	07 Middleway	1202	398	2A	148	\$1,622.00	09/20/2021	N/A
2100361	09/20/2021	Joshbeen	ILA Properties,	07 Middleway	1202	398	2A	149	\$1,622.00	09/20/2021	N/A
2100362	09/20/2021	Joshbeen	ILA Properties,	07 Middleway	1202	398	2A	150	\$1,622.00	09/20/2021	N/A
2100363	09/20/2021	Joshbeen	ILA Properties,	07 Middleway	1202	398	2A	151	\$1,622.00	09/20/2021	N/A
2100364	09/21/2021	Jamie Davis	AMD	08 Ranson Corp	1242	241	6	123	\$1,091.00	09/21/2021	N/A
2100366	09/23/2021	Pine	Donald	04 Harpers Ferry	1153	124	3	1.7	\$1,622.00	09/23/2021	N/A
2100368	09/24/2021	Lutman Land		07 Middleway	1262	214	26	3.3	\$1,622.00	09/24/2021	N/A
2100369	09/24/2021	Lutman Land		07 Middleway	1262	214	26	3.4	\$1,622.00	09/24/2021	N/A
2100370	09/24/2021	Lutman Land		07 Middleway	1262	214	26	3.2	\$1,622.00	09/24/2021	N/A
2100371	09/24/2021	Roper	Mark	03 Charles Town	467	353	4	116	\$1,091.00	09/24/2021	N/A
2100372	09/29/2021	Wilt	Brian and Skylar	06 Kabletown	1255	691	8	11	\$1,622.00	09/29/2021	N/A
2100373	09/29/2021	Paulin	Timothy and	02 Charles Town	1255	556	19	18.12	\$1,622.00	09/29/2021	N/A
2100374	09/30/2021	Arcadia Land.		09	1173	85	24B	14	\$1,622.00	09/30/2021	N/A
2100375	09/30/2021	Arcadia Land.		09	1173	85	24B	23	\$1,622.00	09/30/2021	N/A
<b>Category Count: 76</b>									<b>Category Total</b>	<b>\$118,435.00</b>	
<b>TOTAL APPLICATIONS: 78</b>									<b>Grand Total</b>	<b>\$118,435.00</b>	

Received

OCT 01 2021

Jefferson County Development Authority,

My name is Richard Zigler. I reside at 1083 Roper North Fork Road, Charles Town, WV. Part of my family's farm is to be part of EDF's "Wild Hill Solar" project. This project will be a Win-Win for Jefferson County. Jefferson County Commission

The Envision 2035 Comprehensive Plan says that one of its goals is to promote Infrastructure, including Alternative Energy. A solar array fits the definition of an alternative energy source. It would also be covered in section 2.D. Infrastructure, page 89, "Alternative Energy". As an Alternative Energy source, Wild Hill Solar would also be part of and participating in, WV's Alternative and Renewable Energy Portfolio. As part of the decision from the permitting process, by the WVPSC, one commissioner commented that there should not be any need for changes in zoning to allow this facility to be built. This was after all the presentations, by opponents to the facility, had been presented. They should be allowed where they can be feasibly installed, as they are to be screened from view of causal pedestrian and vehicular traffic.

As to traffic, and the "Historic View-shed" of the Route 340 Gateway Corridor, there is no conflict. The Wild Hill Solar array will be over one mile from Route 340. The window of opportunity to see the array from 340 is minimal. Traveling at 60mph, with the array only visible for a stretch of less than 400 yards, means that it would be visible from 340 for a maximum of 12 to 15 seconds, while dealing with vehicles jockeying for position as 340 goes from a two-lane road, to a four-lane highway. In the other direction, heading toward Berryville, Va., drivers are concentrating on the diminishing traffic lanes while competing for position while merging for the reduced lanes. This is stark contrast to the Magnolia Springs housing development right in front of the truly historic Belvedere Farm, a Washington home. There are also significant trees blocking any view of the array. The "Historic View-shed" does not exist because no historical buildings can be seen from the road, and the Blue Ridge Mountain is still visible.

Commercial Solar arrays are passive energy collection systems. They do not cause road congestion nor pose a threat to pedestrian or vehicular traffic. They are quiet and not unseemly in most any setting, from Rural, Village, Industrial, or even Residential. Solar arrays, when installed, are just "there". They require no special or dedicated infrastructure, no Emergency Services, do not add to overcrowded schools, and do not pollute the environment. They just sit there, convert sunlight to electricity, make money for the owners of the equipment, the landowners, and the county in the form of tax revenues, with no obligations.

Solar Arrays are limited to locations near existing High Line Transmission Lines. These are located primarily in Rural Districts where there would be a minimum impact on people. Some portions would be in different classes of districts, including a variety of Rural Districts and Urban Growth Areas, but still have virtually no impact on residents or other commercial operations.

Also, the landowners have the option to continue farming in some respect as the project does not encompass the entirety of any of the properties. The land is rented from the farmer(s) and shall be returned to a state in which agriculture can again be practiced. No residential development property can make the same claim.

Under the Comprehensive Plan, Solar arrays should be covered, as a Permitted Use". In other portions of the document. Goal 6, objective 7, "Provide incentives and opportunities for businesses in target industries identified by the JCDA and other local economic development agencies to relocate or to expand their operations within the County." EDF is in the business of energy production and Wild Hill Solar would be an expansion into our county; "Permitted Use"

Goal 10, objective 9. "Encourage the creation of and the use of a variety of energy sources (Including renewable energy), within Jefferson County in ways that respect the character of the County. Wild Hill Solar is a passive "renewable energy source". It does not interfere with any historical site or natural resource. It does improve the Bullskin Watershed and therefore all waterways connected to it, downstream, including the Shenandoah and Potomac rivers, and ultimately, the Chesapeake Bay.

Goal 16, "Encourage and Promote the Protection of Jefferson County's unique Natural Features, Including, but not limited to: Sensitive Karst Features, Rivers and Streams, Steep Slopes, and Tree Canopy." The Wild Hill Solar facility will add stabilization of the ground in permanent (30 year minimum) groundcover of grasses or other soil retention vegetation. Stormwater will be managed through that vegetative filter, again, improving water quality entering and leaving the aquifers beneath the project and adjacent lands. It will protect the Karst Geology of our area from well drilling and leaking sewer and septic systems that create water pollution hazards. Tree Canopy will be limited to the perimeters of the site but will provide a large area for wildlife in that it will be relatively an unbroken chain of vegetation conducive to both large animals and small. The land within the confines of the project will have tremendous cover for the propagation of Ground Nesting Birds. With large tracts of relatively undisturbed land, we may even see a resurgence of turkeys, pheasants, and quail in our area.

Goal 17: "Conserve and Protect Significant, Sensitive and Unique Natural Features from Incompatible Development through Local Land Use Regulations." Wild Hill Solar will benefit the landowners in a manner that would be preferable over putting the land into residential housing developments that ultimately cover the land with impermeable surfaces such as roof tops, roads, and sidewalks. The landowners retain ownership of the land and therefore can be part of the future of Jefferson County by helping to meet the needs and desires of the area in the future. It is, in that respect, better than "Farmland Protection", which, after small farming operations can no longer feasibly or economically compete, the land must have some purpose. If it cannot be developed for housing, and cannot be economically farmed, it becomes a park that must be maintained in some fashion that requires funding.

Goal 18: "Conserve and Protect the Watersheds and Aquifers that are Located Within or Connected to Lands in Jefferson County." Again, significant erosion control over a large tract of land that improves water quality, both above and below ground, is one of the biggest benefits to our natural resources. Water quality is paramount for quality of life in our county.

With the Goals and Objectives, set forth in the "Envision 2035" Comprehensive Plan, I see no reason to not encourage and aid in the development of Wild Hill Solar, or any other renewable energy facility that may be developed in our county. It is to our benefit socially, environmentally, and economically, to put forth every effort to not limit, nor restrict, such facilities. Commercial Solar Arrays should get a "Permitted Use" designation in our county.

Thank you for your time,

A handwritten signature in blue ink, appearing to read "A. D. J.", is positioned at the bottom right of the page.