

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2021
THURSDAY, OCTOBER 21, 2021
6 P.M.

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

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

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- October 7, 2021 - Regular Meeting
- October 13, 2021 - Special Session
- October 15, 2021 - Special Session

APPROVAL OF REQUISITIONS

- October 21, 2021

APPROVAL OF ACCOUNTS PAYABLE

- October 14, 2021
- October 21, 2021

APPROVAL OF MANUAL CHECKS

- October 15, 2021
- October 22, 2021

APPROVAL OF PAYROLL

- October 14, 2021

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PRESENTATIONS

1. 6:05 p.m. **Angie Banks, Assessor**
- Approval of Exonerations
2. 6:10 p.m. **Michelle Gordon, Finance Director**
- Approval of the FY21 Financial Statements
- Vendor Misconduct/Debarment
3. 6:20 p.m. **Nikki Painter, County Clerk's Office**
- Redistricting Overview
- Publication Requirements - Possible action for order and publications
- Timeline including the need for quick action by the GIS Office and County Commission with the possible impact of residency requirements for candidates
4. 6:30 p.m. **Patricia Rucker, Citizen**
- Requesting a waiver from assessed late fee
5. 6:40 p.m. **Steve Cox, Jefferson County Sheriff Deputy's Civil Service Commissioner**
- Civil Service Training Request
6. 6:50 p.m. **Roger Goodwin, Chief County Engineer**
- Approval to advertise to fill the Planning Clerk position
7. 7:00 p.m. **Board of Appeals and Assessment**
 - David Tabb
 - Joyce Edwards
 - Sheetz, Inc.
8. 7:30 p.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
9. 7:40 p.m. **Emily Morrow and Amanda Johnson, WVU Extension Service**
- Request for use of vacant office space

10. 7:50 p.m. **PUBLIC COMMENT**

***You may participate in public comment during the virtual meeting by raising your hand. Please submit comments via email to info@jeffersoncountywv.org. Your comments will be included in the minutes and agenda correspondence. Please include your name.*

11. 8:05 p.m.

Nathan Cochran, Assistant Prosecuting Attorney

1. Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto
2. Discussion of legal issues regarding proposed solar text amendment including bonding, 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
4. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property

UNFINISHED BUSINESS

12. Discuss and address the public comments that were raised during the October 7, 2021 County Commission meeting and to discuss allegations and personnel matters related to:
- County Administrator (discussion/action)
 - County Finance Director (discussion/action)

NEW BUSINESS

13. Sheriff's Department personnel matters (JT)

COUNTY ADMINISTRATOR REPORTS

- Transfer part-time employee Christopher Cross from E-911 to Information Technology
- Approve contract for positions for CAD Response Plan Data Entry and CAD Response Plan Data Administration with the information Technology Department
- Determine if EMS will be included in the Response Plan Method of Dispatch

COUNTY COMMISSION REPORTS

14. ADJOURN

CORRESPONDENCE/INFORMATION

Notice of Special Session on Wednesday, November 10, 2021 at 9:30 a.m.

Correspondence received from the Division of Highways regarding the Statewide Transportation Improvement Program (STIP).

Minutes for the August 13th, 2021 meeting received from Harpers Ferry/Bolivar PSD.

1st Quarterly Report for Planning and Zoning FY 2022 (July 1, 2021 - September 30, 2021) received.

Correspondence received from Jeffrey Shores, regarding Mountain Lake Club.

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, October 7, 2021

A meeting of the Jefferson County Commission was held on Thursday, October 7, 2021 during the second quarterly session at 9:30 a.m. The meeting was held via GoTo Webinar & in-person. Present were, Steve Stolipher, President (virtually), 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, October 7, 2021 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Jackson led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Jackson to approve the September 16, 2021 Regular Meeting Minutes as presented/with noted correction. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Ms. Jackson to approve the October 7, 2021 Requisitions in the amount of \$163,620.80. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
85258		AMANDA JOHNSON		\$ 40.32
85259		ATLANTIC OCCUPSYCH INC.		\$ 325.00
85260		BERKELEY CO SHERIFF'S OFFICE		\$ 529.25

85261		CITY OF CHARLES TOWN	\$	832.25
85262		DARRELL COX	\$	324.50
85263		DAVID BOOBER	\$	3,250.00
85264		DEBBIE LOWE	\$	155.27
85265		DEBRA A YOUNG	\$	844.76
85266		DOING BETTER BUSINES	\$	43.36
85267		EMILY MORROW	\$	336.56
85268		EVERBRIDGE	\$	3,713.15
85269		FEDEX	\$	24.76
85270		KATHRYN KING	\$	1,426.61
85271		MATTHEW HARPER	\$	324.50
85272		MICHAEL MONAGHAN	\$	503.50
85273		MILLERS SUPPLIES AT WORK	\$	1,175.40
85274		A & A HOMES	\$	596.31
85275		KAREN PHILLIPS	\$	368.03
85276		RETIREE HEALTH BENEFIT TRUST	\$	6,721.00
85277		RYAN SNYDER	\$	68.32
85278		SHENTEL	\$	1,807.00
85279		SHERIFF OF JEFFERSON COUNTY	\$	1,500,000.00
85280		SOFTWARE SYSTEMS INC	\$	535.00
85281		SPIRIT OF JEFFERSON	\$	169.56
85282		STORAGE NETWORKS	\$	8,642.00
85283		THOMAS HANSEN	\$	301.50
85284		MOOREFIELD POLICE DEPARTMENT	\$	907.62
85285	SG/010	JEFFERSON DAY REPORT CENTER	\$	1,930.30
85286	AM/053	TYLER TECH	\$	960.00
TOTAL				\$ 1,536,855.83

Motion by Ms. Jackson to approve the Accounts Payable for September 23, 2021 in the amount of \$1,536,855.83. Motion seconded and unanimously approved.

CHECK #		VENDOR NAME		AMOUNT
85288		AHA-ARTS & HUMANITIES ALLIANCE		903.59
85289		BOLAND TRANE SERVICES INC		9,891.00
85290		BUREAU OF CHILD SUPPORT		492.93
85291		CITY OF CHARLES TOWN		64.00
85292		COLONIAL LIFE		143.52
85293		COMPTROLLER OF MARYLAND		2,338.06

85294		DELTA DENTAL OF WV		6,337.50
85295		DODSON SEPTIC SERVICE LLC		285.00
85296		DONNA MASON		924.27
85297		DR. ROBERT E JONES III		1,000.00
85298		EFTPS IRS TAXES		95,924.38
85299		EMPOWER RETIREMENT		5,914.30
85300		GRANICUS INC.		11,103.66
85301		GUTTMAN OIL CO		3,669.64
85302		J.C. EHRLICH		759.00
85303		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		1,337.99
85304		JEFFERSON CO CONVENTION AND VISITORS BUREAU		22,589.78
85305		JEFF CO PARKS & RECREATION COMMISSION		20,348.19
85306		JEFFERSON SECURITY BANK		4,124.00
85307		KELSEY STIPANOVIC		79.00
85308		MAZZITTI & SULLIVAN EAP		936.00
85309		NATIONAL VISION ADMIN.		1,726.48
85310		NATIONWIDE RETIREMENT SOLUTIONS		834.00
85311		R.E. MICHEL CO. LLC		260.05
85312		RICE TIRES CO		596.32
85313		ROBIN MAHONY		79.00
85314		SOFTWARE SYSTEMS INC		939.17
85315		SPIRIT OF JEFFERSON		48.50
85316		STATE TAX DEPARTMENT		868.12
85317		THE JOURNAL		36.66
85318		VA DEPT OF TAXATION		1,556.82
85319		WV DEPUTY SHERIFF RETIREMENT SYSTEM		16,739.71
85320		WV DEPUTY SHERIFF RETIREMENT SYSTEM		765.54
85321		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		43,375.42
85322		WV STATE TAX DEPARTMENT		53,130.85
85323		WV STATE TAX DEPARTMENT		9,491.58
85324		WV TAX DEPUTIES ASSOCIATION		30.00
85325		WVCORP WV COUNTIES SELF INSURANCE RISK POOL		190,547.25
85326		XEROX CORPORATION		635.42
85327		XEROX FINANCIAL SERVICES		249.81
85328	FG/009	SHERIFF OF JEFFERSON COUNTY		4,939.89
85329	BS/011	SHERIFF OF JEFFERSON COUNTY		8,439.74
85330	AM/053	AXIOM STAFFING GROUP		743.60
TOTAL				525,199.74

Motion by Ms. Jackson to approve the Accounts Payable for September 30, 2021 in the amount of \$525,199.74. Motion seconded and unanimously approved.

CHECK#	VENDOR NAME	AMOUNT
85331	A.V. LAUTTAMUS COMMUNICATIONS INC	\$ 11,371.00
85332	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 3,859.01
85333	BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	\$ 20,625.00
85334	CAPITAL ELECTRIC	\$ 757.36
85335	CITY OF CHARLES TOWN	\$ 40.00
85336	DODSON SEPTIC SERVICE LLC	\$ 285.00
85337	EASTERN PANHANDLE PSYCHIATRY INC.	\$ 675.00
85338	EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	\$ 15,000.00
85339	ESI ELECTRONIC SYSTEMS INC	\$ 821.04
85340	FIFTH THIRD BANK	\$ 61,071.54
85341	GRUBER-LATIMER RESTORATION	\$ 14,399.00
85342	GUTTMAN OIL CO	\$ 8,329.08
85343	HIGHMARK WV	\$ 197,868.60
85344	JEFFERSON CO EMERGENCY SERVICES AGENCY	\$ 754,784.50
85345	JEFF CO PARKS & RECREATION COMMISSION	\$ 64,695.00
85346	JEFFERSON DAY REPORT CENTER	\$ 37,502.50
85347	JENNILEE HARTMAN	\$ 3,250.00
85348	KONE BROOKLYN	\$ 1,749.72
85349	MICAH HUTCHINS	\$ 91.54
85350	MICHELLE GORDON	\$ 567.25
85351	OLD CHARLES TOWN LIBRARY	\$ 20,625.00
85352	POTOMAC EDISON	\$ 22,175.98
85353	RCN TECHNOLOGIES	\$ 35,789.32
85354	RICE TIRES CO	\$ 1,568.88
85355	RONALD DANTZIC	\$ 18.67
85356	SHEPHERDSTOWN PUB LIBRARY	\$ 20,625.00
85357	SOUTH JEFFERSON PUBLIC LIBRARY	\$ 20,625.00
85358	SPIRIT OF JEFFERSON	\$ 65.60
85359	THE HARTFORD	\$ 3,722.54
85360	THE HARTFORD	\$ 2,273.30
85361	TONI L MILBOURNE	\$ 650.00
85362	WV REGIONAL JAIL & CORRECTION FACILITY AUTH	\$ 68,466.75
85363	WVU WEST VIRGINIA UNIVERSITY	\$ 3,700.00
85364	XEROX CORPORATION	\$ 2,774.69

TOTAL				\$ 1,400,822.87
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Motion by Ms. Jackson to approve the Accounts Payable for October 7, 2021 in the amount of \$1,400,822.87. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
341	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 125,434.83

Motion by Ms. Jackson to approve the Manual Checks for September 24, 2021 in the amount of \$125,434.83. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
760	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,223.56

Motion by Ms. Jackson to approve the Manual Checks for October 1, 2021 in the amount of \$1,223.56. Motion seconded and unanimously approved.

Check#	Fund	VENDOR		Amount
533	CS/2	JEFF CO COMMUNITY MINISTRIES		\$ 5,000.00
923	AV/56	FIFTH THIRD BANK		\$ 523.26
924	AV/56	GLOBAL SCIENCE & TECH		\$ 11,604.00
925	AV/56	JUSTTECH		\$ 177.77
926	AV/56	PRINT-O-STAT		\$ 447.26
1756	CO/246	FIFTH THIRD BANK		\$ 13,296.72
1757	CO/246	MOTOROLA SOLT.		\$ 144,399.56
1301	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 74.00
1302	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 37,711.98
1303	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 70,024.25
1304	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 7,402.06
1305	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 3,257.03

1048	SP/315	WV ST POLICE	\$ 1,225.00
382	WV369	WV DEPUTY SHERIFF RETIREMENT	\$ 596.00
916	CW/059	WV ST TREASURY	\$ 80.00
TOTAL			\$ 295,818.89

Motion by Ms. Jackson to approve the Manual Checks for October 8, 2021 in the amount of \$295,818.89. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Ms. Jackson to approve the Payroll for September 16, 2021 in the amount of \$263,257.50. Motion seconded and unanimously approved.

Motion by Ms. Jackson to approve the Payroll for September 30, 2021 in the amount of \$272,665.74. Motion seconded and unanimously approved.

PRESENTATIONS

1. Jacqueline Shadle, Clerk of the County Commission
 - a. Requested funding assistance for the purchase of a new plat cabinet.
 - **Motion by Ms. Jackson to provide \$4,463.00 in funding from the Coal Severance Fund to assist the Clerk’s purchase of a \$9,463.00 plat cabinet for the storage of recorded plats. Motion seconded and unanimously approved.**
 - b. Approval of West Virginia County Records Management and Preservation Board Grant
 - **Motion by Ms. Tabb to approve the application and Resolution for the West Virginia County Records Management and Preservation Grant Board. Motion seconded and unanimously approved.**

2. Roger Goodwin, Chief County Engineer and Todd Fagan, GIS – requested approval of the West Virginia County Records Management and Preservation Grant

- **Motion by Ms. Tabb to approve the Records Management and Preservation Board grant application in the amount of \$9,545.00 and pass the associated Resolution of Support. Motion seconded and unanimously approved.**
3. Becky Burns, Office Manager, Engineering, Planning & Zoning – requested reimbursement of permit and/or impact fees for the following:
- a. Donald and Pamela Pine – Permit #21-591
 - **Motion by Ms. Tabb to approve a partial refund of the building permit fee for Donald and Pamela Pine in the amount of \$656.11; a full refund of the impact fee in the amount of \$6,700.00 and to close the permit application file. Motion seconded and unanimously approved.**
 - b. Timothy and Susan Paulin – Permit #21-567
 - **Motion by Ms. Tabb to approve a partial refund of the building permit fee for Timothy and 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. Motion seconded and unanimously approved.**
 - c. Mark and Christine Whitmore – Permit #21-894
 - **Motion by Ms. Tabb to approve a partial refund of the building permit fee for Mark and Christine Whitmore in the amount of \$97.50; and to close the permit application file. Motion seconded and unanimously approved.**
 - d. David Lutman/Lutman Land Development LLC – Permit #21-646 & #21-750
 - **Motion by Ms. Tabb to approve a full refund of the impact fee for David Lutman/Lutman Land Development LLC in the amount of \$6,700.00 for permit file #21-646; and to close the permit application file. Motion seconded and unanimously approved.**
4. Lynn Fields, Probate Office – requested approval of the quarterly review.
- **Motion by Mr. Hudson to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to approve all the accountings and waivers of the estates that have been opened and closed during the third quarter. Motion seconded and unanimously approved.**

- **Motion by Ms. Jackson to adjourn as a Fiduciary Review Board and reconvene as a County Commission. Motion seconded and unanimously approved.**
5. Interviews and Appointments to the Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2024. This item was postponed as the applicant retracted her application.
 6. Jeffrey Polczynski, ENP – Director of Communications – requested the re-appointment of part-time employee Heather Ketchens to full-time Public Safety Dispatcher.
 - **Motion by Ms. Tabb 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. Motion seconded and unanimously approved.**
 7. Dennis Jarvis, II, Jefferson County Development Authority – requested assistance from the Jefferson County Commission in the final payment of the agreed legal fees – Jefferson County Vision, Inc. v. Jefferson County Development Authority CC-19-2018-C-157.
 - **Motion by Ms. Tabb to assist the Jefferson County Development Authority in the final payment of the agreed legal fees for Jefferson County Vision, Inc. v. Jefferson County Development Authority CC-19-2018-C-157, in the amount of \$22,250.36 to be paid from the Coal Severance Fund. Motion seconded but tabled pending more information.**
 8. Public Comment – public comment was made by the following individuals: David Tabb, Karen Buck, Elliot Simon, Barbara Fuller, Michael Tolbert and Catherine Jozwick.
 - **Motion by Ms. Ath to hold a special session regarding the Facebook allegations concerning Ms. Gordon and Ms. Grove. Motion withdrawn as it was out of order.**
 9. Nathan Cochran, Assistant Prosecuting Attorney
 - a. Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto.
 - b. Discussion of legal issues regarding proposed solar text amendment including bonding, 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

- c. 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
 - **Motion by Ms. Jackson to enter into Executive Session to receive legal advice concerning the drafting of a new solar text amendment, matters involving or affecting the construction, planning, or purchase, sale or lease of property (contractual matters); and the reorganization of the Public Safety Departments, including Emergency Communications and Emergency Management (personnel matters). Motion seconded and unanimously approved.**
10. Tom Hansen, Sheriff – requested approval of the Governor's Highway Safety Program Grant
- **Motion by Ms. Tabb to approve the grant award from the Governor's Highway Safety Program and authorize the President to sign the associated documents. Motion seconded and unanimously approved.**

OLD BUSINESS

11. Possible funding options for fire service, including fee/levy/general fund contribution – Ms. Grove discussed her research concerning the possible funding options for County fire service.

NEW BUSINESS

12. Acknowledge the Assessor's Certificate of Compliance
 - **Motion by Ms. Jackson to acknowledge the Assessor's Certificate of Compliance for 2021. Motion seconded and unanimously approved.**
13. Request to use the County Commission Meeting Room – Karen Bailey Chapman
 - **Motion by Ms. Jackson to approve the request from Karen Bailey Chapman of the Professional Charter School Board to use the Jefferson County**

Commission Room on Monday, October 18, 2021 from 6-9pm. Motion seconded and unanimously approved.

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
 - o These items were discussed in Executive Session.

14. The Commission adjourned at 10:10 a.m. on a motion by Mr. Hudson. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant

SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held in-person and virtually via GoToWebinar in Charles Town, West Virginia on Wednesday, October 13, 2021, beginning at 9:30 o'clock a.m.

PRESENT:

Steve Stolipher, President
Tricia Jackson, Vice President
Clare Ath, Commissioner
Caleb Hudson, Commissioner
Jane Tabb, Commissioner
Michelle Gordon, Finance Director
Stephanie Grove, County Administrator
Jessica Carroll, Administrative Assistant

In re: Discussion of American Rescue Plan Act monies received by the County

The meeting was called to order at 9:31 a.m. by Commissioner Jackson.

The purpose of the meeting was to discuss the disbursement of the approximately \$8 million dollars in American Rescue Plan Act monies left to be distributed as the Commission deems appropriate. Ms. Gordon provided the Commission with a demonstration and explanation of an online grant application portal and the application process she developed for consideration of the remaining ARPA requests from County, municipal, and community agencies.

- **Motion by Ms. Jackson to reopen the ARPA grant fund submission window with requests to be submitted no later than October 31, 2021. Motion seconded and unanimously approved.**

It was the consensus of the Commission to meet again concerning the ARPA submissions on Wednesday, November 10, 2021 at 9:30 am.

There being no further business, the meeting was adjourned at 10:05 am.

Steve Stolipher, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held in-person and virtually via GoToWebinar in Charles Town, West Virginia on Friday, October 15, 2021, beginning at 9:30 o'clock a.m.

PRESENT:

Steve Stolipher, President
Tricia Jackson, Vice President
Clare Ath, Commissioner
Caleb Hudson, Commissioner
Jane Tabb, Commissioner
Michelle Gordon, Finance Director
Stephanie Grove, County Administrator
Jessica Carroll, Administrative Assistant

In re: Discussion of Personnel Matters Pertaining to the positions of Finance Director and County Administrator

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

The purpose of the meeting was to discuss allegations related to the employment of the Finance Director and the County Administrator.

- **Motion by Mr. Stolipher to enter into Executive Session to discuss personnel & related matters. Motion seconded and unanimously approved.**
- **Motion by Mr. Hudson to come out of Executive Session and resume regular session. Motion seconded and unanimously approved.**
- **Motion by Ms. Jackson to discharge Ms. Grove of her duties as County Administrator, effective November 12, 2021. Motion seconded but fails on a vote of 2-3 with Commissioners Hudson, Stolipher and Tabb opposing.**
- **Motion by Mr. Stolipher to table further personnel matters until the October 21, 2021 regularly scheduled County Commission meeting. Motion seconded and passes on a vote of 3-2 with Commissioners Ath and Jackson opposing.**

There being no further business, the meeting was adjourned at 12:40 pm.

Steve Stolipher, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

REQUISITIONS TO BE APPROVED

October 21, 2021

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
SHERIFF - LAW	22020	\$ 11,765.00	Selex ES, Inc.	Warranty
COUNTY CLERK	22022	\$ 9,463.00	Casto & Harris	Plat Cabinet with Zippered Envelopes
GRAND TOTAL		\$ 21,228.00		

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$397,487.69		\$397,487.69
6.2% Tax Payable OASDI	\$23,565.56		\$23,565.56
1.45% Tax Payable HI	\$5,511.35		\$5,511.35
Fed Withholding	\$34,677.84		\$34,677.84
WV State Withholding	\$16,538.10		\$16,538.10
PERS Retirement Deduct 4.5%	\$9,462.40		\$9,462.40
PERS Retirement Deduct 6%	\$5,266.30		\$5,266.30
Hosp. Pre-Taxed	\$15,124.00		\$15,124.00
Cancer/ICU Pre-Taxed	\$454.61		\$454.61
Cancer/ICU Not Pre-Taxed	\$811.72		\$811.72
Optional Life Not Pre Taxed	\$1,835.77		\$1,835.77
Christmas Club	\$4,370.00		\$4,370.00
Wage Attach #1	\$492.93		\$492.93
Wage Attach #2	\$988.71		\$988.71
Wage Attach #3			\$0.00
DSRS Retirement Deduct 8.5%	\$6,499.13		\$6,499.13
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,995.89		\$4,995.89
457R - Roth	\$910.00		\$910.00
MD State Tax	\$749.83		\$749.83
D/VF	\$1,820.01		\$1,820.01
VA State Tax	\$174.74		\$174.74
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$135,130.73	\$0.00	\$135,130.73
Net Wages Total	\$262,356.96	\$0.00	\$262,356.96
Payroll Date	October 14, 2021		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **October 21, 2021**

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

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

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

Approval of Exonerations

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

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **October 21, 2021**

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

Date Requested – 2nd Choice:

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

- Approval of the FY21 Financial Statements
- Vendor Misconduct/Debarment

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? \$ **NA**

Provide exact financial impact/request:

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

- Motion to approve the FY20 Financial Statements

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

JEFFERSON COUNTY, WEST VIRGINIA
STATEMENT OF NET POSITION (Unaudited)
June 30, 2021

	Primary	Component Units					
	Governmental Activities	Board of Health	Development Authority	Historic Landmarks	Farmland Protection	Emergency Services	Parks and Recreation
ASSETS							
Current assets:							
Cash and cash equivalents	\$ 24,300,519	\$ 669,311	\$ 825,895	\$ 46,866	\$ 2,900,076	\$ 1,358,534	\$ 960,244
Receivables, net of allowance for uncollectibles:							
Taxes	780,513	--	--	--	172,649	--	--
Accounts	664,793	52,452	121,159	--	--	4,485	4,250
Due from:							
Other governments	1,254,263	--	--	--	--	--	--
Inventory, at cost	2,941	--	--	--	--	--	--
Prepaid expenses	61,712	5,282	5,967	--	3,000	33,615	--
Total current assets	<u>27,064,741</u>	<u>727,045</u>	<u>953,021</u>	<u>46,866</u>	<u>3,075,725</u>	<u>1,396,634</u>	<u>964,494</u>
Restricted assets:							
Restricted cash	8,476,911	--	32,138	--	--	--	--
Lease receivable	--	--	2,839,308	--	--	--	--
Capital assets:							
Nondepreciable:							
Land	896,032	--	5,611,625	1,119,857	--	550,000	688,335
Construction in progress	13,296	--	--	--	--	--	406,664
Depreciable:							
Buildings	19,829,643	--	--	--	--	1,366,998	757,185
Structures and improvements	3,775,375	--	--	--	--	--	--
Vehicles	2,863,495	--	--	--	--	--	37,535
Machinery and equipment	8,576,249	30,719	35,573	--	13,023	581,219	266,447
Leasehold improvements	--	6,933	--	--	--	--	--
Less: accumulated depreciation	(18,608,624)	(37,652)	(28,628)	--	--	(814,703)	(270,896)
Total noncurrent assets	<u>25,822,377</u>	<u>--</u>	<u>8,490,016</u>	<u>1,119,857</u>	<u>13,023</u>	<u>1,683,514</u>	<u>1,885,270</u>
Total assets	<u>52,887,118</u>	<u>727,045</u>	<u>9,443,037</u>	<u>1,166,723</u>	<u>3,088,748</u>	<u>3,080,148</u>	<u>2,849,764</u>
DEFERRED OUTFLOWS							
Changes in proportion and differences between employer contributions and proportionate share of contributions							
	--	--	--	--	--	53,761	11,349
Employer contributions subsequent to measurement period							
	1,052,910	--	--	--	--	479,491	33,894
Difference between expected and actual experience							
	529,287	--	--	--	--	25,756	--
Net difference between projected and actual investment earnings on pension plan investments							
	1,001,350	--	--	--	--	--	6,727
Total deferred outflows of resources	<u>2,583,547</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>559,008</u>	<u>51,970</u>
LIABILITIES							
Current liabilities payable from current assets:							
Accounts payable	784,579	(2,312)	50	--	--	94,318	466
Refunds payable	--	--	--	--	--	--	--
Payroll payable	198,091	27,522	--	--	--	108,783	2,747
Intergovernmental payable	4,862	--	--	--	--	--	--
Current liabilities payable from restricted assets:							
restricted assets:							
Notes payable	--	--	117,789	--	--	37,404	--
Interest payable	--	--	732,188	--	--	1,161	--
Unearned revenues:							
Charges for services	8,831	--	--	--	--	--	--
Noncurrent liabilities:							
Notes payable - due in more than one year	--	--	7,090,084	--	--	947,604	393,144
Net OPEB liability	1,653,689	200,678	--	--	--	--	141,974
Net pension liability	3,969,185	--	--	--	--	54,060	77,672
Compensated absences payable	907,470	--	--	--	--	84,055	--
Total liabilities	<u>7,526,707</u>	<u>225,888</u>	<u>7,940,111</u>	<u>--</u>	<u>--</u>	<u>1,327,385</u>	<u>616,003</u>
DEFERRED INFLOWS							
Difference between expected and actual experience							
	--	--	--	--	--	72,576	--
Changes in assumptions							
	166,905	--	--	--	--	29,873	4,021
Changes in proportion and differences between employer contributions and proportionate share of contributions							
	87,382	--	--	--	--	19,160	--
Net difference between projected and actual investment earnings on pension plan investments							
	--	--	--	--	--	66,879	18,846
Total deferred inflows of resources	<u>254,287</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>188,488</u>	<u>22,867</u>
NET POSITION							
Net investment in capital assets, net of related debt	17,345,466	--	6,945	1,119,857	--	616,332	1,885,270
Restricted for:							
Community development projects	--	--	32,138	--	--	--	--
Other purposes	8,476,911	--	--	--	3,088,748	835,814	353,177
Unrestricted	21,867,294	501,157	1,463,843	46,866	--	671,137	24,417
Total net position	<u>\$ 47,689,671</u>	<u>\$ 501,157</u>	<u>\$ 1,502,926</u>	<u>\$ 1,166,723</u>	<u>\$ 3,088,748</u>	<u>\$ 2,123,283</u>	<u>\$ 2,262,864</u>

The notes to the financial statements are an integral part of this statement.

JEFFERSON COUNTY, WEST VIRGINIA
STATEMENT OF ACTIVITIES (Unaudited)
For the Fiscal Year Ended June 30, 2021

Functions / Programs	Program Revenues				Net (Expense) Revenues and Changes in Net Position								
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government		Board of Health	Development Authority	Component Units				
					Governmental Activities	Total			Historic Landmark	Farmland Protection	Emergency Services	Parks and Recreation	
Primary government:													
Governmental activities:													
General government	\$ 14,060,615	\$ 1,534,908	\$ 8,405,979	\$ 10,000	\$ (4,109,728)	\$ (4,109,728)							
Public safety	13,170,693	4,513,588	335,363	361,834	(7,959,908)	(7,959,908)							
Health and sanitation	103,582	--	--	--	(103,582)	(103,582)							
Culture and recreation	2,047,870	--	--	--	(2,047,870)	(2,047,870)							
Social services	87,677	--	--	--	(87,677)	(87,677)							
Capital projects	56,022	--	--	--	(56,022)	(56,022)							
Total governmental activities	<u>29,545,649</u>	<u>6,048,496</u>	<u>8,741,342</u>	<u>371,834</u>	<u>(14,383,977)</u>	<u>(14,383,977)</u>							
Total primary government	\$ 29,545,649	\$ 6,048,496	\$ 8,741,342	\$ 371,834	(14,383,977)	(14,383,977)							
Component units:													
Board of Health	1,045,772	356,885	751,754	--	--	--	\$ 62,867	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --
Development Authority	234,394	2,400	207,565	--	--	--	--	(24,429)	--	--	--	--	--
Historic Landmark	90,627	--	121,322	--	--	--	--	--	30,695	--	--	--	--
Farmland Protection	1,048,229	--	26,315	--	--	--	--	--	--	(1,021,914)	--	--	--
Emergency Services Agency	3,810,347	936,973	2,752,519	--	--	--	--	--	--	--	(120,855)	--	--
Parks and Recreation	887,304	392,949	925,081	--	--	--	--	--	--	--	--	--	430,726
Total component units	<u>\$ 7,116,673</u>	<u>\$ 1,689,207</u>	<u>\$ 4,784,556</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ 62,867</u>	<u>\$ (24,429)</u>	<u>\$ 30,695</u>	<u>\$ (1,021,914)</u>	<u>\$ (120,855)</u>	<u>\$ --</u>	<u>\$ 430,726</u>
General revenues:													
Ad valorem property taxes					\$ 14,976,042	\$ 14,976,042	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --
Alcoholic beverages tax					327,762	327,762	--	--	--	--	--	--	--
Hotel occupancy tax					453,927	453,927	--	--	--	--	--	--	--
Gas and oil severance tax					65,027	65,027	--	--	--	--	--	--	--
Other taxes					1,609,560	1,609,560	--	--	--	1,286,290	--	--	--
Coal severance tax					71,323	71,323	--	--	--	--	--	--	--
Licenses and permits					3,807,708	3,807,708	--	--	--	--	--	--	--
Interest and investment earnings					123,829	123,829	2,876	(48,650)	--	25,908	6,677	2,544	--
Reimbursement					858,953	858,953	--	--	--	--	--	--	--
Net gain (loss) on sale of investments					27,074	27,074	--	45,496	--	--	--	--	--
Miscellaneous					4,362,869	4,362,869	29,596	--	4,662	--	205,829	2,661	--
Total general revenues					<u>26,684,074</u>	<u>26,684,074</u>	<u>32,472</u>	<u>(3,154)</u>	<u>4,662</u>	<u>1,312,198</u>	<u>212,506</u>	<u>5,205</u>	<u>5,205</u>
Change in net position					12,300,097	12,300,097	95,339	(27,583)	35,357	290,284	91,651	435,931	--
Net position - beginning					35,389,574	35,389,574	405,818	1,530,509	1,131,366	2,798,464	2,031,632	1,826,933	--
Net position - ending					<u>\$ 47,689,671</u>	<u>\$ 47,689,671</u>	<u>\$ 501,157</u>	<u>\$ 1,502,926</u>	<u>\$ 1,166,723</u>	<u>\$ 3,088,748</u>	<u>\$ 2,123,283</u>	<u>\$ 2,262,864</u>	<u>\$ 2,262,864</u>

The notes to the financial statements are an integral part of this statement.

JEFFERSON COUNTY, WEST VIRGINIA
BALANCE SHEET - GOVERNMENTAL FUNDS (Unaudited)
June 30, 2021

	General	Coal Severance Tax	County Capital Outlay	Impact Fees	ARPA Grant	Other Nonmajor Governmental Funds	Total Governmental Funds
ASSETS AND DEFERRED OUTFLOWS							
Assets							
Cash and cash equivalents	\$ 7,098,801	\$ 198,639	\$ 12,049,707	\$ --	\$ 4,018,467	\$ 934,905	\$ 24,300,519
Receivables, net of allowance for uncollectibles:							
Taxes	780,513	--	--	--	--	--	780,513
Accounts	175,487	--	--	--	--	489,306	664,793
Due from:							
Other funds	114,245	--	--	--	--	--	114,245
Other governments	883,347	--	--	--	--	370,916	1,254,263
Inventory, at cost	2,941	--	--	--	--	--	2,941
Prepaid expenses	58,589	--	--	--	--	3,123	61,712
Restricted cash	--	--	--	8,476,911	--	--	8,476,911
Total assets	9,113,923	198,639	12,049,707	8,476,911	4,018,467	1,798,250	35,655,897
Deferred Outflows							
Total deferred outflows of resources	--	--	--	--	--	--	--
Total assets and deferred outflows of resources	\$ 9,113,923	\$ 198,639	\$ 12,049,707	\$ 8,476,911	\$ 4,018,467	\$ 1,798,250	\$ 35,655,897
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES							
Liabilities							
Accounts payable	600,677	5,200	--	--	--	178,702	784,579
Payroll payable	198,091	--	--	--	--	--	198,091
Intergovernmental payable	--	--	--	--	--	4,862	4,862
Due to:							
Other funds	--	--	13,297	--	--	100,948	114,245
Unearned revenue	--	--	--	--	--	8,831	8,831
Total liabilities	798,768	5,200	13,297	--	--	293,343	1,110,608
Deferred Inflows							
Deferred revenue - taxes	556,719	--	--	--	--	--	556,719
Total deferred inflows of resources	556,719	--	--	--	--	--	556,719
Total liabilities and deferred inflows of resources	1,355,487	5,200	13,297	--	--	293,343	1,667,327
Fund balances							
Nonspendable	61,530	--	--	--	--	3,123	64,653
Restricted	--	193,439	--	8,476,911	4,018,467	1,501,784	14,190,601
Committed	--	--	12,036,410	--	--	--	12,036,410
Assigned	4,257,539	--	--	--	--	--	4,257,539
Unassigned	3,439,367	--	--	--	--	--	3,439,367
Total fund balances	7,758,436	193,439	12,036,410	8,476,911	4,018,467	1,504,907	33,988,570
Total liabilities, deferred inflows and fund balances	\$ 9,113,923	\$ 198,639	\$ 12,049,707	\$ 8,476,911	\$ 4,018,467	\$ 1,798,250	\$ 35,655,897

The notes to the financial statements are an integral part of this statement.

JEFFERSON COUNTY, WEST VIRGINIA
RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION (Unaudited)
June 30, 2021

Total fund balances on the governmental fund's balance sheet \$ 33,988,570

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and are therefore not reported in the funds. (Note III - D) 17,345,466

Certain revenues are not available to fund current year expenditures and therefore are deferred in the funds. (Note III - B) 556,719

Deferred (inflows) and outflows related to pension activity are not required to be reported in the funds but are required to be reported at the government-wide level (Note V):

Deferred outflow (inflow)- Changes in employer portion and differences between contributions and proportionate share of pension expense \$ (87,382)

Deferred outflow - Employer contributions to pension plan after measurement date 1,052,910

Deferred outflow (inflow) - Net differences between projected and actual investment earnings 1,001,350

Deferred outflow (inflow) - Differences between expected and actual experience 529,287

Deferred outflow (inflow) - Differences in assumptions (166,905) 2,329,260

Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds. This is Increase/Decrease in Compensated Absences and OPEB Liability (Note IV - E), and Net Pension Liability (Note V) (6,530,344)

Net position of governmental activities \$ 47,689,671

The notes to the financial statements are an integral part of this statement.

JEFFERSON COUNTY, WEST VIRGINIA
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS (Unaudited)
For the Fiscal Year Ended June 30, 2021

	General	Coal Severance Tax	County Capital Outlay	Impact Fees	ARPA Grant	Other Nonmajor Governmental Funds	Total Governmental Funds
REVENUES							
Taxes:							
Ad valorem property taxes	\$ 14,955,024	\$ --	\$ --	\$ --	\$ --	\$ --	\$ 14,955,024
Alcoholic beverages tax	327,762	--	--	--	--	--	327,762
Hotel occupancy tax	453,927	--	--	--	--	--	453,927
Gas and oil severance tax	65,027	--	--	--	--	--	65,027
Other taxes	1,587,000	--	--	--	--	--	1,587,000
Coal severance tax	--	71,323	--	--	--	--	71,323
Licenses and permits	558,118	--	--	3,202,704	--	46,886	3,807,708
Intergovernmental:							
Federal	3,288,881	--	--	--	5,549,971	--	8,838,852
State	35,372	--	--	--	--	188,637	224,009
Local	40,000	--	--	--	--	--	40,000
Charges for services	4,462,126	--	--	--	--	1,237,610	5,699,736
Fines and forfeits	51,559	--	--	--	--	297,201	348,760
Interest and investment earnings	59,912	994	25,169	33,822	3,130	802	123,829
Reimbursements	170,227	--	--	--	--	688,726	858,953
Payments in lieu of taxes	22,560	--	--	--	--	--	22,560
Contributions and donations	2,772	--	--	--	--	7,543	10,315
Miscellaneous	2,996,243	--	--	--	--	1,366,626	4,362,869
Total revenues	29,076,510	72,317	25,169	3,236,526	5,553,101	3,834,031	41,797,654
EXPENDITURES							
Current:							
General government	12,206,716	20,110	--	--	--	1,563,172	13,789,998
Public safety	11,343,191	--	362,273	53,476	--	1,246,076	13,005,016
Education	--	--	--	19,190	--	--	19,190
Health and sanitation	80,782	22,800	--	--	--	--	103,582
Culture and recreation	1,879,435	12,000	--	62,540	--	--	1,953,975
Social services	30,000	30,297	--	--	--	27,380	87,677
Capital outlay	--	--	--	--	--	56,022	56,022
Total expenditures	25,540,124	85,207	362,273	135,206	--	2,892,650	29,015,460
Excess (deficiency) of revenues over expenditures	3,536,386	(12,890)	(337,104)	3,101,320	5,553,101	941,381	12,782,194
OTHER FINANCING SOURCES (USES)							
Transfers in	2,352,851	--	8,227,155	--	--	--	10,580,006
Transfers (out)	(8,027,155)	--	--	--	(1,534,634)	(1,018,217)	(10,580,006)
Proceeds from the sale of assets	27,074	--	--	--	--	--	27,074
Total other financing sources (uses)	(5,647,230)	--	8,227,155	--	(1,534,634)	(1,018,217)	27,074
Net change in fund balances	(2,110,844)	(12,890)	7,890,051	3,101,320	4,018,467	(76,836)	12,809,268
Fund balances - beginning (restated)	9,869,280	206,329	4,146,359	5,375,591	--	1,581,743	21,179,302
Fund balances - ending	\$ 7,758,436	\$ 193,439	\$ 12,036,410	\$ 8,476,911	\$ 4,018,467	\$ 1,504,907	\$ 33,988,570

The notes to the financial statements are an integral part of this statement.

JEFFERSON COUNTY, WEST VIRGINIA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO
THE STATEMENT OF ACTIVITIES (Unaudited)
For the Fiscal Year Ended June 30, 2021

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds	\$	12,809,268
<p>Capital outlays are reported as an expenditure in the governmental funds but are considered an asset at the government-wide level. This is the amount of capital assets that were purchased during the fiscal year. (Note III-D)</p>		
		662,801
<p>Capital outlays are reported as an expenditure in the governmental funds. In the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount of depreciation expense charged during the year. (Note III-D)</p>		
		(1,262,571)
<p>Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. This is the difference between prior and current year deferred revenues. (Notes III-B)</p>		
Prior year deferred revenues:	\$ 535,701	
Current year deferred revenues:	<u>556,719</u>	21,018
<p>Governmental Funds report pension contributions as expenditures. However, in the statement of activities, the cost of pension benefits earned net of employee contributions is reported as pension expense and are recognized on the accrual basis of accounting in accordance with GASB 68.</p>		
Amount of pension expenditures at fund modified accrual level	\$ 1,052,910	
Amount of pension expenses recognized at government-wide level	<u>(894,260)</u>	158,650
<p>Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. Decrease in Compensated Absences and OPEB.</p>		
		<u>(61,995)</u>
Change in net position of governmental activities	\$	<u><u>12,300,097</u></u>

The notes to the financial statements are an integral part of this statement.

**Jefferson County Commission
Fiscal Year 2021**

Accounts Payable Vendor Name	Amount
10-42 TACTICAL LLC	48,288.76
2CO.COM STIMULUS	-1,093.35
4IMPRINT	1,845.47
7-ELEVEN 28309	2.12
84 LUMBER	4,619.69
ACCO BRANDS DIRECT	128.69
ACORN SALES COMPANY	97.00
ADAM WARD	255.03
ADOBE	8,899.91
AGENCY 360	1,197.00
AHA-ARTS & HUMANITIES ALLIANCE	16,174.89
ALAN MCCLINTOCK	23,565.60
ALBRIGHT CRUMBACKER	2,650.00
ALEXANDRA BEAULIEU	59.48
ALICE N PAINTER	97.00
ALPHA TECH PET INC	579.33
AMANDA JOHNSON	74.76
AMANDA MASTERS	610.87
AMAZON	44,313.68
AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	39,992.27
AMERICAN PLANNING A	500.00
AMERICA'S BEST VALUE INN	500.00
AMERIFLEX	1,714.60
AMZN MKTP US MK94C7JX1	74.99
ANDREA JODEIT	239.10
ANGELA L BANKS	383.92
ANGELA LAWRENCE	104.00
APA-AMERICAN PLANNG ASSOCIATION	500.00
APCO INTERNATIONAL INC	2,617.21
APPLE TREE ANIMAL CLIN	478.08
APPLE VALLEY CHEVROLET	181.81
APPLE VALLEY WASTE	584.73
APPLEBEES	51.04
APRIL BLAKER	41.44
ARBYS	33.21
ASBURY UNITED METHODIST CHURCH	200.00
ASCE PURCHASING	255.00
ASFPM MADISON WI	530.00
AT&T	2,313.21
ATLANTIC EMERGENCY SOL	1,291.79
ATLANTIC OCCUPSYCH INC.	3,265.00
ATTENTI US INC	35,382.40
AUTOGRAPH	222.66
AUTOZONE	358.60
AVALANCHE SERVICES	1,956.00
AWWA-ASSOCIATION OF WV ASSESSORS	800.00
AXION STAFFING GROUP	2,257.76
AXON	2,137.50
B&M PAINTING INC.	8,684.58
B2B PRIME K635J8AN3	191.53
BADGEANDWALLET.COM	4,342.80
BAKERTON VOLUNTEER FIRE DEPARTMENT	7,744.97

**Jefferson County Commission
Fiscal Year 2021**

Accounts Payable Vendor Name	Amount
BANK OF CHARLES TOWN	601.82
BARRACUDA NETWORKS INC	3,718.44
BATTERY JUNCTION	531.28
BAUDVILLE INC.	162.52
BED BATH & BEYOND #651	53.70
BELNICK RETAIL, LLC	1,704.29
BENJAMIN S WILLIAMS	256.00
BERKELEY CO SHERIFF'S OFFICE	2,236.45
BERKELEY FLORAL	61.48
BERKELEY GLASS INC	14,008.48
BESSIE NELSON	35.00
BEST BEST & KRIEGER LLP	50.00
BEST BUY 00015289	37.08
BEST HOLIDAY CARD.COM	216.00
BETHEL METHODIST CHURCH	100.00
BHM CPA GROUP INC	25,000.00
BIDDLE CONSULTING GROUP	599.00
BIEDLERS ELEC MOTOR REP	244.05
BIRRIERIA LA SUPREMA	69.67
BLT LD PRODUCTS, INC	163.56
BLUE 360 MEDIA	1,314.32
BLUE RIDGE GARAGE DOORS	132.50
BLUE RIDGE MOUNTAIN FIRE HALL	100.00
BLUE RIDGE MOUNTAIN VOLUNTEER FIRE COMPANY	82,500.00
BLUE RIDGE VETERINARY	840.36
BOLAND TRANE SERVICES INC	31,041.40
BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	82,500.00
BONDED APPLICATORS OF MD INC	5,046.00
BOUND TREE MEDICAL LLC	504.88
BOWMAN SALES AND	267.50
BP#9784224RANSON BPQPS	3.21
BREWS CUSTOM AWARDS LLC	152.00
BRISCO APPAREL COMPANY	651.89
BTS PATTERSONVET	2,099.12
BUREAU OF CHILD SUPPORT	9,502.26
CACH LLC	4,166.16
CAMBRIA SUITES ANAHEIM	248.11
CANAAN VALLEY RESORT LODGE	686.00
CANDLEWOOD SUITES	510.46
CAPITAL LIGHTING & SUPPLIES LLC	5,129.57
CARFAX	126.98
CARL E. WOLF PFD.	1,375.00
CARLSON SOFTWARE INC	390.00
CASTO HARRIS OF WEST	788.13
CASTO & HARRIS INC	22,115.00
CDA INC	360.00
CENTRAL ATLANTIC LEGAL GROUP PLLC T/A	1,327.50
CENTRAL ELEVATOR INSPECTION SERVICES LLC	920.00
CHARLES TOWN AUTO WASH	27.82
CHARLES TOWN BAPTIST CHURCH	100.00
CHARLES TOWN UTILITIES	19,120.45
CHARLES VANGILDER	171.98

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Accounts Payable Vendor Name	Amount
CHARLIE'S KANSAS CITY SMOKED BBQ	810.75
CHILI'S CHARLESTON	15.48
CHRISTINA POPE	64.00
CHRISTOPHER C. SMITH	2,200.00
CHRISTY ENTERPRISE	528.80
CITIZEN FIRE CO	150.00
CITIZENS VOLUNTEER FIRE COMPANY	85,043.27
CITY OF CHARLES TOWN	6,163.99
CLAUDETTE M GAUJOT-TURNER	747.00
CLAYMAN & ASSOCIATES PLLC	3,000.00
COAST TO COAST COMPUTER PRODUCTS	2,754.00
COLONIAL LIFE	1,682.72
COMCAST	24,362.20
COMMERCIAL PRESS INC	3,234.50
COMPILED TECHNOLOGIES LLC	27,149.00
COMPTROLLER OF MARYLAND	21,302.45
CONTROL SYSTEMS INC	38.54
COPQUEST INC	428.88
COPS PLUS, INC	1,212.07
COURTYARD BY MARRIOTT	578.04
COVENANT BAPTIST CHURCH	100.00
CPI-COMPUTER PROJECTS OF ILLINOIS	1,800.00
CRACKER BARREL #52 SAV	27.14
CRASHDATAGR	1,494.16
CREAMERS WRECKER SERVICE	395.00
CROCK-HAMRICK REPORTING SERVICES LLC	640.50
CROSSPOINT CHURCH	200.00
CROWLEY MICROGRAPHIC	35,640.00
CT WALLS & FLOORS INC	129.95
CYALUME TECHNOLOGIES I	0.00
DAILY DONUTS	90.98
DANA SAFETY SUPPLY INC	1,087.45
DANIELLE DUCKETT	64.00
DARYLL WIMER	32.45
DELL MARKETING LP	53,278.87
DELTA DENTAL OF WV	80,087.62
DESIGN NINE INC	58,278.70
DHL EXPRESS SENDUNG 15	316.44
DIGITAL ALLY	24,795.00
DISTRICT COURT OF MARYLAND	15.50
DLT SOLUTIONS LLC	613.80
DODSON SEPTIC SERVICE LLC	3,110.00
DOING BETTER BUSINES	5,571.91
DOLLAR GENERAL	60.80
DONORSNAP	429.00
DOORDASH IHOP	20.85
DOROTHY FARMER	64.00
DOUBLE RADIUS	60.78
DOUBLETREE	92.02
DOUGLAS H FLETCHER	114.00
DOUGLAS PITTINGER	23.04
DR. ROBERT E JONES III	12,000.00

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Accounts Payable Vendor Name	Amount
DRI VMWARE	5,362.88
DS SERVICES STANDARD	10,687.75
EASTERN PANHANDLE CONSERVATION DISTRICT	500.00
EASTERN PANHANDLE INVESTIGATIONS	1,525.00
EASTERN PANHANDLE MENTAL HEALTH CENTER	18,600.00
EASTERN PANHANDLE PSYCHIATRY INC.	2,700.00
EASTERN PANHANDLE REGIONAL PLANNING & DEVELOPMENT	29,973.26
EASYKEYSCOM INC	435.30
EB MARTINSBURG ECONOM	0.00
EB WV PROSECUTORS SUM	215.00
EBAY O 17-05544-01497	14.93
ED HANNON	25.27
EFTPS IRS TAXES	2,548,754.16
EIG CONSTANTCONTACT.CO	140.00
EISEMAN-LUDMAR CO INC	60.84
ELIZABETH JUNE BOWERS	109.50
ELLSWORTH MUSIC SUPPLY	35.98
EMBASSY SUITES	1,333.08
EMERGENCY VEHICLE SPEC	4,614.25
EMILY MORROW	286.26
EMPOWER RETIREMENT	135,004.68
ENGINEER SUPPLY LLC	322.21
ENVELOPE SUPERSTORE	3,638.31
ENVIVO HEALTH LLC	3,640.00
EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	30,000.00
ERGOFLEX SYSTEMS INC	8,117.72
ESI ELECTRONIC SYSTEMS INC	2,967.27
ESRI	31,197.26
ESS ELECTION SYSTEMS & SOFTWARE	77,501.86
EVERBRIDGE INC.	3,713.15
EWVRAA-EASTERN WV REGIONAL AIRPORT AUTHORITY	14,334.00
EXECUTIVE EMERGENCY LIGHTING LLC	65,381.30
EXXONMOBIL 47835285	25.28
FEDEX	3,628.94
FELLOWSHIP BIBLE CHURCH	200.00
FENCESCREEN INC.	1,292.36
FIDELITY POWER SYSTEMS	14,747.15
FIFTH THIRD BANK	1,191,627.40
FIRE SAFETY EQUIP	2,592.00
FIREHOUSE SUBS 1301 QS	15.15
FIRST BAPTIST CHURCH	100.00
FIRSTENERGY	133,930.98
FISHER AUTO PARTS	23,777.32
FLEETPRIDE	108.96
FOOD LION #466	28.82
FORMS FULFILLMENT CENT	626.78
FRAMEITEASY.COM	32.56
FRANKLIN & PROKOPIK P.C.	16,717.50
FRIENDSHIP FIRE COMPANY	79,481.05
FRONTIER WV INC	167,748.46
FSP WWEDC	50.00
FUSION STEAKHOUSE	51.83

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Accounts Payable Vendor Name	Amount
FUTURITY IT INC	1,000.00
G & TRIPLE T LLC	7,645.00
GAGNON REPORTING	103.95
GAIL MCMILLION	92.72
GALLS	32,877.36
GARY DUNGAN	100.00
GEARCLEAN INC	688.63
GENEON TECHNOLOGIES	118.22
GENERAL COUNTY FUND-J FEE	182,733.09
GETFORECLOSEDHOMECOM	1.00
GGF PREISANPASSUNG NAC	62.54
GISCI	285.00
GLOBAL SCIENCE & TECHNOLOGY INC.	37,584.92
GLOBALSTAR USA	2,169.43
GOVERNMENT FINANCE OFF	595.00
GOWERS FEED INC	904.82
GRAINGER	3,950.48
GRANICUS INC.	10,574.91
GREENWAY ENGINEERING	19,796.60
GREG JONES	62.91
GRUBER-LATIMER RESTORATION	7,400.00
GS IMAGES	3,478.00
GUTTMAN OIL CO	145,754.40
HAGERSTOWN FORD / KING	5,112.24
HAMPSHIRE REVIEW	25.00
HAMPTON INN HOTELS	1,289.82
HANKEYS RADIO	380.00
HARBOR FREIGHT TOOLS	103.18
HEALTH REIMBURSEMENT ACCOUNT EMPLOYEE PAYMENTS	177,907.65
HIGHMARK WV	2,234,946.78
HILLSIDE VETERINARY HOSPITAL	679.37
HIPLINK SOFTWARE	408.00
HOLIDAY INNS	608.23
HUBSPOT INC.	3,300.00
HUNTZMAN ENTERPRISES	1,535.00
IAAO-INTERNATIONAL ASSOC OF ASSESSING OFFICERS	220.00
IFH BLUE & GRAY GARAGE	5.00
IN EASTERN WV REGIONA	5,000.00
IN EXECUTIVE EMERGENC	8,550.43
IN PROGRESSIVE PRINTI	375.00
IN STREET COP TRAININ	199.00
INDEPENDENT FIRE COMPANY	89,513.10
INFORMER SYSTEMS LLC	5,447.00
INTERNATIONAL CODE COUNCIL INC	245.00
INTERNATIONAL FELLOWSH	300.00
INTERSTATE ALL BATTERY	759.80
INTRENSIC LLC	12,004.20
IPC TECHNOLOGIES INC.	19,778.43
IRON HORSE TAVERN GRAN	36.61
J & K PRECISION AUTO C	269.85
J.C. EHRLICH	9,753.00
J.D. POWER & ASSOC	2,795.00

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Accounts Payable Vendor Name	Amount
JACQUELINE SHADLE	335.08
JAMES CAMERON SNAP ON	1,723.51
JANET COLLIER	871.65
JEANNA HOLLER	22.32
JEFF CO COMMUNITY MINISTRIES	12,000.00
JEFF CO PARKS & RECREATION COMMISSION	868,025.35
JEFFERSON CO CONVENTION AND VISITORS BUREAU	416,403.80
JEFFERSON CO EMERGENCY SERVICIES AGENCY	3,827,125.89
JEFFERSON CO FARMLAND PROTECTION BOARD	1,217,069.05
JEFFERSON CO SCHOOLS	1,989.00
JEFFERSON COUNTY CHAMBER OF COMMERCE	260.00
JEFFERSON COUNTY CLERK	40.00
JEFFERSON COUNTY COUNCIL ON AGING	18,442.92
JEFFERSON COUNTY DEVELOPMENT AUTHORITY	106,447.66
JEFFERSON COUNTY HEALTH DEPARTMENT	1,194.00
JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	23,950.96
JEFFERSON COUNTY SOLID WASTE AUTHORITY	57.67
JEFFERSON DAY REPORT CENTER	324,512.00
JEFFERSON HIGH SCHOOL	3,744.80
JEFFERSON RENTAL	1,144.98
JEFFERSON SECURITY BANK	118,590.00
JEFFERSON URGENT CARE	215.00
JEFFERSON UTILITIES INC	20,218.21
JEFFREY POLCZYNSKI	25.52
JENNIFER BLIMLINE	100.00
JESSICA EBERSOLE	64.00
JOHNNYBLUEINC.COM	1,106.25
JOYCE A. JOHNS	4,200.00
JPCOOKE	72.00
JR CONSULTING SOLUTIONS LLC	500.00
JUDICIAL DIALOG SYSTEMS	8,103.38
JUSTTECH LLC	2,761.48
KEEPERSECURITY.COM	29.99
KENT PARSONS FORD INC	110.00
KNIGHT CONSULTING SERVICE	1,350.00
KONE INC.	15,931.58
KULLY SUPPLY	43.03
KUSTOM SIGNALS INC	2,720.00
LA POLICE GEAR INC	107.88
LABOR LAW POSTERS	89.50
LANGUAGE LINE SERVICES	2,032.63
LAURA L KUHN	329.00
LEETOWN METHODIST CHURCH	100.00
LEGACY AUTO DETAIL	250.00
LEIGH KOONCE	100.00
LIQUIDITY SERVICES OPERATIONS LLC	7,312.50
LNP MEDIA GROUP INC	44.00
LOVES COUNTRY 00003178	13.53
LOVES TRAVEL S00004051	25.39
MARK THOMPSON	137.50
MARKL SUPPLY COMPANY	9,980.00
MARRIOTT	332.97

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Accounts Payable Vendor Name	Amount
MARSHALL & SWIFT BOECKH, LLC	4,112.30
MARTINS 6102	196.80
MARY K. HURLEY	684.85
MATTHEW BENDER	2,530.92
MATTHEW HARVEY	699.57
MAZZITTI & SULLIVAN EAP	4,680.00
MCDONALD'S	33.05
MEGAN FARIAS	100.00
MES LAWMEN SUPPLY COMPANY	142.00
MICROMAIN CORPORATION	995.00
MICROSOFT STORE	105.93
MID ATLANTIC ENTRY MD LLC	596.00
MIDDLEWAY FIRE COMPANY	82,500.00
MIDWAYUSA.COM	223.79
MILLENIUM INSURANCE GROUP	11,050.00
MILLERS SUPPLIES AT WORK	53,471.62
MINUTEMAN PRESS	308.60
MISSION BBQ HAMPTON	15.89
MOD PIZZA PENINSULA TC	22.35
MONICA BENNETT	30.42
MONROE SYSTEMS FOR BUSINESS	4,171.60
MOOREFIELD POLICE DEPARTMENT	6,869.66
MOTEL 6	0.00
MOTOROLA SOLUTIONS INC	80,123.77
MPH INDUSTRIES INC	614.31
MR PRINT	2,272.62
MYPILOTSTORE.COM	135.00
NACLE	200.00
NAME-CHEAP.COM	297.28
NAPA AUTO PARTS	1,441.45
NATHAN COCHRAN	513.52
NATIONAL ACADEMY OF EMERGENCY DISPATCH	645.00
NATIONAL BAND & TAG CO	1,950.00
NATIONAL BUSINESS INST	1,499.00
NATIONAL VISION ADMIN.	21,267.14
NATIONWIDE RETIREMENT SOLUTIONS	21,879.00
NENA NATIONAL EMERGENCY NUMBER ASSOC	284.00
NEOPOST USA INC.	3,292.03
NFPA-NATIONAL FIRE PROTECTION ASSOCIATION	350.00
NICHOLAS DERRICK	100.00
OAKLAND METHODIST CHURCH	100.00
OFFICE DEPOT	21,209.81
OGLEBAY RESRT ONLINE	158.94
OLD CHARLES TOWN LIBRARY	100,500.00
OLIVE GARDEN 0021016	323.66
OPTICSPLANET, INC.	35.49
ORSINIS APPLIANCE SALE	99.00
OX PAPERBOARD CO	35.00
PACIFIC PALMS RESORT H	0.00
PANDA EXPRESS #2259	7.11
PANHANDLE PAINTS	62.35
PANHANDLE PRINTING & DESIGN	3,792.23

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Accounts Payable Vendor Name	Amount
PATCH PLAQUES AND MORE	367.90
PATRICK SHUNNEY	100.00
PATRIOT FIRE AND SECURITY LLC	6,080.00
PAYPAL ESOTERICLLC	700.00
PAYPAL JEFFERSONCO	25.00
PAYPAL WESTVIRGINI	360.00
PERRY & ASSOCIATES CPA'S	30,900.00
PET LOSS SERVICES	227.00
PILOT	19.63
PITTSBURGH PUBLIC SAFE	8,677.32
PLANETIZEN PL COURSES	144.00
POTOMAC EDISON	207,974.11
PP HUNTZMANENT	1,050.00
PRINT-O-STAT INC.	5,586.07
PRIORITY DISPATCH	11,835.00
PROGRESSIVE PRINTING	225.00
PROSHRED	844.20
PST PUBLIC SAFETY CENT	4,732.94
PSTC - 911 CARES	32.54
PUBLIC AGENCY TRAINING	525.00
PUBLIC SAFETY CENTER INC.	263.76
PUGH LUBRICANTS LLC	1,097.40
PVI OFFICE FURNITURE PLUS	2,445.00
PWW LLC	5,490.00
QUALIFICATION TARGETS INC	398.07
QUALITY INNS	108.12
QUALITY UPTIME SERVICE	2,935.80
QUILL CORPORATION	117.42
R.E. MICHEL CO. LLC	4,836.76
RADIOPARTS.COM	563.37
RADISSON	112.11
RANSON POLICE DEPT	4,427.35
RAYALLEN.COM JJDOG.C	97.49
RAYMOND E BOYCE	16.68
RC AIR AND MOLD SOLUTIONS	345.00
RCN TECHNOLOGIES	4,279.92
RCS SECURITY	8,468.42
RECON ROBOTICS	239.00
RECYCLING EQUIPMENT CO	147.25
REDWOOD TOXICOLOGY LABORATORY, INC	55.00
RELX INC.	9,900.00
RENAISSANCE HOTELS	318.40
RENTALS UNLIMITED, INC	513.00
RENTCARLA	0.00
RETIREE HEALTH BENEFIT TRUST	93,245.00
RHONDA WILLINGHAM	247.25
RICE TIRES CO	16,302.89
RIVER CITY FARM & PET SUP	149.93
ROACH OIL COMPANY	13,854.69
ROBERT L PETERSON SR	28.94
ROBERT S. SELL	34.78
ROCIC	300.00

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Accounts Payable Vendor Name	Amount
RONALD DANTZIC	273.80
RYAN MILBOURNE	52.15
SAFARILAND TRAINING GR	2,088.94
SAFE KIDS WORLDWIDE	95.00
SALSBURY INDUSTRIES	4,596.00
SANDRA KELLEY	204.05
SAP STORE	1,364.00
SCOOP DAWG ICE DREAM	100.00
SCPDC-SOUTH CENTRAL PLANNING & DEVELOPMENT COMM	13,500.00
SECRETARY OF STATE'S OFFICE	485.44
SEGRA	8,002.86
SELECTBLINDS LLC	710.90
SELEX ES INC	10,625.00
SEN COMMUNICATIONS LLC	3,994.00
SERVER SUPPLY.COM INC	3,752.81
SHANNON-BAUM SIGNS	7,256.05
SHAUN PACETTI	117.25
SHEETZ	35.95
SHENANDOAH PLANNING MILL LLC	485.00
SHENANDOAH SALES AND S	214.08
SHENTEL	22,782.24
SHEPHERDSTOWN CHRONICLE	507.18
SHEPHERDSTOWN FIRE COMPANY	87,500.00
SHEPHERDSTOWN PUB LIBRARY	82,500.00
SHEPHERDSTOWN SHARES	25,000.00
SHERIFF OF JEFFERSON CO-TRANS TO AMBULANCE FEE FUND	283,000.00
SHERIFF OF JEFFERSON CO-TRANS TO CAP OUTLAY FUND	8,227,155.00
SHERIFF OF JEFFERSON CO-TRANS TO EMS IMPACT FEE FUND	25,108.47
SHERIFF OF JEFFERSON CO-TRANS TO FORFEITURE FUND	21,892.00
SHERIFF OF JEFFERSON CO-TRANS TO GENERAL CO FUND	2,073,399.96
SHERIFF OF JEFFERSON CO-TRANS TO LEO IMPACT FEE FUND	61,486.94
SHERIFF OF JEFFERSON CO-TRANS TO PARKS IMPACT FEE FUND	229,116.26
SHERIFF OF JEFFERSON CO-TRANS TO SCHOOL IMPACT FEE FUND	2,905,993.11
SHERWIN-WILLIAMS	652.71
SHI INTERNATIONAL CORP	18,471.53
SHOPLET	718.64
SIRCHIE FINGER PRINT LAB	1,129.57
SMARTHORIZONS	290.00
SOFTWARE SYSTEMS INC	43,342.14
SOLARWINDS	1,323.00
SONICWALL, INC.	2,740.00
SOUTH JEFFERSON PUBLIC LIBRARY	82,500.00
SP KLIK BELTS	45.00
SPECIALTY BUSINESS SUPPLIES	3,482.87
SPIRIT OF JEFFERSON	26,294.28
SPRINGHILL SUITES-BRIDGEPORT WV	192.00
SPRINT WIRELESS	46,119.89
SQ ACCELERATION BY DE	349.00
SQ KIDWELLS PLUMBING	2,270.00
SQ KTS LAW ENFORCEMEN	300.00
SQ QUICKTRANS FREIGHT	3,296.00
SSC-SOUTHERN STATES	1,110.25

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Accounts Payable Vendor Name	Amount
STAPLES	2,851.73
STATE TAX DEPARTMENT	12,524.34
STENOWORKS-THE COURT R	51.80
STEPHEN V GROH	13.00
STIMULUS SOFTWARE	1,130.00
STONEWALL RESORT	2,159.28
STORAGE NETWORKS	5,870.00
STORKS PLOWS	279.05
STREETCOP	199.00
SUB WASHPOST 003439172	149.00
SUMMIT PT BAPTIST CHURCH	100.00
TARGET 00025387	97.44
TEK ADVISORS LLC	61,381.09
TEXAS ROADHOUSE FR #20	23.27
TEXTEDLY COM	225.00
THE BUSINESS CENTER	71.03
THE CHAPMAN PRINTING COMPANY	16.43
THE COLUMBIA INSTITUTE	269.00
THE DISPATCH LAB	25.00
THE FREDERICK MOTOR CO	1,278.70
THE HARTFORD	70,942.34
THE HERALD MAIL CIRC	234.00
THE HOME DEPOT	14,943.13
THE JOURNAL	1,848.40
THE UPS STORE	2,433.25
THE WEBSTAUANT STORE	905.76
THE WEST VIRGINIA STAT	250.00
THOMPSON GAS	1,344.50
THOS SOMERVILLE	13,171.13
TISCHLERBISE INC.	51,205.00
TMOBILE AUTO PAY	694.11
TNVC-TACTICAL NIGHT VISION CO	1,964.30
TONI L MILBOURNE	1,550.00
TOTAL ID SOLUTIONS INC.	6,021.00
TOWN OF BOLIVAR	15,643.15
TRACTOR SUPPLY CO	70.93
TRACY HERRON-RICE RPR	1,024.60
TRAPUZZANOS UNIFORMS	3,978.77
TRAVIS STELY	121.80
TRI COUNTY RENTAL INC	73.95
TRINITY EPISCOPAL CHURCH	100.00
TROPHIES "R" US INC	353.55
TST VARSITY CLUB	59.31
TYLER TECHNOLOGIES	39,896.71
UDEMY ONLINE COURSES	160.49
UNIV OF MD ONLINE PYMT	35.00
URISA	150.00
US POSTAL SERVICE	86,726.70
V.E. MAUCK PLUMBING SPPLY	59.24
VA DEPT OF AGRICULTURE & CONSUMER SERVICES	1,242.00
VA DEPT OF TAXATION	3,815.23
VERIZON WIRELESS SERVICES LLC	100.00

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Accounts Payable Vendor Name	Amount
VICTORIA MYERS	109.50
VISTAPR VISTAPRINT.COM	20.00
VITAL SIGNS	504.00
VZWRLSS IVR VB	823.83
W B MASON CO. INC	1,836.08
WAL-MART SUPERCENTER	2,336.51
WALMART.COM	1,899.29
WALTER F STEPHENS INC	70.95
WALZ GROUP LLC	1,698.40
WASTE MANAGEMENT OF WEST VIRGINIA INC	8,833.23
WEARETHEOBSERVER.COM	1,410.00
WEB NETWORKSOLUTIONS	18.18
WEIS MARKETS 183	107.24
WEISS BROS OF HAGERSTOWN	14,741.75
WESTON FORD MERCURY	157.00
WHITMOYER AUTO GROUP	167,000.00
WHOLESALE TIRES INC.	211.11
WICL-FM	1,798.00
WILLIAM POTTER	8.87
WILSONS LODGE OGLEBAY	1,011.18
WINCHESTER STAR	180.24
WING TACTICAL LLC	167.21
WORKING DOG MAGAZINE	199.00
WPSG, INC 800-852-6088	524.24
WV ASSOC OF EXTENSION 4-H AGENTS	95.00
WV ASSOCIATION OF CIRCUIT CLERK	525.00
WV ASSOCIATION OF COUNTIES	6,735.00
WV ASSOCIATION OF COUNTY CLERKS	650.00
WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.	20,523.43
WV DEPUTY SHERIFF RETIREMENT SYSTEM	434,934.82
WV DIVISION OF LABOR	450.00
WV EMERGENCY MANAGMENT COUNCIL	125.00
WV ENHANCED 911 COUNCIL	308.50
WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	1,200,703.78
WV REGIONAL JAIL & CORRECTION FACILITY AUTH	687,224.75
WV STATE AUDITOR	20,952.00
WV STATE BAR	2,500.00
WV STATE POLICE ACCT OFFICE	24,395.00
WV STATE POLICE TRAFFI	405.00
WV STATE TAX DEPARTMENT	488,945.61
WV TAX DEPUTIES ASSOCIATION	30.00
WV TREASURY	7,268.00
WV UNITED HEALTH SYSTEM	770.00
WV UNIVERSITY HEALTH S	188.06
WVAGP-WV ASSOC GEOSPATIAL	150.00
WVCORP WV COUNTIES SELF INSURANCE RISK POOL	460,927.50
WVIPAY.COM	235.00
WVPAA-WV PROSECUTING ATTORNEYS ASSOCIATION	200.00
WVU CLE	30.00
WVU WEST VIRGINIA UNIVERSITY	14,800.00
WWP HOME PARAMOUNT PES	163.72
WWW.LOGMEIN.COM	1,137.08

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Accounts Payable Vendor Name	Amount
WWW.WVEDC.ORG	100.00
XEROX CORPORATION	45,141.74
XEROX FINANCIAL SERVICES	2,498.10
ZEBRATECHNOLOGIES INTL	1,263.25
ZEDA MEDICAL LLC	2,800.00
ZETX	1,000.00
ZOOM	610.09
Total Accounts Payable	<u>35,029,096.25</u>

Payroll	Amount
County Fund	7,161,914.66
Home Confinement Fund	12,913.23
Dog Fund	3,036.55
Total Payroll	<u>7,177,864.44</u>

Total Accounts Payable & Payroll **42,206,960.69**

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**

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

Estimation of amount of time needed for appointment: **15 min**

Date Requested – 1st Choice: **October 21, 2021**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Redistricting Overview and Notifications**

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

- 1. Redistricting Overview**
- 2. Publication Requirements – Possible action for order and publication**
- 3. Timeline including the need for quick action by the GIS Office and County Commission with the possible impact of residency requirements for candidates.**

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*):

All points above may require

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Patricia Rucker

Department or Organization: **Citizen**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **Oct. 21, 2021**

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

Date Requested – 2nd Choice: Next available meeting

Subject (*Wording to be placed on agenda*): Requesting a waiver from assessed late fee

Please provide the County Commission with a description of your request or presentation, including any background information: We have paid our Ambulance fee every time we have received a bill. It appears that at some point, the County Commission sent to our physical address instead of our mailing address (years after we had switched to a PO Box). We didn't receive those bills. We will pay what we owe but do not feel we should be charged a late fee because it wasn't our fault the bill was sent to the wrong address. The County Commission and everyone in WV knows our mailing address, as it is public knowledge and on public websites, known by County Sheriff, DMV, and all government agencies.

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 waive the late fees assessed to this citizen.

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

If not attached, explain: County Commission has all the supporting documents.

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

Contact information: Patricia Rucker

Email address: ruckerforwv@gmail.com

Phone Number: 304-279-1619

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Steve Cox, Jefferson County Sheriff Deputy's Civil Service Commissioner**

Department or Organization: **Jefferson County Sheriff Deputy's Civil Service Commission**

Estimation of amount of time needed for appointment: **5 to 10 Minutes**

Date Requested – 1st Choice: **October 21, 2021 Time sensitive request**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Civil Service Training Request**

Please provide the County Commission with a description of your request or presentation, including any background information:
I was recently appointed to the Civil Service Commission. In my short time I have discovered discrepancies in the commission and its process that would be easy resolved with training. I have not been able to find any recorded training for the Civil Service Commission especially its current or new members.

Is this a funding request? **Yes**

If so, how much? **\$500.00 or less**

Provide exact financial impact/request: **Financial impact would be restricted to the use of Jefferson County facilities during the training and the nominal payment of \$500.00 or less to the instructor.**

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

Approve training request by Civil Service Commissioner Steve Cox for a Civil Service Training Seminar (between 4 and 8 hours) that will be held for the benefit of Jefferson County Civil Service Commissioners, County Commissioners, County Clerk, Sheriff, Civil Service Investigators and any other necessary county or government employees, to include the use of Jefferson County facilities/ classroom use during the day of training and ~~five hundred dollar payment~~ to instructor John Teare. And to permit Steve Cox to administer the Training Seminar to its completion.

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

If not attached, explain: **See Attached**

Is equipment needed? Projector **no** Internet/Wi Fi **no** Telephone for conference call **no**

Contact information: **Steve Cox**

Email address: s-cox@live.com and s1@siic.us

Phone Number: **304-533-9960**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Department of Engineering, Planning & Zoning**

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

Date Requested – 1st Choice: **October 21, 2021**

Date Requested – 2nd Choice: **November 4, 2021**

Subject (*Wording to be placed on agenda*): **Approval to Advertise to Fill the Planning Clerk Position.**

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

The Director of Engineering, Planning & Zoning is requesting approval to advertise to fill the Planning Clerk position in the Department of Engineering, Planning & Zoning. The position has been vacant since August. The current salary range is \$33,000 - \$35,000/year.

The proposed action is a FY 2022 budget neutral action. No additional funding is needed.

Is this a funding request? **No. No additional funding is needed.**

If so, how much?

Motion Requested: **Yes**

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

Move to approve advertising to fill the position of the Planning Clerk in the Department of Engineering, Planning & Zoning at a not to exceed salary of \$33,000 – 35,000/year.

Attach supporting documents for request, or request may be denied. If not attached, explain:

See attached Job Description – Office Clerk

Is equipment needed? Projector Y/N **No** Internet/Wi Fi Y/N **No**

Telephone for conference call Y/N **No**

Contact information:

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

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

S:\engineering\Roger Goodwin\Administrative\01. Help Wanted Ads & Hiring\2021-10-21 EP&Z Planning Clerk\2021-10-21 AGENDA REQUEST FORM - Approval to Advertise Planning Clerk Position.doc

**Jefferson County, West Virginia
Job Description**

Position Title:	Planning Clerk (Planning)	Grade Level:	III
Department	Engineering, Planning & Zoning Planning Office	Date:	July 1, 2016
Reports to:	County Planner	FLSA Status	Non-Exempt

Statement of Duties: The employee performs administrative, research and data collection, and clerical services in support of the operation of the Planning Department. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the County Planner, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The County Planner provides instruction for new or unusual assignments. Unusual situations are referred to the County Planner for advice and further instructions. Supervisor reviews work to remain aware of progress, work methods, and technical accuracy. In many cases, the work is self-checking, for example, requiring accounts to balance before proceeding.

Supervisory Responsibility: Employee, as a regular continuing part of the job, does not regularly supervise other employees.

Confidentiality: Employee has access to some confidential information obtained during performance of essential functions, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed.

Accountability: Consequences of errors, missed deadlines or poor judgment may include time loss, adverse public relations, monetary loss, labor/material loss, jeopardize programs and legal repercussions.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of indoor environments such as office settings, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Personal Contact: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or

Jefferson County, West Virginia
Job Description

uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

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. Assist with administrative functions related to Subdivision Regulations and Zoning Ordinance, including research, data gathering, Powerpoint presentations, and the organization, copying, and distribution of draft documents.
2. Conduct data collection, assessment, and analysis functions for other planning related projects and functions for the County Planner.
3. Prepare Planning Commission Minutes and letters as required; and perform other duties assigned by the County Planner, Director, and/or collective Members of the Planning Commission.
4. Provide Clerical support to the Planning Commission in the capacity of Recording Secretary, with duties to include but not limited to: preparing agenda, organizing and mailing packets for review, attending meetings, preparing Conference Room for meeting, maintain audio/video recordings of meetings, take notes and transcribe minutes of meetings, process all documents and files pertaining to said Commission.
5. Prepare Legal Advertisements for each Planning Commission project file in accordance with ordinance or policy standards; prepare and post Notice of Hearings to be forwarded to Governmental Agencies and Staff Review Board.
6. Provide assistance to the “front desk” personnel regarding questions concerning the zoning and subdivision regulations.
7. Collect required fees and write receipts in absence of the front desk clerk. Accurately record receipts.
7. Assist with telephone coverage and public inquiries, and serve as backup during front desk staff absences, as needed.
8. Complete professional development training to improve skills.
9. Willingness to take on additional duties as needed in support of Departmental and County goals and objectives.

**Jefferson County, West Virginia
Job Description**

Recommended Minimum Qualifications:

Education and Experience: High School degree with one to three (1-3) years related work 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.

Special Requirements: Driver's license and Notary Public may be required.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of the Internet in support of department operations, and Microsoft Office Suite.

Abilities: Use good judgment and decision making abilities, prioritize tasks and 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, written and verbal communication, record keeping, and time management skills are required. Effective customer service skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper (up to 30lbs).

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Demands: Visual demands require the employee to constantly read documents for general understanding and for analytical purposes.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angela Banks, Assessor

Department or Organization: Assessor's Office & Jefferson County Commission

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: **October 21, 2021**

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

Date Requested – 2nd Choice:

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

Board of Assessment Appeals Hearings for the following:

- ⚡ David Tabb, resident
- ⚡ Joyce Edwards, resident
- ⚡ Sheetz, Inc., corporate business

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

Jessica Carroll

From: Sandra McDonald
Sent: Friday, October 8, 2021 2:56 PM
To: Jessica Carroll
Subject: FW: Board of Appeals

From: Assessor User
Sent: Friday, October 08, 2021 2:52 PM
To: Sandra McDonald <Sandy@jeffersoncountywv.org>
Subject: FW: Board of Appeals

Below is the email I sent to David Tabb and copied it to Steve Stolipher.

From: Assessor User
Sent: Friday, October 8, 2021 2:00 PM
To: David Tabb <sssi27@yahoo.com>
Cc: Steve Stolipher <stolipherjcc@gmail.com>
Subject: Board of Appeals

David,

The County Commission is planning to have the Board of Appeals on Thursday, October 21st, 2021 during their regular scheduled meeting.

It will be an evening meeting and will be offered in person or virtual.

The agenda will be available October 18, 2021.

Best Regards,

*Angela L. Banks
Assessor of Jefferson County
104 E Washington St.
Charles Town WV 25414*

304-728-3224 Phone

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RECEIVED

FEB 24 2021

February 15, 2021

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

County Commission
of Jefferson County, WV


Dear Commissioners,

I am writing to appeal my property taxes on 414 Ashley Dr. Shepherdstown, WV 25443. I was in the the Assessor's Office twice, March 1, 2020 and August, 28, 2020. Neither time was a success. First I tried to get Homestead Exemption. I have had my drivers licenses in West Virginia since 1972 except for two years, 2018 and 2019. Due to moving to Maryland to take care of my Mother who was critical ill before her passing. Then I moved back to West Virginia. I thought at first my age was all I needed for Homestead Exemption. But NO, I was told. Then I thought I would be under the two year exemption, NO I was told.

On September 28, 2020 I sent in my Permanent Disability paperwork along with my pain management doctors latest report. Of course I received NOTHING. The only thing I have received is the letter enclosed stating my Notice of Increase in Assessment, (Property Assessor's was at my house at least two or three times plus once after I moved in.) So I am SURPRISED to be getting this increase within a year of moving in. Plus the letter reads; Quote " that potential tax change is not known until levying bodies set their tax rates" and I checked with my neighbors and not one of them got this letter I received. Also please explain to me how they can come up with an appraised value of \$156,800 when I only paid \$195,000. for my home. 60% of that is \$78,000 appraised value!

The last time I went thru this and I faced you all, your exact words were Quote "You pay taxes on the amount you pay for your house." Attached is what I paid for my home.

Thank you for your help.



Joyce Edwards
414 Ashley Dr.
Shepherdstown, WV 25443

Jessica Carroll

From: Sandra McDonald
Sent: Friday, October 8, 2021 2:35 PM
To: Jessica Carroll
Subject: FW: Board of Appeals
Attachments: DOC317.pdf

FYI

From: Angela Banks
Sent: Friday, October 08, 2021 2:28 PM
To: Sandra McDonald <Sandy@jeffersoncountywv.org>
Subject: Board of Appeals

Sandy,

I have attached a letter that I am mailing Ms. Edwards today. We do not have a phone number or email for her.

See attached.

Best Regards,

*Angela L. Banks
Assessor of Jefferson County
104 E Washington St.
Charles Town WV 25414*

304-728-3224 Phone

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ASSESSOR OF JEFFERSON COUNTY

104 East Washington Street
Charles Town, WV 25414

Angela L. Banks

(304)728-3224

October 8, 2021

Joyce Edwards
414 Ashley Drive
Shepherdstown WV 25443

Dear Ms. Edwards,

The County Commission will be having the Board of Appeals on October 21, 2021 during their regular scheduled evening meeting. They will be offering virtual or in person appointments. A letter from you was received last February in regards to appealing your taxes. If you have changed your mind or just want to talk to a tax appraiser, you can call 304-728-3224 and ask to speak to June Bowers, Appraisal Coordinator.

As far as whether you are eligible to receive the homestead exemption, you can call 304-728-3224 and ask for Angela Banks.

We do not have your phone number or email. If you want to do a virtual meeting you will need to supply the County Commission with your email address. Their phone number is 304-728-3284.

Angela L. Banks



Assessor of Jefferson County

CC: County Commission

Angela Banks
Assessor of Jefferson County

From: Laura Ameva <lameva@paradigmtax.com>
Sent: Wednesday, February 17, 2021 4:46 PM
To: Stephanie Grove; Jacki Shadle; Assessor User
Cc: Derrick Dyslin; Ryan Cullen
Subject: 2021 Property Protest-Board of Assessment Appeals- Jefferson County

To Who It May Concern:

Please see the attached appeal letter for the property listed below. Please review and let us know if you have any questions or concerns.

ClientName	Address	City	State	County	Zip	Parcel Number
Sheetz, Inc.	1130 MARLOW ROAD <i>CTC</i>	Charles Town	WV	Jefferson	25414	16A COM1 0000 00
Sheetz, Inc.	8332 MARTINSBURG PIKE <i>SD</i>	Shepherdstown	WV	Jefferson	25443-4403	8A 0022

Please be advised, due to the current weather conditions in the Houston, TX area we are unable to attach our supporting documents. Once we gain access to our office, we will send all supporting documents.

We appreciate your understanding.

Thank you,

Laura Ameva

Consultant



840 Gessner Rd., Suite 320
Houston, TX 77024
Direct Ph: 346 396 3547
lameva@paradigmtax.com

Paradigm

View our **Property Tax Calendar**
for value notice and appeal
dates listed by state.



Jessica Carroll

From: Sandra McDonald
Sent: Friday, October 8, 2021 2:56 PM
To: Jessica Carroll
Subject: FW: Board of Appeals
Attachments: DOC318.pdf

From: Assessor User
Sent: Friday, October 08, 2021 2:51 PM
To: lameva@paradigmtax.com
Cc: Sandra McDonald <Sandy@jeffersoncountywv.org>; June Bowers <jbowers@jeffersoncountywv.org>
Subject: Board of Appeals

Dear Ms. Ameva,

The Jefferson County Commission has set the Board of Appeals for the evening of October 21st, 2021. This can be done in person or virtually.

Let me know if your client still wants to appeal the properties attached.

My Appraisal Coordinator, June Bowers, will be happy to go over the property information or answer any questions. You will just need to call 304-728-3224 and ask for June.

Best Regards,

*Angela L. Banks
Assessor of Jefferson County
104 E Washington St.
Charles Town WV 25414*

304-728-3224 Phone

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AGENDA REQUEST FORM
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 – 1st Choice: October **21, 2021**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd 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

Phone Number: 304-728-3255

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Emily Morrow and Amanda Johnson**

Department or Organization: **WVU Extension Service**

Estimation of amount of time needed for appointment: **10 to 15 minutes**

Date Requested – 1st Choice: **October 21, 2021**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Request for use of vacant office space**

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

Is this a funding request? Y/N No

If so, how much? \$ N/A

Provide exact financial impact/request: N/A

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

Request the approval of additional office space for the Jefferson County WVU Extension Service in the Public Service Building.

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: **Emily.Wells@mail.wvu.edu**

Phone Number: **304-728-7413**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Greetings County Commissioners,

For the first time in nearly five years, the WVU Extension Service in Jefferson County is fully staffed and our programming has grown. With our new staffing additions and new programming efforts our need for additional space has also grown. We are aware that former Red Cross Office space is not being used. We would like to request this space for the following purpose and reasons:

- Currently our Program Assistant is utilizing our Family and Community Development (FCD) Agent's office in our existing office space. Our FCD Agent is working from home due to health issues. This expansion of our office space would provide our Family and Community Development Agent a separate location that would give her a safe space that allows social distancing and access to a private restroom for when she can return to working out of our office.
- Additional office space to allow our Nutrition Outreach Instructure (NOI) to work out of the Jefferson County Office. This position is split between Berkeley and Jefferson Counties. The NOI currently does not work out of Jefferson County due to lack of office space.
- Additional office space to provide internship opportunities to undergraduate and graduate college students, including those in social work and agriculture and extension education programs.
- Larger storage space for various programing supplies for all three program areas – 4-H, agriculture, and FCD. We have expanded our programming efforts, which require additional supplies and equipment. Energy Express supplies are largely donated by community members, meaning we often must store them for months at a time, or from year to year. FCD and agriculture programs, such as the Healthy Grandfamilies, cooking, and crop production research related programs, have larger boxes and equipment needing storage. In exchange, we could relocate our current 4-H program storage closet next to the kitchen into this office space, and free up that space for another tenant within the building.
- Storage for volunteer files and project books. WVU policy maintains we store certain documents for 7 years. A filing room would allow room to house all these materials with ease. We keep a few 4-H project books of each project book that the 500 4-H members can select from, so youth can have access to projects book most of the year or replace books that are lost or damaged. The University has released new project books, which requires us expand our current selection.
- Small meeting space or workspace for large projects (putting STEM kits together, large mailings, seed packaging, etc.). We often have Extension Events and/or meetings running concurrently, requiring us to relocate our clientele to other parts of the building, or another building entirely.

This additional space will allow us to grow with comfort and have adequate space to be successful.

Images of the office space are on the following pages. Not pictured are two small closets and the restroom.



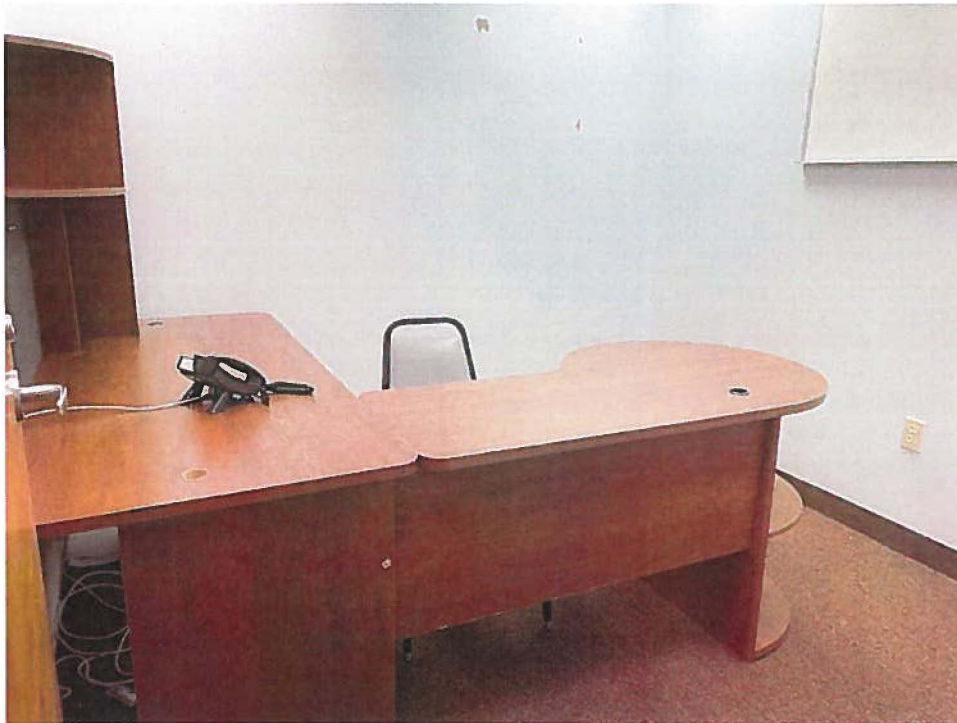
- The entrance to the space from the hallway. This space has an adjoining door to our large conference room on the right of this photo.



The larger of the two main offices. This could be utilized as a small conference room/workspace.



The second main office space, for our FCD agent.



A third office for interns or NOI.



The larger storage room.



Another storage room with office space.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **October 21, 2021**

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

Date Requested – 2nd Choice:

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

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

1. Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto.
2. Discussion of legal issues regarding proposed solar text amendment including bonding, comprehensive plan, and related matters, including report by counsel regarding progress in amending comprehensive plan, 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.
4. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address: Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jane Tabb**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – **October 21, 2021**

Date Requested – 2nd Choice:

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

Sheriff Department personnel matters

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

Executive session possible

Is this a funding request? **No**

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

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Stephanie Grove

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice:

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Response Plan Programming

- Transfer part-time employee Christopher Cross from E-911 to Information Technology Department
- Approve Contract and hiring for positions for CAD Response Plan Data Entry and CAD Response Plan Data Administration within the Information Technology Department
- Determine if EMS will be included in the Response Plan Method of Dispatch

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

At the request of the JCFRA, the E-911 center has been attempting to program in Response Plan, but to date, the vendors that have been recommended from our CAD provider have indicated that they are unable to program in the response with the level of specificity requested by JCFRA. JCFRA has requested that we program a static response (Response Plan) that mimics the detail with which Quickest Route module dispatches. Quickest Route is the current module used by the emergency communications center, which sends the closest available unit. Response Plan is a static response formed using the seven departments' first due areas and their preferred apparatus for each nature code. This represents a departure from fluid, real-time response of our neighboring counties including Loudoun, which send the closest available unit. It also represents a departure from the national trend of using GPS data to ensure that fastest quickest response by dispatching the closest unit. Response cannot adjust to real time events such as road closures or units that are out of service for maintenance and repair, or units that may be responding to a concurrent incident.

In order to accomplish this project, the County Administrator inquired whether our Information Technology Department could assist. After exploring the nuances of the system, the Information Technology Department has indicated that it believes it can program Response Plan with the assistance of contracted employees to enter the data into the system for initial implementation. This process will be overseen by Christopher Cross, who is currently a part time employee in E-911 and began programming the response as a full time employee for Jefferson County. Once the initial implementation has taken place and in service, programming and data entry will need to continue for maintenance and support of the system. This may best be served by converting contracted employees into part time, permanent positions within the Emergency Communications Department or hiring a CAD Administrator to maintain training and integrity of the system.

To obtain implementation it is suggested that the following contracted positions are implemented;

- CAD Response Plan Data Entry Specialist at \$16.50 per hour. (Two or more positions if needed personnel can be found).
- CAD Response Plan Data Administration Specialist at \$21.50 per hour. (One position for quality control/administration).

This request also seeks to clarify the Commission's directive concerning EMS dispatching. Because the Commission provides \$4.1 million to the provision of EMS services in the County, it can determine to remove EMS from the Response Plan module, which again does not send the quickest unit. Additionally, any directive from the Fire Commission only controls the dispatch of fire as the Fire - Commission does not have jurisdiction over the provision of EMS Services. Moreover, the staff at the Jefferson County ESA, has expressed support for using the Quickest Route module to dispatch EMS calls. Finally, pursuant to the provisions of W.Va. Code 7-15-1 *et seq.*, it is the County Commission who is responsible for the provision of EMS, and as such, has the authority to determine the method of dispatch.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request: Funding would be transferred from the Emergency Communications Department budget to the Information Technology Department to fund this project.

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

- Motion to approve the transfer of funding from the Emergency Communications Department to the Information Technology Department to fund this project.
- Motion to approve the transfer of part-time employee Christopher Cross from E-911 to the Information Technology Department
- Motion to approve the contract and hiring of contracted positions of CAD Response Plan Data Entry Specialist(s) at \$16.50 per hour
- Motion to approve the contract and hiring of contracted position of CAD Data Administration Specialist at \$21.50 per hour

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

NOTICE OF SPECIAL SESSION JEFFERSON COUNTY COMMISSION

The County Commission of Jefferson County will hold a Special Session on Wednesday, November 10, 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.

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 no later than 9:00 a.m. prior to the meeting to be added to the list for in-person attendance.



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

D. Alan Reed, P.E.
State Highway Engineer

Jimmy Wriston, P. E.
Deputy Secretary/
Deputy Commissioner

RECEIVED

October 1, 2021

OCT 08 2021

County Commission
of Jefferson County, WV

To Whom It May Concern:

The Statewide Transportation Improvement Program (STIP) is a financially constrained document that is required to show planned Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) expenditures for federal fiscal years 2020-2025. One of the requirements of funding any project with federal transportation funds is that each proposed regionally significant project or major change to program group size undergoes a public review and comment period. Therefore, additions or deletions to the STIP and certain changes to current projects or groupable programs in the STIP must meet this requirement before federal funds can be obligated. As such, the West Virginia Department of Transportation (WVDOT) is requesting your assistance in making available the listing of proposed amendments to the approved 2020-2025 STIP. The project listing and program funding snapshots can be found by viewing Amendment 6 – Highways and Amendment 6 - FTA at the link below:

<https://transportation.wv.gov/highways/Programming/STIP/Pages/amendments.aspx>

If you require a printed copy, please contact Mrs. Gehan Elsayed at the address/number below. All written comments are to be received no later than October 15, 2021 and should be addressed to:

Gehan M Elsayed, Ph.D., P. E.
Acting Chief Engineer of Programs/
Deputy State Highway Engineer
West Virginia Division of Highways
1900 Kanawha Boulevard, East
Building 5, Room 152
Charleston, West Virginia 25305-0430

Thank you for your assistance with this matter. Should you need additional information, please feel free to contact Dr. Elsayed at (304) 414-6912.

Sincerely,

Jimmy Wriston, P.E.
Deputy Secretary of Transportation/
Deputy Commissioner of Highways

JW:L

Attachment

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

THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE AUGUST MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON AUGUST 13th, 2021.

The meeting was called to order at 8:00 a.m.

Those in attendance were:

David Simmons-Chairman Term 6/30/2027
Mike Lowrey-Secretary Term 6/30/2022
Helen Dettmer-Treasurer Term 6/30/2024

Eddy Tennant- Operations Supervisor
Joe Adams-Plant Operator
Jim Williams-HFBPSD Consultant

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

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

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

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the July working capital reserve account, approved.

Discussion by Mr. Tennant to transfer \$2,400.00 from the regular checking account to the working capital reserve.

Motion by Mr. Simmons, seconded by Mr. Lowrey to transfer \$2,400.00 from the regular checking account over to the working reserve account, approved.

Discussion on possible inspection for illegal sewer connections during code inspection by the towns inspectors for new work permits by homeowners and contractors. Mr. Simmons to pen letter to the Mayors of Bolivar and Harpers Ferry to possibly adopt this policy.

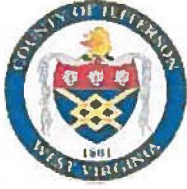
Discussion on COVID protocols remain the same staff both at the plant. Continue to monitor temperature daily.

The meeting was adjourned at 9:10 a.m.

David Simmons-Chairman

Mike Lowrey-Secretary

Helen Dettmer-Treasurer



Jefferson County, West Virginia

Department of Engineering, Planning, and Zoning

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

Charles Town, WV 25414

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Email: zoning@jeffersoncountywv.org

Fax: (304) 728-8126

1st Quarterly Report for Planning and Zoning FY 2022 (July 1, 2021 – September 30, 2021)

Attached is an electronically generated report of all applications submitted and reviewed within the 1st Quarter of FY2022. This data is being provided as a part of the 1st Quarterly Report from the Planning Commission and Offices of Planning and Zoning to the County Commission. The items below reflect actions of the Planning Commission and Board of Zoning Appeals in this same time period and related meetings attended by Planning and Zoning staff.

PLANNING COMMISSION ITEMS

Planning Commission Meetings: **5 Meetings**

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

Zoning Ordinance Text Amendments **1**

#ZTA21-01: First draft of proposed zoning text amendment to create provisions to allow short term rentals to process in Jefferson County, including revisions to Article 2, Section 2.2 “Definitions”; Article 8, Supplemental Use Requirements (proposed Section 8.16 Short Term Rentals); and Appendix C, Principal Permitted and Conditional Uses Table.
Reviewed at 9/14/21 PC Meeting; scheduled for Public Hearing 10/12/21

Envision Jefferson 2035 Comprehensive Plan Text Amendments **1**

09/02/21: County Commission’s request to the Planning Commission to draft an amendment to the *Envision Jefferson 2035 Comprehensive Plan* to identify and secure the role of solar facilities throughout the rural and residential zoning districts in Jefferson County.
Discussed at 9/14/21 PC Meeting; Public Workshop/Round Table special called meeting 9/28/21

Zoning Map Amendments/Rezoning **None this Quarter**

Concept Plan Public Workshops **2**

#21-21-SD A Concept Plan for Hunter Hills Subdivision (Major Residential Subdivision). The proposal consists of 642 lots [471 Single Family Detached and 171 Townhomes (SFA)] and associated infrastructure. Owner/Applicant: Ernest Hunter, et. al.; Developer: Joshbeen Grewal, ILA Properties, Inc. Property Location: 4469 Charles Town Rd,

Kearneysville, WV; Tax District: Middleway (07); Tax Map: 1; Parcel: 2; Total Project Size: +/- 107 Ac.; Zoning District: Residential-Light Industrial-Commercial.
Public Workshop 7/31/21; PC accepted the Concept Plan as presented with the condition that the project will not be required to connect to the WVU Property to the east, the property zoned Industrial-Commercial zone, or to the Hospice property, and can move forward to a preliminary plat.

#21-22-SD A Concept Plan for Milton’s Landing Subdivision (Major Residential Subdivision). The proposal consists of 51 Single Family Detached lots to be served by on-lot well and septic systems. Owner/Applicant/Developer: David Lutman, Lutman Land Development. Property Location: South of Summit Point Rd, 0.3 miles west of Summit Point Rd/ Washington St intersection; Tax District: Charles Town (02); Map: 11; Parcels: 30 & 30.2; Parcel Size: +/- 67.6 Ac.; Zoning District: Residential Growth.
Public Workshop 7/31/21; PC accepted the Concept Plan as submitted with the condition that an additional 10 foot sidewalk easement along Summit Point Road.

#21-9-SP A Concept Plan for Shepherd View Apartment Complex (Minor Site Plan). The proposal consists of 40 2-bedroom apartments in five (5) buildings with associated open space and infrastructure. Owner: AAL, LLC; Property Location: 8285 Martinsburg Pk, Shepherdstown, WV. Tax District: Shepherdstown (09); Tax Map: 08; Parcels: 17.2 & 17.3; Size: 3.77 acres (2.21 & 1.56 acres); Zoning District: Residential Growth (eastern half) and Residential-Light Industrial-Commercial (western half).
Public Workshop 9/14/21; PC accepted the Concept Plan as submitted.

BOARD OF ZONING APPEALS (BZA) ITEMS

Board of Zoning Appeals Meetings: **4 meetings**
Zoning Appeal of Administrative Decision **none this quarter**

PLANNING & ZONING STAFF ITEMS

Pre-Proposal Conference (PPC) Meetings: 14 Total (8 Subdivision & 6 Site Plan)
Information Request Forms (IRFs) -- general inquiries from the public: 48 Total
Zoning and Land Development Fees Collected: \$ 30,787.05

Regional Transportation Planning Meetings (all remote)	
Eastern Panhandle Transit Authority (EPTA) Board Meetings	7/19/21; 8/16/21; 9/20/21
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Technical Advisory Committee (TAC) Meetings	8/18/21
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Long Range Transportation Plan	7/27/21; 9/20/21
WV Ethics Commission Ethics & Open Meetings Act training	8/11/21

Local and Regional Planning Meetings (all remote)	
WV APA Chapter Executive Committee Meetings (ZOOM);	7/27/21; 8/10/21; 8/24/21; 9/28/21
WV APA Strategic Planning Effort	9/22/21
APA Chapter Presidents Council	7/14/21

Planning and Zoning FY 2022 1st Quarterly Report
07/01/2021 - 09/30/2021 (Generated 10/6/2021)

Type	Project Number	Creation Date	Owner Name	Location	Status	Description
Merger or Boundary Line Adjustment	21-22-M	7/7/2021	BML LLC - Brant Lowe	1963 KEARNEYSVILLE PIKE, SHEPHERDSTOWN	Closed	See Project File 21-24-SD for all reviews and approvals.
	21-23-M	7/13/2021	Epic at Burr Park LLC - Andre Fontaine	W BURR BLVD, KEARNEYSVILLE, WV	Open	Consolidate lots
	21-24-M	7/30/2021	MARK-COLONIAL HILLS LLC	Branson Circle Shepherdstown, WV	Open	BLA between lots S60 and S61 of Colonial Hills, Phase 1.
	21-25-M	8/20/2021	Jefferson Utilities Inc. Lee Synder - Stephanie Reel	18 SHORT DR, HARPERS FERRY, WV	Open	Adjust internal Boundary Lines of lots 4 - 9
	21-26-M	8/27/2021	Jefferson Utilities - Stephanie Reel	Wagon Trail Road, Harpers Ferry, WV	Open	Boundary Line Adjustment for Lots 1-4 Section VI BLA
	21-27-M	8/30/2021	Jefferson Utilities - Stephanie Reel	Burkett Road, Harpers Ferry, WV	Open	Internal boundary line adjustment
				Category Total:	6	
Miscellaneous Fees	21-13 Q	7/2/2021	HUTCHISON LOYD C II & PAMELA H	346 PAULAS CIR, KEARNEYSVILLE, WV 25430	Closed	Lot 30 MPC (Septic)
	21-14 Q	7/8/2021	Chaz Shultz Real Estate Team - Chaz Shultz	ANGUSE VIEW WAY, Middleway, WV 25430	Closed	Angus View SD Lot 2 MPC (septic)
				Category Total:	2	
Planning Commission Variance (1979 ZO)	21-19-Q	9/3/2021	MATTHEW S & KARA L DURRSCHMIDT	441 CHICKAMAUGA DR, HARPERS FERRY, WV	Open	To allow an inground pool and fence to be located within a platted drainage easement (see Note #15) for Lot 21 of Sheridan Subdivision, Phase II (PC File 05-26)
	21-22 Q	9/28/2021	REYNES JULIA E	384 POTOMAC RIDGE LN, SHEPHERDSTOWN, WV	Withdrawn	Request for a Final Plat Amendment for Lot 7 of the Potomac Ridge Subdivision (PC File 05-13 Note #9), to allow for the conversion of an existing 24' x 32' garage into a second dwelling unit (in-law suite)
				Category Total:	2	
Planning Commission Waiver	21-13-PCW	7/9/2021	LUTMAN LAND DEVELOPMENT, LLC - DAVE LUTMAN	7029 FLOWING SPRINGS RD SHENANDOAH JUNCTION, WV	Open	Waiver from Section 20.201.A.2 to allow a sixth lot to access an existing access easement (Fennec Fox Lane)
	21-14-PCW	8/23/2021	N/A	355 PATRIOTS WAY, HARPERS FERRY, WV	Open	Waiver to allow pool to remain in the easement
	21-15-PCW	8/24/2021	BML LLC - Brant Lowe	1963 KEARNEYSVILLE PIKE, SHEPHERDSTOWN	Open	Transfer development rights to adjacent parcels (owned by same owner)
	21-16-PCW	8/24/2021	JD LAND HOLDINGS INC - Randie Lawson	362 W BURR BLVD, KEARNEYSVILLE, WV 25430	Open	Change in Tenant Commercial Use (Fitness Center) Hours of Operation Weekdays (5:30 am to 9:30 pm), Weekends (7:00 am to 7:00 pm), 12 employees, 45 existing parking spaces
	21-17-PCW	8/24/2021	Ernest Hunter, et. al. - Ernest Hunter	4469 Charles Town Road, Kearneysville, WV 25430	Open	Waiver from Section
	21-18-PCW	8/24/2021	Lutman Land Development - David Lutman	0.3 miles west of Summit Pt Rd & Washington Street, Charles Town, WV 25414	Open	51 single family detached (including 1 existing home)
	21-19-PCW	9/17/2021	Dead Rock Contractor Services, LLC - Chris Livingston	Vacant Parcel, Charles Town, WV 25414	Open	Variance from Section 4.11 and Appendix B to allow existing vegetation in lieu of the required planted landscape buffer for a proposed
				Category Total:	7	
Site Plan	21-7-SP	7/20/2021	JEFFERSON COUNTY DEV AUTHORITY - Dennis Jarvis	395 STEELEY WAY, KEARNEYSVILLE	Open	Commercial addition to the existing facility.
	21-8-SP	7/28/2021	340 RAINBOW LLC	3511 BERRYVILLE PIKE, CHARLES TOWN	Open	179' Monopole Telecommunications Tower (AT&T)
	21-9-SP	7/29/2021	AAL LLC	8285 MARTINSBURG PIKE, SHEPHERDSTOWN	Open	40 2-bedroom apartments with associated parking and signage
	21-10-SP	8/23/2021	JEFFERSON COUNTY DEV AUTHORITY	STEELEY WAY, KEARNEYSVILLE	Open	Contractor with Outdoor Storage: Office building and workshop.
	21-11-SP	8/24/2021	JEFFERSON COUNTY DEV AUTHORITY	JAMES BURR BLVD, Kearneysville	Open	Contractor Storage Yard
	21-12-SP	9/7/2021	LOWE HOSPITALITY GROUP LLC - TRIPP LOWE	70 MADDEX SQUARE DR, SHEPHERDSTOWN	Open	Conversion of existing Quality Inn Hotel to 20 apartments, pharmacy; and medical cannabis dispensary. The dispensary and pharmacy will have separate drive through
				Category Total:	6	

Subdivision	21-16-Q	7/12/2021	LUTMAN PROPERTIES LLC	16 JOELENES WAY, SHENANDOAH JUNCTION	Closed	Minor Plat Change to Lot 2 to create two mailbox/trash pick up easements
	21-23-SD	7/2/2021	Robert Tabb	Round Oak Lane	Open	MSD to create Lot 3C and Lot 3 Residue
	21-24-SD	7/7/2021	BML, LLC - Brant Lowe	Kearneysville Pike, Shepherdstown	Open	Lot A1 A2 A3
	21-25-SD	7/9/2021	PETTI VINCE - VINCE PETTI	400 MISSION RD N, HARPERS FERRY	Open	Minor Subdivision Creating Lot 1, Lot 2, and Lot 3 (Residue)
	21-15-Q	7/12/2021	BEALLAIR HOMES LLC - Todd Abe	Beallair Manor Dr., Charles Town	Open	Redline Revision to the approved Preliminary Plat for Phase 3.
	21-26-SD	8/23/2021	KE COLONIAL, LLC - RICK FINK	Higbee Lane, SHEPHERDSTOWN	Open	20 townhome units on 2.54 acres.
	21-27-SD	8/24/2021	HOFFMAN MARGARET J - Margaret Hoffman	622 ANN LEWIS RD, CHARLES TOWN	Open	Two-lot family transfer MSD.
	21-28-SD	8/31/2021	ALBRITE C W JR & PATRICIA H	2842 WARM SPRINGS RD, SHENANDOAH JUNCTION	Open	4 lot minor subdivision
	21-29-SD	9/7/2021	WILLIS GARY W & GLORIA E - Gloria Willis	599 N CHILDS RD, KEARNEYSVILLE	Open	Gloria Willis Family Transfer
	21-30-SD	9/13/2021	GILLMORE PRESTON & JULIE EVANS	774 BUNKHOUSE RD, KEARNEYSVILLE	Open	Lots 1-3 (residue)
				Category Total:	10	
Zoning Certificate	21-32-ZC	7/13/2021	NORTOM INVESTMENTS LLC	69 CLENDENING DR, KEARNEYSVILLE	Closed	Change in Tenant: Existing Norm Thompson Building (Dalb Corp) Land Use Designation Warehousing
	21-33-ZC	7/13/2021	NORTOM INVESTMENTS LLC	69 CLENDENING DR, KEARNEYSVILLE	Closed	Change in Tenant: Norm Thompson Fulfillment Center (West Virginia Medicine)
	21-34-ZC	7/13/2021	NORTOM INVESTMENTS LLC	69 CLENDENING DR, KEARNEYSVILLE	Closed	Change in Tenant Norm Thom (Rockwool)
	21-35-ZC	7/30/2021	2021 McGarry Blvd. LLC - Brian Fulton	53 MCGARRY BLVD, KEARNEYSVILLE	Closed	Existing warehouse in Burr Park
	21-36-ZC	8/3/2021	LOWE HOSPITALITY GROUP LLC - TRIPP LOWE	70 MADDEX SQUARE DR, SHEPHERDSTOWN	Closed	Conversion of existing Quality Inn Hotel to 20 apartments; pharmacy, and medical cannabis dispensary The dispensary and pharmacy will have separate drive through lanes
	21-37-ZC	8/12/2021	NORTOM INVESTMENTS LLC	69 CLENDENING DR, KEARNEYSVILLE	Closed	Change in Tenant: Existing Norm Thompson Building (Continuous Journey, LLC) Land Use Designation: Medical Office / Leased Space. 3,200 SF
	21-38-ZC	8/12/2021	ASHBAUGH PAUL L & DONNA K	121 ASHLAND WOODS DR, HARPERS FERRY	Closed	telecommunications tower; install equipment cabinet and 100 amp electrical
	21-39-ZC	8/17/2021	833 Jefferson Crossing II, LLC	188 FLOWING SPRINGS RD, CHARLES TOWN	Closed	Change in Tenant Retail Sales - Spirit of Halloween Lease from 7/11/21 - 11/15/21
	21-40-ZC	8/31/2021	KITA LLC	59 RULAND RD STE J, KEARNEYSVILLE	Closed	55
	21-41-ZC	9/3/2021	Rankin Physical Therapy	7330 MARTINSBURG PIKE, SHEPHERDSTOWN	Closed	Change in nonconforming use: Physical Therapy Building square footage = 2,200 square feet
	21-42-ZC	9/16/2021	WALKER SARAH E ET AL	67 GRANNY SMITH LN, KEARNEYSVILLE	Closed	Replace three antennas on an existing 198' telecommunications tower
	21-44-ZC	9/24/2021	MARTIN JOSEPH P & CHRISTIE T	3735 SUMMIT POINT RD, CHARLES TOWN	Closed	Accessory Dwelling Unit: In-Law Suite
	21-43-ZC	9/24/2021	ROY'S GLASS SERVICE INC	4563 MIDDLEWAY PIKE, KEARNEYSVILLE	Open	Change in nonconforming use from Roy's Glass to Automobile Sales and Service
					Category Total:	13
	21-27-ZV	8/2/2021	CLINE MARTIN E & JACQUELINE M	558 EASTLAND DR, CHARLES TOWN	Closed	Variance request from Section 5.4B of the 08/13/98 Zoning Ordinance (as amended) to reduce the side setback from 12' to 7' 4" for a 12' x 16' accessory structure
	21-28-ZV	8/4/2021	JEFFERSON COUNTY DEV AUTHORITY - Dennis Jarvis	395 STEELEY WAY, KEARNEYSVILLE	Open	Variance from Appendix B to reduce the front setback from 25' to 21' for a proposed expansion to the existing TeMa facility.
	21-29-ZV	8/27/2021	MATTHEW S & KARA L DURRSCHMIDT	441 CHICKAMAUGA DR, HARPERS FERRY	Open	Variance from Section 5.7B of the Zoning Ordinance as amended 00/00/00, to reduce the side setback from 12' to 6' for a 22 x 44 inground pool with surrounding concrete
	21-30-ZV	8/27/2021	Dead Rock Contractor Services, LLC - Chris Livingston	Shipley School Rd, Charles Town	Open	Variance from Section 4.6B and Appendix B to reduce the distance requirement from 75' to 25' along the western property line for a proposed

Zoning Variance	21-31-ZV	8/27/2021	Dead Rock Contractor Services, LLC - Chris Livingston	Shipleigh School Rd, Charles Town	Open	Variance from Section 4 11 and Appendix B to allow existing vegetation in lieu of the required planted landscape buffer for a proposed
	21-32-ZV	8/30/2021	Kirk and Charlene Lattner	19 MOSSY OAK CT, SHEPHERDSTOWN	Open	Variance from Section 5 4B to reduce the rear setback from 20' to 15' for a portion of a 25' x 16' deck
	21-33-ZV	9/1/2021	ASHBAUGH PAUL L & DONNA K - Paul Ashbaugh	121 ASHLAND WOODS DR, HARPERS FERRY	Open	Variance request from the following Section 5 6D to reduce the perimeter setbacks from 25' to 1' for an existing 7' tall fence (proposed parcel 35) and Appendix B to reduce the side setback from 50' to 15' for an existing 75' tall cell tower (proposed parcel 36) The purpose of the request is to allow for a boundary line adjustment between parcels 35 and 36
	21-34-ZV	9/21/2021	ARVIN JOHN W & MARY P	1631 BOWERS RD, KEARNEYSVILLE	Open	Variance from Section 9 6A to reduce the side setback from 5' to 3' for a 12' x 12' accessory structure
	21-35-ZV	9/21/2021	ARVIN JOHN W & MARY P	1631 BOWERS RD KEARNEYSVILLE	Open	Variance from Section 9 6A to reduce the side setback from 5' to 3' for a 8' x 10' accessory structure
						Category Total:
					Grand Total:	55

Jessica Carroll

From: Jean Vezzosi <jvezzosi@gmail.com>
Sent: Wednesday, October 13, 2021 9:30 PM
To: JCCInfo; Clare Ath; Tricia Jackson Commissioner; Steve Stolipher; Jane Tabb; Caleb Hudson for JeffersonWV
Subject: Public Comment

TO WHOM IT MAY CONCERN,

I received the following email (attached below) today from the Mountain Lake Club, a club in which I joined upon moving to Shannondale in 2019. Last year the lake was sold and new owners have been attempting to revitalize the lake and rundown properties. It seems the county is doing everything in its power to hinder and block the owners from these improvements. The renovation of the lake house portion of the property is probably key to successful operations of this business. The last 6 months has shown that the county inspectors either do not care about local businesses being successful OR are so completely over worked that they can't properly do their job.

I am now paying for services I can't use because the county permit process seems to be broken.

As a citizen that respects transparency in local politics, I am officially asking for an INQUIRY into the matter and an explanation to the taxpayers.

Sincerely,
Mr Jean Vezzosi

Dear Members,

Regretfully, rather than receiving our permit to complete the interior renovation of the Mountain Lake Club, the Jefferson County Office of Permits & Inspections once again sent a Plan Review Letter. The plan review letter is the method used by our inspector, Mike Monaghan, to ask questions or seek additional information concerning our plans and application for permit. Today, 13 October, we are seven days short of five months working with the Office of Permits & Inspections just to get a permit to continue this relatively minor renovation and cosmetic upgrade. Based on our previous experience, the letter we received today will take 10 to 14 days to resolve. Even with a West Virginia licensed General Contractor and Architect, who both practice their profession in Jefferson County and the surrounding area, we are unable to receive the necessary building permit.

Based on the letter received today there is no option but to temporarily close the Mountain Lake Club following the Halloween event on 31 October. An optimistic but doubtful goal is to reopen around 7 December. We are sincerely sorry to share this news with you.

As a business owner, the financial damage caused by this delay is almost catastrophic. As a citizen of Jefferson County, I am furious. This is not good government!

Sincerely,
Jeff

JEFFREY B. SHORES, Colonel, USAF (retired)
Mountain Lake Club Owner & Operator
on beautiful Lake Shannondale
1329 Lakeside Drive