

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2021
THURSDAY, DECEMBER 16, 2021
6:00 P.M.

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

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

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- December 2, 2021 - Regular Session

APPROVAL OF ACCOUNTS PAYABLE

- December 9, 2021
- December 16, 2021

APPROVAL OF MANUAL CHECKS

- December 10, 2021
- December 17, 2021

APPROVAL OF PAYROLL

- December 9, 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. Martin Burke, Jefferson County Historic Landmarks Commission
- Request to waive application fee to the Board of Zoning Appeals for a variance at Duffield's Depot
3. 6:15 p.m. Russell Burgess, IT Director - Broadband Committee
- Resolution and Applicant Form for GigReady Technical Assistance
4. 6:20 p.m. Interview and Appointment to the Jefferson County Development Authority -
- Harpers Ferry Representative
- Bolivar Representative
5. 6:25 p.m. Chad Wallen (Integrity)
- Ridge Road Rezoning Request
6. 6:35 p.m. Michelle Gordon, Finance Director
- Review and Approval of FY2022 State Budget Revision 2 for the General County Fund
- Review and Approval of FY2022 State Budget Revision 2 for the Coal Severance Fund
- Review of FY23 Budget Charge for Departments
- Discuss Non-Civil Service employee annual leave accrual maximums
7. 6:50 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.*
8. 7:05 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 report by Counsel regarding progress in amending comprehensive plan, and discussion of 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, and WV Supreme Court No.'s 21-0727, 21-0728, and 21-0731.

3. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
4. Report by counsel on opioid case. (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170).
5. Discussion and review of voting locations, including the location of early voting at the Courthouse and possible creation of alternate and/or annexed locations.

OLD BUSINESS

9. Review of Policy 319 - Financial System Access
10. Update - Comprehensive Audit - Scope of Work - WV State Auditor's Office

NEW BUSINESS

11. Letter of Support Requested - Cacapon State Park Mountain Bike Trail System - Economic Development Administration Competitive Tourism Grant
12. Potential presentation of the Comprehensive Plan Amendment to the County Commission and schedule a public hearing

COUNTY ADMINISTRATOR REPORTS

- Set Date and Time for Legislative Summit - 2022
- Update - Executive Assistant position

COUNTY COMMISSION REPORTS

13. ADJOURN

CORRESPONDENCE/INFORMATION

Special Session, January 5, 2022 at 9:30 a.m.

Impact Fee Status Report, November 2021.

Minutes for the October 8th, 2021 Harpers Ferry/Bolivar PSD received.

Correspondence received from Richard Zigler regarding Commercial Solar Arrays.

Correspondence received from Dr. Keith Berkeley regarding the solar ordinance.

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, December 2, 2021

A meeting of the Jefferson County Commission was held on Thursday, December 2, 2021 during the fourth quarterly session at 9:30 a.m. The meeting was held via GoToWebinar and in-person. Present were, Steve Stolipher, President, Tricia Jackson, Vice President, Clare Ath, Caleb Hudson, and Jane Tabb. Also present were Sandy McDonald, Interim County Administrator and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, December 2, 2021 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Stolipher led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Stolipher to approve the November 10, 2021 Special Session Minutes as presented/amended. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the November 18, 2021 Regular Meeting Minutes as presented/amended. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the November 19, 2021 Special Session Minutes as presented/amended. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Stolipher to approve the Requisitions for December 2, 2021 in the amount of \$49,256.20. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
85542	AHA-ARTS & HUMANITIES ALLIANCE	769.35
85543	AT&T	204.88
85544	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	1,139.21
85545	JEFFERSON CO CONVENTION AND VISITORS BUREAU	19,233.65
85546	JEFF CO PARKS & RECREATION COMMISSION	17,325.09
85547	LANGUAGE LINE SERVICES	180.00
85548	NENA NATIONAL EMERGENCY NUMBER ASSOC	142.00
85549	OLD CHARLES TOWN LIBRARY	1,500.00
85550	WV ENHANCED 911 COUNCIL	341.22
85551	WV STATE TAX DEPARTMENT	7,579.10
85552	XEROX CORPORATION	367.62
TOTAL		48,782.12

Motion by Mr. Stolipher to approve the Accounts Payable for November 24, 2021 in the amount of \$273,429.95. Motion seconded and unanimously approved.

CHECK#	VENDOR NAME	AMOUNT
85542	AHA-ARTS & HUMANITIES ALLIANCE	769.35
85543	AT&T	204.88
85544	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	1,139.21
85545	JEFFERSON CO CONVENTION AND VISITORS BUREAU	19,233.65
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85550	WV ENHANCED 911 COUNCIL	341.22
85551	WV STATE TAX DEPARTMENT	7,579.10
85552	XEROX CORPORATION	367.62
TOTAL		48,782.12

Motion by Mr. Stolipher to approve the Accounts Payable for December 2, 2021 in the amount of \$48,782.12. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
769	HD/8	ENVIVO HEALTH LLC		\$ 720.00
770	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,643.18
307	DK/O3	SHERIFF OF JEFFERSON CO		\$ 260.83
TOTAL				2,624.01

Motion by Mr. Stolipher to approve the Manual Checks for November 26, 2021 in the amount of \$2,624.01. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
934	AV/56	PRINT-O-STAT		\$ 180.00
920	CW/O59	WV STATE POLICE		\$ 200.00
921	CW/O59	ST OF WVA		\$ 120.00
384	WV369	WVDSRF		\$ 529.00
TOTAL				1,029.00

Motion by Mr. Stolipher to approve the Manual Checks for December 3, 2021 in the amount of \$1,029.00. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Stolipher to approve the Payroll for November 24, 2021 in the amount of \$305,024.15. Motion seconded and unanimously approved.

PRESENTATIONS

1. Tom Hansen, Sheriff
 - a. Grant Award

- **Motion by Ms. Tabb to accept the grant award from the Justice Assistance Grant and authorize the President of the Commission to sign the associated documents. Motion seconded and unanimously approved.**
- b. Employment Presentation/Discussion
2. Rebecca Hall, Victim Advocate, Prosecuting Attorney's Office – requested approval of the VOCA Grant Contract.
- **Motion by Mr. Stolipher to approve the VOCA Grant Contract and authorize the President of the Commission to sign the associated documents. Motion seconded and unanimously approved.**
3. Dennis Jarvis, Director, Jefferson County Development Authority
- a. Reimbursement from Coal Bed Methane funding for the removal of trash & debris in the Burr Industrial Park – it was the consensus of the Commission to postpone this decision pending more information from the Finance Director.
- b. Resolution of Participation and Cooperation for the Local Economic Development Grant Program
- **Motion by Mr. Stolipher to approve the Resolution of support for the Jefferson County Development Authority's application for the Local Economic Development (LED) Grant in the amount of \$22,727.00 from the West Virginia Development Office. Motion seconded and unanimously approved.**
4. Steve Cox, President, Civil Service Commission – requested funding to cover recruitment activities to create eligibility list for Deputy Appointment for Sheriff Deputy Vacancies – in light of the Sheriff's presentation earlier in the meeting, Mr. Cox stated he'd be presenting this issue during the next regularly scheduled County Commission meeting to allow time to strategize with the Sheriff.
5. John Morris, Citizen – rezoning request for a one acre property located at 16 Old Leetown Pike, Kearneysville – Tax District – Middleway 07; Map No. 11; Parcel Nos. 2.2 and 2.1 to change current zoning district from Village to General Commercial.
- Ms. Tabb recused herself from this discussion and vote.

- **Motion by Mr. Stolipher to schedule a public hearing to receive input concerning the rezoning request for a one acre property located at 16 Old Leetown Pike, Kearneysville, WV 25430; Tax District – Middleway (07); Map No. 11; Parcel Nos. 2.2 and 2.1 to change current zoning district from Village to General Commercial, to be held on January 20, 2022 at 6:30 pm. Motion seconded and unanimously approved.**
6. Jennifer Myers, Director, Jefferson County Parks and Recreation – requested approval of a Resolution authorizing the acceptance of grant funds under the Land and Water Conservation Fund to the State of West Virginia for the construction of an inclusive play environment and playground repairs at Sam Michaels Park.
- **Motion by Mr. Stolipher to approve the Resolution authorizing acceptance of grant funds under the Land and Water Conservation Fund and authorize the President of the Commission to sign the associated documents. Motion seconded and unanimously approved.**
7. Roger Goodwin, Chief County Engineer
- a. Complete Construction Bond Release for McGee Civil Construction, LLC – Burr Business Park Lots 27 & 28 (File #19-7-S)
- **Motion by Mr. Stolipher to authorize a complete release of the remaining \$166,688.00 from the construction bond for McGee Civil Construction, LLC – Burr Business Park Lots 27 & 28 (File #19-7-S). Motion seconded and unanimously approved.**
- b. Request Approval to amend Law Enforcement Impact Fees – FY2022 Capital Improvement Plan
- **Motion by Mr. Stolipher to approve the Law Enforcement FY2022 Capital Improvement Plan – Law Enforcement Amendment No. 1, as presented. Motion seconded and unanimously approved.**
8. Becky Burns, Office Manager, Office of Engineering, Planning, and Zoning – Permit Fee and Impact Fee Refund Requests
- a. Thomas Lake – Permit #21-88
- **Motion by Mr. Stolipher to approve a partial refund of the building permit fee for Thomas Lake in the amount of \$494.39; a full refund of the impact fee in the amount of \$4,067.00 and to close the permit application file. Motion seconded and unanimously approved.**

b. Christopher & Michelle Brannan – Permit #21-605

- **Motion by Ms. Tabb to approve a partial refund of the building permit fee for Christopher and Michelle Brannan in the amount of \$806.13; a full refund of the impact fee in the amount of \$6,700; and to close the permit application file. Motion seconded and unanimously approved.**

9. PUBLIC COMMENT – public comment was provided by the following: Karen Buck.

10. Public Hearing – Zoning Map Amendment (rezoning) for the property designated as Tax District Kabletown (06); Map: 12; Parcels: 12, 12.2, 12.3, 12.4, 12.5, 12.8, 12.9, 12.10, and 12.11 – request for zoning change on 53 +/- acres in Sunnyside Industrial Park on Wheatland Road from Industrial-Commercial to Residential-Light Industrial-Commercial.

President Stolipher opened the public hearing at 11:00 am. Jennifer Brockman, County Planner, stated the Planning Commission had reviewed the request and found it consistent with the Comprehensive Plan. John Morris, owner of the property, also made some comments regarding his request. Mr. Stolipher then opened the floor for public comment, which was made by the following: Christine Marshall and Patsy Noland. There being no, further comment, the public comment period closed at 11:08 am.

- **Motion by Ms. Tabb to approve the rezoning request change on 53 +/- acres in Sunnyside Industrial Park on Wheatland Road from Industrial-Commercial to Residential-Light-Industrial-Commercial, designated as Tax District Kabletown (06); Map: 12; Parcels: 12, 12.2, 12.3, 12.4, 12.5, 12.8, 12.9, 12.10, and 12.11. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to reconsider the motion to approve the rezoning request. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to amend the motion to approve the rezoning request to include that the rezoning is reasonably consistent with the Comprehensive Plan. Motion seconded and unanimously approved.**

11. Public Hearing – Proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA21-01

Mr. Stolipher opened the public hearing at 11:15 am. Alexandra Beaulieu, Zoning Administrator, explained the zoning amendment and stated the Planning Commission had found it to be consistent with the Comprehensive Plan. Mr. Stolipher opened the floor for public comment; however, no oral comment was received on this matter.

- **Motion by Mr. Stolipher to approve the proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA-21-01 to allow Short Term Rentals to process as a Principal Permitted Use in any zoning district that allows a single family dwelling including the following zoning districts: Planned Neighborhood Development (PND), Rural (R), Residential Growth (RG), Residential-Light Industrial-Commercial (RLIC), and Village (V) and find the application of the amendment to be consistent with the Comprehensive Plan. Motion seconded and passes on a vote of 4-1 with Ms. Tabb opposing.**

12. Michelle Gordon, Finance Director

- a. Vendor Debarment – continued from 11/4/2021
 - **Motion by Mr. Stolipher to debar Toni Milbourne as a county vendor for a period of five years. Motion seconded and passes on a vote of 4-1 with Ms. Jackson opposing.**
- b. Advertise for Executive Administrative Assistant Grade 05
 - **Motion by Ms. Tabb to approve the advertisement of the Executive Administrative Assistant position with a salary range of \$43,490 – 48,334. Motion seconded and unanimously approved.**
- c. Advertise for Administrative Assistant Grade 02
 - **Motion by Mr. Stolipher to approve the advertisement of the Administrative Assistant position with a salary range of \$31,559-34,715 and to involve the chief deputy tax officer in the interview process. Motion seconded and unanimously approved.**

13. 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.
- d. Consider matters involving or affecting the construction, planning or purchase, sale or lease of property.
- e. Report by counsel on opioid case (Jefferson County Commission v. Purdue Pharmaceutical, et. Al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170)
 - **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice regarding proposed solar text amendment including bonding, Comprehensive Plan, and related matters, including Jefferson County Civil Action No's. 2021-C-33 through 37 and Jefferson County Civil Action No's. 2021-C-46 through 50. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to come out of Executive Session. Motion seconded and unanimously approved.**

OLD BUSINESS

14. Update – Comprehensive Audit – WV State Auditor's Office – Mr. Stolipher stated he was still waiting on an update regarding the scope of work for the Comprehensive Audit and would have more detail during the next regularly scheduled meeting.
15. Review and Approval of Policy 319 – Financial System Access & Approval Policy
 - **Motion by Mr. Stolipher to approve Policy 319 as presented. Motion seconded and passes on a vote of 4-1 with Ms. Jackson opposing.**

NEW BUSINESS

16. County Administrator Hiring Process (JT)
 - **Motion by Mr. Stolipher to provide the entire Commission with access to all of the County Administrator applications and provide the names of three interviewees to Ms. McDonald by December 29, 2021 and to hold a Special Session on January 5, 2021 to begin the interview process. Motion seconded and unanimously approved.**

17. Acknowledgement of the “Assessor’s Additional Duties” as delineated in WV Code 7-7-6a

- **Motion by Mr. Stolipher to accept the letter of acknowledgement of the “Assessor’s Additional Duties” as delineated in WV Code 7-7-6a. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- County Administrator Applicants – Update

18. The Commission adjourned at 12:47p.m. on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$409,422.19		\$409,422.19
6.2% Tax Payable OASDI	\$25,228.68		\$25,228.68
1.45% Tax Payable HI	\$5,901.02		\$5,901.02
Fed Withholding	\$39,366.40		\$39,366.40
WV State Withholding	\$18,241.30		\$18,241.30
PERS Retirement Deduct 4.5%	\$9,738.67		\$9,738.67
PERS Retirement Deduct 6%	\$5,651.20		\$5,651.20
Hosp. Pre-Taxed	\$229.00		\$229.00
AFLAC Pre-Taxed	\$422.93		\$422.93
AFLAC Post-Taxed	\$841.96		\$841.96
Optional Life Post-Taxed	\$1,838.00		\$1,838.00
Christmas Club	\$4,390.00		\$4,390.00
Wage Attach #1	\$492.93		\$492.93
Wage Attach #2	\$846.03		\$846.03
Wage Attach #3	\$166.49		\$166.49
DSRS Retirement Deduct 8.5%	\$6,658.09		\$6,658.09
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$5,221.07		\$5,221.07
457R - Roth	\$910.00		\$910.00
MD State Tax	\$825.79		\$825.79
D/VF	\$1,801.20		\$1,801.20
VA State Tax	\$173.67		\$173.67
Colonial(Plus)	\$47.84		\$47.84
Uniforms	\$1,682.51		\$1,682.51
Total Deductions	\$131,508.78	\$0.00	\$131,508.78
Net Wages Total	\$277,913.41	\$0.00	\$277,913.41
Payroll Date	December 9, 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: **December 16th, 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: Martin Burke

Department or Organization: **Jefferson County Historic Landmarks Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **December 16, 2021**

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

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

Request to waive application fee to the Board of Zoning Appeals for a variance at Duffield's Depot.

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

Duffield's Depot, circa 1842-1843, is the oldest combined freight and passenger station in the U.S. The Depot is on the National Register of Historic Places. JCHLC was gifted the Depot in 2018. JCHLC is rehabilitating the stone stationmaster's quarters, office and passenger waiting area as a small museum.

JCHLC is requesting that the \$100 application fee to the Board of Zoning Appeals for a variance for on-site parking be waived.

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*):

I move that the application fee to the Board of Zoning Appeals be waived for the Jefferson County Historic Landmarks Commission.

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: Martin Burke

Email address: martinburke@frontiernet.net

Phone Number: 304-876-3883

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Russell Burgess, IT Director**

Department or Organization: **Broadband Committee**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **Deember 16th, 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*):

📌 **Resolution and Applicant form for the GigReady Technical Assistance**

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.](#)

JEFFERSON COUNTY, WV

A RESOLUTION FROM THE JEFFERSON COUNTY COMMISSION, AUTHORIZING THE SUBMISSION OF A GIGREADY TECHNICAL ASSISTANCE APPLICATION TO THE WEST VIRGINIA BROADBAND ENHANCEMENT COUNCIL UNDER THE DEPARTMENT OF ECONOMIC DEVELOPMENT

WHEREAS, the Jefferson County Commission is eligible to apply for GigReady Technical Assistance;

WHEREAS, the early technical assistance process will focus on quickly creating high-level estimates;

WHEREAS, the Jefferson County Commission is willing to commit to match requirements of at least 25% of project costs outlined in the early GigReady Technical Assistance and

WHEREAS, Jefferson County Commission will have the opportunity to understand the estimated project scope and cost before the match pledge becomes binding

WHEREAS, the Jefferson County Commission will then be eligible for GigReady Implementation funding to execute the broadband projects to improve countywide Internet

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF JEFFERSON COUNTY THAT;

Section I. The above recitals are true and correct and incorporated herein.

Section II. The Jefferson County Commission hereby authorizes the submission of GigReady Technical Assistance application to the West Virginia Broadband Enhancement Council under the West Virginia Department of Economic Development.

VERIFICATION

State of _____.

County of _____, ss.

_____[name], the
_____[title] of _____ [Company], the Applicant in the attached
Application, being duly sworn, says that I am duly authorized to provide this verification, and the
information and statements contained in the Application are true to the best of my knowledge, information,
and belief.

Affiant (Signature).

Taken, sworn to and subscribed before me this ____ day of _____, _____.

Notary Public in and for the State of _____, County of _____.

My commission expires on the ____ day of _____, _____.

Notary

SEAL

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **December 16, 2021**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews and Appointments to the Jefferson County Development Authority Board – one unexpired term for Harpers Ferry Representative and one unexpired term for Bolivar Representative**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jessica Carroll

From: Dennis Jarvis <djarvis@jcda.net>
Sent: Wednesday, November 24, 2021 9:33 AM
To: Greg Vaughn
Cc: Sandra McDonald; Jessica Carroll; sean.feigo.jcda@gmail.com; Anna Padilla; Krista Hoffman
Subject: RE: Harpers Ferry Recommended Selectee for JCDA
Attachments: Edward_Love_Resume_Oct_2021.pdf

Good morning Sandra/Jessica

I am forwarding you an email from Mayor Greg Vaughn, he has sent us three names for consideration for the open seat on the JCDA from Harpers Ferry for consideration. Is it possible to have the item on the second County Commission meeting in December.

Please contact me if you have any questions.

Thanks again

The three names are:

Edward Love- Resume attached

Laurel Drake- Laurel is a full time resident of Harpers Ferry and currently serves on the Harpers Ferry Town Council and the Harpers Ferry Water Commission

Chris Craig- Chris is a full time resident of Harpers Ferry and currently serves on the Harpers Ferry Town Council the County Trails Alliance

From: Greg Vaughn <gvaughn@harpersferrywv.us>
Sent: Wednesday, November 24, 2021 9:16 AM
To: Dennis Jarvis <djarvis@jcda.net>
Subject: RE: Harpers Ferry Recommended Selectee for JCDA

Additional candidates:

Laurel Drake- Laurel is a full time resident of Harpers Ferry and currently serves on the Harpers Ferry Town Council and the Harpers Ferry Water Commission

Chris Craig- Chris is a full time resident of Harpers Ferry and currently serves on the Harpers Ferry Town Council the County Trails Alliance

From: Dennis Jarvis <djarvis@jcda.net>
Sent: Wednesday, November 24, 2021 9:07 AM
To: Greg Vaughn <gvaughn@harpersferrywv.us>
Subject: Re: Harpers Ferry Recommended Selectee for JCDA

EDWARD JEFFREY LOVE

600 Washington Street
Harpers Ferry, WV 25425

eddie@mountainmamahomes.com
www.linkedin.com/in/edwardlove1
+1 (916) 899-1053

EDUCATION AND HONORS

Harvard University Cambridge, Mass.
A.B. *cum laude* in Classical Civilizations. 3.73 GPA. 2013 – 2015
GMAT – 720. SAT I – Math: 710, Verbal: 800. SAT II – Math Level II: 780. First-Team All-Ivy League (Rugby).

HBX | Harvard Business School Summer 2015
CORe: Credential of Readiness is a 150-hour online certificate program on the fundamentals of business from Harvard Business School comprising three courses—Business Analytics, Economics for Managers, and Financial Accounting.

United States Air Force Academy Colorado Springs, Colo.
Student in the Academy Scholars Program, a rigorous set of courses open only to the top 5% of cadets. 2010 – 2012
Excelled in academic courses, including operations research Excel modeling, engineering, and advanced calculus.
Excelled in non-academics, including parachute training, combat survival training, and was an “Expert” M-16 marksman.
Two years of coursework transferred to Harvard, where I completed my undergraduate degree in two years (four total).

PROFESSIONAL EXPERIENCE

Mountain Mama Vacation Homes (Vacation Rental Management Company) Harpers Ferry, W. Va.
Owner & Operator December 2017 – Present
Mountain Mama professionally manages vacation rentals, most of which are in Jefferson County, WV; as owner/operator I manage all facets of the business to include marketing, guest relations and experience, homeowner relations and acquisition, asset management, real estate acquisitions, oversight of development projects, finance, accounting, and more. I have grown the business from one vacation rental to nine and counting. I left a career in banking and technology because I fell in love with Harpers Ferry and Jefferson County and want to share it with the guests who come to visit.

StreetShares, Inc. (Venture-Backed Small Business Lending Fintech) Reston, Va.
VP, Credit & Analytics August 2019 – July 2020
Lead credit risk management for the entire firm; responsible directly to the board for the credit risk of the company. Owned the company's credit policy, continually refining it to drive higher risk-adjusted returns.
Worked with Product to redesign the underwriting system; owned the analytics dashboard part of the PPP SaaS product.

Director of Credit & Analytics January 2019 – August 2019
Developed several models to manage credit risk and optimize operations; lead the entire process from idea generation through model development, model deployment in production, and monitoring of model success metrics.
Generated ideas to grow loan originations while maintaining low default rates; pitched those ideas to executives; executed ideas in coordination with the Product team and other stakeholders.

Sr. Credit Analyst April 2017 – December 2018
Underwrote unsecured small business loans according to a policy that blended consumer and commercial credit data.
Developed credit risk/operations reporting. Highly proficient at analysis and modeling using SQL, R, Tableau, and Excel.

Stifel, Nicolaus, and Co. (Investment Bank) San Francisco, Calif.
Investment Banking Analyst (Public Finance) January 2016 – March 2017
Financed charter school real estate by structuring municipal bond transactions and selling them on the capital markets.
Executed complex financial modeling and analyses, including pro forma cash flow models, sensitivity analyses, etc.

NON-PROFESSIONAL INTERESTS

Service Abroad – Lived in South Africa for a year volunteering at a school and orphanage; spent a summer teaching English in China; coached rugby and taught at a Catholic boarding school in England
Outdoors – bungee jumped the world's highest bungee jumping bridge (Bloukrans Bridge); went cage diving with great white sharks; avid whitewater kayaker; love rugby, flying, hiking, boating, sailing, and anything else that gets me outside

Jessica Carroll

From: Sandra McDonald
Sent: Monday, December 13, 2021 2:16 PM
To: Jessica Carroll
Subject: FW: jcda rep
Attachments: sisco resume' (jcda rep).pdf

From: Dennis Jarvis [mailto:djarvis@jcda.net]
Sent: Monday, December 13, 2021 2:08 PM
To: Mayor Helen Dettmer <bolivarth@frontiernet.net>; sean.feigo.jcda@gmail.com; Neil McLaughlin (neil.mclaughlin@wvumedicine.org) <neil.mclaughlin@wvumedicine.org>; Steve Stolipher <ssolipherju@gmail.com>; Steve Stolipher <stolipherjcc@gmail.com>
Cc: bolivarth@frontiernet.net; Sandra McDonald <Sandy@jeffersoncountywv.org>
Subject: FW: jcda rep

Sandra

I am pleased to share with you the request from the Town of Bolivar regarding the vacant seat on the JCDA.

Gino Sisco has provided his resume, in addition to two additional names for consideration.

We are pleased to forward this information.

Can we add this to the agenda item covering the board seats from Harpers Ferry?

From: bolivarth@frontiernet.net <bolivarth@frontiernet.net>
Sent: Thursday, December 9, 2021 2:52 PM
To: Dennis Jarvis <djarvis@jcda.net>
Subject: jcda rep

Good afternoon Dennis,

During the Town of Bolivar meeting held on Tuesday, December 7th, the Bolivar Town council approved Gino Sisco as the Bolivar representative to the JCDA. Other names that were submitted were Sandi Marra and Sarah Gordon.

Thank you,

Laura Whittington
Town of Bolivar

Gino Sisco
297 Old Furnace Road
Harpers Ferry, West Virginia 25425
(571) 414-9510 ginocara@aol.com
www.linkedin.com/in/gino-sisco-bb2256bb/

Approved
to JCDA
by Town of Berlin
Council
12/7/2021

Experience

Local Health Administrator

Jefferson County Health Department | Kearneysville, WV | (October 2021 – Present)

- Overall responsibility for Health Department including executive decision making
- Staff supervision, accounting, community outreach, stakeholder engagement

Research Analyst

Stand Together | Arlington, VA | (July 2018 – Present)

- Market research, competitive intelligence, and investment analysis
- Conducting open source and database research
- Performing media coverage analysis using Lexis/Nexis, Cision, TrendKite, and Sprinklr
- Writing and editing analytical reports
- Analyzing grant applications
- Providing research and analysis support to the affiliated education foundation
- Prospecting and vetting potential grantees including educational institutions, professors, and career-training institutes
- Account management, project management
- Developing and analyzing polls and questionnaires

Research Associate

Exiger LLC | Silver Spring, MD | (June 2017 – July 2018)

- Ensured regulatory and legal compliance
- Conducted open source and database research
- Performed background investigations and analysis
- Wrote and edited reports
- Project management under tight deadlines

State Government Affairs Intern

American Financial Services Association | Washington, DC | (May 2016 - May 2017)

- Tracked and analyzed state legislation, regulations, and enforcement actions
- Updated and maintained the State section of the AFSA website using HTML
- Reviewed and edited white papers, legislative reports, and comment letters

Optician

Walkersville Eye Care | Walkersville, MD | (May 2004 - February 2015)

- Managed \$150,000+ budget and increased profit margins during tenure
- Applied strong leadership, customer service skills, and sales experience

Education

American University | Washington, DC

Master of Public Policy (MPP) - May 2017 | Pi Alpha Alpha Academic Honor Society

Shepherd University | Shepherdstown, WV

Bachelor of Science (Political Science) - May 2015 | Dean's List - Fall 2014 and Spring 2015

Skills

- Stata, SPSS, Microsoft Office, Office Mate, Salesforce, Cision, TrendKite
- Quantitative, statistical, and economic analysis abilities
- Public program evaluation
- Organizational analysis
- Excellent research, oral, and written communication
- Exceptional organization, attention to detail, and time management
- Ability to handle confidential matters with professionalism and discretion

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Chad Wallen (Integrity)**

Department or Organization: **N/A**

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

Date Requested – 1st Choice: **12/16/2021**

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

Date Requested – 2nd Choice: **12/30/2021**

Subject (*Wording to be placed on agenda*): **Ridge Road Rezoning Request**

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

Ridge Road Zoning Map Amendment: Request for a public hearing and referral to Planning Commission to review zoning amendment request for a 76.22 property identified in Charles Town District (2), Map Number 1, Portion of Parcels 29 & 45.

Is this a funding request? **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*):

Motion to accept the zoning map amendment request, refer to Planning Commission for review of Comprehensive Plan consistency and to schedule a public hearing before the County Commission.

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

If not attached, explain:

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

Contact information: **Chad Wallen**

Email address: **cwallen@ifs-ae.com**

Phone Number: **304-725-8456**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY, WEST VIRGINIA

Departments of Planning and Zoning

116 East Washington Street, P.O. Box 338
Charles Town, WV 25414

File Number: _____
Staff Initials: _____
Application Fee: \$ _____

www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

Zoning Map Amendment (Rezoning)

Pursuant to Article 12, a Zoning Map Amendment is a procedure to amend the official Zoning Map of the County by changing the zoning designation of a property. In order for a proposed amendment to be approved, the County Commission, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of 8A-7-8 et seq of the WV State Code. All Amendments to the Zoning Map require a Public Hearing to be held by the Planning Commission for the purpose of making a recommendation to the County Commission. Subsequently, all recommended map amendments require a Public Hearing before the County Commission prior to a final determination.

Property owner information

Name: Arnold Holden
Mailing Address: 5958 Roseto Place; Sarasota, FL 34238
Phone Number: 941-400-5345 Email: arnie941@verizon.net

Applicant contact information

Name: Arnold Holden
Mailing Address: 5958 Roseto Place; Sarasota, FL 34238
Phone Number: 941-400-5345 Email: arnie941@verizon.net

Applicant representative

Name: Integrity Engineering; Chad Wallen
Mailing Address: 148 S. Queen Street; Martinsburg, WV25401
Phone Number: 304-725-8456 Email: cwallen@ifs-ae.com

Physical property details

Physical Address: Northwest of the Shenandoah Rd & Ridge Rd intersection.
City: Shenandoah Junction State: WV Zip Code: _____
Tax District: 02 - Charles Town Map No: 1 Parcel No: 29 & 45
Parcel Size: 76.22 Deed Book: 1111 Page No: 394

Current Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential- Light Industrial- Commercial (RLIC)	Village (V)	Neighborhood Commercial (NC)	General Commercial (GC)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/ Commercial Mixed-Use (O/C)
Place Received Date Stamp Here		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Proposed Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential- Light Industrial- Commercial (RLIC)	Village (V)	Neighborhood Commercial (NC)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Commercial (GC)	Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/ Commercial Mixed-Use (O/C)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For a Zoning Map Amendment request, the "burden of proof" is on the applicant to show why the proposed zoning is more appropriate than the existing zoning. Accordingly, please explain how the following factors support your proposal.

Describe your proposed use (and/or project) and describe why the Zoning Map Amendment is necessary for the proposed use (and/or project) described.

See Attached

Describe how the Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan.

See Attached

Discuss any change(s) of transportation characteristics (i.e., type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original ordinance was adopted.

See Attached

Do you request that the Planning and Zoning Staff present the petition to the Planning Commission for the purpose of setting the public hearing date?

Yes, I request that the Planning and Zoning Staff present the petition

No, I prefer to present the petition

Plat or Sketch Plan (provide as an attachment to this application)

The plat or sketch must be pursuant to Zoning Ordinance, Section 7.4 (b). The sketch plan shall include the entire original parcel as it appeared on the date this ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines should be superimposed on the sketch plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes and quarries shall be delineated.

Is Plat or Sketch Plan attached?

Yes No

Original signature of all property owners is required. The information given is correct to the best of my knowledge (Please attach additional signature page if needed).

 NOVEMBER 4, 2021

Signature of Property Owner

Date

Signature of Property Owner

Date

The Planning Commission is required to set a public hearing on the proposed Zoning Map Amendment within 60 days of the date upon which a complete petition is presented to the Planning Commission at a Planning Commission Meeting. A complete petition, and related fees, shall be submitted to Departments of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. Upon request, Planning and Zoning staff can present the petition to the Planning Commission on behalf of the applicant for purpose of setting the public hearing date. At the conclusion of the Planning Commission's Public Hearing, or at the next regular Planning Commission meeting, the Planning Commission shall make a recommendation to the County Commission regarding approval or disapproval of the requested Map Amendment. This recommendation shall be forwarded to the County Commission within four (4) weeks of final Planning Commission action.

The Planning Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____, _____.

Recommended Not Recommended

The County Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____, _____.

Approved Disapproved

Final Determination/Other Comments

Plat or Sketch Plan (provide as an attachment to this application)

The plat or sketch must be pursuant to Zoning Ordinance, Section 7.4 (b). The sketch plan shall include the entire original parcel as it appeared on the date this ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines should be superimposed on the sketch plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes and quarries shall be delineated.

Is Plat or Sketch Plan attached?

Yes No

Original signature of all property owners is required. The information given is correct to the best of my knowledge (Please attach additional signature page if needed).

	11/15/21		
Signature of Property Owner	Date	Signature of Property Owner	Date

The Planning Commission is required to set a public hearing on the proposed Zoning Map Amendment within 60 days of the date upon which a complete petition is presented to the Planning Commission at a Planning Commission Meeting. A complete petition, and related fees, shall be submitted to Departments of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. Upon request, Planning and Zoning staff can present the petition to the Planning Commission on behalf of the applicant for purpose of setting the public hearing date. At the conclusion of the Planning Commission's Public Hearing, or at the next regular Planning Commission meeting, the Planning Commission shall make a recommendation to the County Commission regarding approval or disapproval of the requested Map Amendment. This recommendation shall be forwarded to the County Commission within four (4) weeks of final Planning Commission action.

The Planning Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____, _____.

Recommended Not Recommended

The County Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____, _____.

Approved Disapproved

Final Determination/Other Comments

Plat or Sketch Plan (provide as an attachment to this application)

The plat or sketch must be pursuant to Zoning Ordinance, Section 7.4 (b). The sketch plan shall include the entire original parcel as it appeared on the date this ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines should be superimposed on the sketch plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes and quarries shall be delineated.

Is Plat or Sketch Plan attached?

Yes No

Original signature of all property owners is required. The information given is correct to the best of my knowledge (Please attach additional signature page if needed)

Allen M. Russell 4 Nov '21

Signature of Property Owner

Date

Signature of Property Owner

Date

The Planning Commission is required to set a public hearing on the proposed Zoning Map Amendment within 60 days of the date upon which a complete petition is presented to the Planning Commission at a Planning Commission Meeting. A complete petition, and related fees, shall be submitted to Departments of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. Upon request, Planning and Zoning staff can present the petition to the Planning Commission on behalf of the applicant for purpose of setting the public hearing date. At the conclusion of the Planning Commission's Public Hearing, or at the next regular Planning Commission meeting, the Planning Commission shall make a recommendation to the County Commission regarding approval or disapproval of the requested Map Amendment. This recommendation shall be forwarded to the County Commission within four (4) weeks of final Planning Commission action.

The Planning Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote
for and _____ against, this day of _____, _____, _____.

Recommended Not Recommended

The County Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote
for and _____ against, this day of _____, _____, _____.

Approved Disapproved

Final Determination/Other Comments

Plat or Sketch Plan (provide as an attachment to this application)

The plat or sketch must be pursuant to Zoning Ordinance, Section 7.4 (b). The sketch plan shall include the entire original parcel as it appeared on the date this ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines should be superimposed on the sketch plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes and quarries shall be delineated.

Is Plat or Sketch Plan attached?

Yes

No

Original signature of all property owners is required. The information given is correct to the best of my knowledge (Please attach additional signature page if needed)

Allen M. Russell 4 Nov '21

Signature of Property Owner

Date

Signature of Property Owner

Date

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The Planning Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____, _____.

Recommended

Not Recommended

The County Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____, _____.

Approved

Disapproved

Final Determination/Other Comments

Zoning Map Amendment Application Addendum

Ridge Road Rezoning

December 3, 2021

Owner / Applicant:

Arnold Holden
5958 Roseto Place
Sarasota, FL 34238

Property Tax Identification:

Charles Town District (2), Map Number 1, Parcel 29 – 1.05 Acres
Charles Town District (2), Map Number 1, Parcel 45 – 75.17 Acres

Deed Information:

Deed Book 1111, Page Number 394

Property Characteristics:

Location: Northwest of the Shenandoah Junction Rd & Ridge Rd intersection.
Current Zoning: Industrial / Commercial (IC)
Current / Historic Use: Residential and Agricultural
Area of Rezoning: 76.22+/- Acres

Requested Zoning District:

Residential Growth (RG)

Table of Exhibits

1. Vicinity Map
2. Aerial Overlay
3. Existing Conditions Map
4. Concept Sketch

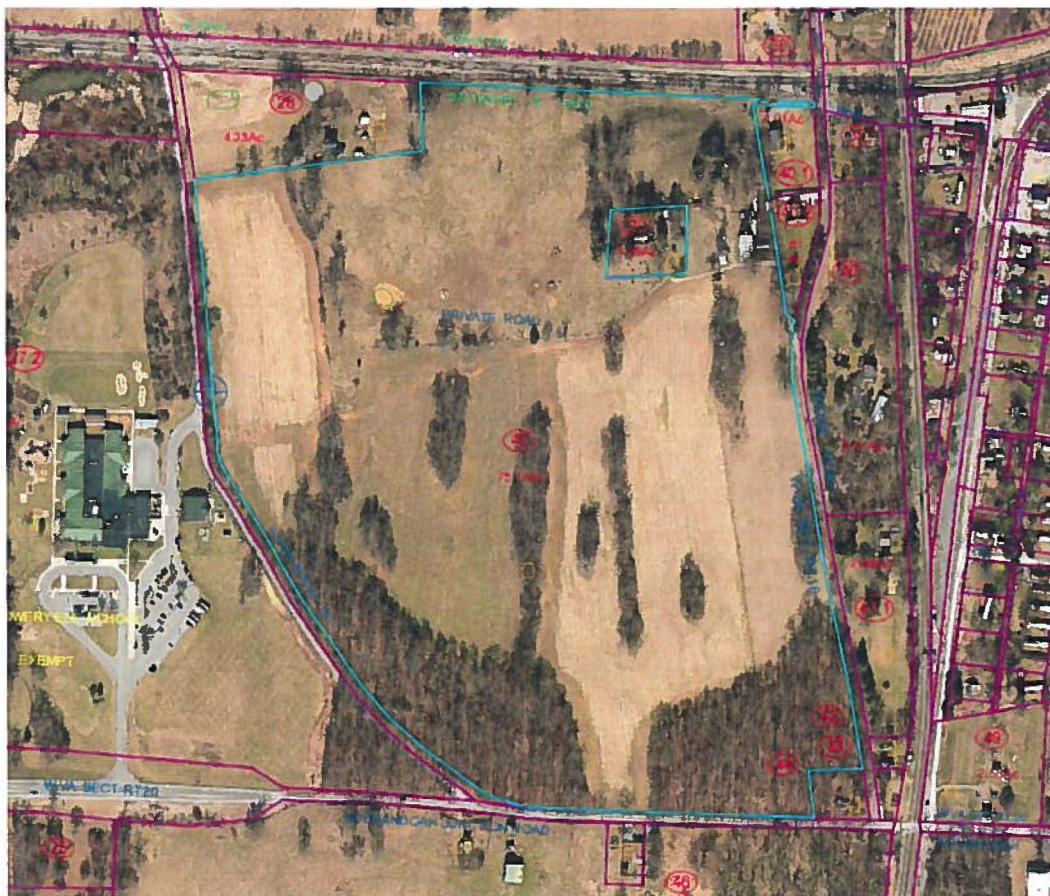
Substantiation for Request

Existing Characteristics

The properties are located along Shenandoah Junction Road between its intersections with Ridge Road and Warm Springs Road, approximately 1-mile from the Bardane exit of Route 9.

The properties are a mixture of agricultural and wooded lands and contain one residential structure. The properties are 0.6 miles from Jefferson High School and Wildwood Middle School. T.A. Lowery Elementary School is located across Warm Springs Road.

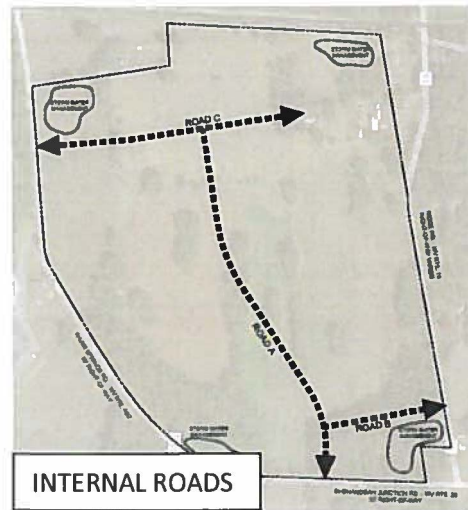
Potential permitted uses under the existing Industrial/Commercial (IC) zone include heavy industrial, salvage yards, manufacturing, and most commercial uses. The IC zone does not allow for residential development.



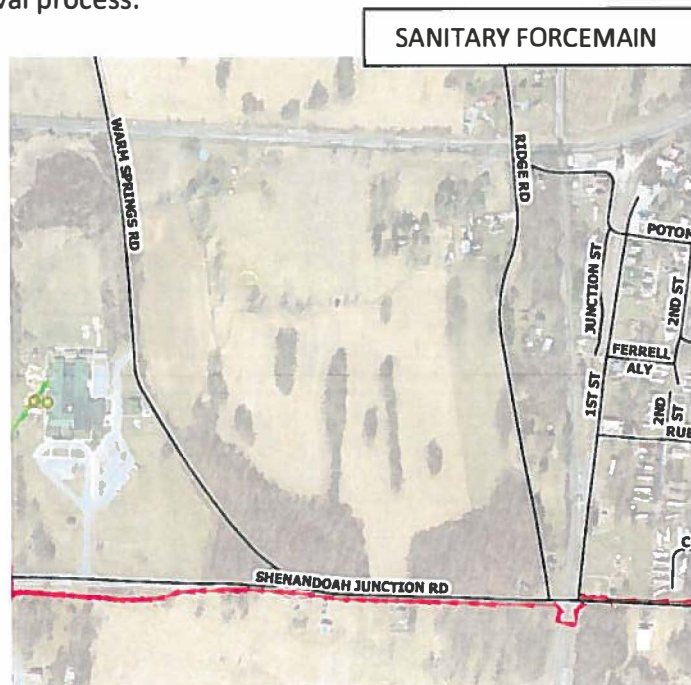
Describe your proposed use (and/or project) and describe why the Zoning Map Amendment is necessary for the proposed use (and/or project) described.

The proposed residential use of the property is not a permitted use in the current IC district. The Residential Growth district will allow the properties to be developed as envisioned by the comprehensive plan.

It is proposed that the property be developed as a residential community under the regulations of the Residential Growth (RG) zoning district. It is anticipated the development will include a mix of townhomes and single-family detached homes, but any uses under the RG district will be permitted. The development will include open spaces, storm water management facilities, utilities, and roads. Access will be provided from entrances from Shenandoah Junction Road, Ridge Road and Warm Springs Road. Like all similar developments in Jefferson County, the proposed development of the property will be subject to the County's regulations, review and approval process.



Jefferson Utilities and the Charles Town Utility Board were contacted to verify that both water and sanitary sewer service is available for the property. Water will be provided from an existing 12" water main located along Shenandoah Junction Road and will be looped through the properties and connect in to an existing water line located at T.A Lowery Elementary. Sanitary sewer from the property will tie into an existing sanitary forcemain located



along the eastbound side of Shenandoah Junction Road.

Describe how the Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan (the Plan).

1. Preferred Growth Areas (Page 22)

- f. **Shenandoah Junction PGA/School Based Growth Area**
(from TA Lowery Elementary School to Flowing Springs Road. encompassing Shenandoah Junction and Wildwood Middle School and Jefferson High School)

This PGA abuts the Ranson UGB and includes the village of Shenandoah Junction, TA Lowery Elementary School, Wildwood Middle School, Jefferson High School, and the existing Duffields train stop and parking lot. Considerable input was received as to the desirability of siting schools in locations that are walkable and/or bikeable to the neighborhoods that the school serves. This PGA allows the development of such walkable neighborhoods around schools that currently exist. Planning growth around existing schools decreases bus and vehicular traffic and allows for connectivity including walking and biking trails. The recommended land uses in this area include Medium Density Residential around the schools which should be in a pattern and scale compatible with the village of Shenandoah Junction, transitioning to Low Density Residential abutting the Rural/Agricultural land uses. Densities of this scale would require access to public water and sewer which currently serve the schools and the village area. A map of the Shenandoah Junction PGA/School Based Growth Area can be found in Appendix F – Maps.

The inclusion of the property within the Shenandoah Junction / Schools PGA demonstrates the Plans vision for development to occur on the subject property.

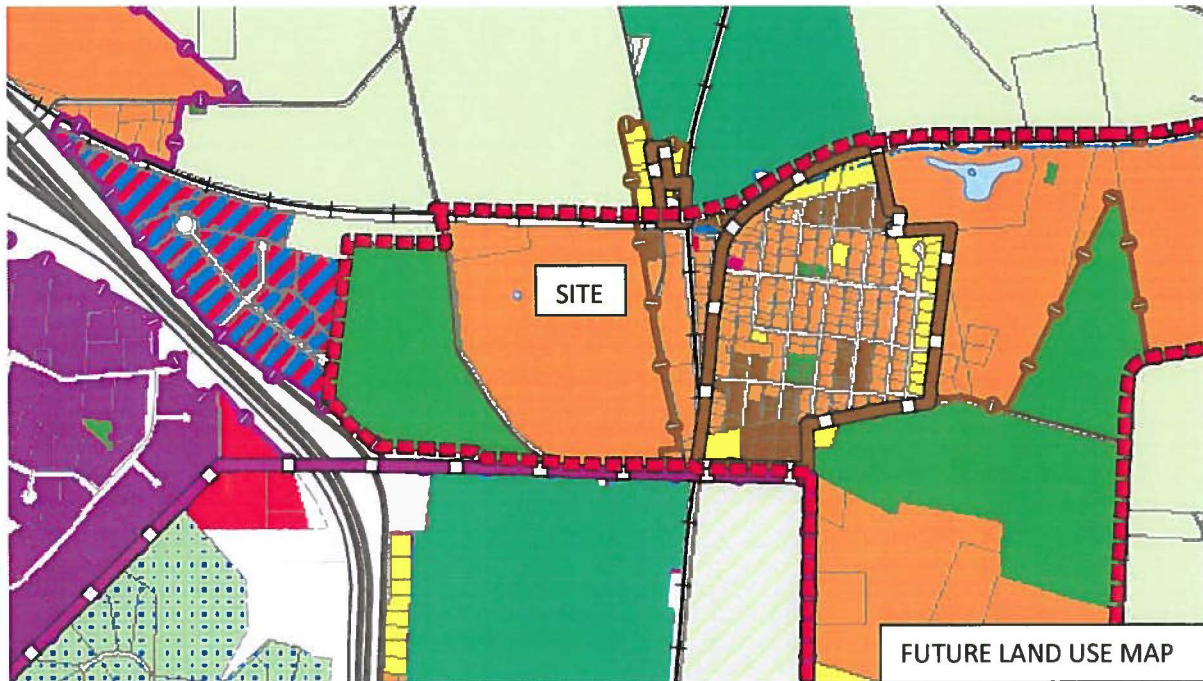
2. Future Land Use Guide – (Pages 26 & 235)



















Medium Density Residential

This category is defined as three units per acre to 6.99 units per acre and reflects land occupied by a single development or a mixture of densities and housing types, including single-family detached, duplex, condominium, or townhome development. This type of development pattern would be required to be served by a public water and sewer system.

A Medium Density Residential use is identified by the Plan for the subject property. The proposed residential mix of townhomes and single-family residential units is both consistent and supported by the comprehensive plan. The Plan states on page 26 that

“Land Use Classifications are intended to provide guidance to the Planning Commissions when considering owner initiated zoning map amendments”.



- | | | | |
|---|--|---|----------------------------------|
|  | Rural/Agriculture |  | Regional Commercial |
|  | Rural/Agriculture For Possible Urban Development |  | Industrial |
|  | Agricultural Economic Empowerment Area |  | Office |
|  | Large Lot Residential |  | Mixed Use Residential/Commercial |
|  | Low Density Residential |  | Mixed Use Office/Commercial |
|  | Medium Density Residential |  | Residential or Commercial |
|  | High Density Residential |  | Office or Commercial |
|  | General Commercial |  | Industrial or Commercial |
|  | Neighborhood Commercial |  | Public/Quasi Public Land |

 Preferred Growth Area

3. Urban Level Development Recommendations (Page 30)

2.	Recognize that the County Commission has the authority to make land use decisions including Zoning Map Amendments based upon the finding of consistency with the Future Land Use Guide and the recommendations of this Plan; the County Commission may determine that petitions or decisions for zoning map amendments are consistent with the Comprehensive Plan if any of the following conditions are met after the entire Plan is taken into consideration:
	a. Economic Well-Being of the County; or
	b. Error or Under Scrutinized Property on the Future Land Use Guide; or
	c. Change in Neighborhood; or
	d. Any Other Circumstance that the Governing Body determines should have been considered when drafting the Future Land Use Guide; and/or
	e. Environmental impacts are considered.

- a) Economic Well Being: Residential Land Use in Jefferson County has not met the comprehensive plans growth projections of 0.95% per year and is only at 0.55% as of 2019. The lack of residential growth has impacted the strength of the local economy. While there are pockets of residential activity, the County is not benefiting from a robust residential economy.
- b) Future Land Use Guide: Medium Density Residential is identified as the appropriate use of the property by the comprehensive plan. The proposed RG district is consistent with this future land use.
- c) Environmental Impacts: The existing IC district permits more intense development on the subject property than would be allowed under the proposed RG district. While there are no known sensitive natural features on the properties, the change in zoning will reduce the potential impact to the property and surrounding properties.

Discuss any change(s) of transportation characteristics (i.e., type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original ordinance was adopted.

The Original Zoning Ordinance was adopted on July 7, 1988. Some changes in the immediate area of the properties include:

1. Schools: T.A. Lowery Elementary is located across Warm Springs Road from the properties and did not exist when the ordinance was adopted. The location of an Industrial zoned property could allow for uses, if not planned/designed properly, to create a conflict between uses. There are three schools located within 0.6 miles of the properties, including Wildwood Middle School which also did not exist when the ordinance was adopted.
2. Adjacent Development: The property is located next to the Village Shenandoah Junction and an elementary school. Additional development has occurred along Charles Town Road which includes businesses located in the Burr Business Park east of Route 9 (Kings Pizza, café, office...). These facilities will both serve and provide employment opportunities for the future residents of the properties.



3. Transportation: A 4-lane divided Route 9 was constructed, providing a high-capacity road corridor between Jefferson County and Interstate 81. An interchange (Bardane exit) is in close proximity to the properties.

As required with any property, an entrance permit from the West Virginia Department of Transportation (WVDOT) will be needed. Obtaining an entrance permit requires the review by the WVDOT to ensure that safe and adequate access can be provided. It is anticipated that improvements to the traffic signal and intersection will be requested by WVDOT.



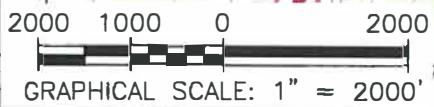
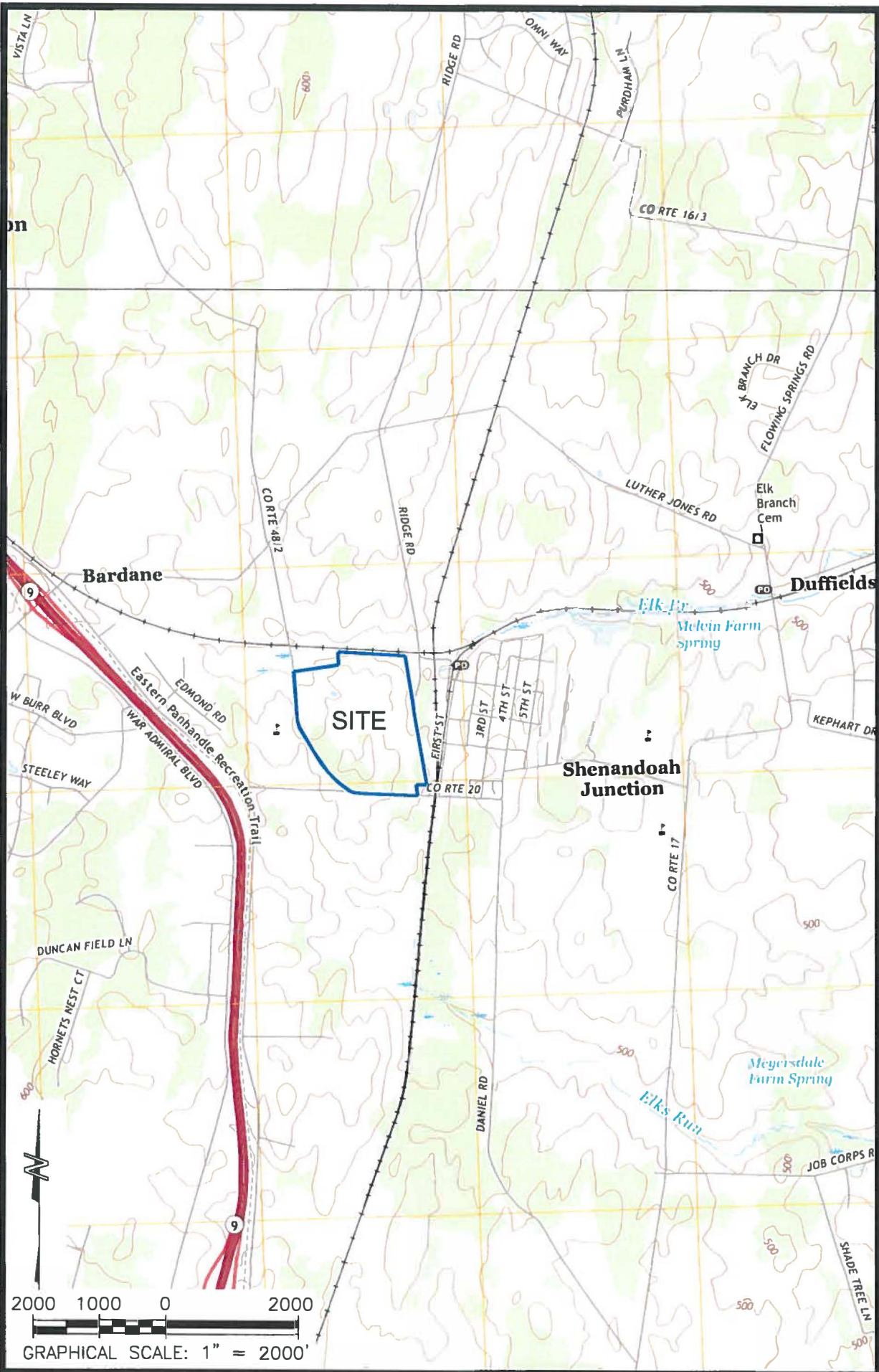
IFS-AE.com

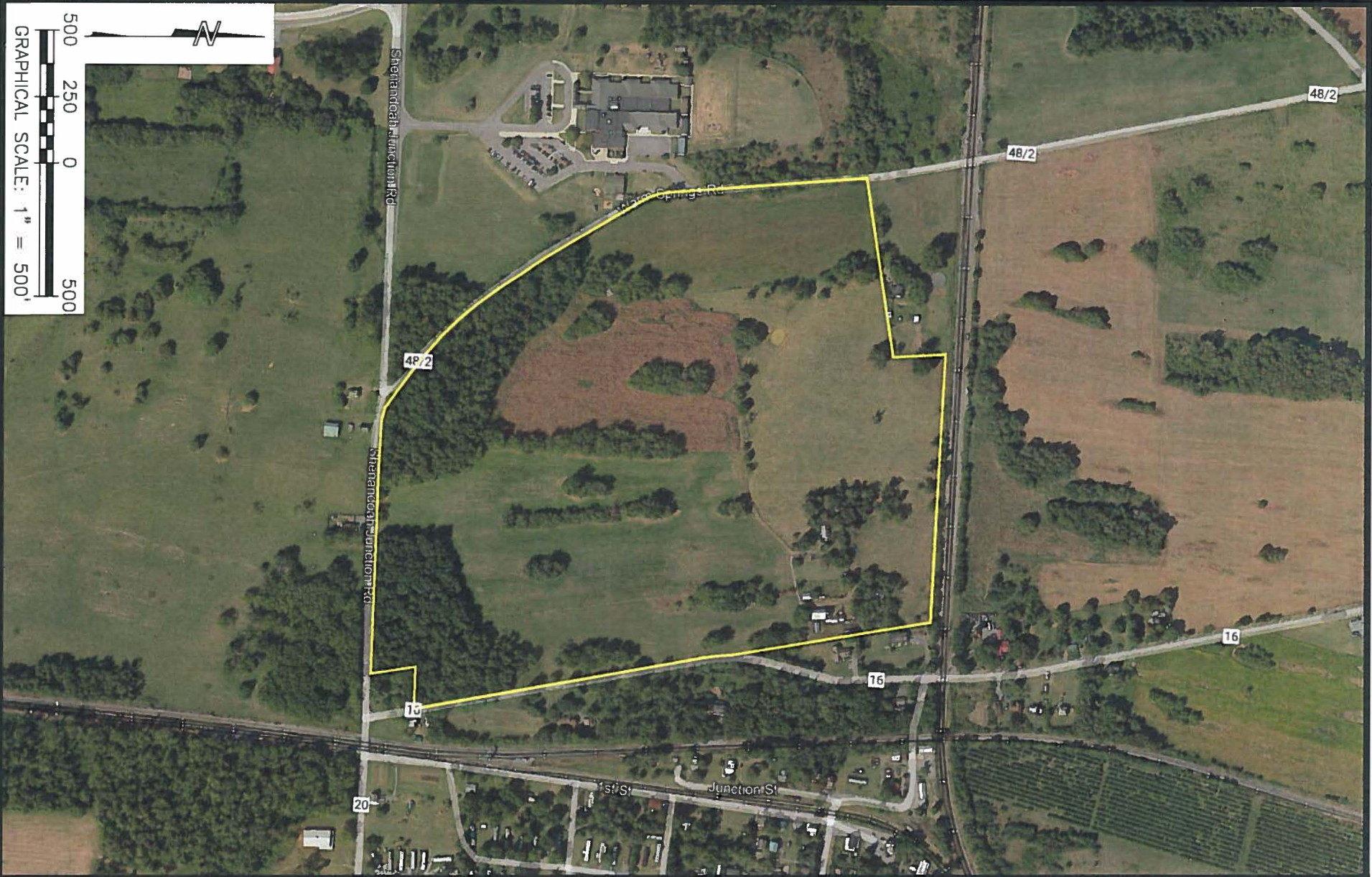
ZONING MAP AMENDMENT EXHIBIT 1 - VICINITY MAP

12-03-2021

RIDGE ROAD REZONING JEFFERSON COUNTY, WV

CO 2021. NO REPRODUCTION OR USE OF THIS DRAWING IS ALLOWED IN PART OR IN WHOLE BY ANY PROCESS WITHOUT PRIOR WRITTEN AUTHORIZATION FROM INTEGRITY FEDERAL SERVICES, INC.





RIDGE ROAD REZONING
JEFFERSON COUNTY, WV

12-03-2021

ZONING MAP AMENDMENT

EXHIBIT 2 - AERIAL OVERLAY





INTEGRITY FEDERAL SERVICES

Letter of Transmittal

To Jefferson County Commission
124 East Washington Street
Charles Town, WV 25414

Date December 8, 2021
Shipped Via Courier
Project Name Ridge Road Rezoning
Project No. 3577 Phase No. 0101
Subject Agenda Request
From Chad Wallen

County No./ Town No.

We are sending you Print(s) Correspondence(s) Electronic Media Originals
 Submission 1st 2nd 3rd Other

Copies	Date	Description
1		County Commission Agenda Request Form
1		Rezoning Application Package
1		Electronic Format (CD) of Submission

These are transmitted For your use As requested For approval For review and comment
 Other _____

Comments

The application was also submitted to the Planning Department. Please contact should there be any questions/

Chad Wallen

Signature *Chad Wallen* Date 12/8/21

C:\Users\lbock\Desktop\IFS INFO\IFS Forms\IFS Transmittal.docx



Civil Engineering | Landscape Architecture | Planning
148 South Queen Street, Suite 201, Martinsburg, WV 25401 • 304-725-8456
Service-Disabled Veteran-Owned Small Business

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **December 16, 2021**

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

Date Requested – 2nd Choice:

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

- Review and Approval of FY2022 State Budget Revision 2 for the General County Fund
- Review and Approval of FY2022 State Budget Revision 2 for the Coal Severance Fund
- Review of FY23 Budget Charge for Departments
- Discuss Non-Civil Service employees annual leave accrual maximums

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

- Documents attached for budget revisions and the FY23 Budget Charge.
- Due to the pandemic closures, employees had a difficult time being able to use their accrued vacation leave balances. During FY21, the commission approved a temporary extension of the year end, vacation leave cap and roll date from fiscal year end or 06/30 to calendar year end or 12/31 (Established by Policy 208-Absence Time with Pay). Cap and roll means that vacation days / hours accrued over the maximum accrual number are lost on the established date. Payroll staff have worked closely with departments and employees to monitor and encourage employees to use their accrued leave by December 31, 2021. As a result, the number of employees with vacation leave balances over the maximum accrual amounts is at a minimum (27 total on 12-9-2021). To get the County back on the normal fiscal year end schedule, I would recommend that this vacation leave cap and roll date be extended one final time in accordance with established policy to fiscal year end or 06/30/2022 for non-civil service employees only. Civil service employees must cap and roll their balances in accordance with the WV State Code 7-14-17a, and that state code dictates their balances cap and roll at calendar year end each year.

Is this a funding request? Y/N No

If so, how much? \$ NA

Provide exact financial impact/request:

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

- Motion to accept FY22 State Budget Revision 2 for the General County Fund
- Motion to accept FY22 State Budget Revision 2 for the Coal Severance Fund
- Motion to approve the extension of the non-civil service employee vacation leave balance cap and roll from 12/31/2021 to 06/30/2022 with the understanding that accrued but unused vacation days reimbursed upon termination of employment shall not exceed the maximum accrual based on years of service in accordance with Policy 208.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

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

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

Jefferson County Commission
 GOVERNMENT ENTITY

CONTROL NUMBER
2022
 FY
001
 FUND
2
 REV. NO.
1 of 1
 PG. OF NO.

Person To Contact Regarding

Budget Revision: Michelle Gordon
 Phone: 304-724-8425
 Fax: 304-725-7916

P.O. Box 250
 STREET OR PO BOX
 Charles Town 25414
 CITY ZIP CODE

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	7,417,967	340,469		7,758,436
388	Transfers From Other Funds		4,463		4,463
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			344,932		

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
402	County Clerk	646,261	4,463		650,724
403	Circuit Clerk	519,968	2,625		522,593
405	Prosecuting Attorney	1,699,221	3,279		1,702,500
428	Data Processing	799,619	12,918		812,537
696	Transfer to Financial Stabilization Fund	1,530,288		19,817	1,510,471
699	Contingencies	3,086,012		3,279	3,082,733
698	Transfers/Reim. (Audit Findings)	3,004,681	340,469		3,345,150
700	Sheriff-Law Enforcement	3,448,644	17,192		3,465,836
712	Communication Center	1,972,581		12,918	1,959,663
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			344,932		

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

 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 16th Day of December 2021, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2022 budget revision number #2 to the General County Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

_____, and duly seconded by _____
the vote was as follows:

Clare Ath	_____
Jane M. Tabb	_____
Caleb Hudson	_____
Stephen Stolipher	_____
Tricia Jackson	_____

Whereupon, Commissioner **Stolipher** declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and **Stephen Stolipher**, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Stephen Stolipher, President
Jefferson County Commission

Jefferson County Commission
 State Budget Revision JE

Budget Revision #2 of General Fund FY22

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>
1) Record Adjustment for FY21 Ending Fund Balance and FY22 Beginning Fund Balance			
Unencumbered Fund Balance	001.299001	(340,469)	
Transfer to Capital Outlay Fund	001698.456609	340,469	
2) Transfer PT Wages from e911 Communication Center to IT Department for PT CAD Administrator Position Approved by Commission on 10/21/2021.			
Comm Ctr -PT Extra Help	001712.410802		(12,000)
Comm Ctr - FICA	001712.410400		(744)
Comm Ctr - Medicare	001712.410401		(174)
IT -PT Extra Help	001428.410802	12,000	
IT- FICA	001428.410400	744	
IT-Medicare	001428.410401	174	
3) Transfer from Coal Severance to General Fund to cover CO Clerk Plat Cabinet. Approved by Commission on 10/7/2021			
Transfers from Coal Severance Fund	001.388TR2	(4,463)	
Co Clk-Materials & Supplies	001402.434100	4,463	
4) Crime Scene Investigation additional funding.			
Pros Atty-Materials and Supplies	001405.434100	3,279	
Contingency for Emergencies	001699-456510	(3,279)	
5) Circuit Court Clerk has indicated that her travel needs have increased in FY22 and the 75% cut is causing a hardship due to her position in the Circuit Court Clerks Association. Restore funding to original request for FY22. This department's total budget is only \$520k and she is unable to absorb the need by reducing other lines that contain funding for critical operating needs.			
Circ Ct-Travel	001403.421400	2,625	
Transfers to Financial Stabilization Fund	001696-456658	(2,625)	
6) We were notified that the WV State Deputy Retirement System has increased the employer contribution rate from 12% to 13%. This increase is needed to ensure the department has funds to cover FY22 retirement expenditures.			
LEO-Retirement	001700.410600	17,192	
Transfers to Financial Stabilization Fund	001696-456658	(17,192)	
Total		12,918	(12,918)

SBR2 K122 Gen #1)

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.

①
 7,758,436
 - 7,417,967 per GL

 340,469

Jefferson County
Charles Town, West Virginia

10/25/2021 11:28
mgordon

Jefferson County, WV - Production
YEAR-TO-DATE BUDGET REPORT

P 1
glytdbud

FOR 2022 04

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
299001 FUND BALANCE-UNASSIGNED-BUDG	-4,670,441	-2,747,526	-7,417,967	.00	.00	-7,417,967.00	.0%
TOTAL GENERAL FUND	-4,670,441	-2,747,526	-7,417,967	.00	.00	-7,417,967.00	.0%
TOTAL GENERAL FUND	-4,670,441	-2,747,526	-7,417,967	.00	.00	-7,417,967.00	.0%



Account Inquiry [Jefferson County, WV - Production]



- Back
- Search
- Browse
- Output
- Print
- Display
- PDF
- Save
- Excel
- Word
- Email
- Schedule
- Attach
- Detail
- Months
- Seg Find
- Totals
- Project Strings
- User Defined Fields

Account

Fund 001	GEN FUND	Acct 001.299001.	
Org 001	GEN FUND	Acct name FUND BALANCE-UNASSIGNED-BUDGET	Account Notes
Object 299001	FB-UNAS-BD	Type Revenue	Status Active
Project		Rollup	Sub-Rollup

MultiYr Fund

- 4 YEAR COMPARISON
- HISTORY
- 4 YEAR GRAPH
- HISTORY GRAPH

Yr/Per 2021/06	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2022
Original Budget	-4,635,799.00	-4,685,057.00	-4,634,541.00	-4,670,441.00
Transfers In	-5,233,481.00	-1,618,517.00	-551,606.00	-2,747,526.00
Transfers Out	.00	.00	.00	.00
Revised Budget	-9,869,280.00	-6,303,574.00	-5,186,147.00	-7,417,967.00
Actual (Memo)	.00	.00	.00	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	-9,869,280.00	-6,303,574.00	-5,186,147.00	-7,417,967.00
Percent used	.00	.00	.00	.00

AGENDA REQUEST FORM
www.jeffersoncountywv.org

F422 BR.
Gen SBR 2
2)



Part time
10/20/21
2)

Name: Stephanie Grove

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested - 1st Choice: 10-21-21
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

A) Transfer part-time employee Christopher Cross from E-911 to Information Technology Department

B) Approve Contract and hiring for positions for CAD Response Plan Data Entry and CAD Response Plan Data Administration within the Information Technology Department

C) Determine if EMS will be included in the Response Plan Method of Dispatch

SBR
Steve move, Caleb and Unan
trfr. wages Ben from 911 to IT
IBR
Steve move Tricia 2nd Unan.
up to \$35k Internal BR to
Contractual.

Est.
\$12,000 plus
Benefits.

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

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.

--

NEW BUSINESS

13. John "J.B" McCuskey, West Virginia State Auditor – Presentation of West Virginia Checkbook website.

COUNTY ADMINISTRATOR REPORTS

Estimated \$12,000 + Ben.

- Transfer part-time employee Christopher Cross from E-911 to Information Technology
 - **Motion by Mr. Stolipher to approve the transfer of employee Christopher Cross from E-911 to Information Technology. Motion seconded and unanimously approved.**

- Approve contract for positions for CAD Response Plan Data Entry and CAD Response Plan Data Administration with the Information Technology Department
 - **Motion by Mr. Stolipher to approve the contract position for CAD Response Plan Data Administration with the Jefferson County IT Department up to \$35,000. Motion seconded and unanimously approved.**

- Determine if EMS will be included in the Response Plan Method of Dispatch
 - **Motion by Ms. Jackson to support Captain Burner of the Jefferson County Emergency Services Agency in his decision to pull out of the Response Plan Method of Dispatch and keep participating in Quickest Route. Motion seconded and unanimously approved.**

14. The Commission adjourned at 9:57 p.m. on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant

Gen SBRA #3) Cook

AGENDA REQUEST FORM
www.jeffersoncountywv.org



FY22 &
FY23 Budget
Tricia Calaband
move amount for emergency
Coal Severance
Jan

Name: Jacki Shadle
Department or Organization: County Clerk
Estimation of amount of time needed for appointment: 15 minutes
Date Requested - 1st Choice: October 7, 2021
If a specific date is needed, please provide reason for specific date.
Date Requested - 2nd Choice:

Subject (Wording to be placed on agenda): Additional Funding to Purchase a Plat Cabinet & Approval for the West Virginia County Records Management and Preservation Board Grant

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

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

Jane my
TV. 2nd FY23
Jan

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

Provide exact financial impact/request:

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

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

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

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

If not attached, explain:

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

Contact information

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY - FINANCIAL IMPACT/RECOMMENDATION

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

Frax 4) 405-434100
BR. matt - crime scene invest.



ASAP Site Services
PO Box 2759
Columbia, MD 21045
(904) 751-2177

www.asapsiteservices.com

Payonline at <https://portal.asapsiteservices.com/>

INVOICE

INVOICE NO.	0000233862
PAGE	1 of 5
DATE	Sep- 20
CUSTOMER ID.	37411
SITE NO.	1

Jefferson County Commission
124 E Washington St
Charles Town, WV 25414

Total Account Balance

TOTAL DUE	\$0.00
-----------	--------

CURRENT \$ 0.00	31 - 60 DAYS \$ 0.00	61 - 90 DAYS \$ 0.00	OVER 90 DAYS \$ 0.00
--------------------	-------------------------	-------------------------	-------------------------

CURRENT INVOICE	\$3,278.88
-----------------	------------

DATE	DESCRIPTION	REFERENCE	RATE	QTY	AMOUNT
	(0001) Michelle Gordon 39.799928-77.804615, Greentaste PA				
20 - Sep	Administrative Convenience Fee				\$92.52
	Serv #001 *Sanitation - Recurring 1.00				
17 - Sep	*Sanitation Delivery/Removal W.O# 64696		\$50.00	1.00	\$50.00
	Serv #002 *Sanitation - Recurring 1.00				
17 - Sep	*Sanitation Delivery/Removal W.O# 64697		\$50.00	1.00	\$50.00
	Serv #003 *Sanitation - Recurring 1.00				
17 - Sep	*Sanitation Delivery/Removal W.O# 64698		\$50.00	1.00	\$50.00
	Serv #004 *Sanitation - Recurring 1.00				
17 - Sep	*Sanitation Delivery/Removal W.O# 64699		\$50.00	1.00	\$50.00
	Serv #005 *Sanitation - Recurring 1.00				
17 - Sep	*Sanitation Delivery/Removal W.O# 64700		\$50.00	1.00	\$50.00
	Serv #006 *Sanitation - Recurring 1.00				
17 - Sep	*Sanitation Delivery/Removal W.O# 64701		\$50.00	1.00	\$50.00
	Serv #007 *Sanitation - Recurring 1.00				

INVOICE DUE UPON RECEIPT



TOTAL INVOICE	\$3,278.88
---------------	------------



ASAP Site Services
 PO Box 2759
 Columbia, MD 21045
 (804) 751-2177
 www.asapsiteservices.com

Pay online at <http://portal.asapsiteservices.com/>

INVOICE

INVOICE NO.	0000233862
PAGE	2 of 5
DATE	Sep-20
CUSTOMER NO.	37411
SITE NO.	1

Jefferson County Commission
 124 E Washington St
 Charles Town, WV 25414

Total Account Balance

TOTAL DUE	\$0.00
-----------	--------

CURRENT \$ 0.00	31 - 60 DAYS \$ 0.00	61 - 90 DAYS \$ 0.00	OVER 90 DAYS \$ 0.00
--------------------	-------------------------	-------------------------	-------------------------

CURRENT INVOICE	\$3,278.88
-----------------	------------

DATE	DESCRIPTION	REFERENCE	RATE	QTY.	AMOUNT
17 - Sep	*Sanitation Delivery/Removal W.O# 64702		\$50.00	1.00	\$50.00
	Serv #008 *Sanitation - Recurring 1.00				
17 - Sep	*Sanitation Delivery/Removal W.O# 64703		\$50.00	1.00	\$50.00
	Serv #009 *Sanitation - Recurring 1.00				
17 - Sep	*Sanitation Delivery/Removal W.O# 64704		\$50.00	1.00	\$50.00
	Serv #010 *Sanitation - Recurring 1.00				
17 - Sep	*Sanitation Delivery/Removal W.O# 64705		\$50.00	1.00	\$50.00
	Serv #011 *Sanitation - Recurring 1.00				
17 - Sep	*Sanitation Delivery/Removal W.O# 64706		\$50.00	1.00	\$50.00
	Serv #012 *Sanitation - Recurring 1.00				
17 - Sep	*Sanitation Delivery/Removal W.O# 64707		\$50.00	1.00	\$50.00

INVOICE DUE UPON RECEIPT



TOTAL INVOICE	\$3,278.88
---------------	------------



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INVOICE

INVOICE NO.	0000233862
PAGE	3 of 5
DATE	Sep- 20
CUSTOMER NO.	37411
SITE NO.	1

Jefferson County Commission
 124 E Washington St
 Charles Town, WV 25414

Total Account Balance

TOTAL DUE	\$0.00
-----------	--------

CURRENT \$ 0.00	31 - 60 DAYS \$ 0.00	61 - 90 DAYS \$ 0.00	OVER 90 DAYS \$ 0.00
--------------------	-------------------------	-------------------------	-------------------------

CURRENT INVOICE	\$3,278.88
-----------------	------------

DATE	DESCRIPTION	REFERENCE	RATE	QTY.	AMOUNT
20 - Sep	Serv #001 *Sanitation - Recurring 1.00 1PT 17Sep21-14Oct21		\$207.00	1.00	\$207.00
20 - Sep	Serv #002 *Sanitation - Recurring 1.00 1PT 17Sep21-14Oct21		\$207.00	1.00	\$207.00
20 - Sep	Serv #003 *Sanitation - Recurring 1.00 1PT 17Sep21-14Oct21		\$207.00	1.00	\$207.00
20 - Sep	Serv #004 *Sanitation - Recurring 1.00 1PT 17Sep21-14Oct21		\$207.00	1.00	\$207.00
20 - Sep	Serv #005 *Sanitation - Recurring 1.00 1PT 17Sep21-14Oct21		\$207.00	1.00	\$207.00
20 - Sep	Serv #005 *Sanitation - Recurring 1.00 1PT 17Sep21-14Oct21		\$207.00	1.00	\$207.00

INVOICE DUE UPON RECEIPT



TOTAL INVOICE	\$3,278.88
---------------	------------



ASAP Site Services
 PO Box 2759
 Columbia, MD 21045
 (904) 751-2177

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INVOICE

INVOICE NO.	0000233862
PAGE	4 of 5
DATE	Sep-20
CUSTOMER NO.	37411
SITE NO.	1

Jefferson County Commission
 124 E Washington St
 Charles Town, WV 25414

Total Account Balance

TOTAL DUE	\$0.00
-----------	--------

CURRENT	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

CURRENT INVOICE	\$3,278.88
-----------------	------------

DATE	DESCRIPTION	REFERENCE	RATE	QTY.	AMOUNT
20 - Sep	Serv #006 *Sanitation - Recurring 1.00 1PT 17Sep21-14Oct21		\$207.00	1.00	\$207.00
20 - Sep	Serv #007 *Sanitation - Recurring 1.00 1PT 17Sep21-14Oct21		\$207.00	1.00	\$207.00
20 - Sep	Serv #008 *Sanitation - Recurring 1.00 1PT 17Sep21-14Oct21		\$207.00	1.00	\$207.00
20 - Sep	Serv #009 *Sanitation - Recurring 1.00 1 sink 17Sep21-14Oct21		\$264.00	1.00	\$264.00
20 - Sep	Serv #010 *Sanitation - Recurring 1.00 1 sink 17Sep21-14Oct21		\$264.00	1.00	\$264.00
20 - Sep	Serv #011 *Sanitation - Recurring 1.00 1 sink 17Sep21-14Oct21		\$264.00	1.00	\$264.00

INVOICE DUE UPON RECEIPT



TOTAL INVOICE	\$3,278.88
---------------	------------





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INVOICE

INVOICE NO.	0000233862
PAGE	5 of 5
DATE	Sep-20
CUSTOMER NO.	37411
SITE NO.	1

Jefferson County Commission
 124 E Washington St
 Charles Town, WV 25414

Total Account Balance

TOTAL DUE	\$0.00
-----------	--------

CURRENT	31-60 DAYS	61-90 DAYS	OVER 90 DAYS
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

CURRENT INVOICE	\$3,278.88
-----------------	------------

DATE	DESCRIPTION	REFERENCE	RATE	QTY	AMOUNT
	Serv #012 *Sanitation - Recurring 1.00				
20 - Sep	1 sink 17Sep21-14Oct21		\$264.00	1.00	\$264.00
17 - Sep	Promotional Discount W.O.# 65080		(\$331.20)	1.00	(\$331.20)
	Penalty/late at 6.00%				\$102.36
	Site Total				\$3,278.88

All termination(s) of service must be done via email text 804-751-2177
 Removal@asapsiteservices.com or by visiting
 www.asapsiteservices.com/customer-service-request

Thank you in advance for your payment
 Please call 904-751-2177 or pay online at portal.asapsiteservices.com

INVOICE DUE UPON RECEIPT



Accounting Department: 410-648-9523
 Customer Support: 904-751-2177
 Sales: 888-413-8105

TOTAL INVOICE	\$3,278.88
---------------	------------

Dumpsters - Portable Toilets - Portable Storage - Temporary Fencing - Septic Pump Out



Detail Info

- Back
- Browse
- Add
- Update
- Delete
- Attach
- Approve

Current Projection: 20221 FY2021-2022 OPERATING BUDGET Access level: ADOPTED

Account 001403 ... 421400 ... TRAVEL

Project String

Requested	Requested	Vendor/Commodity
Year 2022	Description Travel related to Circuit Clerk responsibilities	Vendor
Line 10		Commodity
Sequence 0		Item
Period 01		UOM
Continuing item		Freight Pct 00
Is this a 1-time expenditure or revenue?		Bid
Priority item		Asset to be replaced
Request group	Justification Mission critical	
User-defined		
Approval Status		

Quantity	1.00
Unit cost	3,500.00
Total	3,500.00

Totals	Qty	Amount	Account totals
DEPARTMENT	1.00	3,500.00	3,500.00
FINANCE ADJ	.00	.00	.00
DRAFT BUDGET	.00	.00	.00
COMMISSION ADJ	.00	.00	-2,625.00
ADOPTED	1.00	3,500.00	875.00
Projected actual	1.00	3,500.00	3,500.00

Original FY22 Budget request.

Circ. Ct. Clerk is facing a hardship now that she is an officer in the Circ. Ct. Clerk's association and must attend certain meetings. This department's budget is small and she is unable to absorb the additional costs.

5) Circ. Court Clerk Travel needs

6) LEO Retirement.
FUZZ BR

Michelle Gordon

From: Michelle Gordon
Sent: Tuesday, March 16, 2021 9:40 AM
To: Caleb Hudson; Jane Tabb; Josh Compton; Stephanie Grove; Stephen Stolipher (stolipherjcc@gmail.com); Tricia Jackson (commissioner.triciajackson@gmail.com)
Subject: WVDSRS Employer retirement rate increase
Attachments: WV DSRS FY22 Employer Rate 13% 07-01-2021.pdf; WV PERS FY22 Employer Rate 10% 07-01-2021.pdf

711

All/

I was notified today that the employer rate for the WV Deputy Sheriff Retirement System has increased from 12% to 13% and is the first increase in 6 years. I will need to process a budget revision to increase the JCSO /Grant retirement line items on July 1, 2021 in the amount of 19,856.37. The rate for the WV Public Employees Retirement System remains the same at 10% and not budget revision is needed. *includes Grants*

Jefferson County Commission
Retirement Contribution % History

Fiscal Year	7000-DSRS	7005-PERS II >07/01/2015	7010-PERS I <07/01/2015
Employee %	8.5%	6.0%	4.5%
Employer %			
FY22	13.0%	10.0%	10.0%
FY21	12.0%	10.0%	10.0%
FY20	12.0%	10.0%	10.0%
FY19	12.0%	10.0%	10.0%
FY18	12.0%	11.0%	11.0%
FY17	12.0%	12.0%	12.0%
FY16	12.0%	13.5%	13.5%
FY15	12.5%	14.0%	14.0%

001700 - 410000

total for Deputies is
 $\$206,302 / .12 \times .13 =$
 $\$223,494$

Michelle Gordon
Finance Director, Jefferson County
 Jefferson County Commission
 124 East Washington Street
 PO Box 250
 Charles Town, WV 25414
 O: 304.724.8425
 F: 304.725.5611
mgordon@jeffersoncountywv.org
www.jeffersoncountywv.org

diff need to increase
 $223,494$ rev. budget
 $- 206,302$ orig Budget

 $\$17,192$ increase

Genfund only

Approved Amt

001700-SHERIFF LAW ENFORCEMENT

001700.410600 - RETIREMENT

1106-ARMEL, MATTHEW	- 70034 DEPUTY	7,861.00
1049-BOYCE, KEVIN	- 70060 SERGEANT	8,761.00
1178-CHANDLER, KRAIG	- 70042 DEPUTY	5,809.00
1027-COLBERT, DAVID	- 70063 LIEUTENANT	9,864.00
1078-CONWAY, BRANDON	- 70062 SERGEANT	8,675.00
3025-COX, DARRELL	- 70077 DEPUTY	5,809.00
1077-DEMORY, SCOTT	- 70082 CORPORAL	7,860.00
1193-ELLIS, CHARLES	- 70045 DEPUTY	5,809.00
1035-FLETCHER, RONALD	- 70089 SERGEANT	9,053.00
1101-FLETCHER, DOUGLAS	- 70056 CORPORAL	7,861.00
1020-FORMAN, JOSEPH	- 70052 CORPORAL	7,867.00
1131-GRANTHAM, JOSEPH	- 70036 DEPUTY	6,183.00
1716-HARPER, MATTHEW	- 70055 DEPUTY	5,809.00
1098-HESS, CHARLES	- 70050 DEPUTY FIRST CLASS	7,238.00
1182-HOCKMAN, CHRISTIAN	- 70044 DEPUTY	5,985.00
1058-HOLZ, STEVEN	- 70061 SERGEANT	8,761.00
3123-HUTCHINS, MICAH	- 70038 DEPUTY	5,740.00
1061-KILMER, GLEN	- 70046 DEPUTY FIRST CLASS	7,579.00
1031-LUPIS, VICTOR	- 70065 CHIEF DEPUTY / CHIEF OF STAFF	10,722.00
1118-MAHONY, ROBIN	- 70035 DEPUTY	5,809.00
1142-OSHEA, CONOR	- 70080 DEPUTY FIRST CLASS	6,107.00
1025-PALMER, TERRY	- 70088 SPECIAL DEPUTY	4,200.00
1045-SELL, ROBERT	- 70059 SERGEANT	9,053.00
1160-STELY, TRAVIS	- 70039 DEPUTY	5,985.00
1181-STIPANOVIC, KELSEY	- 70043 DEPUTY	5,809.00
1069-THOMAS, ALLAN	- 70081 CORPORAL	6,550.00
1055-TIONG, VINCENT	- 70054 CORPORAL	8,256.00
1200-VANGILDER, CHARLES	- 70086 DEPUTY	5,302.00
1168-WILHELM, WILLIAM	- 70040 DEPUTY	5,985.00

Total 001700.410600 - RETIREMENT

206,302

Department Total 001700-SHERIFF LAW ENFORCEMENT

206,302

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

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

Jefferson County Commission
 GOVERNMENT ENTITY

CONTROL NUMBER
2022
 FY
002
 FUND
2
 REV. NO.
1 of 1
 PG. OF NO.

Person To Contact Regarding

Budget Revision: **Michelle Gordon**
 Phone: **304-724-8425**
 Fax: **304-725-7916**

P.O. Box 250
 STREET OR PO BOX
 Charles Town 25414
 CITY ZIP CODE

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	195,239	1,800		197,039
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 1,800

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	216,832		23,163	193,669
402	County Clerk		500		500
431	Economic Development		20,000		20,000
698	Transfers/Reim. (Audit Findings)		4,463		4,463
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures 1,800

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 16th day of December, 2021, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2022 budget revision number #2 to the Coal Severance Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

_____, and duly seconded by _____
the vote was as follows:

Clare Ath	_____
Jane M. Tabb	_____
Caleb Hudson	_____
Stephen Stolipher	_____
Tricia Jackson	_____

Whereupon, Commissioner **Stolipher** declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and **Stephen Stolipher**, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Stephen Stolipher, President
Jefferson County Commission

Jefferson County Commission
 State Budget Revision Entry

Budget Revision #2 of Coal Severance Fund FY22

Description	GL acct	Increase	Decrease
1) Record Adjustment for FY21 Ending Fund Balance and FY22 Beginning Fund Balance			
Assigned Fund Balance	002.298002	1,800	Adj year end fund balance
Co Comm Prof Services	002401.422300	(1,800)	Adj year end fund balance
2) Approval made 10-7-2021 to provide County Clerk with \$4463 from Coal Severance Fund to pay for new Plat Cabinet			
Co Comm Professional Services	002401.422300	(4,463)	
Transfers to General Fund	002698.456601	4,463	
3) Approval 10-21-2021 to provide JCDA with up to \$20,000 for legal fees from Coal Severance Fund			
Co Comm Professional Services	002401.422300	(20,000)	
JCDA-Professional Services	002431-422300	20,000	
4) Approval 10-21-2021 to provide Civil Service Training up to \$500			
Co Comm Professional Services	002401.422300	(500)	
Co Clerk-Professional Services	002402-422300	500	
Totals			

1) Fraz coal

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.

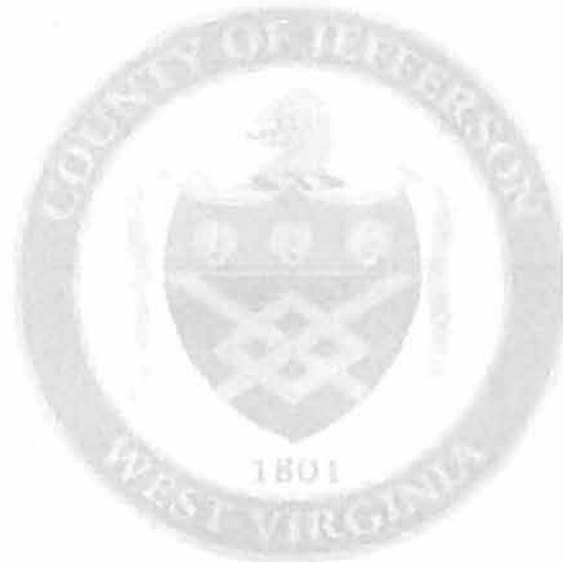
10/25/2021 11:28
mgordon

Jefferson County, WV - Production
YEAR-TO-DATE BUDGET REPORT

P 2
glytdbud

FOR 2022 04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
002 COAL SEVERANCE FUND							
002 COAL SEVERANCE FUND							
298002 FUND BALANCE-ASSIGNED-BUDGET	-186,002	-9,237	-195,239	.00	.00	-195,239.00	.0%
TOTAL COAL SEVERANCE FUND	-186,002	-9,237	-195,239	.00	.00	-195,239.00	.0%
TOTAL COAL SEVERANCE FUND	-186,002	-9,237	-195,239	.00	.00	-195,239.00	.0%



Gen SBRA #3) COOK

AGENDA REQUEST FORM
www.jeffersoncountywv.org



FY22 &
FY23 Budget
Tricia calendar
move amount for emergency
Coal Severance
Jnan

Name: Jacki Shadle
Department or Organization: County Clerk
Estimation of amount of time needed for appointment: 15 minutes
Date Requested - 1st Choice: October 7, 2021
If a specific date is needed, please provide reason for specific date.
Date Requested - 2nd Choice:

Subject (Wording to be placed on agenda): Additional Funding to Purchase a Plat Cabinet & Approval for the West Virginia County Records Management and Preservation Board Grant

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

Jane my
TV. 2nd FY23
Jnan

Is this a funding request? Y/N
If so, how much? \$4,463.00
Provide exact financial impact/request:

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):
Approve the funding request of \$4,463.00 to purchase a plat cabinet.

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

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

If not attached, explain:

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

Contact information
Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY - FINANCIAL IMPACT/RECOMMENDATION

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

AGENDA REQUEST FORM
www.jeffersoncountywv.org

3) F422 BR
Coal



002431.422300
PROF. SVCS.

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

Steve move
Caleb 2nd
Unan.
UP to \$20K
Coal Sev. Fund.

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: 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 7, 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

*Jane move
Coal sev.
Clare 2nd
retract motion
Table for future
mtg*

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:

Phone Number: 304-728-3255

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

- **Motion by Mr. Stolipher to uphold the assessment provided to Mr. Tabb by the Assessor's Office. Motion seconded and unanimously approved.**
- Joyce Edwards
- **After sworn testimony and presentation of exhibits, motion by Mr. Stolipher to uphold the assessment provided to Ms. Edwards by the Assessor's Office. Motion seconded and unanimously approved.**
- **There being no further requests for assessment appeals, motion by Mr. Hudson to reconvene in regular session. Motion seconded and unanimously approved.**

8. 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-19-2018-157

- **Motion by Ms. Jackson to assist the Jefferson County Development Authority with the payout of legal fees up to \$20,000 to Jefferson County Vision, Inc. from the Coal Severance Fund. Motion seconded and unanimously approved.**

9. Emily Morrow and Amanda Johnson, WVU Extension Service – requested the use of vacant office space.

- **Motion by Mr. Stolipher to approve the use of additional office space for the Jefferson County WVU Extension Service in the Public Service Building. Motion seconded and unanimously approved.**

10. Public Comment: Joyce Smith, Michael Tolbert, Christine Marshall, Patricia Noland.

11. 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

4) Civil Service F422
BR Coal

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Steve move
Caleb and
Unan
\$500
Coal Sev

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 (Warding to be placed on agenda): Civil Service Training Request

002402.422300
Prof. SVCS

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 warding 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 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@sjic.us

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

- b. Publication Requirements – possible action for order and publication
 - c. Timeline including the need for quick action by the GIS Office and County Commission with the possible impact of residency requirements for candidates
4. Patricia Rucker, Citizen – requested a waiver of ambulance fee late fees.
- **Motion by Mr. Stolipher to waive the ambulance fee late fees accrued for Patricia Rucker for \$45.00 for the following years: 2019, 2020, 2021. Motion seconded and unanimously approved.**
5. Steve Cox, Jefferson County Sheriff Deputy's Civil Service Commissioner – Civil Service Training Request
- **Motion by Mr. Stolipher to approve the 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 the 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 a \$500.00 payment to instructor John Teare, from the Coal Severance Fund, and to permit Steve Cox to administer the Training Seminar to its completion. Motion seconded and unanimously approved.**
6. Roger Goodwin, Chief County Engineer – requested the approval to advertise to fill the vacant Planning Clerk position.
- **Motion by Mr. Stolipher 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 per year. Motion seconded and unanimously approved.**
7. Board of Assessment Appeals
- **Motion by Mr. Stolipher to convene as a Board of Assessment Appeals. Motion seconded and unanimously approved.**
 - David Tabb
 - Commissioner Tabb recused herself from this hearing and did not participate in the vote.



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Stephen Stolipher

VICE PRESIDENT
Tricia Jackson

COMMISSIONER
Jane M. Tabb

COMMISSIONER
Caleb Wayne Hudson

COMMISSIONER
Clare Ath

To: Jefferson County Commission
From: Michelle Gordon, Finance Director
Date: December 16, 2021
Subject: FY23 Budget Charge

Tax Levy Rate

The County realized an increase in tax revenue of approximately \$279,000 in FY21 over FY20 (\$14,644,204 and \$14,365,058 respectively) and is projected to increase by \$36k for FY22 (\$14,680,818). The projected increase for the FY23 preliminary budget is approximately \$473,000, or from \$15,158,773 for FY22's budget to \$15,632,190 for FY23's preliminary budget. Final assessment values are not available from the Assessor until late January or early February.

Preliminary numbers indicate that real property assessed values will increase by 10.23% or \$355 million in FY23 over the total assessed values of \$3.5 billion in FY22. The increase is a result of new construction totaling \$70 million additional increases of 9.75% in the market value of existing properties (\$333 million). During fiscal years 2017-2022, the County realized an average annual growth in the total real property assessable base of 4.5%. For projection purposes, the percentage increase used for assessable base growth is 6.4% for FY23 real estate tax revenue estimates.

The levy rate is driven by growth in the assessable value of existing properties. New construction does not impact that calculation; however, new construction impacts the final calculation of tax revenue generated. The County reached the maximum levy rate in FY19; and, the class II levy rate remained at the max levy rate of \$28.60 cents per \$100 of assessed value through FY22. Based on preliminary calculations of the FY23 Levy Rate, the increase in assessable base growth for existing properties could mean that tax rate will decrease by -2 to -4%. This doesn't mean that property owners will see a decrease in taxes paid. Most property owners will see an increase in their assessable value of 9-10% which means their tax bill will still increase by 2.85% or more in accordance with WV Code 11-8-6e.

FY23 and Future Year Budget Projections

Revenue and expenditure projections reflect increases or decreases in FY23 and future years based on the historical trend for all accounts except:

- **Property Transfer Tax-** This revenue realized increases due to the small bubble in housing market sales and the change in state legislature that took effect 07/01/2021. This revenue will level out for FY23 as the housing sales slow; however, the County will continue to realize increases by 8-10% annually for 10 years due to the legislature changes.
- **Video Lottery Revenue-** To estimate FY23's revenue of \$2,886,100, an increase of 3.1% from FY22's projected revenue (\$2,800,000) was included. The five year projection includes increases through FY25 as the County

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

economy is expected to slowly recover from COVID19 pandemic business closures, and reductions in business hours and capacity. Future years after FY25 reflect that this revenue will return to a flat revenue stream.

- **Table Game Revenue-** As a result of the COVID19 pandemic, FY21’s actual table game revenue decreased by - 29.5% or from \$508,749 in FY20 to \$446,991 in FY21. FY19 was the first year since FY12 that this revenue did not decline. FY22’s budget is expected to need revised to \$490,000. FY22 is projected to end the fiscal year at \$490,000, which is an increase of 9.6% from FY21. This revenue stream had been impacted by the COVID19 pandemic business closures, and reductions in business hours and capacity and additional decreases were included for FY21. A 2.0% increase from FY22’s projected revenue (\$490,000) was used to project FY23’s revenue (\$500,000). The five year projection includes increases in revenue for FY24 and FY25 as the County slowly recovers from COVID19 pandemic business closures. Future years after FY25 reflect that this revenue will return to a flat revenue stream.
- **Medical Insurance Expense-** Based on discussions with our insurance representative and the anticipated continuance of the Affordable Care Act, we should plan on continued increases for FY23 and future years. For projection purposes, an increase of 5% annually was included. For FY23, that 5% increase amounts to \$115,000. For FY21, an analysis of employer versus employee premiums showed that the County was paying a much higher portion of insurance premiums than that of surrounding government offices. The Commission adopted a plan to close this gap; and that plan will slowly increase the employee portion of insurance premiums from FY21 through FY29 with a temporary hold for FY22 due to the pandemic. I recommend that this plan be restarted for FY23.
- **Employee Salaries-**
 - **Merit Increases** - Full-time employees have received regular increases since FY17. In FY19, the County realigned the grade scale and implemented a performance or merit based system for employee annual increases that would become effective on employee hire dates. Employees did not receive a merit increase during FY22. In the FY23 projections, the cost of a full year for employee merit increases was included at \$195,000. Future increases of 2% were included in FY24 through FY27.
 - **Equity Adjustments** – Due to the number of years that employees have gone without regular increases, the county is beginning to experience salary equity issues where newer employees are earning similar and in some cases more than longer term employees. The FY23 projections includes \$750,000 to implement a salary equity plan for full time employees whereby employees with at least 1 full year of service as of 07/01/2022 will be provided an increase on July 1 based on their years of service. The plan being proposed is as follows:

▪ 1-3 Years of Service 2.0%	\$ 38,664	38 Total
▪ 4-5 Years of Service 4.0%	\$ 46,357	22 Total
▪ 6-7 Years of Service 6.0%	\$ 74,280	22 Total
▪ 8-10 Years of Service 8.0%	\$ 55,400	11 Total
▪ <u>11 Years or more of Service 10.0%</u>	<u>\$536,708</u>	<u>76 Total</u>
▪ Grand Totals	\$751,409	169 Total
 - **Cost of Living Adjustments (COLA’s)**–To ensure that the County is maintaining competitive salaries with neighboring States and other WV Counties, I recommend the continuance of regular COLA’s for employees through adjustments of the County’s grade scale. The projection includes \$75,000 in FY23 for a COLA. Future years also include 0.7% for COLA’s. COLA’s are generally determined based on the CPI (Consumer Price Index) for the previous year. The CPI index rate for the 12 months ending October 2021 is much higher at 6.2%; and as a comparison, the average for 2020 through October 2020 was 1.2%.

Budget Charge Items

- New Fee Consideration (continuance from last fiscal year) - Implementation of a fire fee in accordance with WV Code, §7-17, County Fire Boards. Establish a fire fee to cover the cost of contributions made to support local volunteer fire companies. Authorize Staff to begin the lengthy process:
 1. Contact legislators regarding Dual Fees.
 2. Begin the process established in §7-17-12. County fire service fees; petition; election; dedication; and increase
- Informational purposes: Employee COLA

1%	\$110,000
2%	\$218,000
3%	\$327,000
- Other

	2 Year Actuals		Projected			Projection				
	Actual	Actual	FY22		Proj	Budget	TREND	TREND	TREND	TREND
	FY20	FY21	Projection	Budget	Chg %	FY23	FY24	FY25	FY26	FY27
Revenue										
Taxes	14,365,058	14,644,204	14,680,818	15,158,773		15,632,190	16,082,980	16,538,280	17,014,980	17,505,480
<i>Tax Revenue % Inc/(Dec)</i>	12.6%	8.1%	0.3%	3.5%		3.1%	2.9%	2.8%	2.9%	2.9%
Tax Penalties	290,822	310,820	299,000	303,000	1.0%	301,990	305,010	308,060	311,140	314,250
Property Transfer	1,121,056	1,578,559	1,782,000	1,276,870	10.5%	1,819,110	2,010,120	2,221,180	2,454,400	2,712,110
Gas/oil	100,552	65,027	79,146	66,330	2.0%	80,730	82,340	83,990	85,670	87,380
Horse Racing	6,510	5,541	8,300	45,900	2.0%	8,470	8,640	8,810	8,990	9,170
Wine Liquor	255,144	327,762	330,000	316,200	2.0%	336,600	343,330	350,200	357,200	364,340
Hotel Occupancy	600,516	422,128	469,000	638,220	5.0%	656,600	787,920	811,560	852,140	894,750
<i>Hotel Occ % Inc/(Dec)</i>	-22.6%	-42.8%	11.1%	51.2%		40.0%	20.0%	3.0%	5.0%	5.0%
Hotel Occupancy- Other Entity	38,193	31,799	37,000	30,000		37,000	37,000	37,000	37,000	37,000
Waste Coal	-	2,900	-	-		-	-	-	-	-
Bldg Permits	412,819	558,118	500,000	464,400		515,000	499,550	484,560	470,020	455,920
<i>Building Permit % Inc/(Dec)</i>	63.3%	102.3%	-10.4%	-16.8%		3.0%	-3.0%	-3.0%	-3.0%	-3.0%
Grants	2,734,578	3,364,253	150,000	60,843		150,000	150,000	120,000	120,000	120,000
Payment in lieu of taxes	22,324	22,560	22,000	22,000		22,500	22,500	23,000	23,000	23,200
Sheriff Service Process	15,175	11,412	15,175	15,175		14,600	15,000	15,000	15,000	15,000
Sheriff Earnings	202,011	120,154	112,300	112,300	1.0%	87,300	88,170	89,050	89,940	90,840
Clerk Earnings	242,582	324,031	245,700	211,200	0.5%	237,400	238,590	239,780	240,980	242,180
Circuit Clerk Earnings	57,547	45,425	52,100	60,000	1.0%	52,100	52,620	53,150	53,680	54,220
Prosecuting Earnings	2,099	2,196	2,000	1,893	1.0%	1,943	1,960	1,980	2,000	2,020
Charges for Services	18,505	11,000	-	-		-	-	-	-	-
Charges for Services-In Kind	-	86,982	-	-		-	-	-	-	-
Rent	307,700	307,836	316,484	316,484	2.0%	313,742	320,020	326,420	332,950	339,610
Ambulance Billings (In Kind Fire)	916,183	979,782	920,000	929,200	2.1%	939,000	948,000	957,000	967,000	967,000
911 Fees	2,046,615	1,983,729	1,990,000	1,962,900		2,009,900	2,030,000	2,050,300	2,070,800	2,091,500
<i>911 Fees % Inc/(Dec)</i>	10.1%	12.7%	0.3%	-1.0%		1.0%	1.0%	1.0%	1.0%	1.0%
Franchise Agreements	538,780	555,182	563,000	577,300		568,600	574,300	580,000	585,800	591,700
<i>Franchise Fees % Inc/(Dec)</i>	14.5%	7.1%	1.4%	4.0%		1.0%	1.0%	1.0%	1.0%	1.0%
IRP fees	14,694	18,845	19,000	19,000	1.0%	20,600	20,810	21,020	21,230	21,440
Jail fees	81,112	51,559	42,129	98,000	0.5%	44,200	44,420	44,640	44,860	45,080
Interest	41,153	59,912	57,490	38,502	0.2%	44,200	46,700	32,000	32,000	32,000
Misc revenue	58,943	17,296	4,400	4,400	1.0%	10,000	40,400	40,800	41,210	41,620
Sheriff Commission	9,160	11,488	10,300	11,600	1.0%	10,300	10,400	10,500	10,610	10,720
Table Games	508,749	446,991	490,000	365,400		500,000	510,000	520,200	520,200	509,800
<i>Table Games % Inc/(Dec)</i>	-30.9%	-29.5%	9.6%	-18.3%		2.0%	2.0%	2.0%	0.0%	-2.0%
Recycling / Scrap Revenue	-	3,967	-	-		-	-	-	-	-
Filing Fees	-	4,915	-	-		-	-	-	-	-
Video Lottery	2,428,346	2,528,729	2,800,000	2,114,800		2,886,100	2,943,800	3,002,700	3,002,700	2,942,600
<i>Video Lottery % Inc/(Dec)</i>	-23.7%	-16.8%	10.7%	-16.4%		3.1%	2.0%	2.0%	0.0%	-2.0%
Donations from Private Sources	-	2,772	-	-		-	-	-	-	-
Reimbursements	193,321	166,580	170,000	138,625	1.0%	161,900	163,520	165,160	166,810	168,480
Gain/Loss on Sale of Fixed Assets	-	27,074	-	-		-	-	-	-	-
General School Reimbursements	252,026	182,733	264,000	264,000	1.0%	264,000	266,640	269,310	272,000	274,720
Trns Assessor Val fund	522,609	509,124	563,493	563,493	2.0%	566,142	577,460	589,010	600,790	612,810
Total Revenue	28,406,412	29,793,385	26,994,835	27,116,008		28,292,217	29,222,200	29,994,660	30,805,100	31,576,940

Jefferson County Commission
 General Fund
 Five Year Projection (FY2023 - FY2027)

Date Prepared: 11/30/2021

	2 Year Actuals		Projected			Projection				
	Actual	Actual	FY22		Proj	Budget	TREND	TREND	TREND	TREND
	FY20	FY21	Projection	Budget	Chg %		FY24	FY25	FY26	FY27
Expenditures										
Commission	2,036,168	1,803,380	1,682,427	1,708,048	2.0%	1,716,076	1,750,400	1,785,410	1,821,120	1,857,540
Employee Increases (~2% Merit)	-	-	-	-	-	195,000	198,900	202,878	206,936	211,074
Employee Equity Adjustments	-	-	-	-	-	750,000	765,000	780,300	795,906	811,824
Employee Increases (COLA)	-	-	-	-	-	75,000	80,300	85,900	91,900	98,300
County Clerk	740,849	589,639	636,567	646,261	2.0%	649,298	662,280	675,530	689,040	702,820
Circuit Clerk	632,535	499,405	512,168	519,968	2.0%	522,411	532,860	543,520	554,390	565,480
Sheriff's Tax Office	512,826	468,723	485,473	492,866	2.0%	495,182	505,090	515,190	525,490	536,000
Prosecuting Attorney	1,839,523	1,609,605	1,673,733	1,699,221	2.0%	1,707,208	1,741,350	1,776,180	1,811,700	1,847,930
Assessor	509,367	433,866	432,794	439,385	2.0%	441,450	450,280	459,290	468,480	477,850
Assesor Valuation Fund	519,867	506,210	555,041	563,493	2.0%	566,142	577,460	589,010	600,790	612,810
State Wide Computer Network	32,984	55,461	59,100	60,000	2.0%	60,282	61,490	62,720	63,970	65,250
Agricultural Agent	126,621	109,002	114,371	116,113	2.0%	116,658	118,990	121,370	123,800	126,280
County Clerk Elections	321,820	276,941	264,919	268,953	2.0%	270,217	275,620	281,130	286,750	292,490
Magistrate Court	2,963	3,041	2,955	3,000	2.0%	3,014	3,070	3,130	3,190	3,250
Insurance Program	-	1,895,494	2,223,940	2,257,807	2.0%	2,268,419	2,313,790	2,360,070	2,407,270	2,455,420
Health Increases (5%)	-	-	-	-	-	115,001	115,000	120,750	126,788	133,127
Maintenance Dept	1,045,787	1,010,205	1,046,409	1,062,344	3.0%	1,077,801	1,110,140	1,143,440	1,177,740	1,213,070
Other Building	613,514	728,712	715,406	726,300	2.0%	729,714	744,310	759,200	774,380	789,870
Data Processing (IT)	526,872	599,736	787,625	799,619	2.0%	803,378	819,450	835,840	852,560	869,610
RDA	19,794	29,974	29,524	29,974	2.0%	30,114	30,720	31,330	31,960	32,600
EC Development	528,383	452,326	446,581	453,382	2.0%	455,513	464,620	473,910	483,390	493,060
Engineering, Planning, Zoning, GIS	1,472,612	1,147,497	1,055,792	1,071,870	2.0%	1,076,908	1,098,450	1,120,420	1,142,830	1,165,690
Hotel Occupancy Other Entities	38,193	27,905	37,000	30,000	-	37,000	37,000	37,000	37,000	37,000
Contingency for Emergencies	-	-	197,000	200,000	-	197,000	197,000	197,000	197,000	197,000
Law Enforcement	4,209,711	3,936,337	3,396,914	3,448,644	2.0%	3,464,852	3,534,150	3,604,830	3,676,930	3,750,470
Service of Process	9,096	18,900	14,947	15,175	-	14,947	15,000	15,000	15,000	15,000
Regional Jail	759,070	674,246	750,000	850,000	2.0%	850,000	867,000	884,340	902,030	920,070
Regional Jail % Inc/(Dec)	-49.6%	-57.4%	11.2%	26.1%	-	13.3%	2.0%	2.0%	2.0%	2.0%
Homeland Security	233,985	176,485	234,648	238,221	2.0%	239,341	244,130	249,010	253,990	259,070
Communication Center (911)	1,908,901	1,777,546	1,942,992	1,972,581	2.0%	1,981,852	2,021,490	2,061,920	2,103,160	2,145,220
JCESA - Ambulance	3,179,476	3,699,014	3,939,138	3,939,138	2.0%	4,017,921	4,098,280	4,180,250	4,263,860	4,349,140
JCESA - Fire	577,500	577,052	2,330,000	1,410,000	0.0%	2,330,000	1,525,500	1,534,500	1,544,500	1,544,500
Animal Control	238,373	238,156	235,409	238,994	2.0%	240,117	244,920	249,820	254,820	259,920
Central Garage	256,392	260,692	306,723	311,394	6.0%	325,126	344,630	365,310	387,230	410,460
Health Department	80,380	80,782	81,186	81,186	2.0%	82,810	84,470	86,160	87,880	89,640
Parks and Recreation	675,974	984,338	626,361	704,682	2.0%	638,888	823,988	836,188	856,035	876,811
Arts and Humanities	12,010	16,775	9,380	12,764	5.0%	13,132	15,758	16,231	17,043	17,895
Community Center	-	-	-	-	-	-	-	-	-	-
Historical Commission	17,784	24,840	13,889	18,901	5.0%	19,445	23,334	24,034	25,236	26,498
Visitors Bureau	307,758	523,482	234,500	319,110	5.0%	328,300	393,960	405,780	426,070	447,375
Library	330,000	330,000	330,000	330,000	0.0%	395,320	395,320	395,320	395,320	395,320
Senior Citizens	-	-	-	-	-	-	-	-	-	-
Public Transit	60,000	30,000	60,000	60,000	-	60,000	60,000	60,000	60,000	60,000
Total Expenditures	24,377,088	25,595,767	27,464,912	27,099,394		29,360,837	29,345,500	29,929,211	30,543,483	31,162,734
Net Surplus / (Deficit)	4,029,324	4,197,618	479,923	16,614		(518,620)	26,699	65,449	261,617	414,206

	2 Year Actuals		FY22		Proj Chg %	Projected Budget FY23	Projection			
	Actual FY20	Actual FY21	Projection	Budget			TREND FY24	TREND FY25	TREND FY26	TREND FY27
Net Surplus / (Deficit)	4,029,324	4,197,618	(470,077)	16,614		(1,068,620)	(123,301)	65,449	261,617	414,206
Transfers from/ (to) Other Funds										
<i>Trns to Capital Outlay Fund</i>	<i>(600,000)</i>	<i>(8,027,155)</i>	<i>(3,004,681)</i>	<i>(3,004,681)</i>		<i>(162,907)</i>	<i>(171,052)</i>	<i>(179,605)</i>	<i>(188,585)</i>	<i>(198,014)</i>
Trns from Coal Severance Fund	-	-	-	-		-	-	-	-	-
Trns from ARPA Fund	-	1,534,634	1,100,000	-		800,000	300,000	-	-	-
Trns from (to) Other Funds	136,381	126,360	-	-		-	-	-	-	-
Total Transfers Out of General Fund	(463,619)	(6,366,161)	(1,904,681)	(3,004,681)		637,093	128,948	(179,605)	(188,585)	(198,014)
Net Uses of Funds -Surplus/(Deficit)	3,565,705	(2,168,543)	(2,374,758)	(2,988,067)		(431,527)	5,647	(114,156)	73,031	216,191
Fund Balance										
Beginning Fund Balance	6,303,575	9,869,280	7,700,737	9,336,259		5,325,979	4,894,452	4,900,099	4,785,943	4,858,974
Net Change in Fund Balance	3,565,705	(2,168,543)	(2,374,758)	(2,988,067)		(431,527)	5,647	(114,156)	73,031	216,191
Ending Fund Balance	9,869,280	7,700,737	5,325,979	6,348,192		4,894,452	4,900,099	4,785,943	4,858,974	5,075,166
Fund Balance as a % of Operating Exp	40.49%	30.09%	19.39%	23.43%		16.67%	16.70%	15.99%	15.91%	16.3%

Jefferson County Commission FY23 Budget Process Calendar

- **November:** Finance Director to compile estimate of revenues
- **December 1, 2021:** More accurate property valuations are available. Finance Director to adjust projected revenues
- **December 16, 2021:** Budget Charge from Commissioners
- **Mid December 2021:** Preliminary health insurance renewal rates available
- **Last week of December 2021:** Budget reports distributed to departments (per auditor's office should be done no later than the 1st week of February)
- **January 20, 2022:** Department Heads to return budgets to Finance Director (per regulation must be done by March 2nd)
- **January 24, 2022:** Elected Officials to return budgets to Finance Director (per regulation must be done by March 2nd)
- **January 31, 2022:** Budget Binders distributed to Commissioners
- **February 8, 2022:** Tuesday evening Budget 101 (7PM)
- **February 7 – 11:** Need to schedule two to three full days of individual department budget presentations to the Commissioners
- **March 2, 2022:** Assessor to certify value of real and personal property (per regulation must be done by March 3rd)
- **Mid March 2022:** Final health insurance renewal rates obtained
- **March 17, 2022:** Currently, this is an evening regular session. Commissioners adopt budget (per regulation must be done by March 29th) or **Special Session on Tuesday, March 22, 2022.**
- **March 24, 2022:** Budget must be published by March 28th each year in the local paper of record.
- **April –May 2022:** Health insurance renewal rates/options presented to Commissioners
- **April 19, 2022:** Commissioners reconvene and consider any objections, and proceeds with the laying of property tax levy rates (per regulation must be done on April 19th, the 3rd Tuesday of April) – Normally a 9:30am meeting.
- **April 22, 2022:** Finance Director to forward the levy order to the State Auditor's Office (per regulation must be done within 3 days of the 3rd Tuesday in April)



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: **December 16, 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*):

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, and discussion of 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, and WV Supreme Court No.'s 21-0727, 21-0728, and 21-0731.
3. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
4. Report by counsel on opioid case. (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170).
5. Discussion and review of voting locations, including the location of early voting at the Courthouse and possible creation of alternate and/or annexed location.

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:



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 16, 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*):

- **Review of Policy 319 – Financial System Access**

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

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Financial System Access and Approval Policy	Approved:	
Policy Number:	319	Author:	Grove
Associated:			

1. PURPOSE

To establish sound internal controls for access to the County’s financial system. Certain County employees and other individuals connected with Jefferson County Government must have administrator/system access to the County’s Tyler Financial system to allow the County government to operate in an efficient and effective manner. This policy is necessary to minimize the risks associated with granting access to the County’s financial system.

2. AUTHORITY

The County Clerk and the County Commission (this team is referred to as “County”) shall be responsible for the implementation, interpretation, and enforcement of this policy. The County shall issue, maintain and update any procedure, control and form needed to ensure compliance with this policy and any West Virginia and Federal law.

3. DEFINITIONS

3.1 Access Privileges means systems permission associated with an account, including permissions to access or change data, to process transactions, create or change settings, etc.

3.2 Administrator Account or Administrative account means user accounts with access privileges that have advanced permissions above a regular user’s abilities on the Tyler Financial System that are necessary for the administration of the system. An administrator account can authorize the creation of new users, change account permissions, and modify security and other system performance settings.

3.3 Authorized Requestor is a Jefferson County Elected Official or Jefferson County Department Head who is responsible for requesting access to the Tyler Financial System on behalf of the users in a particular county office.

3.4 Least privileges means users or resources will be provided with the minimum privileges necessary to fulfill their roles and responsibilities.

3.5 Significant Change means any change in access privileges, a change to administrative procedures or processes, a change in system performance settings, or a change in workflow other than workflow changes on the departmental level.

3.6 Designee means an employee who is authorized to provide the approvals enumerated in this policy. All designees shall be appointed in writing, which writing shall indicated whether the employee is a permanent or temporary designee.

3.6.1 A Permanent Designee is an employee who has been permanently authorized to

act on behalf of an official.

3.6.2 A Temporary Designee is authorized to act on behalf of an official on a temporary basis in the event of a position vacancy or absence. Such delegation shall only be in effect for the period necessary to cover the absence/vacation and shall not exceed six months.

3.7 Tyler Financial System is defined as the Accounts Payable and Payroll modules of the Tyler/Munis system.

3.8 Users are all employees, consultants, or contractors who are authorized to access the Tyler Financial System, including, but not limited to, employees with administrative accounts

4. SYSTEM ACCESS

4.1. The Clerk of the County Commission, the IT Director, and the Finance Director shall all have administrative access to the Tyler Financial System.

4.2. All access requests must originate from an Authorized Requestor or designee and must be approved in writing by the Clerk of the County Commission or her designee before a new user can be added to the Tyler Financial System.

4.3. Access to specific system functions shall be consistent with each user's scope of employment and shall be granted on a least-privileges basis.

5. CHANGE IN ACCESS PRIVILEGES OR SYSTEM PERFORMANCE SETTINGS

5.1. Any significant change must be requested in writing and approved in writing by the Clerk of the County Commission or her designee before those changes can be implemented by another user with administrative access.

5.2. Requests for significant changes can only be requested by a user with an administrator account.

6. AUDIT

6.1. The Clerk of the County Commission shall have the ability at any time to request a log of any user's activity to determine if all users have adhered to the procedures contained in this policy.

6.2. Each year, the Clerk of the County Commission, Authorized Requestors, and Administrative users shall review the list of users and their associated access for appropriateness.

7. Policy Violations

Employees who are suspected of violating this policy may be placed on a paid or unpaid administrative leave during the course of an investigation. Employees found to have violated or to have participated in a violation of this policy shall be subject to disciplinary action up to and including termination.



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 16, 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*):

- **Update – Comprehensive Audit – Scope of Work – WV State Auditor’s Office**

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: **Sandy McDonald, Interim County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 16, 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*):

- **Letter of Support – Cacapon State Park Mountain Bike Trail System – Economic Development Administration Competitive Tourism Grant**

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.](#)



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 16, 2021**

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

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

Potential presentation of the Comprehensive Plan Amendment to the County Commission and schedule a public hearing

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: **Sandy McDonald, Interim County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 16, 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*):

- **Set Date and Time for Legislative Summit - 2022**
- **Update - Executive Assistant position**

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

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

NOTICE OF SPECIAL SESSION

JEFFERSON COUNTY COMMISSION

There will be a Special Session of the Jefferson County Commission on Wednesday, January 5, 2022 at 9:30 a.m. located at the County Commission meeting room - Old Charles Town Library 200 E. Washington Street, Charles Town, West Virginia 25414.

The purpose of the Special Session is discussion of the County Administrator candidates and interviews.

This will be an Executive Session.

**By the Order of the Jefferson County Commission
Steve Stolipher, President**

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

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 6, 2022, or as soon thereafter as the Commission may decide:

Board of Zoning Appeals - one (1) three-year term ending January 1, 2025 and two alternate positions ending January 1, 2023 and January 1, 2024, respectively.

Alternates: Alternate members shall have all powers and duties of a regular Board member when sitting on a case and shall continue to participate in the case until a final decision is reached. Alternate members shall serve by rotation based upon seniority of appointment to the Board.

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

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

Impact Fee Status Report

November 2021

Office of Impact Fees

Summary

Date Range: Monday 1 through Tuesday 30 November 2021

Report Date: 1 December 2021

Process Number Range: 2100404-2100426

Total Applications: 23

Total Non-Exempt: 23

Of which:

Commercial: 0

Residential: 23

Of which:

County: 23

Municipal: 0

Total Exempt: 0

Of which:

Commercial: 0

Residential: 0

Of which:

County: 0

Municipal: 0

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

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 30 November 2021	0	0	23	23
Fees collected		\$0.00	\$37,306.00	\$37,306.00
<i>Of which</i>				
School Impact Fee			\$23.00	\$23.00
Law Enforcement Fee		\$0.00	\$12,213.00	\$12,213.00
Parks & Recreation Fee			\$21,758.00	\$21,758.00
EMS Fee		\$0.00	\$2,300.00	\$2,300.00
Admin. Facilities Fee		\$0.00	\$1,012.00	\$1,012.00

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

Description	Amount
Opening Statement Balance (1 November 2021)	\$34,313.12
November Deposits (1 – 30 November 2021)	\$37,306.00
School October Transactions (withdraws via transfer on 15 Nov. 2021)	(\$21.00)
Law Oct. Transactions (withdraws via transfer on 15 November 2021)	(\$11,232.96)
Parks & Rec Oct. Transactions (withdraws via transfer on 15 Nov. 2021)	(\$20,012.99)
EMS October Transactions (withdraws via transfer on 15 Nov. 2021)	(\$2,115.45)
Admin. Facilities October Trans. (withdraws via trans. on 15 Nov. 2021)	(\$930.72)
Interest Earned (30 November 2021)	\$15.80
Ending Statement Balance (30 November 2021)	\$37,321.80
<i>Outstanding Credits (deposits through 1 December 2021)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 November 2021)	\$8,183,881.12
October Transactions (deposits via transfer on 15 November 2021)	\$21.00
Impact Fee Refund - Donald Pine (2 November 2021)	(\$5,991.00)
Impact Fee Refund - Lutman Properties, LLC (3 November 2021)	(\$5,991.00)
Interest Earned (30 November 2021)	\$3,358.56
Ending Balance (30 November 2021)	\$8,175,278.68

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

Description	Amount
Opening Balance (1 November 2021)	\$233,741.14
October Transactions (deposits via transfer on 15 November 2021)	\$11,232.96
Impact Fee Refund - Donald Pine (2 November 2021)	(\$176.00)
Impact Fee Refund - Lutman Properties, LLC (3 November 2021)	(\$176.00)
Interest Earned (30 November 2021)	\$98.38
Ending Balance (30 November 2021)	\$244,720.48

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

Description	Amount
Opening Balance (1 November 2021)	\$579,140.96
October Transactions (deposits via transfer on 15 November 2021)	\$20,012.99
Impact Fee Refund - Donald Pine (2 November 2021)	(\$481.00)
Impact Fee Refund - Lutman Properties, LLC (3 November 2021)	(\$481.00)
Interest Earned (30 November 2021)	\$242.01
Ending Balance (30 November 2021)	\$598,433.96

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

Description	Amount
Opening Balance (1 November 2021)	\$26,112.76
October Transactions (deposits via transfer on 15 November 2021)	\$2,115.45
Impact Fee Refund - Donald Pine (2 November 2021)	(\$52.00)
Impact Fee Refund - Lutman Properties, LLC (3 November 2021)	(\$52.00)
Interest Earned (30 November 2021)	\$11.15
Ending Balance (30 November 2021)	\$28,135.36

Table 7. Financial Data - Admin. Facilities Impact Fee Account (33182570)

Description	Amount
Opening Balance (1 November 2021)	\$3,257.11
October Transactions (deposits via transfer on 15 November 2021)	\$930.72
Interest Earned (30 November 2021)	\$0.16
Ending Balance (30 November 2021)	\$4,187.99

Table 8. Total Impact Fees as of 1 December 2021/1

Description	Amount
Office of Impact Fees General Account	\$37,321.80
School Impact Fee Account	\$8,175,278.68
Law Enforcement Fee Account	\$244,720.48
Parks & Recreation Impact Fee Account	\$598,433.96
EMS Impact Fee Account	\$28,135.36
Administrative Facilities Account	\$4,187.99
Total Impact Fees	\$9,088,078.27

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-7.

Table 9. Pending November 2021 Fee Transfers /1

Account	30 November 2021 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$8,175,278.68	\$23.00	\$8,175,301.68
Law Enforcement Fee Account	\$244,720.48	\$12,218.21	\$256,938.69
Parks & Recreation Impact Fee Account	\$598,433.96	\$21,767.16	\$620,201.12
EMS Impact Fee Account	\$28,135.36	\$2,300.95	\$30,436.31
Administrative Facilities Account	\$4,187.99	\$1,012.48	\$5,200.47
Total Impact Fees	\$9,050,756.47	\$37,321.80	\$9,088,078.26

/1 This table represents each of the impact fee category account totals as of 30 November 2021 listed in tables 3 – 7. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in November 2021 are listed in table 1 of the General Account (3111776); these transactions will be processed in December 2021. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Monday 1 through Tuesday 30 November 2021

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											
Category Count: 0									Category Total		\$0.00
Non-Exempt Applications											
2100404	11/02/2021	Mood	Michael and	07 Middleway	1255	638	12	4	\$1,622.00	11/02/2021	N/A
2100405	11/03/2021	Townhomes		02 Charles Town	1231	43	23G	48	\$1,622.00	11/03/2021	N/A
2100406	11/04/2021	Haines	William and	06 Kabletown	1160	647	2	2.16	\$1,622.00	11/04/2021	N/A
2100407	11/04/2021	US Home		09 Shepherdstown	1269	696	24B	2	\$1,622.00	11/04/2021	N/A
2100408	11/04/2021	Cular	Stefan	07 Middleway	1253	361	13	13	\$1,622.00	11/04/2021	N/A
2100409	11/04/2021	ILA Properties,		07 Middleway	1249	176	2A	146	\$1,622.00	11/04/2021	N/A
2100410	11/05/2021	Heidenreich	John and Beth	06 Kabletown	1087	547	23A	41	\$1,622.00	11/05/2021	N/A
2100411	11/05/2021	Wornald, Jr.	Robert	04 Harpers Ferry	26	216	10A	141	\$1,622.00	11/05/2021	N/A
2100412	11/05/2021	Wenner	Paul	06 Kabletown	1263	746	9D	12	\$1,622.00	11/05/2021	N/A
2100413	11/10/2021	Martin	Joseph and	06 Kabletown	1197	245	16	16	\$1,622.00	11/10/2021	N/A
2100414	11/12/2021	Wellington	Dave and Lisa	06 Kabletown	1256	705	20	13.4	\$1,622.00	11/12/2021	N/A
2100415	11/12/2021	McMillan	Robert	09 Shepherdstown	1064	747	1	8.5	\$1,622.00	11/12/2021	N/A
2100416	11/12/2021	Jeffies	Judy	02 Charles Town	1233	35	7	7.1	\$1,622.00	11/12/2021	N/A
2100417	11/15/2021	US Home		09 Shepherdstown	1269	699	8D	D6	\$1,622.00	11/15/2021	N/A
2100418	11/15/2021	US Home		09 Shepherdstown	1269	699	8D	D10	\$1,622.00	11/15/2021	N/A
2100419	11/15/2021	US Home		09 Shepherdstown	1269	699	8D	D13	\$1,622.00	11/15/2021	N/A
2100420	11/15/2021	US Home		09 Shepherdstown	1269	699	8D	D14	\$1,622.00	11/15/2021	N/A
2100421	11/18/2021	US Home		09 Shepherdstown	1269	699	8D	D1	\$1,622.00	11/18/2021	N/A
2100422	11/18/2021	US Home		09 Shepherdstown	1269	699	8D	D2	\$1,622.00	11/18/2021	N/A
2100423	11/18/2021	Collier	Martin	02 Charles Town	1259	6	20B	23	\$1,622.00	11/18/2021	N/A
2100424	11/18/2021	John Nissel	Maureen	09 Shepherdstown	1255	246	4	5.6	\$1,622.00	11/18/2021	N/A
2100425	11/18/2021	J H Real Estate		07 Middleway	1229	655	2A	153	\$1,622.00	11/18/2021	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Non-Exempt Applications											
2100426	11/29/2021	Preston	Brier	09 Shepherdstown	1252	88	10	9.6	\$1,622.00	11/29/2021	N/A
Category Count: 23									Category Total		\$37,306.00
TOTAL APPLICATIONS: 23									Grand Total		\$37,306.00

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 OCTOBER MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON OCTOBER 8th, 2021.

The meeting was called to order at 8:48 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 September minutes, approved.

Motion by Mr. Lowrey, seconded by Mr. Simmons to approve the September revenue checking account financial statement, approved.

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

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the September 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.

Discussion on plant staff to record rain amounts and flow data for the Old Furnace sewer lift station.

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

The meeting was adjourned at 9:13 a.m.



David Simmons-Chairman


Mike Lowrey-Secretary
Helen Dettmer-Treasurer

Jefferson County Commission,

My name is Richard A. Zigler. I reside at 1083 Roper North Fork Road, Charles Town, West Virginia. I support Commercial Solar Arrays. Any and all amendments to the Envision 2035 Comprehensive Plan, that help improve and increase the resources of this county, including ALL renewable energy sources, should be passed. "Plans" are set as "guidelines". That is why exemptions can be made, and decisions can be appealed, to fit new ideas and otherwise unanticipated ideas and concepts that arise.

During the December 7, 2021 meeting, there were complaints and arguments against installing Commercial Solar Arrays in Jefferson County. Questions of Historical Properties was raised, Pollution and other health hazards and requesting a countywide survey as to allowing Solar Arrays as Conditional, or Permitted Use designation. Also, Property Values, and the real purpose of having a "Comprehensive Plan", were discussed.

First of all, let me remind you that during the approval of the Site Permitting Certification process by the WVPS, on May 4, 2021, Chairwoman Charlotte Lane stated that there is no reason that any new amendments to the Jefferson County Comprehensive Plan, "Envision 2035", need be drafted, nor enacted, to allow Commercial Solar Facilities, such as Wild Hill Solar, LLC., to be granted "Permitted Use" status.

This is in stark contrast to the Politically Appointed judge that oversaw the court case involving the Jefferson County Commission this past spring. She actually requested both Plaintives, and Defendants, to write decisions for her so that she could summarize and make a decision from them, while on vacation; clearly a miscarriage of judicial process. She also displayed her contempt of the case by making vacation time a priority, twice, when she was supposed to be at Court. That "decision" has no bearing on granting "Permitted" or "Conditional" use status. That case was about "Procedure" during regular county commission meetings.

Back during the 1990's there was heated discussion of permitting a residential housing development. After all the law suits and unending delays and hearings that included people from Shepherdstown to Summit Point and as far away as Sharpsburg and Berryville, a ruling was requested from the governor's office. The answer was simple. Paraphrased, the answer was, "If you are not of the property in question, the property contiguous to the property in question, nor contiguous to a property contiguous to the property in question, you have no standing in the matter. That it is a Property Rights issue. Therefore, people, not of immediately proximity, have no dog in the fight." This applies here as well.

Item Two, pertaining to Historical properties is an outright farce. Magnolia Springs development, that includes land once owned by one current antagonist, obscures the truly historical site of the Belvedere Farm, a former Washington home. Nobody, to my knowledge, has protested that. This is "Selective" and feigned outrage. Extensive and exhaustive research has been done to verify that no Historical sites are involved.

Pollution is not an issue. The idiotic idea that five (5) 8,000-acre solar sites will be allowed to be built and that there will be gross mismanagement and negligence, resulting in leakage of chemicals into the soil, and despoiling ground water and aquifers, is baseless and inflammatory and possibly, liable suit

worthy. First off, location of Solar Arrays is limited to locations of close proximity to High Voltage Transmission lines. Aggressive surveys, including searching for Indigenous Peoples Cultural Studies archaeological digging, hours of poring over historical documents researching Deeds at the Courthouses of the area, wildlife surveys, and environmental studies for documentation, have been done. Extensive geological and meteorological studies and documentation has been done during the three-year period building up to this point. And, as one anti-growth person said, there is only one Solar Project on record to be built, at this time, Wild Hill Solar, LLC. There are not five 8,000-acre sites.

Land Value issues that were brought up are not consistent with the neighbors that I have spoken with. Realtors and homeowners have said that Solar Arrays would be a better fit for their communities than yet another noisy and expensive housing development. In this respect, it is believed to have a tendency to raise property values because there will not be more houses added to those communities. Land management, with over ninety percent (90%) being in continuous groundcover for thirty years, providing water filtration, ground nesting bird habitat, and wildlife refuge, is preferable to asphalt and concrete.

The mere idea that any product, manufactured, created, or grown in this county, will be used or consumed exclusively in this county, is as ludicrous as me growing corn and all of it appearing exclusively on local store shelves as cornflakes.

In summary, there is no reason to not accept Amendments to the Vision 2035 Comprehensive Plan to grant "Permitted Use" status for Commercial Solar Arrays. Studies of historical sites, environmental impact, socio-economic impact, geological impact, and meteorological impact, have been exhaustively researched and show no detrimental effect on our County, nor the local community, and that the goals, outlined in the Comprehensive Plan, will be met.

A handwritten signature in black ink, appearing to read "A. J. H.", written in a cursive style.

12/9/21

December 1, 2021

Steve Stolipher, President
Tricia Jackson, Vice President
Clare Ath, Commissioner
Caleb Wayne Hudson, Commissioner
Jane Tabb, Commissioner
Jefferson County Commission
116 East Washington Street
Charles Town, WV 25414

Mike Shepp, President
Donnie Fisher, Vice President
Wade Louthan, Secretary
Ron Thomas, Member
Matt Knott, Member
J. Ware, Member
Shane Roper, Member
Jack Hefestay, Member
Jefferson County Planning Commission
116 East Washington Street
Charles Town, WV 25414

Dear Members of the Jefferson County Commission and Planning Commission:

I am a resident of Jefferson County and a large animal veterinarian. Several years ago I served on the Jefferson County Agricultural Task Force which was charged with reviewing the Comprehensive Plan and Jefferson County Ordinances in order to try to come up with alternative uses for farmers living and working in the agricultural zone to allow for a farmer to diversify and continue to work as a farmer. As part of that agricultural action plan we recommended several new uses to include farm markets and pick your own vegetables and fruits. I am pleased to note that those have become common place in our County and are very well received.

I view solar in the agricultural zone in a similar light and as a new innovation it would fit very well in the agriculturally zoned areas of our County. It is a very low impact and low demand on County services and infrastructure. Further it provides much needed income for farmers and large property owners and allows them to preserve farm land. It is for these reasons that I whole heartedly support allowing solar fields to be installed in agriculturally zoned areas of our County.

I thank the Jefferson County Commission and its Planning Commission for their consideration and approval of this Ordinance.

Sincerely,



Dr. Keith Berkeley