

**JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2022
THURSDAY, MARCH 17, 2022
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 NOT be a LIVE broadcast on our website. Instead, it will be accessible live through GoToWebinar. Invites will be posted on Facebook and email alerts.*

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

- February 24, 2022 - Budget Deliberations
- March 3, 2022 - Regular Meeting
- March 7, 2022 - Special Session

APPROVAL OF REQUISITIONS

- March 17, 2022

APPROVAL OF ACCOUNTS PAYABLE

- March 10, 2022
- March 17, 2022

APPROVAL OF MANUAL CHECKS

- March 11, 2022
- March 18, 2022

APPROVAL OF PAYROLL

- March 3, 2022
- March 17, 2022

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

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

PRESENTATIONS

1. 6:10 p.m. Jacqueline Shadle, County Clerk
- Incorporate all County Clerk employees' Personnel Services expenses under Department 402
2. 6:20 p.m. Interviews and Appointments
- Jefferson County Planning Commission - Three 3-year terms ending March 31, 2025
- Jefferson County Historic Landmarks Commission - Two 3-year terms ending March 6, 2025
3. 6:30 p.m. Public Hearing
- FY2022 HOME Investent Partnership Program
- Approval of Resolution authorizing participation in the Eastern Panhandle HOME consortium of West Virginia for the Period July 1, 2022 to June 30, 2023
4. 6:45 p.m. Public Hearing
- Zoning Map Amendment (rezoning) for property as designated as Tax District: Charles Town (02), Tax Map: 03; Parcel: 9. The property, to be known as Green Hill Subdivision, is a vacant parcel located northeast of the intersection of Flowing Springs Rd and Daniel Rd, near Charles Town. The Property owner/applicant is William Reilly, Managing Member. The parcel is approximately 102 acres. The property is currently zoned Rural ® and a petition has been made to the County Commission by te property owner to change the zoning classification of the property from Rural to Residential Growth (RG) (Planning Commission File #22-1-Z).
5. 7:00 p.m. Public Hearing
- Zoning Map Amendment (rezoning) for the property designated as Tax District: Charles Town (02); Tax Map: 16; Parcel: 1. The property is located on the northeast corner of the Augustine Ave. & US 340 intersection, south Charles Town. The property owner/applicant is Guy Chicchirichi. The proposed area to be rezoned is a 0.52-acre portion of a 4.42 acre site. The property is currently zoned Rural ® and a petition has been made to the County Commission by the property owner to change the zoning classification of the property from Rural to Highway Commercial (HC) (Planning Commission File #22-2-Z).
6. 7:15 p.m. Richard Thiel, Finance Director
- Review and Approval of FY2022 State Budget Revision 5 for the General County Fund
- Review and Approval of the FY2022-2023 Draft Budget Levy Estimate)

7. 7:30 p.m. Jeffrey Polczynski, ENP-Director of Communications
- Appointment requests - Two Full-Time Public Safety Dispatchers
8. 7:35 p.m. Nathan Cochran, Assistant Prosecuting Attorney
 1. 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, Jefferson County Circuit Court Civil Action No. CC-19-2022-C-6 and WV Supreme Court No.'s 21-0727, 21-0728, and 21-0731.
 2. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
 3. 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).
 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. Report on West Virginia Supreme Court Case No. 21-0229 (Jefferson County 19-P-69).

OLD BUSINESS

9. Discussion of Fitch Report, including potential action regarding composition and structure of county EMS services, Jefferson County Emergency Services Agency, acquisition and distribution of ambulance resources, and implementation of Fitch recommendations
10. Decision - Proposed text amendment to the Jefferson County *Envision Jefferson 2035 Comprehensive Plan* (approved 1/14/15) to clarify and/or state that solar facilities are principal permitted uses in the rural and residential zoning districts, in accordance with WV Code §8A-3-11, 8A-3-6, and related statutes

NEW BUSINESS

11. Legislative Updates
12. Resolution - Article 147 (CH)
13. Update regarding the meeting with County Commission Liaison and Fire Chiefs regarding the Fitch Study (SS)
14. Financial Report: Ambulance Fee collection, Fire Department Funding & EMS funding for FY2023 and the 4 years prior (JT)

COUNTY ADMINISTRATOR REPORTS

- Salary Adjustment - Department of Fleet and Facilities Management Director
- Discussion of Policy 216A - FMLA Leave Expansion and Emergency Paid S
- Discussion - The limited of number of in-person attendees due to COVID 19 restrictions at the County Commission meeting

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COUNTY COMMISSION REPORTS

15. ADJOURN

CORRESPONDENCE/INFORMATION

Harpers Ferry/Bolivar PSD minutes of the January 14, 2022 received.

Comments received from citizens regarding the Fitch report/proposal.

Public comments received from David Tabb for the March 3, 2022 meeting.

Public comments received from David Tabb for the March 3, 2022 afternoon Public Hearing.

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

SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held virtually via GoToWebinar and in-person at the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Thursday, February 24, 2022, beginning at 6:00 o'clock p.m.

PRESENT: Caleb Hudson, President
Steve Stolipher, Vice President
Clare Ath, Commissioner
Tricia Jackson, Commissioner
Jane Tabb, Commissioner
John Nissel, County Administrator
Sandy McDonald, Deputy Administrator
Rick Thiel, Finance Director
Michelle Gordon, Consultant
Jessica Carroll, Administrative Assistant

In re: FY23 Budget Deliberations

The meeting was called to order at 6:00 p.m. by President Hudson.

Rick Thiel, Finance Director, and Michelle Gordon, consultant for the FY23 budget, provided the Commission and the audience with the County Budget figures, noting the FY23 budget at approximately 28.3 million dollars. Mr. Thiel and Ms. Gordon also stated the FY23 budget requests totaled 31.4 million dollars, necessitating a budget reduction of approximately 3 million dollars.

The Commissioners then reviewed the requests received from the County electeds, department heads, component units, and several community organizations. The Commission discussed their budget priorities and the best course of action for balancing the FY23 budget.

Mr. Thiel and Ms. Gordon also provided the Commission with a budget calendar, noting the budget vote would be scheduled during the March 17, 2022 regular meeting and the Lay of the Levy to be scheduled on April 19, 2022.

No official action was taken at this meeting.

There being no further business, the meeting adjourned at 8:14pm.

Caleb Hudson, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

Minutes
Jefferson County Commission
Thursday, March 3, 2022

A meeting of the Jefferson County Commission was held on Thursday, March 3, 2021 during the first quarterly session at 9:30 a.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolipher, Vice President, and Commissioners Clare Ath, Tricia Jackson, and Jane Tabb. Also present were John Nissel, County Administrator, Sandy McDonald, Deputy County Administrator and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, March 3, 2022 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Hudson to approve the Board of Review & Equalization Minutes for February 15 and 17, 2022 as presented/amended. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the February 17, 2022 Fitch Presentation Minutes with noted correction. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the February 18, 2022 Budget Deliberation Minutes as presented/with noted correction. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Hudson to approve the Requisitions for March 3, 2022 in the amount of \$11,182.60. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
85881		AHA-ARTS & HUMANITIES ALLIANCE		\$ 1,074.25
85882		ARIN ELIZABETH FLOOK		\$ 569.25
85883		CERVIS TECHNOLOGIES INC		\$ 1,500.00
85884		CLERK OF JEFFERSON COUNTY COMMISSION		\$ 222.24
85885		DOING BETTER BUSINES		\$ 790.89
85886		ESRI		\$ 12,950.00
85887		GLEN KILMER		\$ 3,250.00
85888		GUTTMAN OIL CO		\$ 8,806.14
85889		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		\$ 1,590.70
85890		JEFFERSON CO CONVENTION AND VISITORS BUREAU		\$ 26,856.35
85891		JEFF CO PARKS & RECREATION COMMISSION		\$ 24,191.39
85892		JUSTTECH LLC		\$ 111.01
85893		LANGUAGE LINE SERVICES		\$ 81.65
85894		MILLENIUM INSURANCE GROUP		\$ 900.00
85895		PRINT-O-STAT INC.		\$ 2,224.00
85896		SHERIFF OF JEFFERSON COUNTY		\$ 64.59
85897		SOFTWARE SYSTEMS INC		\$ 36.00
85898		SPIRIT OF JEFFERSON		\$ 99.50
85899		THOMAS HANSEN		\$ 29.00
85900		VINCENT TIONG		\$ 2,807.55
85901		WV ENHANCED 911 COUNCIL		\$ 70.00
85902		XEROX CORPORATION		\$ 126.42
85903	SG/010	BERKELEY CO SHERIFF OFFICE		\$ 926.60
85904	SG/010	MOOREFIELD POLICE DEPT		\$ 748.26
85905	AM/053	AXION STAFFING GROUP		\$ 1,607.50
TOTAL				\$ 91,633.29

Motion by Mr. Hudson to approve the Accounts Payable for February 24, 2022 in the amount of \$91,633.29. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME	AMOUNT
85907		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 2,450.34
85908		ANGELA L BANKS	\$ 106.20
85909		BOLAND TRANE SERVICES INC	\$ 4,460.00
85910		BUREAU OF CHILD SUPPORT	\$ 760.05
85911		CHIMNEY RESTORATION SERVICES INC	\$ 3,680.00
85912		CITY OF CHARLES TOWN	\$ 28.00
85913		COMPTROLLER OF MARYLAND	\$ 547.32
85914		DELTA DENTAL OF WV	\$ 6,524.55
85915		EFTPS IRS TAXES	\$ 90,991.67
85916		EMPOWER RETIREMENT	\$ 6,751.93
85917		EVELYN STEPHENSON	\$ 815.71
85918		FEDEX	\$ 61.93
85919		GUTTMAN OIL CO	\$ 4,102.82
85920		HIGHMARK WV	\$ 201,879.45
85921		JAMIN BRANCH	\$ 3,830.45
85922		JEFFERSON SECURITY BANK	\$ 4,355.00
85923		MATTHEW BENDER	\$ 71.08
85924		MILLERS SUPPLIES AT WORK	\$ 281.23
85925		NATIONWIDE RETIREMENT SOLUTIONS	\$ 834.00
85926		OLD CHARLES TOWN LIBRARY	\$ 1,500.00
85927		RICE TIRES CO	\$ 1,182.44
85928		SPIRIT OF JEFFERSON	\$ 87.54
85929		STATE TAX DEPARTMENT	\$ 150.00
85930		THE HARTFORD	\$ 2,298.70
85931		THE JOURNAL	\$ 98.80
85932		WV ASSOCIATION OF CIRCUIT CLERK	\$ 300.00
85933		WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 16,451.86
85934		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 44,501.13
85935		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 166.49
85936		XEROX FINANCIAL SERVICES	\$ 249.81
85937	FG/009	SHERIFF OF JEFFERSON CO	\$ 4,745.14
85938	BS/011	SHERIFF OF JEFFERSON CO	\$ 7,567.32
85939	AM/053	AXION STAFFING	\$ 1,395.84
TOTAL			\$ 413,226.80

Motion by Mr. Hudson to approve the Accounts Payable for March 3, 2022 in the amount of \$413,226.80. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
925	CW/059	HUNTZMAN ENTERPRISES		\$ 702.00

Motion by Mr. Hudson to approve the Manual Checks for February 25, 2022 in the amount of \$702.00. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
544	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 2,600.00
545	CS/2	FITCH & ASSOC		\$ 26,250.00
782	HD/8	SHERIFF OF JEFFERSON CO		\$ 2,183.58
954	AV/56	PRINT-O-STAT		\$ 190.00
1761	CO/246	HOFFMAN FORD SALES		\$ 57,220.10
TOTAL				\$ 88,443.68

Motion by Mr. Hudson to approve the Manual Checks for March 4, 2022 in the amount of \$88,443.68. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was provided by the following: David Tabb and Stacy Tabb.

PRESENTATIONS

1. Nikki Painter, Elections – County Clerk’s Office – requested Poll Worker & Alternate Approval for the 2022 Primary.
 - **Motion by Mr. Stolipher to approve the poll workers and alternates as presented for the 2022 Primary Election. Motion seconded and unanimously approved.**

2. Rebecca Hall, Victim Advocate, Prosecuting Attorney's Office – requested the approval and signature for the VOCA Grant Application.
 - **Motion by Mr. Stolipher to approve the VOCA Grant Application for Grant Year 2022-2023 and authorize the President of the Commission to affix his signature to the associated documents. Motion seconded and unanimously approved.**
3. Interviews and Appointments to the Jefferson County Property Safety Enforcement Agency Board – two two-year terms for Citizen Representative ending February 8, 2024.
 - **Motion by Ms. Tabb to reappoint Sharon Wilt the Jefferson County Property Safety Enforcement Agency Board for a two-year term as Citizen Representative ending February 8, 2024. Motion seconded and unanimously approved.**
4. **Russell Burgess**
 - a. Jefferson County GigReady Program Participation
 - **Motion by Mr. Stolipher to commit \$500,000 on behalf of Jefferson County for the State GigReady Program to obtain technical assistance for identifying projects that may qualify for the program. Any projects identified would be reviewed at a later time to determine the county's involvement. Motion seconded and unanimously approved.**
 - b. Approval of Information Technology Intern Trevor Vanorsdale for student to meet graduation requirements at Blue Ridge Technical and Community College.
 - **Motion by Mr. Stolipher to approve Trevor Vanorsdale for the position of IT intern for 150 hours at \$12 per hour as previously approved by the county commission, with the funding to come from the Information Technology budget, effective Monday, March 7, 2022. Motion seconded and unanimously approved.**
 - c. **Reorganization of the GIS Department; Approval of Information Technology Department GIS Job Descriptions; approval of Rhonda Greenholtz to GIS Technician/Office Admin Level 2 with salary increase to \$44,500; approval of Jessica Gormont to GIS Coordinator Level 1 with salary increase to \$55,000; approval to hire Todd Fagan as Part-Time/Temporary Employee, rate of \$25.00 per hour not to exceed 400 hours/year; approval to advertise for GIS Analyst Level 1 with a salary of \$50,000;**

- **Motion by Ms. Tabb to approve the reorganization of the GIS Department with the following GIS job descriptions: GIS Technician Level 1-3, GIS Programmer Level 1-3, GIS Analyst Level 1-3, GIS Coordinator Level 1-3; and to approve Rhonda Greenholtz to GIS Technician/Office Administrator Level 1 with a salary increase to \$44,500; and approve Jessica Gormont to GIS Coordinator Level 1 with a salary increase to \$55,000; and approve the hire of Todd Fagan as a part-time/temporary employee at a rate of \$25/hr not to exceed 400 hours/year and to approve advertising for a GIS Analyst Level 1 with a salary of \$50,000. Motion seconded and unanimously approved.**
5. Rick Thiel, Finance Director, requested the review & approval of FY2022 State Budget Revision 4 for the General County Fund
- **Motion by Ms. Tabb to approve FY2022 State Budget Revision 4 for the General County Fund as presented. Motion seconded and unanimously approved.**
6. Appointment to the Jefferson County Deputy Sheriff Civil Service Commission
- **Motion by Mr. Stolipher to appoint Jean Vezzosi to the Jefferson County Deputy Sheriff Civil Service Commission for one unexpired term ending September 29, 2025. Motion seconded and unanimously approved.**
7. Dennis Jarvis, Director, and Sean Feigo, Board President, Jefferson County Development Authority – requested a discussion of the Development Authority Board Members Term Limits
- **Motion by Mr. Stolipher to shorten the term length of the upcoming citizen representative vacancies on the Jefferson County Development Authority Board of Directors to two years instead of three to better balance the number of member term expirations in a given year, with the two citizen representative positions to revert back to three year terms after their April 5, 2024 expirations. Motion seconded and unanimously approved.**
8. Conrad Lucas, Frontier Communications – Projects Update – Mr. Lucas discussed Frontier’s future fiber expansion within the County.

9. Nathan Cochran, Assistant Prosecuting Attorney

- a. 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, and WV Supreme Court No's 21-0727, 21-0728, and 21-0731.
- b. Consider matters involving or affecting the construction, planning or purchase, sale or lease of property.
- c. Report by Counsel on opioid case (Jefferson County Commission v. Purdue Pharmaceutical, et al. Use District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170)
 - **Motion by Mr. Stolipher to enter into Executive Session to provide legal advice and discuss personnel issues regarding the following: 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, and WV Supreme Court No's 21-0727, 21-0728, and 21-0731; possibility of creating a CAD project manager position; the possibility of creating a Public Safety Director; and possible reorganization of E-911 and Emergency Management. Motion seconded and unanimously approved.**
 - **Motion Mr. Hudson to come out of Executive Session and resume regular session. Motion seconded and unanimously approved.**

OLD BUSINESS

10. Decision – proposed text amendment to the Jefferson County Envision Jefferson 2035 Comprehensive Plan (approved 1/14/2015) to clarify and/or state that solar facilities are a principal permitted use in the rural and residential zoning districts, in accordance with WV Code §8A-3-11, 8A-3-6 and related statutes.

NEW BUSINESS

11. Legislative Updates – none reported.
12. Report from liaison to CTUB, discussion of CTUB activity (CH) – the Commission discussed issues related to Article 147 with Ms. Jacqueline Milliron, county representative on the Charles Town Utility Board.

COUNTY ADMINISTRATOR REPORTS

- Personnel Matters – Maintenance Director position
 - **Motion by Mr. Stolipher to rename the Maintenance Department to the Department of Facilities and Fleet Management. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to approve the promotion of Laura Kuhn, Interim Maintenance Director, to Director of Facilities and Fleet Management, effective immediately. Motion seconded and unanimously approved.**
- Personnel Matters – County Commission Administrative Assistant – request to advertise
 - **Motion by Mr. Stolipher to advertise for an administrative assistant position within the Commission Department, with the salary at a Grade IV (\$37,750) minimum. Motion seconded and unanimously approved.**
- Personnel Matters – Discuss creating a position – Project Manager for CAD
- Personnel Matters – Discuss creating a position – Public Safety Director
- Discuss reorganization of E-911 and Emergency Management
 - o The items listed above were discussed in Executive Session.

AFTERNOON SESSION

13. Public Hearing – Executive Summary EMS Study by Fitch & Associates.

- Mr. Hudson opened the Public Hearing at 1:32 pm, stating the purpose of the hearing was to receive comment regarding the Executive Summary EMS Study prepared by Fitch & Associates and presented to the Commission on February 17, 2022.

The following individuals provided comment:

- David Tabb
- Jennifer Krouse
- Adam Watson
- Ross Morgan
- Marshall Demeritt
- Mike Mood
- Coy Beverage
- Troy Baker
- Geoff Smith
- Madelyn Riegert

- Alan Perdue
 - Barbara Hartman
 - Jay Premack
 - Heath Fleming
 - Ronda Lehman
 - Resident from Shannondale – unable to capture name
 - Warren Royce
 - Megan Duncan
 - Gabriel _____ (unable to capture last name)
 - Denise Nick
- Mr. Hudson thanked the speakers and stated the Commission would leave the comment period open to receive written comment.
14. Discussion of Fitch Report, including potential action regarding composition and structure of county EMS services, Jefferson County Emergency Services Agency, acquisition and distribution of ambulance resources.
15. Review Fitch & Associates Proposal for Fire Department Study
- **Motion by Ms. Tabb to enter into Executive Session to receive legal counsel regarding the Fitch Report, including potential action regarding composition and structure of county EMS services, Jefferson County Emergency Services Agency, acquisition and distribution of ambulance resources.**
 - **Motion by Mr. Hudson to come out of Executive Session and resume regular session. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to direct Mr. Nissel to contact Fitch & Associates to reaffirm the numbers used in the study; discuss more options regarding EMS service in the county; and the factors involved with the implementation process of options presented. Motion seconded and unanimously approved**
16. The Commission adjourned at 8:12 p.m. on a motion by Mr. Hudson. Motion was seconded and unanimously approved.

Caleb Hudson, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant

SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held virtually via GoToWebinar on Monday, March 7, 2022 beginning at 11:30 a.m.

PRESENT: Caleb Hudson, President
Steve Stolipher, Vice President
Clare Ath, Commissioner
Tricia Jackson, Commissioner
Jane Tabb, Commissioner
John Nissel, County Administrator
Sandy McDonald, Interim Co. Admin
Jessica Carroll, Executive Assistant

In re: Discussion/Action on Board of Health member(s) behavioral impact on daily operations of the Health Department.

The meeting was opened on a motion by Mr. Hudson, with the vote to open the meeting unanimous; however, because the topic of this meeting concerned personnel matters, Mr. Cochran advised the Commission to discuss the issue in Executive Session.

- **Motion by Mr. Hudson to enter into Executive Session to receive legal counsel concerning the Board of Health, its members, and the behavioral impact on daily operation of the Health Department. Motion seconded and unanimously approved.**
- **Motion by Mr. Hudson to come out of Executive session and resume the Special Session. Motion seconded and unanimously approved.**

There being no further business, the meeting adjourned at 12:09 pm on a motion by Mr. Hudson.

Caleb Hudson, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Executive Assistant

REQUISITIONS TO BE APPROVED

March 17, 2022

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
INFORMATION TECHNOLOGY		\$ 13,015.60	Quality Uptime Services	Replacement Batteries for 911 Center
LAW ENFORCEMENT	22037	\$ 16,820.00	Digital Ally	In-Car Video System
	22039	\$ 58,404.92	Executive Emergency Lighting	emergency lighting & vehicle components
GRAND TOTAL		\$ 88,240.52		

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$393,032.50		\$393,032.50
6.2% Tax Payable OASDI	\$23,304.15		\$23,304.15
1.45% Tax Payable HI	\$5,450.13		\$5,450.13
Fed Withholding	\$33,483.11		\$33,483.11
WV State Withholding	\$16,306.73		\$16,306.73
PERS Retirement Deduct 4.5%	\$9,002.08		\$9,002.08
PERS Retirement Deduct 6%	\$5,810.48		\$5,810.48
Hosp. Pre-Taxed	\$14,926.00		\$14,926.00
AFLAC Pre-Taxed	\$406.25		\$406.25
AFLAC Post-Taxed	\$818.92		\$818.92
Optional Life Post-Taxed	\$1,878.30		\$1,878.30
Christmas Club	\$4,355.00		\$4,355.00
Wage Attach #1	\$760.05		\$760.05
Wage Attach #2	\$316.49		\$316.49
Wage Attach #3	\$0.00		\$0.00
DSRS Retirement Deduct 8.5%	\$6,504.22		\$6,504.22
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$5,691.93		\$5,691.93
457R - Roth	\$1,060.00		\$1,060.00
MD State Tax	\$547.32		\$547.32
D/VF	\$1,826.79		\$1,826.79
VA State Tax	\$202.00		\$202.00
Colonial(Plus)	\$47.84		\$47.84
Uniforms	\$0.00		\$0.00
Total Deductions	\$133,531.79	\$0.00	\$133,531.79
Net Wages Total	\$259,500.71	\$0.00	\$259,500.71
Payroll Date	March 3, 2022		

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$394,695.21		\$394,695.21
6.2% Tax Payable OASDI	\$23,395.97		\$23,395.97
1.45% Tax Payable HI	\$5,471.77		\$5,471.77
Fed Withholding	\$33,825.13		\$33,825.13
WV State Withholding	\$16,496.77		\$16,496.77
PERS Retirement Deduct 4.5%	\$8,936.24		\$8,936.24
PERS Retirement Deduct 6%	\$5,955.28		\$5,955.28
Hosp. Pre-Taxed	\$15,093.00		\$15,093.00
AFLAC Pre-Taxed	\$406.25		\$406.25
AFLAC Post-Taxed	\$818.92		\$818.92
Optional Life Post-Taxed	\$1,775.67		\$1,775.67
Christmas Club	\$4,355.00		\$4,355.00
Wage Attach #1	\$492.93		\$492.93
Wage Attach #2	\$150.00		\$150.00
Wage Attach #3	\$0.00		\$0.00
DSRS Retirement Deduct 8.5%	\$6,359.30		\$6,359.30
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$5,687.36		\$5,687.36
457R - Roth	\$1,070.00		\$1,070.00
MD State Tax	\$485.36		\$485.36
D/VF	\$1,842.18		\$1,842.18
VA State Tax	\$168.50		\$168.50
Colonial(Plus)	\$47.84		\$47.84
Uniforms	\$0.00		\$0.00
Total Deductions	\$133,667.47	\$0.00	\$133,667.47
Net Wages Total	\$261,027.74	\$0.00	\$261,027.74
Payroll Date	March 17, 2022		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jacqueline Shadle

Department or Organization: **County Clerk**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **March 3, 2022**

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

Date Requested – 2nd Choice:

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

Incorporate all County Clerk employees' Personnel Services expenses under Department 402. This would mean moving two employees from Elections (Dept. 413) to County Clerk (Dept. 402).

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*):

Motion to approve moving the two employees from Elections (Dept. 413) to County Clerk (Dept. 402) for all Personnel Services expenses.

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: jshadle@jeffersoncountywv.org

Phone Number: 304.728.3215

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 17, 2022**

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

Date Requested – 2nd Choice:

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

1. Jefferson County Planning Commission - 3 three-year terms ending March 31, 2025

2. Jefferson County Historic Landmarks Commission – 2 three-year terms ending March 6, 2025

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

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 17, 2022, or as soon thereafter as the Commission may decide:

Jefferson County Farmland Protection Board -one unexpired term for non-farmer/public representative ending September 7, 2024

Eastern Panhandle Transit Authority - one unexpired term ending January 31, 2023

Jefferson County Planning Commission - three three-year terms ending March 31, 2025

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

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

FROM: **Jack Hefestay**
46 Sundance Ln., Kearneysville, WV 25430
538 E. Washington St., Charles Town, WV 25414 (PO Box 4)
(304)-870-4882, 571-213-2449, hefestay@yahoo.com

TO: **Jefferson County Commission**

SUBJECT: **Reappointment to the Jefferson County Planning Commission**

DATE: March 7, 2022

I am formally submitting my name for consideration for reappointment the **Jefferson County Planning Commission**.

I was first appointed to fill an unexpired term in **July 2017** and reappointed for a full three-year term in **March 2019**. During that time frame I have **perfect attendance** at all meetings and have **zero instances where I have needed to recuse myself due to a conflict of interest**.

I would be pleased and honored to obtain reappointment to serve **another three-year term** for the residents of Jefferson County, WV, and continue my rewarding interface with the other Planning Commissioners as well as the Planning and Zoning professional staff.

OTHER:

Resident of Jefferson County for over 15 years and have no plans to relocate. I care what happens here.

Graduate of the University of Colorado, 1971. Graduate School and Doctoral Candidate. Student Body President 1970-71.

Retired Systems Engineer/Integrator, Lockheed Martin, with over 33 years technical, management and business operations experience.

Retired US Navy Captain (O-6), Intelligence, Active and Reserve with 25 years of experience. Technical disciplines, training, administrative and personnel management. Numerous stateside and overseas operational deployments.

My health is excellent. Have received two vaccinations for COVID19 plus booster (Moderna)

Since I am retired, **I am fully available to attend Jefferson County Planning Commission meetings, support committees, and to perform other assigned duties**. Thank you for your consideration regarding appointment to this position.

Very respectfully,


JACK HEFESTAY

Monday, March 7, 2022

To: Jefferson County Commission:

I would like to be considered for another three year term on the Jefferson County Planning Commission. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Wade D. Louthan". The signature is written in black ink and is positioned above the printed name.

Wade D. Louthan

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 17, 2022, or as soon thereafter as the Commission may decide:

Historic Landmarks Committee - two (2) three year terms ending March 6, 2025.

The Historic Landmarks Committee is specifically seeking individuals with education and experience or demonstrated special interest in historic preservation or local history drawn from one of the following professions: history, architecture, archeology, landscape architect, real estate, or law.

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

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

James R. King, M.Arch. AIA, LEED AP
940 Willowdale Drive
Shepherdstown, West Virginia 25443

Jefferson County Commission
P.O. Box 250
Charles Town, West Virginia 25414
Attn.: Jessica Carroll
Executive Administrative Assistant

Re: Position for Unexpired Term,
Historic Landmarks Committee

March 7, 2022

Commissioners-

I have enjoyed the short time I have spent fulfilling the unexpired term on the Jefferson County Historic Landmarks Commission. I'm appreciative of the appointment, as it has allowed me to work with a very experienced and dedicated group of individuals striving to preserve the history of the area found in the many structures and locations throughout Jefferson County.

Since this was to serve the remaining time of an unexpired term, I realized that I would be required to convey my intentions to continue with the Commission at its conclusion, which is now upon us.

So once again, it is with great enthusiasm that I submit this letter of intent to be considered for a full term on the Jefferson County Historic Landmarks Commission for the three-year term ending March 6, 2025.

My resume and application should be on file from my previous application last August. However, I have included them with this correspondence for your convenience.

Looking forward to my continued service with the Jefferson County Historic Landmarks Commission.

Respectfully,

James R. King, M.Arch., AIA, LEED AP
Encl.

James R. King, AIA, LEED AP Architect

Education

Doctoral Program/ Resource Management and Sustainable Development 2012/West Virginia University, Morgantown, WV (Incomplete)
Masters of Architecture./1991/Virginia Polytechnic Institute and State University, Blacksburg, VA
B.S./Business Administration/Computer Science/1987/Marshall University, Huntington, WV

Registration

Registered Architect, WV, #2871, 1996
National Council of Architectural Registration Boards, #48310, 1996
Maryland – #14601, 2006, 2021
Massachusetts – #30779, 2006
Rhode Island - #3320, 2006

Other

Historic Architect per 36 CFR 61 through West Virginia Department of Culture and History
Leadership in Energy and Environmental Design (LEED) - #10284181-AP

A wide variety of architectural experience has been gained both as a student at Virginia Tech and throughout a thirty year career. Projects ranging from historic preservation to religious to custom commercial, institutional design and adaptive reuse have strengthened a background in many facets of project delivery. Responsibilities include design, project management and production of contract documents including specifications and construction detailing. Also adept at 3 dimensional modeling and rendering, which in many cases is done early in the design to help streamline the process. The following is a narrative of experience, and includes:

HISTORIC PRESERVATION EXPERIENCE

Blennerhasset Mansion, Parkersburg, WV - Part of a project team that was responsible for accurately documenting the construction drawings to renovate the interior of this historic mansion. The interior had little attention given when first renovated, so the owners requested that research and documentation reflect the interior as close to original as possible as a showcase for the period pieces donated. Renovations to existing historic structure

West Virginia State Capitol, Charleston, WV – Project team member responsible for inspections and project management of regilding and painting of the capitol dome in mid-1990s. Due to inferior product installation initially, the current 23 carat gold leaf was applied later adhering to stringent temperature and humidity parameters.

HISTORIC PRESERVATION EXPERIENCE (*continued*)

Graceland Mansion, Elkins, WV – Part of a project team responsible for continuing the documentation efforts started almost twenty years previous. Davis and Elkins College, the campus on which Graceland is located, received funding to complete the renovation. The project team was able to graphically depict the needed repairs to both the interior and exterior to finalize the last phase of this ongoing project. Fully completed, Graceland now serves as a Bed and Breakfast as part of the college's hospitality program.

Carnegie Hall, Lewisburg, WV - The board of Carnegie Hall requested architectural services for schematic design and recommendations regarding the renovation of this historic structure. Our project team proposed a renovation to the theater, museum space and accessibility options for the public spaces, including an elevator and entrance plaza. In addition to drawings, a study model was presented.

West Virginia University, Morgantown, WV - Member of design team responsible for historic preservation projects in and around Woodburn Circle, a major focal point on the WVU campus. Particular project requiring design study and research was Woodburn Hall, one of the first buildings at West Virginia University.

Phillipi Covered Bridge - Phillipi, WV - Member of design team that researched and reconstructed one of few remaining wooden covered bridges still in use on a major highway. A fire destroyed much of the exterior of the structure, but did little damage to the heavy timber framing. From the framing that survived the fire and extensive research on bridges built by Lemuel Chenoweth, the bridge was reconstructed using the same methods used over 100 years previous.

Highgate Carriage House, Fairmont, WV - Member of design team that produced measured, existing drawings and new renovation drawings for preservation of structure slated for demolition into facility used for both private and community functions.

Putnam/Hauser House, Parkersburg, WV – Member of design team responsible for stabilization and renovation to historic structure. Construction documents including both architectural and structural integrated photographs of existing conditions with line drawings to identify each portion of the building needing stabilization.

Historic Residential Properties, Charleston, WV - Additions, renovations and consulting for various properties in and around Charleston area, including homes in the Historic East End District and the Edgewood area.

Fifth Avenue Baptist Church, Huntington, WV - Interior renovations to an approximately 42,000 square foot structure including electrical, mechanical and plumbing upgrades; a new elevator; renovations to the fellowship hall both aesthetically and to comply with life safety and ADA guidelines. During the course of this project, the church continued to have services, therefore, careful attention was given to scheduling and coordination of the construction activities during the week to prepare for services on Sunday.

HISTORIC PRESERVATION EXPERIENCE (*continued*)

Christ Church United Methodist, Charleston, WV - Various projects including a freestanding, portable welcome center; renovations to the chapel to retrofit a c. 1909 Estey Pipe Organ; and renovations to the choir loft in the Centrum area. Also provided maps of floorplans and space studies for kitchen and gathering areas.

McDowell County Courthouse, Welch, WV - Preliminary study of facility to determine needs and repairs, as well as assessment of existing unused space for implementation as a new Tourist Information Center.

Entler-Weltzheimer House, Shepherdstown, WV – Project manager for restoration of windows and painting. Prepared and submitted required reports to West Virginia State Historic Preservation Office

ADAPTIVE REUSE EXPERIENCE

Ellen's Ice Cream, Charleston, WV - This privately owned retail establishment acquired space in an existing building on Capitol Street in downtown Charleston. Renovations included design of the new interior, upgrade of existing utilities to accommodate new refrigeration units, and design of the new façade, which was required to fit in with the surrounding historic fabric. This store's location in the block is frequently photographed as an example of the city's efforts to continue this type of adaptive reuse.

Calwell Law Office, Charleston, WV - The client obtained my services to design the art deco façade of this existing 35,000 square foot structure. Built in the early 1900s, this former laundry turned automobile repair shop boasts a fully operational auto elevator which the owners plan to use for rooftop parking. The owners requested the full architectural services soon after the successful façade design, and retained me to complete the contract documents including floor plans, interior details and construction administration.

Cilantro's Restaurant, Charleston, WV - This staple of Charleston's dining was the unfortunate recipient of smoke and water damage due to a fire next door. The client was only left with about $\frac{3}{4}$ of what the establishment had previous to the damage. Working with a shell, the resulting design consisted of a smaller but more efficient fast casual restaurant seating about 30- 35 patrons. Provided design, coordination and construction management services.

Delish Express, Charleston, WV – This restaurant began in the downtown area, but was relocated to an existing building two blocks west of the state capitol for expansion and better exposure. Another fast casual restaurant, the design includes concrete counters and serving area, outdoor seating, and an addition on the back of the building to accommodate a new kitchen equipment. Provided design, coordination, construction management and code coordination.

Raymond B. Benzinger
622 Shannondale Road
Harpers Ferry, WV 25425
(304) 995-8062

March 11, 2022

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

Re: Historic Landmarks Commission

Dear friends:

This is to express my interest in serving on the Historic Landmarks Commission and, by this letter, to apply for appointment. I request that the Commissioners consider the attached resume as my application for appointment. Your thoughtful consideration of my qualifications is greatly appreciated.

Respectfully,


Raymond B. Benzinger

Attachment

Brief Resume of Raymond B. Benzinger

Ray is a graduate of Carnegie-Mellon University and moved to the D.C. area to work at the National Geographic Society as a color quality control specialist for the Magazine. While working for the National Geographic, he attended law school at night and earned Juris Doctor and Master of Law Degrees at Georgetown University School of Law. He served as a law clerk for a Federal Judge and, following that position, he joined the United States Department of Justice as a trial attorney in the Court of Claims Section, representing the Government in claims against the U.S. government. Following his service at Justice, Ray was Associate Professor of Law at George Mason University School of Law, now the Antonin Scalia School of Law, teaching Contract Law to first year students and Evidence Law and Regulated Industries to advanced students. He also taught Corporations Law at the Catholic University School of Law. Ray then served as a Trial Attorney representing private citizens for over twenty-five years before retiring to his home in the West Virginia Blue Ridge. Ray was active in the Virginia State Bar in numerous capacities including representing Arlington County in the Virginia State Bar Council. He has been on the Budget Committee, was appointed by the Virginia Supreme Court to serve two terms on the Continuing Legal Education Board, and was a frequent lecturer in Continuing Legal Education Seminars.

Ray and his wife currently serve on the Blue Ridge Community and Technical College Foundation Board.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Nancy Strine, CDBG and HOME Administrator

Department or Organization: **City of Martinsburg representing the Eastern Panhandle HOME Consortium**

Estimation of amount of time needed for appointment: 10-12 minutes

Date Requested – March 17th 1st Choice:

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

I need at least a month to publish the legal notice for the Public Hearing

Date Requested – 2nd Choice: March 31th

Subject (*Wording to be placed on agenda*): First item, Hold a public hearing to discuss the housing needs of Jefferson County for the FY 2022 HOME Investment Partnership Program and second for the Commission to approve a Resolution authorizing participation in the Eastern Panhandle HOME Consortium of West Virginia for the Period July 1, 2022 to June 30, 2023.

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request: None

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

FY 2022 HOME (HOME Investment Partnership Program) Public Hearing and approval of 2022 HOME Resolution
First item, hold a public hearing to discuss the housing needs of Jefferson County for the FY 2022 HOME Investment Partnership Program and second for the Commission to approve a Resolution authorizing participation in the Eastern Panhandle HOME Consortium of West Virginia for the Period July 1, 2022 to June 30, 2023.

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: prefer email

Email address: nstrine@cityofmartinsburg.org

Phone Number: 304-264-2131 ext. 278

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**JEFFERSON COUNTY COMMISSION, JEFFERSON COUNTY, WEST VIRGINIA
FY 2022 HOME INVESTMENT PARTNERSHIP PROGRAM**

Notice is hereby given by the Jefferson County Commission that it will hold a public hearing on **Thursday, March 17, 2022 at 6:30 pm**, prevailing time, in the County Commission meeting room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia. The Jefferson County Commission Chambers are accessible to persons with physical disabilities. If special arrangements need to be made to accommodate citizens in order for them to participate in the public hearing, please call **Sandy Slusher McDonald, Deputy County Administrator, at 304-728-3284** to make those arrangements.

The purpose of this public hearing is to discuss the specific housing needs of Jefferson County, WV. The Jefferson County Commission is a member of the Eastern Panhandle HOME Consortium of West Virginia which consists of the City of Martinsburg, Berkeley County, part of Jefferson County and part of Morgan County, West Virginia. The HOME Consortium is eligible to receive a HOME Investment Partnership Grant in FY 2022. The U.S. Department of Housing and Urban Development will be notifying the City of Martinsburg in the future of the amount of HOME funds that will be available for FY 2022. In order to receive those funds, the member jurisdictions in the Eastern Panhandle HOME Consortium must develop a program for the use of HOME funds as a part of the City of Martinsburg's FY 2022 Consolidated Annual Action Plan. The HOME Consortium will be preparing their HOME Program and they intend to afford citizens, local agencies, and interested parties the opportunity to become involved in the planning process.

The following general types of activities are eligible for funding under the HOME program: Homeowner Rehabilitation, including repair, rehabilitation or reconstruction of owner occupied houses; Homebuyer Activities, including funds for purchase and/or rehabilitation of existing houses or new construction of houses for homebuyers; Rental Housing, including acquisition and/or rehabilitation of existing rental housing or new construction of rental housing; and Tenant Based Rental Assistance, including financial assistance for rent, security deposits and under certain conditions, utility deposits for tenants. All HOME funds must be used for persons and households that meet the HUD income guidelines and definition of low- and moderate-income.

Notice is also hereby given that the JEFFERSON COUNTY COMMISSION is accepting proposals for the use of its portion of the HOME Consortium funds for FY 2022 beginning February 15, 2022. Application packets, instructions and information are available on an open basis. All interested applicants are encouraged to contact the Jefferson County Commission office, in order to obtain the application packet and to address any questions. **Please contact Sandy Slusher McDonald at 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284.**

All interested citizens are encouraged to attend this public hearing and they will be given the opportunity to present oral or written testimony concerning the housing needs of Jefferson County and the use of HOME funds to address those needs. Written comments may be addressed to **Sandy Slusher McDonald, Deputy County Administrator, 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284**

Caleb Hudson, President
Jefferson County Commission

RESOLUTION

A RESOLUTION OF THE County Commission of Jefferson County, West Virginia AUTHORIZING PARTICIPATION IN THE EASTERN PANHANDLE HOME CONSORTIUM OF WEST VIRGINIA FOR THE PERIOD OF JULY 1, 2022 TO JUNE 30, 2023.

WHEREAS, TITLE II of the National Affordable Housing Act of 1990 provides for the creation of the HOME Investment Partnership Program (hereinafter referred to as “HOME”); and

WHEREAS, the HOME regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) under 24 CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements; and

WHEREAS, there is a need throughout the Eastern Panhandle of West Virginia to provide affordable housing for the low- and moderate-income residents; and

WHEREAS, the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, City of Charles Town, City of Ranson, Corporation of Shepherdstown, Town of Bolivar, Town of Harpers Ferry, County of Morgan Town of Paw Paw, Town of Bath West Virginia, have formed a Consortium that has been designated as a Participating Jurisdiction under the HOME Program, thereby entitling the Consortium to seek annual funding; and

WHEREAS, the Jefferson County Commission entered into a three (3) year Housing Consortium Cooperation Agreement with an annual renewal clause for participation in the HOME Consortium for the Eastern Panhandle; and

WHEREAS, the U.S. Department of Housing and Urban Development is expected to award the HOME Consortium of the Eastern Panhandle a HOME grant upon request and consideration for Fiscal Year 2022; and

WHEREAS, the Jefferson County Commission recognizes the need to obtain funding for affordable housing and has identified the HOME Program as a source of funds to meet this need.

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

1. Jefferson County will cooperate with the City of Martinsburg, County of Berkeley, Town of Hedgesville, City of Charles Town, City of Ranson, Corporation of Shepherdstown, Town of Bolivar, Corporation of Harpers Ferry, County of Morgan, Town of Paw Paw, Town of Bath West Virginia, in a Consortium for participation in the HOME Program; and
2. The President of the Jefferson County Commission is hereby authorized to enter into a one-year Cooperation Agreement for the period of July 1, 2022 to June 30, 2023 with the other members which form the Eastern Panhandle HOME Consortium of West Virginia; and

3. A copy of this resolution is to be submitted in the request to US. Department of Housing and Urban Development to approve funding of the Eastern Panhandle HOME Consortium of West Virginia for the above Fiscal Year 2022 HOME Investment Partnership Program.

Adopted this _____ day of _____, 2022.

BY:

Caleb Hudson, President,
Jefferson County Commission

ATTEST:

Jacqueline C. Shadle, County Clerk

NOTICE OF PUBLIC HEARING
Thursday, March 17, 2022 at 6:45 pm

The County Commission of Jefferson County will hold a Public Hearing regarding a Zoning Map Amendment (rezoning) for the property designated as Tax District: Charles Town (02), Tax Map: 03; Parcel: 9. The property, to be known as Green Hill Subdivision, is a vacant parcel located northeast of the intersection of Flowing Springs Rd and Daniel Rd, near Charles Town. The property owner/applicant is William Reilly, Managing Member. The parcel is approximately 102 acres. The property is currently zoned Rural (R) and a petition has been made to the County Commission by the property owner to change the zoning classification of the property from Rural to Residential Growth (RG) (Planning Commission File #22-1-Z).

The hearing will be held on **Thursday, March 17, 2022 at 6:45 pm** in the County Commission Meeting Room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, WV. This meeting will also be available 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 if you wish to be added to the list for in-person attendance at the Public Hearing.

Oral or written comments can be provided at the hearing on **Thursday, March 17, 2022 at 6:45 pm**. Written comments may also be submitted to info@jeffersoncountywv.org or to PO Box 250, Charles Town, WV 25414.

Please contact the Office of Planning and Zoning for additional information on the proposed request: 304-728-3228 or visit the County's website: www.jeffersoncountywv.org.

By Order of the Jefferson County Commission
Caleb Hudson, President



JEFFERSON COUNTY, WEST VIRGINIA

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

P.O. Box 716

Charles Town, WV 25414

www.jeffersoncountywv.org

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

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

MEMO

TO: County Commission of Jefferson County
FROM: Jennifer M. Brockman, AICP, County Planner
DATE: March 9, 2022
RE: Planning Commission Recommendation regarding the Zoning Map Amendment Petition for the Green Hill property (File #22-1-Z)

On Thursday, February 3, 2022, a representative for the proposed Green Hill subdivision presented a petition for a Zoning Map Amendment to the Jefferson County Commission for a vacant parcel located northeast of the Flowing Springs Rd (WV17) and Daniel Rd (WV18) intersection. The parcel, designated as Charles Town (02); Tax Map: 03; Parcel: 9, consists of 102 acres. The property is currently zoned Rural and the petition requests rezoning from Rural to Residential Growth (RG). The County Commission scheduled a Public Hearing for this rezoning for Thursday, March 17, 2022 at 6:45 pm. At the February 3rd meeting, the County Commission, in accordance with WV Code 8A and the Jefferson County Zoning Ordinance Article 12, referred the petition to the Planning Commission for their review and recommendation as to whether the proposed amendment is consistent with the adopted *Envision Jefferson 2035 Comprehensive Plan*.

On Tuesday, March 8, 2022 at the Jefferson County Planning Commission meeting, the Planning Commission heard an overview of the Green Hill Zoning Map Amendment (#22-1-Z) petition by staff as well as a staff report identifying relevant portions of the *Envision Jefferson 2035 Comprehensive Plan* for the Planning Commission's consideration and review. This staff report is attached to this memo for the County Commission's information and consideration. Staff provided comments on the application and the relevant sections of the *2035 Plan*. Staff presented a finding to the Planning Commission that that the request is consistent with the Future Land Use Guide of the *2035 Plan* because it is shown as future "Low Density Residential" on the Future Land Use Guide and the proposed Residential Growth (RG) zone allows this density of residential uses.

After reviewing the application, the staff report, and further discussion, the Planning Commission found, with a unanimous vote, that the proposed Zoning Map Amendment to Residential Growth (RG) is consistent with the *Envision Jefferson 2035 Comprehensive Plan*.

Attachment:

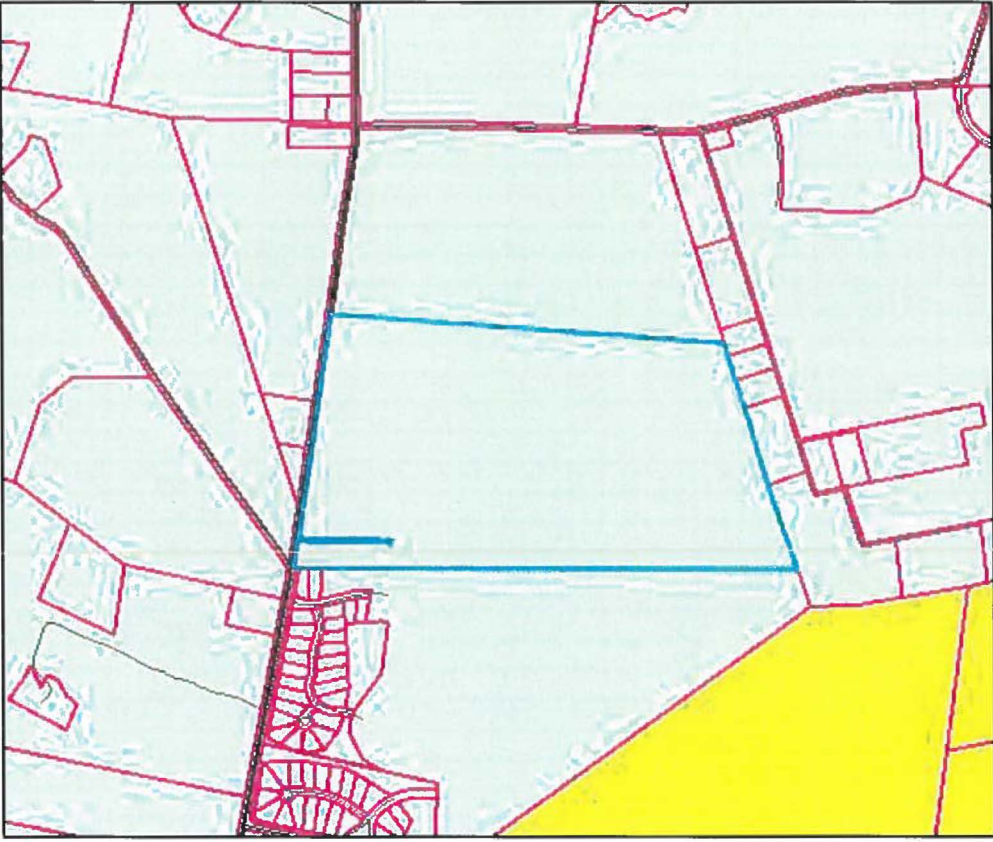
- *22-1-Z Green Hill Rezoning Staff Report for 3/8/22 Planning Commission Meeting*

Staff Report

Jefferson County Planning Commission Meeting
 March 08, 2022

Green Hill Rezoning Request (22-1-Z)

Item # 7: Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment to rezone the subject parcel from Rural to Residential Growth is consistent with the *Envision Jefferson 2035 Comprehensive Plan*.

Owner:	William Reilly, Managing Member
Consultant:	Chad Wallen, Integrity Federal Services
Parcel Information:	<p>Vacant parcel located northeast of the Flowing Springs Rd and Daniel Rd intersection, Charles Town, WV Tax District: Charles Town (02), Map: 03; Parcel: 9; Total Acres: 102; Zoning District: Rural</p> 
Adjoining Zoning:	North, East, West: Rural; South; Rural and Residential Growth
Proposed Request:	To rezone from Rural (R) to Residential Growth (RG)
Planning Commission Responsibility:	To advise the County Commission whether the requested Zoning Map Amendment is consistent with the <i>Envision Jefferson 2035 Comprehensive Plan</i> .
Staff Finding:	Staff finds that the request is consistent with the <i>Envision Jefferson 2035 Comprehensive Plan</i> .
Previous Approvals	
Conditional Use Permit (CUP)	01/22/03: Neighborhood Compatibility Meeting 04/08/03: CUP public hearing – Approved 09/28/04: PC approved an 18-month tolling of time for the CUP to 04/08/06.

Staff Report
 Jefferson County Planning Commission Meeting
 March 08, 2022

Green Hill Rezoning Request (22-1-Z)

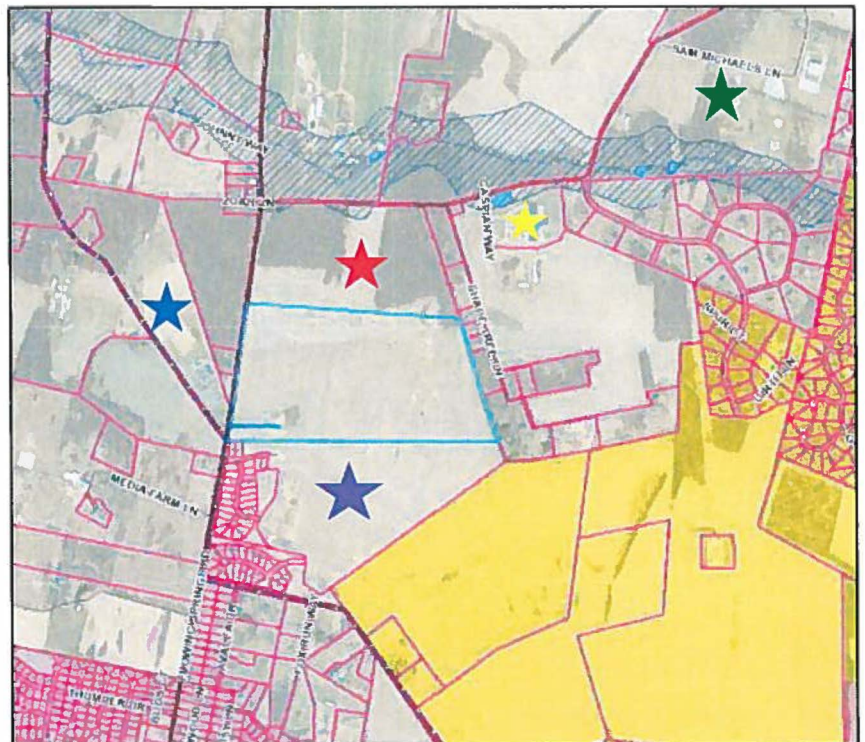
<i>F.K.A. Forest View Subdivision</i> PC File #Z02-01	02/01/07: CUP signed (official issuance) 08/01/08: CUP Expiration Date 03/20/08: BZA granted an extension of the CUP to 02/01/2010. 02/01/10: Renewed expiration date
Community Impact Statement (CIS) PC File #06-35	04/24/07: PC Approval 11/17/09: Expiration Date
Preliminary Plat	01/04/08: Staff Review Meeting 07/29/08: Staff Approval
Final Plat	09/23/08: PC granted variance to extend the final plat 05/16/09. 05/12/09: PC denied variance to extend the final plat.
Other Approvals:	Court Order allowing for a tolling of time for a period of 1290 days (Case No. 02-C-217) 01/11/08: Groundwater protection plan approved 04/26/07: JC Addressing approved WV Senate Bill 595 (2010) time extension did not apply to this project.

Applicant's Request

The applicant's request is to rezone a total of 102 acres (outlined in blue), to be referred to as Green Hill, from Rural (R) to Residential Growth (RG).

Neighboring Uses

This area of the County is on the northern edge of the urbanizing area north of Job Corps Road, consisting primarily of residential uses and related community facilities. Immediately to the west, across Flowing Springs Road, is a 50-acre parcel occupied by Fellowship Bible Church, which includes an outdoor recreation area at its western edge (blue star). To the north is the previously approved Daniel's subdivision, which has expired (red star). Northeast is the location of Driswood Elementary School (yellow star). Farther northeast is the 130-acre Sam Michael's Park, including the Community Center, pavilions, an outdoor amphitheater, and ball fields (green star). To the south is the Aspen Green Subdivision, which is in its 3rd section and has a total build out of 205 lots (purple star). To the south east of the property in question is a large area zoned Residential Growth which consists of the 133 acre Butler Farm, which has no current plans for development, and 470 +/- acres owned by BC Partners which just voided its previously approved Breckenridge East subdivision.



Staff Report
Jefferson County Planning Commission Meeting
March 08, 2022
Green Hill Rezoning Request (22-1-Z)

Scope of this Assessment

This report focuses on whether or not the Zoning Map Amendment application is consistent with the *Envision Jefferson 2035 Comprehensive Plan (2035 Plan)* and provides a Staff recommendation based on review of the various plan sections and elements. Staff's professional recommendation is that the request is **consistent** with the *2035 Plan* because it is shown as future "Low Density Residential" on the Future Land Use Guide. The current zoning permits agricultural and rural cluster density residential land uses. The owner-initiated rezoning to Residential Growth (RG) would allow for a variety of residential land uses such as single family, two family dwellings and/or townhome units.

It should be noted that Staff has no statutory authority to make decisions in this regard. The County Commission, with the recommendation of the Planning Commission, has the authority to approve or deny a zoning map amendment.

Zoning Map Amendment Public Hearing Process

Article 12 of the Zoning Ordinance requires that the "procedure for amendment [by petition] shall be as dictated in Section 8A-7-9 et seq of the West Virginia State Code as amended." Regarding amendments by petition, State statute provides that, "Before amending the zoning ordinance, the governing body with the advice of the planning commission must find that the amendment is consistent with the adopted comprehensive plan." [See WVC 8A-7-9(c)].

Relevant *Envision Jefferson 2035 Comprehensive Plan* Elements and Commentary

The *Envision Jefferson 2035 Comprehensive Plan* consists of both goals and recommendations in text format as well as a Future Land Use Guide, both of which are relevant to this analysis. Page number references throughout this report relate to the *Envision Jefferson 2035 Comprehensive Plan*.

A. Land Use and Growth Management Element/ Future Land Use Guide

One of the key concepts that the Land Use and Growth Management Element of the *2035 Plan* addresses is how to better influence the location of new development within Jefferson County. As the cost of providing services and utilities increases, many communities similar to Jefferson County have come to the realization that it is more sensible to identify specific areas that can handle development and growth, and to focus infrastructure and community service investments in these areas. In Jefferson County, there are four area types that are identified as part of *Envision Jefferson 2035 Plan* (pp.16-17).

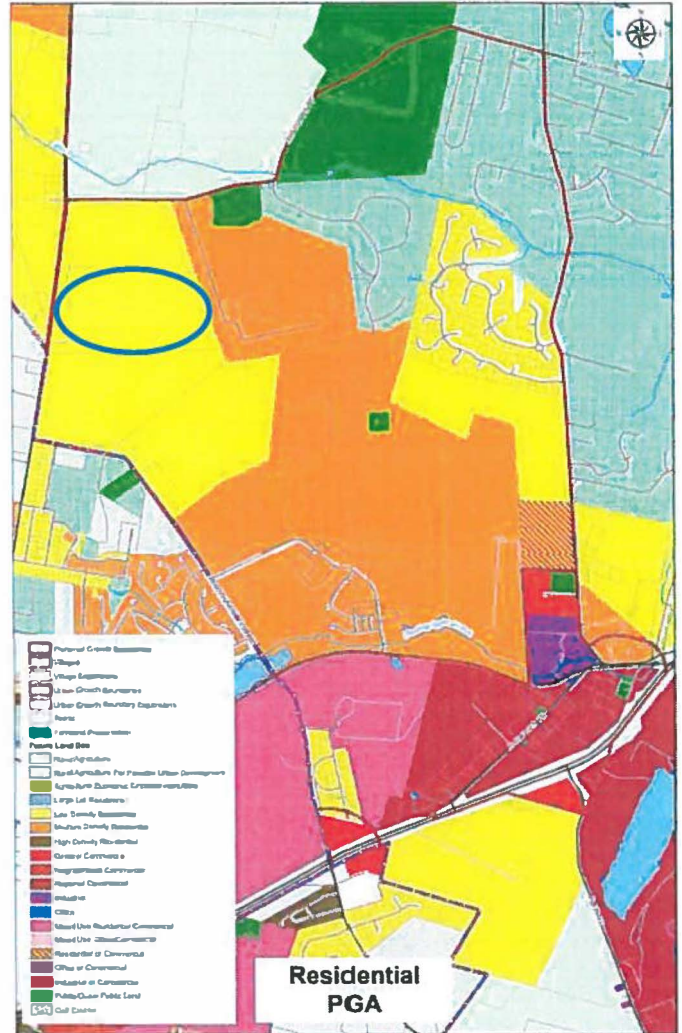
The land use area types include Urban Growth Boundaries (UGB) and Preferred Growth Areas (PGA), which are the sections of Jefferson County where urban scale development is to be targeted over the planning horizon of the *2035 Plan*; and Rural/Agricultural Areas and Villages, where limited development is possible but is not intended for urban-scale development. (p. 17)

The property that is the subject of this rezoning request is located within the "Residential Preferred Growth Area" (p.23). During the *Envision Jefferson 2035 Comprehensive Plan* public input process, it was determined that it is important to denote the "areas where a concentration of existing or approved residential development currently exists, but may be not be fully developed, and is outside of the Urban Growth Boundary (UGB)". It further noted that one such area exists that consists of properties currently zoned for Residential Growth (RG) or which had vested development rights to develop at a

Staff Report
 Jefferson County Planning Commission Meeting
 March 08, 2022

Green Hill Rezoning Request (22-1-Z)

low medium density residential rate. Some of the vested rights that existed when the *2035 Plan* was approved, have expired and will require rezoning consistent with the Future Land Use Guide. This core residential area, bounded by Old Country Club Road, Flowing Springs Road, Job Corps Road, Shepherdstown Pike (WV 230) to the railroad tracks, is depicted by a Preferred Growth Area boundary, but is compromised only of future large lot, low density, and medium density residential uses. It is anticipated that this will be a primarily detached single-family suburban housing area. The property in question (circled in blue) falls within this anticipated future residential area.



B. Appendix G - Land Use Map Classifications

The property that is a part of this Zoning Map Amendment request is shown on the Future Land Use Guide as Future “Low Density Residential”. Appendix G of the *2035 Plan* provides a detailed explanation of the Land Use Map Classifications utilized on the Existing Land Use Map and Future Land Use Guide which are intended to provide guidance to the Planning and County Commissions when considering owner-initiated zoning map amendments (rezoning requests). It further notes that while some of the land use classifications may require new zoning categories, the land uses were not intended to be a comprehensive list of possible zoning districts.

Appendix G of the *2035 Plan* states that the “Low Density Residential” land use category is a land use category which anticipates “land occupied by a single family residential development, with a density of one unit per acre to 2.99 units per acre. Lots in this category may be served by either on-site well and septic systems or a public water and sewer system as the number of units per acre increases” (p.235).

As the current Jefferson County Zoning Ordinance does not include a variety of zoning categories which anticipate certain residential densities, Residential Growth is a category that would permit Low Density Residential land uses.

Proposed Zoning District – Residential Growth (RG)

The purpose of the Residential Growth (RG) District (Section 5.4) is to “provide for a variety of residential uses and densities which can be supported by central or public water and sewer and adequate roadways and services. This district encourages areas of commercial growth proposed as an appropriate

Staff Report

Jefferson County Planning Commission Meeting

March 08, 2022

Green Hill Rezoning Request (22-1-Z)

and compatible integrated part of a residential development in conformance with Section 5.4C of this Ordinance” (complete description attached).

Staff Discussion and Recommendation

This property has been zoned Rural since zoning went into to effect in 1988. Under the previous Zoning Ordinance, this property, as well as the properties to the north and south, received approval for Conditional Use Permits (CUPs) that would allow the development of these properties at suburban residential subdivision densities. In order to proceed with these CUPs, public water and sanitary sewer was required, Years of disagreements between the Charles Town Utility Board (CTUB) and the now-defunct Jefferson County Public Service District (JCPSD), delayed most of these approved residential developments. Aspen Green was the only development in the Flowing Springs corridor that was able to move forward with its development through the last decade.

After the adoption of the *2035 Plan*, based on the recommendations of the *Plan*, the County Commission approved a text amendment eliminating the use of the Land Evaluation Site Assessment (LESA) system and modifying the CUP process so that it could not be used for future residential development projects in the Rural Zoning District. The *2035 Plan* was the first Jefferson County Comprehensive Plan to include a Future Land Use Map/Guide, which is intended to be a tool to provide a visual definition of future growth and areas where potential owner initiated zoning map amendments (rezoning requests) might occur within the timeframe of the *Plan*. The *2035 Plan* stated that “by creating a Future Land Use Map/Guide, a community provides clarification for property owners related to their potential development on their site. The review of all zoning map amendment requests shall include consideration of all of the recommendations created as part of this Plan. All zoning map amendments shall be in conformance with the Future Land Use Guide and the recommendations of this Plan.”(pp. 16-17).

Based on these recommendations of the *2035 Plan* related to the Residential Preferred Growth Area and the Future Land Use Map/Guide, staff finds that the proposed Residential Growth (RG) rezoning for the lot included in this application to be **consistent** with the *Envision Jefferson 2035 Comprehensive Plan*.

Planning Commission Action

Article 12 of the Zoning Ordinance, in accordance with State Code, requires the County Commission to refer rezoning petitions to the Planning Commission for their review and recommendation as to whether the amendment is consistent with the adopted *Comprehensive Plan*. Such recommendation will be required to be sent to the County Commission prior to the County Commission’s public hearing which shall be held within 60 days of the date the petition is presented.

The petition was presented to the County Commission on February 3, 2022 and the required Public Hearing has been scheduled on March 17, 2022. Therefore, the Planning Commission is required to review this application and make a recommendation to the County Commission prior to this meeting.

Attachment:

- Section 5.4 Residential Growth (RG) District

Staff Report
Jefferson County Planning Commission Meeting
March 08, 2022

Green Hill Rezoning Request (22-1-Z)

ATTACHMENT:

Section 5.4 Residential Growth (RG) District

The Residential Growth District is intended to provide for a variety of residential uses and densities which can be supported by central or public water and sewer and adequate roadways and services. This district encourages areas of commercial growth proposed as an appropriate and compatible integrated part of a residential development in conformance with Section 5.4C of this Ordinance.

The following regulations govern development within the Residential Growth District.

A. Principal Permitted and Conditional Uses.

1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.
2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals in accordance with Section 6.3 of this Ordinance.

B. Minimum Lot Area, Height, and Yard Requirements

1. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance. The minimum lot area requirements are based on the availability of central or public water and sewer facilities and West Virginia Board of Health regulations.
2. When computing the dwelling unit yield for a parcel of land, use the total area of parcel minus (1) lands contained in a wetland and (2) hillside lands to be retained in a natural, undisturbed condition as provided for in the Jefferson County Subdivision and Land Development Regulations. The balance square footage between the ADU (Area per Dwelling Unit) and the MLA (Minimum Lot Area) shall not include land set aside in a Sensitive Natural Area, Buffer to a Sensitive Natural Area, land qualifying as Hillside development or a 100 Year Flood Plain.
3. All detached accessory structures under 144 square feet in size shall have a setback of 6'.

C. Commercial Services in Residential Developments

1. Commercial services may be included in a residential development providing the commercial uses are intended to serve the residential community proposed and shall relate well to residential areas in terms of pedestrian and vehicular circulation.
2. The gross area for commercial uses shall not exceed 5 acres or 10 percent of the gross tract area, whichever is less.
3. Commercial uses shall not be built or established prior to the residential development unless built in phases consistent with phasing of the residential construction.
4. These uses shall be located within the interior of the project.
5. Commercial uses shall be subject to the Conditional Use Permit process as outlined in Section 6.3 of this Ordinance. Any proposed commercial use that is served from a road that is proposed to be located on the perimeter of the project or on a State Road shall be required to be considered as a part of the Conditional Use Public Hearing process.

Staff Report
Jefferson County Planning Commission Meeting
March 08, 2022

Green Hill Rezoning Request (22-1-Z)

D. Standards for Commercial Uses

1. Commercial uses are subject to the following access requirements:
 - a. Such uses will not use adjacent residential roads for through traffic; and
 - b. Will connect to principal and major arterial highways as directly as feasible considering access restrictions.
2. Commercial uses are subject to the requirements of Section 5.6D and the requirements for such standards in Article 8.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Chad Wallen (Integrity Federal Services)**

Department or Organization: **N/A**

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

Date Requested – 1st Choice: **2/3/2022**

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

Date Requested – 2nd Choice: **2/17/2022**

Subject (*Wording to be placed on agenda*): **Green Hill Rezoning Request**

Please provide the County Commission with a description of your request or presentation, including any background information:
Green Hill Zoning Map Amendment: Request for a public hearing and referral to Planning Commission to review zoning amendment request for a 102.00-acre property identified in Charles Town District (2), Map Number 3, Portion of Parcel 9.

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:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Jefferson County, West Virginia
 Department of Engineering, Planning and Zoning
Office of Planning and Zoning
 116 E. Washington Street, 2nd Floor, P.O. Box 716
 Charles Town, West Virginia 25414

File #: _____
 Date Rec'd: _____
 Fees Paid: _____
 Staff Int: _____

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.

Property Owner Information

Owner Name: William Reilly, Managing Member
 Business Name: Flowing Springs Road LLC
 Mailing Address: 21631 Ridgetop Circle, Suite 250; Sterling, VA 20166
 Phone Number: 703-444-4100 Email: bill@championtitle.com

Applicant Contact Information

Applicant Name: _____ Same as owner:
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Consultant Information

Name: Chad Wallen
 Business Name: Integrity Federal Services
 Mailing Address: 148 S. Queen Street, Suite 201; Martinsburg, WV 25401
 Phone Number: 304-725-84566 Email: cwallen@ifs-ae.com

Physical Property Details

Physical Address: Northeast of the Flowing Springs Rd / Daniel Rd intersection Vacant Lot:
 Tax District: Charles Town (2) Map No: 3 Parcel No: 9
 Parcel Size: 102.00 acres Deed Book: 1255 Page No: 569

Current Zoning District

Rural (R)

Proposed Zoning District

Residential Growth (RG)

Substantiation for the Request

For a Zoning Map Amendment (rezoning) 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/project and describe why this Zoning Map Amendment is necessary for the proposed use (and/or project) described.

See Attached

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

See Attached

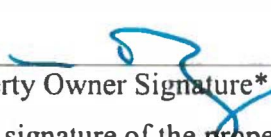
Discuss any change(s) of transportation characteristics (i.e. type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original Ordinance was adopted.

See Attached

A plat or sketch 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, as shown on the appropriate U.S.G.S. Topographic Quadrangle Map or other data source approved by the Department, should be superimposed on the sketch plan. The source of all contour lines shall be noted on the plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes, and quarries shall be delineated.

The information given is correct to the best of my knowledge.

Property Owner Signature*



Date

1/25/22

Property Owner Signature*

Date

*The **original** signature of the property owner is required. A copy of the signature will not be accepted.

A complete petition, and related fees, shall be submitted to the Office 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. A copy of the application shall be submitted to the County Commission Office for inclusion on the County Commission Agenda at least one week prior to the County Commission meeting date.

Zoning Map Amendment Application Addendum

Green Hill Rezoning

January 25, 2022

Owner / Applicant:

Flowing Springs Road LLC
21631 Ridgetop Circle, Suite 250
Sterling, VA 20166

Property Tax Identification:

Charles Town District (2), Map Number 3, Parcel 9

Deed Information:

Deed Book 1255, Page Number 569

Property Characteristics:

Location: Northeast of the Flowing Springs Rd & Daniel Rd intersection

Current Zoning: Rural (R)

Current / Historic Use: Agricultural

Area of Rezoning: 102.00+/- Acres

Requested Zoning District:

Residential Growth (RG)

Table of Exhibits

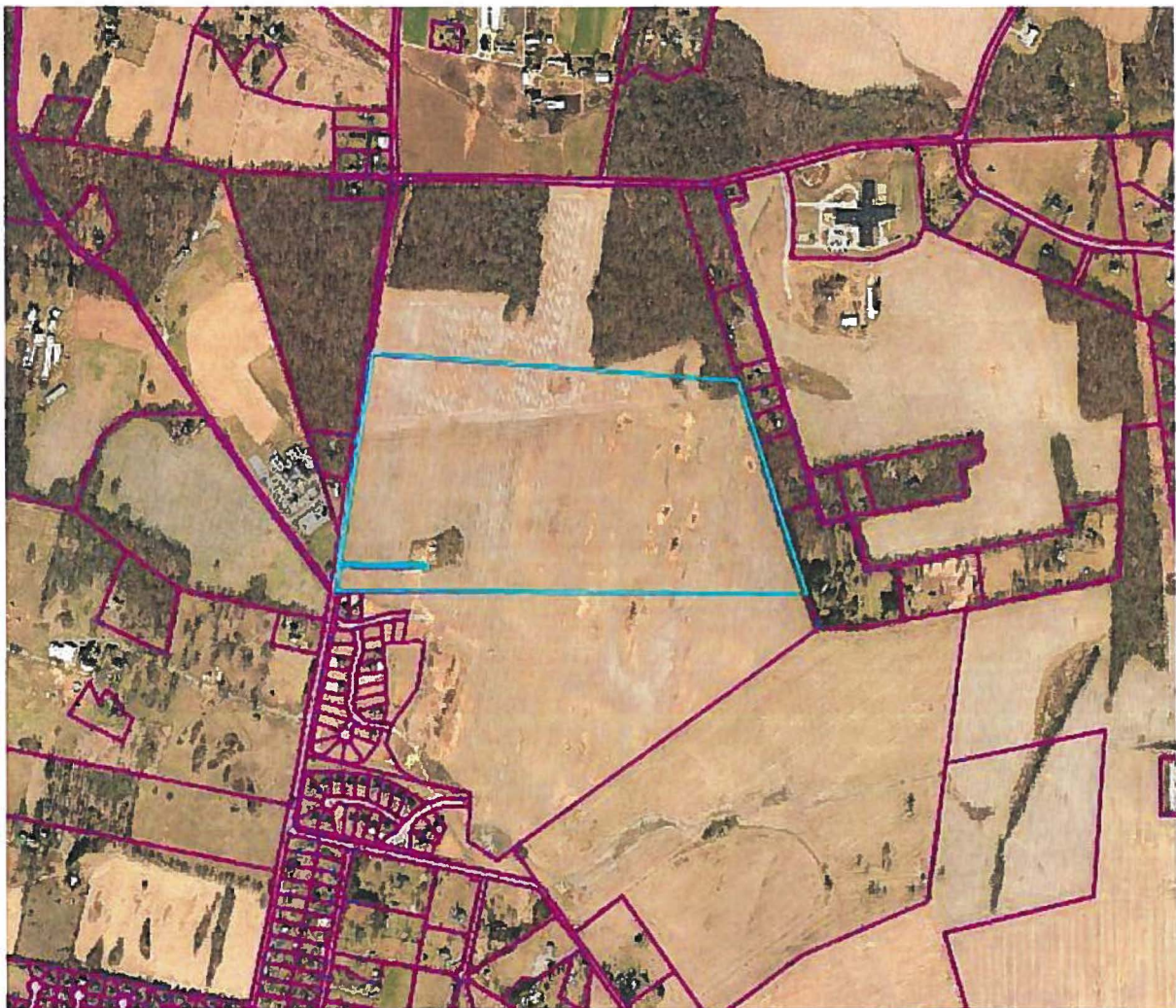
1. Vicinity Map
2. Aerial Overlay
3. Existing Conditions Map
4. Concept Sketch

Substantiation for Request

Existing Characteristics

The property is located east of Flowing Springs Road approximately two (2) miles north of the Route 9 Flowing Springs Road exit.

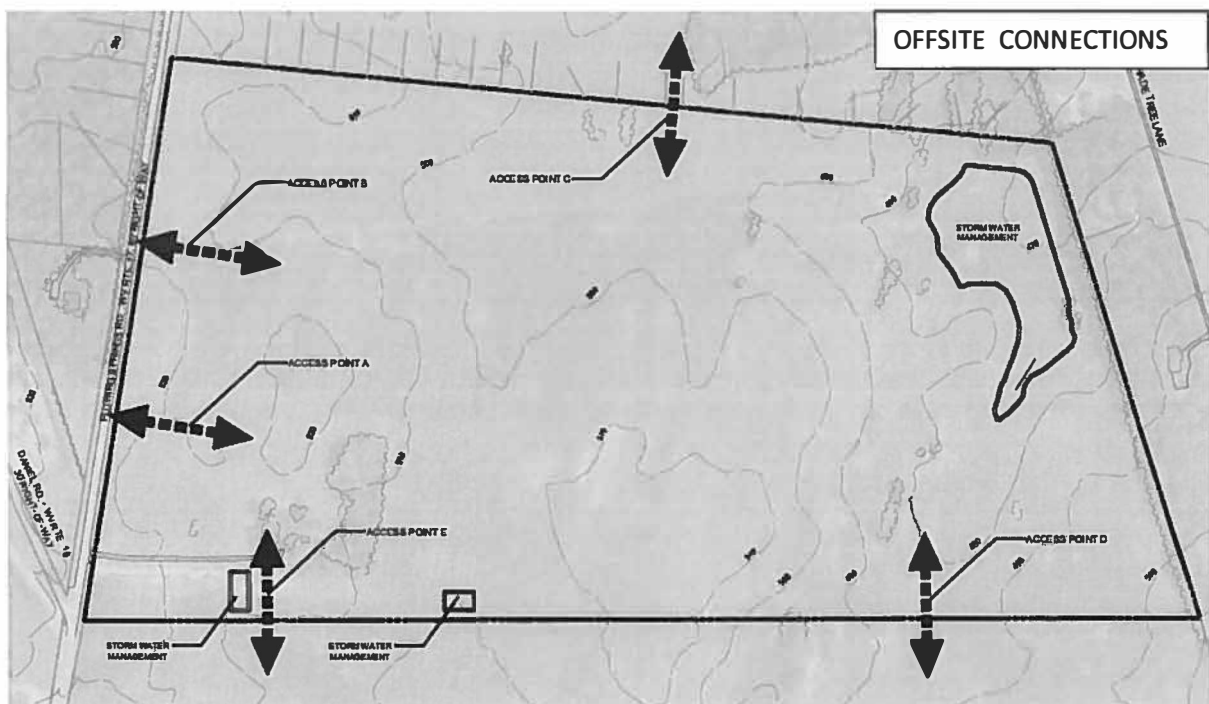
The property's use is currently agricultural. The property is 0.8 miles from Driswood Elementary School, 1.2 miles from Jefferson High School and 1.5 miles from Wildwood Middle School.



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 density for the property is not permitted in the Rural district of the Zoning Ordinance. The Residential Growth district will allow the property to be developed as envisioned by the comprehensive plan (Low Density Residential).

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 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 through two (2) entrances from Flowing Springs Road. There will also be two (2) connections to the Aspen Greens development to the south and one (1) connection to future development to the north (previously known as Daniels Forest). Like all subdivisions in Jefferson County, the proposed development of the property will be subject to the County's regulations, review, and approval process.



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 23)

g. Residential Preferred Growth Area

Based on comments received during the Envision Jefferson 2035 public input process, it was determined that it is important to denote the areas where a concentration of existing or approved residential development currently exists but may be not be fully developed and is outside of the Urban Growth Boundary (UGB). One such residential area exists that consists of properties currently zoned for Residential Growth (RG) or which have a vested development right to develop at a low density or medium density residential rate. This core residential area, bounded by Old Country Club Road, Flowing Springs Road, Job Corps Road, Shepherdstown Pike (WV 230) to the railroad tracks, is depicted by a Preferred Growth Area boundary, but is compromised only of future large lot, low density, and medium density residential uses. It is anticipated that this will be a primarily detached single family suburban housing area.

The inclusion of the property within the Residential Preferred Growth Area demonstrates the Plans vision for development to occur on the subject property. The Comprehensive Plans Urban Level Development Recommendations (Goal 1) include the following for Preferred Growth Areas:

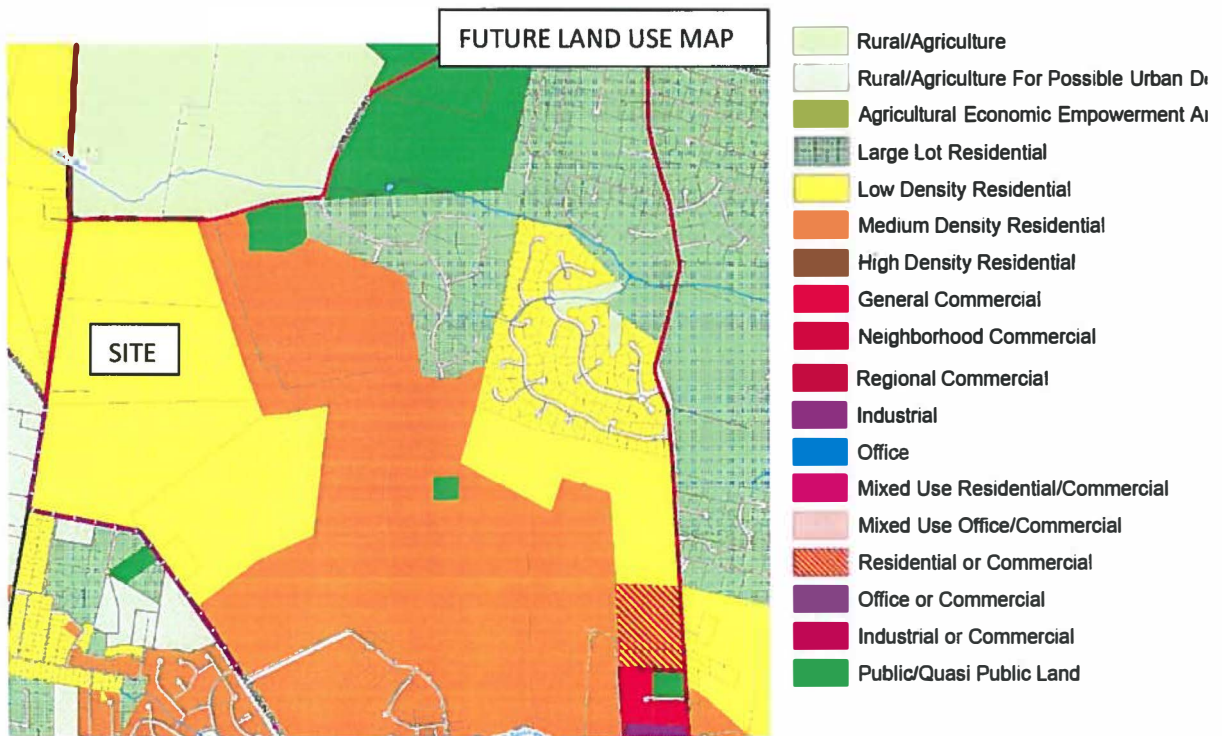
- Create urban level land uses within the municipalities, UGBs, PGAs, or Villages through rezoning that is consistent with the Plan recommendations.
- Direct new urban level residential developments to locate in preferred areas within the municipalities, UGBs, PGAs, or Villages where water and sewer services are available.
- Encourage the location of new infrastructure (water, sewer, utilities) within municipalities, UGBs, PGAs, or Villages.
- Direct new development to be contained in municipalities, UGBs, PGAs, Villages, and areas zoned for Residential Growth (RG), where public water and sewer will be available. (Jefferson Utilities and the Charles Town Utility Board have been contacted to verify that both water and sanitary sewer service is available for the property. Utilities will be accessed through the adjacent subdivisions.)

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

Low Density Residential

This land use category reflects land occupied by a single family residential development, with a density of one unit per acre to 2.99 units per acre. Lots in this category may be served by either on-site well and septic systems or a public water and sewer system as the number of units per acre increases.

A Low Density Residential use is identified by the Plan for the subject property. The proposed single-family detached residential development is 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”.



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: Low Density Residential is identified as the appropriate use of the property by the comprehensive plan. The proposed Residential Growth zoning district is consistent with this recommended future land use.

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: There are two (2) schools located within 1.5 miles of the property which did not exist when the zoning ordinance was adopted: Wildwood Middle School and Driswood Elementary School.
2. Surrounding Development: The property is located next to the Aspen Green subdivision and will connect to this development's roads and utilities. Potomac Towne Center is located 1.5 miles from the property and also did not exist when the zoning ordinance was adopted. Green Hill residents will have the opportunity of acquiring goods and services from the Potomac Towne Center development (clothing, restaurants, home goods...).
3. Transportation: A 4-lane divided Route 9 was constructed, providing a high-capacity road corridor between Jefferson County and Interstate 81. Green Hill is within 2.0 miles of the Flowing Springs Road / Route 9 intersection and within 1.5 miles of the Route 9 signalized intersection at Potomac Towne Center.

As required with any property, an entrance permit from the West Virginia Department of Transportation (WVDOT) will be needed. Obtaining an entrance permit requires 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.

Green Hill Rezoning
Jefferson County, West Virginia
January 25, 2022



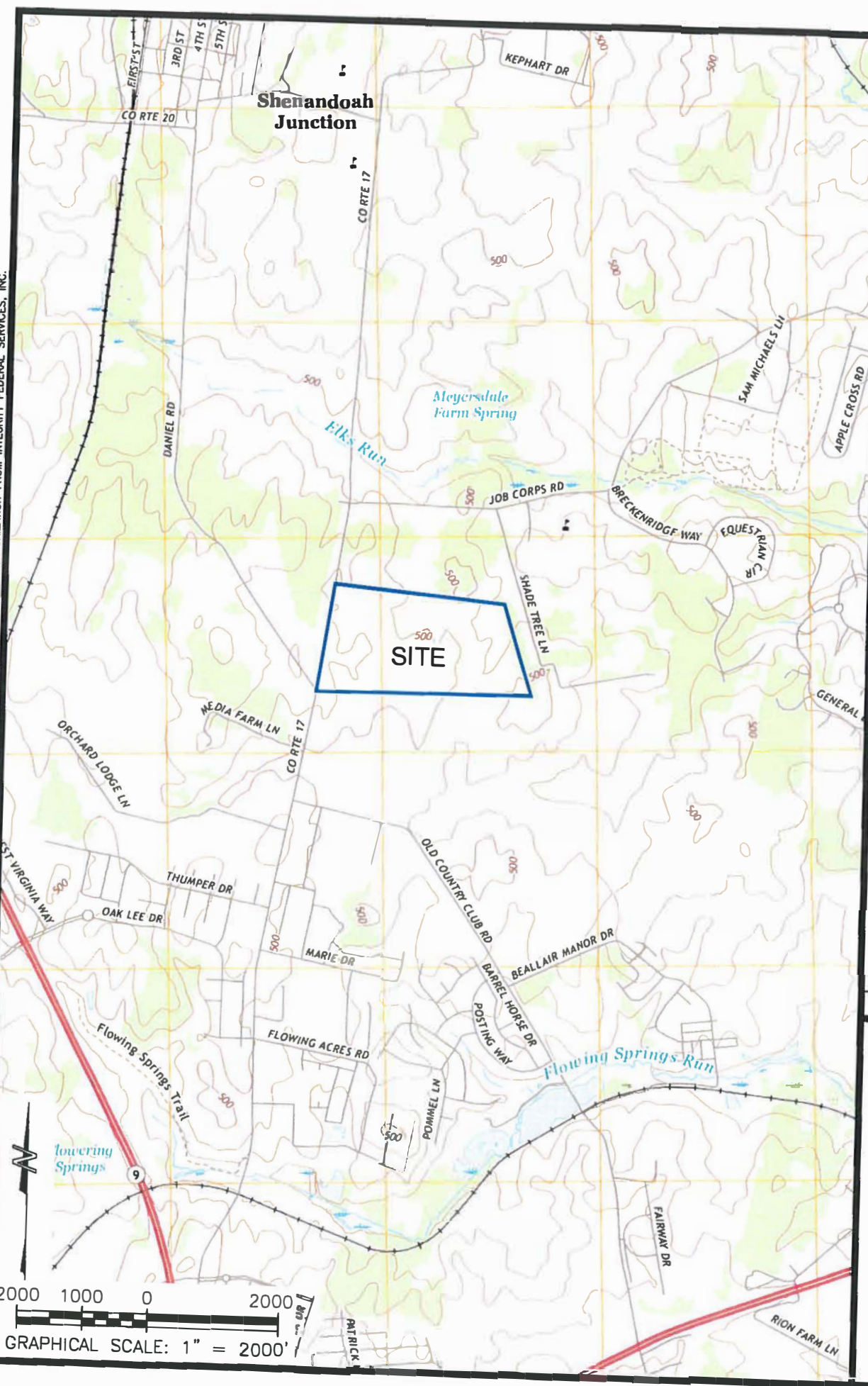


ZONING MAP AMENDMENT EXHIBIT 1 - VICINITY MAP

1-25-2022

GREEN HILL REZONING JEFFERSON COUNTY, WV

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GREEN HILL REZONING
JEFFERSON COUNTY, WV

1-25-2022

ZONING MAP AMENDMENT

EXHIBIT 2 - AERIAL OVERLAY



NOTICE OF PUBLIC HEARING
Thursday, March 17, 2022 at 7:00 pm

The County Commission of Jefferson County will hold a Public Hearing regarding a Zoning Map Amendment (rezoning) for the property designated as Tax District: Charles Town (02); Tax Map: 16; Parcel: 1. The property is located on the northeast corner of the Augustine Ave. & US 340 intersection, south of Charles Town. The property owner/applicant is Guy Chicchirichi. The proposed area to be rezoned is a 0.52-acre portion of a 4.42-acre site. The property is currently zoned Rural (R) and a petition has been made to the County Commission by the property owner to change the zoning classification of the property from Rural to Highway Commercial (HC) (Planning Commission File #22-2-Z).

The hearing will be held on **Thursday, March 17, 2022 at 7:00 pm** in the County Commission Meeting Room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, WV. This meeting will also be available 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 if you wish to be added to the list for in-person attendance at the Public Hearing.

Oral or written comments can be provided at the hearing on **Thursday, March 17, 2022 at 7:00 pm**. Written comments may also be submitted to info@jeffersoncountywv.org or to PO Box 250, Charles Town, WV 25414.

Please contact the Office of Planning and Zoning for additional information on the proposed request: 304-728-3228 or visit the County's website: www.jeffersoncountywv.org.

By Order of the Jefferson County Commission
Caleb Hudson, President



JEFFERSON COUNTY, WEST VIRGINIA

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

P.O. Box 716

Charles Town, WV 25414

www.jeffersoncountywv.org

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

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

MEMO

TO: County Commission of Jefferson County
FROM: Jennifer M. Brockman, AICP, County Planner
DATE: March 9, 2022
RE: Planning Commission Recommendation regarding the Zoning Map Amendment Petition for the Guy Chicchirichi (Charles Town Sheetz) property (File #22-2-Z)

On Thursday, February 3, 2022, a representative for the proposed Charles Town Sheetz presented a petition for a Zoning Map Amendment to the Jefferson County Commission for a 0.52 acre portion of a 4.42 acre site, 2.5 acres of which was previously rezoned for the development of a Sheetz gas station and convenience store. The property is located at the NE corner of Augustine Ave. & US 340 intersection, south of Charles Town, and is designated as Charles Town (02); Tax Map: 16; Parcel: 1. It consists of a total of 4.42 acres, of which 0.52 acres are proposed for rezoning. The property is currently zoned Rural and the petition requests rezoning from Rural to Highway Commercial (HC). The County Commission scheduled a Public Hearing for this rezoning for Thursday, March 17, 2022 at 7:00 pm. At the February 3rd meeting, the County Commission, in accordance with WV Code 8A and the Jefferson County Zoning Ordinance Article 12, referred the petition to the Planning Commission for their review and recommendation as to whether the proposed amendment is consistent with the adopted *Envision Jefferson 2035 Comprehensive Plan*.

On Tuesday, March 8, 2022 at the Jefferson County Planning Commission meeting, the Planning Commission heard an overview of the Charles Town Sheetz Zoning Map Amendment (#22-2-Z) petition by staff as well as a staff report identifying relevant portions of the *Envision Jefferson 2035 Comprehensive Plan* for the Planning Commission's consideration and review. This staff report is attached to this memo for the County Commission's information and consideration. Staff presented a finding to the Planning Commission that, although the proposed rezoning of this property from Rural (R) to Highway Commercial (HC) is not consistent with the Future Land Use Guide (Map) of the *2035 Plan* because it is designated as Future Large Lot Residential, it is located within the Charles Town Urban Growth Boundary (UGB), which is the area in which the *Plan* states urban level development should occur, and is consistent with other recommendations of the text of the *Plan*.

After review of the staff and applicant's presentation, the staff report, and further discussion, the Planning Commission found, with a unanimous vote, that the proposed Zoning Map Amendment from Rural (R) to Highway Commercial (HC) is **consistent** with the *Envision Jefferson 2035 Comprehensive Plan*.

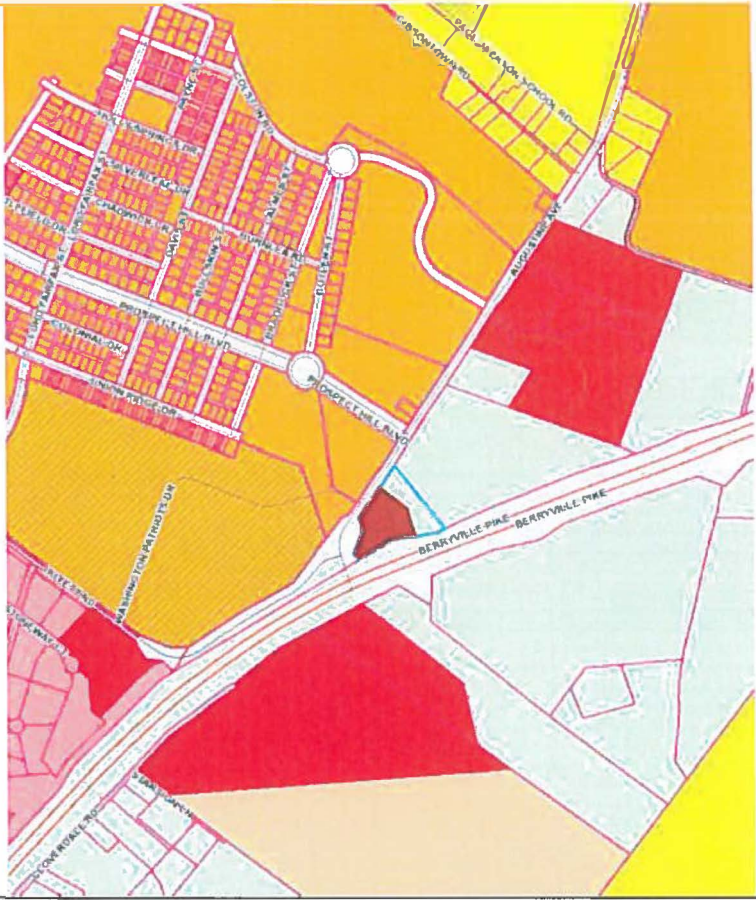
Attachment:

- 22-2-Z Guy Chicchirichi (Charles Town Sheetz) Rezoning Staff Report for 3/8/22 Planning Commission Meeting

Staff Report
 Jefferson County Planning Commission Meeting
 March 8, 2022

Guy Chicchirichi (Charles Town Sheetz) Rezoning Request (22-2-Z)

Item # 8 Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment by property owner Guy Chicchirichi to rezone the subject portion of a parcel from Rural to Highway Commercial is consistent with the *2035 Envision Jefferson Comprehensive Plan*.

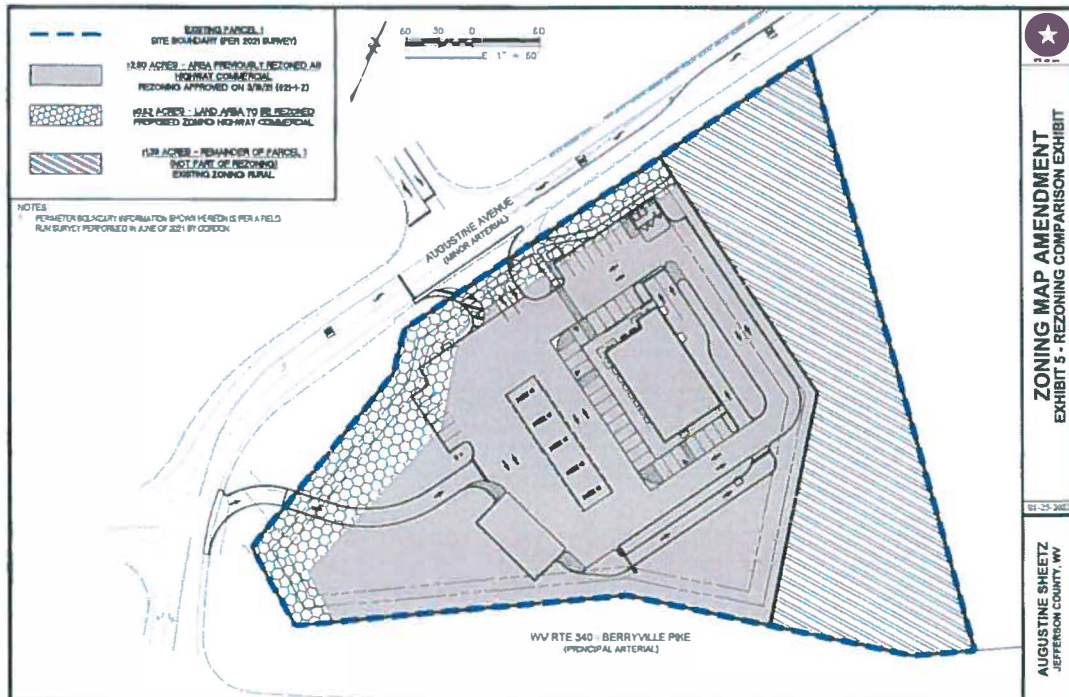
Owner:	Guy Chicchirichi
Applicant:	Bob Franks, Sheetz, Inc.
Consultant:	Chad Wallen, Integrity Federal Services
Property Location:	NE corner of Augustine Ave. & US 340 intersection, south of Charles Town
Legal Description:	<p style="text-align: center;">Charles Town (02); Tax Map: 16; Parcel: 1; DB1227/PG447; Proposed Area to rezone: 0.52 acres of a 4.42 acre site; Zoned: Rural</p> 
Surrounding Properties:	<i>Northeast:</i> Rural <i>Northwest:</i> Neighborhood Residential (Charles Town) <i>Southeast:</i> Rural <i>Southwest:</i> General Commercial (Charles Town)
Current Use:	Vacant; 2.5 acres of this parcel previously zoned to Highway Commercial (HC)
Proposed Request	To rezone an additional 0.52 acres from Rural to Highway Commercial (HC)
Planning Commission Responsibility:	To advise the County Commission whether the requested Zoning Map Amendment is consistent with the <i>Envision Jefferson 2035 Comprehensive Plan</i> .
Staff Finding:	Staff finds that while the request is not consistent with the <i>Envision Jefferson 2035 Comprehensive Plan</i> Future Land Use Guide (Map), it does conform with other recommendations of the <i>Plan</i> .

Staff Report
Jefferson County Planning Commission Meeting
March 8, 2022

Guy Chicchirichi (Charles Town Sheetz) Rezoning Request (22-2-Z)

Applicant's Request

In 2021, the applicant requested that a 2.5-acre portion of the 4.42-acre (File #21-1-Z; shown in gray below) be rezoned from Rural (R) to Highway Commercial (HC). This was approved by the County Commission on March 18, 2021. The current request is to rezone an additional 0.52 acres (shown below) from Rural to Highway Commercial (HC) to accommodate the full design of the proposed Sheetz Gas Station, Large, and Convenience Store.



Existing Conditions/Neighboring Uses

The proposed area to be rezoned is immediately adjacent to the previously rezoned 2.5 acres. This property is located on the north side US 340 across Augustine Avenue from the driveway into Washington High School and generally across from the Huntfield Subdivision.

Augustine Avenue is a two-lane state road leading southwest out of Charles Town. US 340 is a four-lane divided highway going east-west across Jefferson County. The intersection essentially functions as a T intersection; however, there are properties zoned General Commercial in the city of Charles Town on the south side of US 340 with access to this intersection.

This intersection is served by traffic light and has left turn lanes in both directions. US 340 is one of two roadways that are designated as Principal Arterials in Jefferson County. Principal Arterials are defined as highways that provide higher speed travel and mobility for long distance trips to and through communities and to minor arterials and collector routes. Access may be limited by medians as in this area.

Scope of this Assessment

This staff report focuses on whether or not the Zoning Map Amendment application is consistent with the *Envision Jefferson 2035 Comprehensive Plan (2035 Plan)* and provides a Staff recommendation based on review of the various plan sections and elements. Staff's professional recommendation is that while

Staff Report
Jefferson County Planning Commission Meeting
March 8, 2022

Guy Chicchirichi (Charles Town Sheetz) Rezoning Request (22-2-Z)

the original 2.5 acre request and this 0.52 acre request is not consistent with the Future Land Use Guide (Map) of the *2035 Plan*, because it is designated as Future Large Lot Residential, it is located within the Charles Town Urban Growth Boundary (UGB), which is slated for urban development, and is consistent with other recommendations of the text of the Plan as discussed below.

It should be noted that Staff have no statutory authority to make decisions in this regard. The County Commission, with the recommendation of the Planning Commission, has the authority to approve or deny a zoning map amendment.

Zoning Map Amendment Public Hearing Process

Article 12 of the Zoning Ordinance requires that the “procedure for amendment [by petition] shall be as dictated in Section 8A-7-9 et seq of the West Virginia State Code as amended.” Regarding amendments by petition, State statute provides that, “Before amending the zoning ordinance, the governing body with the advice of the planning commission must find that the amendment is consistent with the adopted comprehensive plan.” [See WVC 8A-7-9(c)].

Relevant Envision Jefferson 2035 Comprehensive Plan Elements and Commentary

The *Envision Jefferson 2035 Comprehensive Plan* consists of both goals and recommendations in text format as well as a Future Land Use Guide, both of which are relevant to this analysis. Page number references throughout this report relate to the *Envision Jefferson 2035 Comprehensive Plan*.

A. Land Use and Growth Management Element: Charles Town Urban Growth Boundary (UGB)

One of the key concepts that the Land Use and Growth Management Element of the *2035 Plan* addresses is how to better influence the location of new development within Jefferson County. As the cost of providing services and utilities increases, many communities similar to Jefferson County have come to the realization that it is more sensible to identify specific areas that can handle development and growth, and to focus infrastructure and community service investments in these areas. In Jefferson County, there are four area types that are identified as part of *Envision Jefferson 2035 Plan* (pp.16-17): Urban Growth Boundaries (UGB) and Preferred Growth Areas (PGA) are the areas of Jefferson County where urban scale development is to be targeted; and Rural/Agricultural Areas and Villages, are where limited development is possible, but not intended for urban-scale development.

The *Envision Jefferson 2035 Plan* recommends that new development should take place in areas where infrastructure exists and the extension of services to growth in outlying areas will occur in accordance with the goals and objectives of the *Plan*. By encouraging higher densities within the Urban Growth Boundaries and Preferred Growth Areas and working closely with municipalities, the best result can be accomplished by providing opportunities for development within these areas with established infrastructure systems. It also noted that these statements are not about reducing development, but about growing in a fashion that more efficiently uses existing infrastructure and services (p.27).

Goal #1 of the *Plan* clearly states that the goal is to require urban intensity residential and non-residential development to occur within existing urbanized areas, approved Urban Growth Boundaries, Villages, and/or the County’s identified Preferred Growth Areas. (p. 190) The fifth recommendation under this Goal is to “create urban level land uses within the municipalities, UGBs, PGAs, or Villages through rezoning that is consistent with the Plan recommendations” (p.30).

The property which is the subject of this request (both the previously rezoned 2.5 acres and this 0.52 acre request) is located within the Charles Town Urban Growth Boundary (See Section B below).

Staff Report
Jefferson County Planning Commission Meeting
March 8, 2022

Guy Chicchirichi (Charles Town Sheetz) Rezoning Request (22-2-Z)

The proposed “Gas Station, Large” is the type of urban non-residential land use that should be located within an Urban Growth Boundary. It is a Principal Permitted Use in the proposed Highway Commercial (HC) Zoning District.

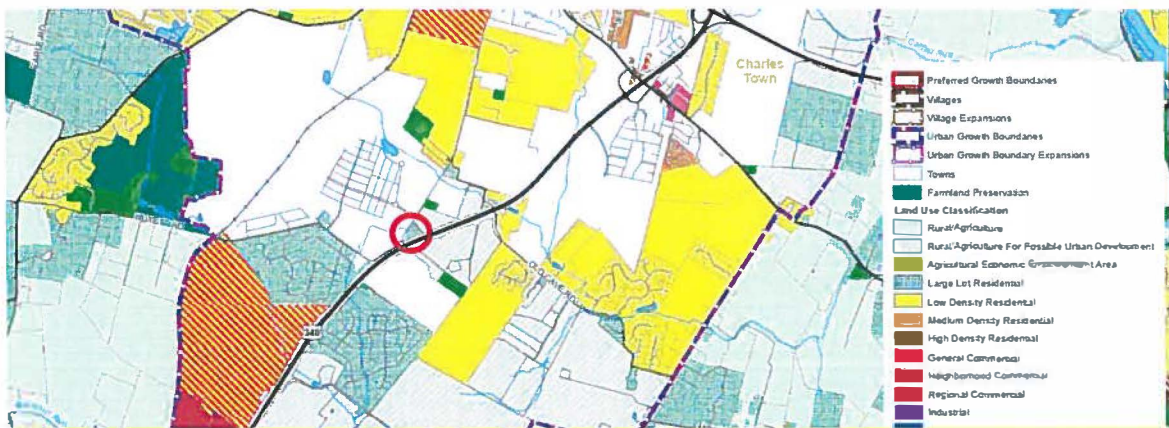
B. Future Land Use Guide/Map

The property in question is located within the Charles Town Urban Growth Boundary (UGB) and is designated as Future Large Lot Residential.

The discussion of the Urban Growth Boundary in the *Plan* (pp 18-19) explains that the *Plan* expects that properties within the UGB may be annexed into the adjoining municipality that created the UGB; however, property located within the UGB could choose not to annex and then develop the land under the County’s land development standards instead. In such circumstances, the UGB acts as a Preferred Growth Area for the County and urban level development is still anticipated in these areas.

It further explains that within the UGBs, an intentional decision was made to depict property as it is either zoned or used. As such, there are large tracts of land designated rural, which are not expected to remain rural in the future. Because the properties in the UGB could develop either within the municipalities through annexation or in the County, it was determined that it was best to show the existing land uses or zoning designation, including rural zoning, on the Future Land Use Guide within the UGB. It is not the intention of the Future Land Use Guide or this Plan for these areas to remain rural; the designation is temporary until the property owner determines if they desire to develop in either the municipality or the County.

The excerpt from the Charles Town UGB Future Land Use Map below reflects that decision and identifies most of the Rural land as “Rural/Agriculture for Possible Urban Development”; however, it appears that a few random lots identified as existing “large lot residential” were not provided with alternate future land use designations. It seems reasonable for the Planning Commission to find that the intention of the Plan was for all non-urbanized land within the UGB to be anticipated to have a future urban land use proposed, such as the proposed gas station; particular as this is an expansion of a previously approved rezoning for the same purpose.



Proposed Zoning District – Highway Commercial (HC)

This petition is requesting that an additional 0.52-acre portion of the parcel, immediately adjoining the previously rezoned 2.5-acres portion of this property, be rezoned to Highway Commercial (HC). If approved, the combined 3.0+/- acre is portion of the property will be subdivided along the zoning

Staff Report
Jefferson County Planning Commission Meeting
March 8, 2022

Guy Chicchirichi (Charles Town Sheetz) Rezoning Request (22-2-Z)

boundary. The purpose of the Highway Commercial (HC) District (Section 5.13) is to “provide appropriate locations for high-intensity, motor-vehicle oriented commercial uses fronting on major roadways” (complete description attached). The purpose statement further states that uses in this zone may have a greater impact on surrounding areas as a result of significant truck traffic and other factors and may include land uses that are more intensive than other commercial districts and incompatible with nearby adjacent residential uses. The proposed location for the proposed “Gas Station, Large” is immediately north of a limited access four lane highway with a traffic light, which should be adequate for the expected traffic. Proposed access will be from Augustine Avenue, which is a state road (WV 340/18) and currently includes turn lanes related to the High School. Approval of access points and whether additional turn lanes are required will be the responsibility of the WV DOH.

Staff Recommendation

Staff finds that although the proposed rezoning of the original 2.5 acres and this 0.52 acres from the same parcel, from Rural (R) to Highway Commercial (HC), are not consistent with the Future Land Use Guide (Map) of the 2035 Plan because it is designated as Future Large Lot Residential, the 3.0 +/- acres are located within the Charles Town Urban Growth Boundary (UGB), which is the area in which the Plan states urban level development should occur, and is consistent with other recommendations of the text of the 2035 Plan.

Planning Commission Action

Article 12 of the Zoning Ordinance and the relevant sections of WV State Code requires the County Commission to refer rezoning petitions to the Planning Commission for their review and recommendation as to whether the amendment is consistent with the adopted *Comprehensive Plan*. Such recommendation is required to be sent to the County Commission prior to the County Commission’s public hearing which shall be held within 60 days of the date the petition is presented.

The petition was presented to the County Commission on February 3, 2022 and the required Public Hearing has been scheduled on March 17, 2022. Therefore, the Planning Commission is required to review this application and make a recommendation to the County Commission prior to this meeting.

Attachments:

- Section 5.13 Highway Commercial (HC) District

Staff Report
Jefferson County Planning Commission Meeting
March 8, 2022

Guy Chicchirichi (Charles Town Sheetz) Rezoning Request (22-2-Z)

ATTACHMENTS:

Section 5.13 Highway Commercial (HC) District *(as amended 12/17/20)*

- A. Purpose. The purpose of this district is to provide appropriate locations for high-intensity, motor-vehicle oriented commercial uses fronting on major roadways. The uses in this district may be characterized by a broad scale of building sizes, which may include very large buildings that exceed 100,000 square feet of gross floor area for an individual building and which may have a greater impact on surrounding areas as a result of significant truck traffic and other factors. This district may include land uses that are more intensive than other commercial districts and incompatible with nearby adjacent residential uses.
- B. Location. This zoning category is intended for use on properties:
 - 1. In the Growth Area as shown in the most recently adopted Comprehensive Plan, if the plan does not include a future land use map; or
 - 2. In locations where the appropriate land use category is designated on the future land use map (and related text) in the most recently adopted Comprehensive Plan.
- C. Permitted Uses
 - 1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.32
 - 2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals in accordance with Section 6.3 of this Ordinance.32
- D. Site Development Standards
 - 1. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance.
- E. Additional Requirements
 - 1. Commercial and Industrial uses are subject to the requirements for such uses in Article 8.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Chad Wallen (Integrity Federal Services)**

Department or Organization: **N/A**

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

Date Requested – 1st Choice:

If a specific date is needed, please provide reason for specific date: **February 3, 2022**

Date Requested – 2nd Choice: **February 17, 2022**

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

Please provide the County Commission with a description of your request or presentation, including any background information:
Sheetz Zoning Map Amendment: Request for a public hearing and referral to Planning Commission to review zoning amendment request for the 0.52 acre property identified in Charles Town District (2), Map Number 16, Portion of Parcel 1.

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 **TBD**

Contact information:

Email address: cwallen@ifs-ae.com

Phone Number: **304-725-7456**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Jefferson County, West Virginia
Department of Engineering, Planning and Zoning
Office of Planning and Zoning
116 E. Washington Street, 2nd Floor, P.O. Box 716
Charles Town, West Virginia 25414

File #: _____
Date Rec'd: _____
Fees Paid: _____
Staff Int: _____

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.

Property Owner Information

Owner Name: Guy Chicchirichi
Business Name: _____
Mailing Address: 1316 N. mildred Street, Ranson, WV 25438
Phone Number: 304-279-0556 Email: gchicc@frontiernet.com

Applicant Contact Information

Applicant Name: Sheetz, Inc. Bob Franks Same as owner:
Business Name: Sheetz, Inc.
Mailing Address: 5700 Sixth Avenue, Altoona, PA 16602
Phone Number: 814-935-4798 Email: bfranks@sheetz.com

Consultant Information

Name: Chad Wallen
Business Name: Integrity Federal Services
Mailing Address: 148 S. Queen Street, Suite 201, Martinsburg, WV 25401
Phone Number: 304-725-8456 Email: cwallen@ifs-ae.com

Physical Property Details

Physical Address: Northeast of Augustine Avenue/Route 340 intersection Vacant Lot:
Tax District: 02-Charles Town Map No: 16 Parcel No: Portion of #1
Parcel Size: 0.52 Acres to be rezoned Deed Book: 1227 Page No: 447

Current Zoning District

Rural (R)

Proposed Zoning District

Highway Commercial (HC)

Substantiation for the Request

For a Zoning Map Amendment (rezoning) 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/project and describe why this Zoning Map Amendment is necessary for the proposed use (and/or project) described.

See Attached

Describe how this 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

A plat or sketch 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, as shown on the appropriate U.S.G.S. Topographic Quadrangle Map or other data source approved by the Department, should be superimposed on the sketch plan. The source of all contour lines shall be noted on the plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes, and quarries shall be delineated.

The information given is correct to the best of my knowledge.

	<u>1/24/22</u>		
Property Owner Signature*	Date	Property Owner Signature*	Date

*The **original** signature of the property owner is required. A copy of the signature will not be accepted.

A complete petition, and related fees, shall be submitted to the Office 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. A copy of the application shall be submitted to the County Commission Office for inclusion on the County Commission Agenda at least one week prior to the County Commission meeting date.

Zoning Map Amendment Application Addendum

Augustine Avenue Sheetz

January 25, 2022

Owner:

Guy Chicchirichi
1316 N. Mildred St
Ranson, WV 25438

Applicant:

Sheetz Inc; Bob Franks
5700 Sixth Avenue
Altoona, PA 16602

Property Tax Identification:

Charles Town District (9), Map Number 16, Portion (3.0 acres) of Parcel 1. A subdivision or boundary line adjustment will be processed to divide the area of rezoning into its own parcel.

Deed Information:

Deed Book 1227, Page Number 447

Property Characteristics:

Location: Northeast of the Augustine Avenue and Berryville Pike (Route 340).
Current Zoning: Rural (R)
Current / Historic Use: Vacant / Agricultural
Tract Size: 4.4+/- Acres
Area of Rezoning: 0.52+/- Acres

Table of Exhibits & Attachments

1. Vicinity Map
2. Aerial Overlay
3. Existing Conditions
4. Concept Plan
5. Rezoning Comparison Exhibit
6. County Commission Meeting Minutes (3-18-2021)
7. Planning Commission Meeting Minutes (3-9-2021)

Zoning Map Amendment Summary

On March 18, 2021, the County Commission approved a zoning map amendment request to convert 2.5 acres of the 4.4-acre parcel from Rural to Highway Commercial. Since that approval the property has moved through the development review process of Jefferson County.

During this process, a boundary survey was conducted and revealed the actual boundary was different than shown on County tax map information, which the original rezoning was based. The updated boundary information and engineering design requires that an additional 0.52 acres be added to the project and Highway Commercial zone.

The proposed use has not changed, the rezoning of an additional 0.52 acres is consistent with the comprehensive plan as determined with the previous Planning Commission recommendations and approval by the County Commission.

The following substantiation for request and supporting documentation is provided as submitted in 2021. Meeting minutes from the previous rezoning and an exhibit demonstrating the boundary discrepancy has been included as part of this submission.

Substantiation for Request

- 1. Provide commercial services to a growing area of the County.** There are multiple subdivisions representing hundreds of homes within a one-mile radius including: Huntfield, Spruce Hill, Cloverdale Heights, Cave Quarter Estates, and Washington Landing Apartments (under construction, 250+ units). There are no commercial uses within this one-mile radius. Residents currently travel to Charles Town, Ranson or commercial establishments along Route 340/Somerset Blvd. for all goods and services. Providing a commercial use to this neighborhood would reduce traffic along these corridors and provide a commercial service to the south end of Augustine Avenue.



2. **The current zoning designation as Rural provides limited options for by-right commercial development.** A zoning map amendment is required to allow commercial development. The property is located in an area of growing residential development and will provide needed food and fueling services. The Highway Commercial zone is appropriate due to the property's location adjacent to a Principal Arterial road.
3. **This Sheetz will support travelers on the Route 340 corridor.** The subject parcel will provide travelers an easy access for refueling, restrooms, food, and other goods. Similar establishments along the Route 340/9 corridor require patrons to navigate both Collector and Local roads, increasing congestion of the County's road network.
4. **No burden would be placed on existing public infrastructure with this rezoning.** Water and sanitary sewer will be extended and connect to CTUB's system along Augustine Avenue. There is existing capacity within CTUB's systems, and the cost of extension will be the Applicants responsibility and not the public. As a commercial development, no additional burdens will be placed on the school system or other County facilities.



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 use includes the development of a Sheetz store (Zoning Use: Gas Station, Large). The development will include a 6,100+/- sq. ft. building, six fueling islands (12 pumps), drive thru and associated infrastructure improvements.

The proposed commercial development of the property is not a permitted use in the current Rural district. The preferred use as a Sheetz convenience store is justified under the Substantiation for Request section of this document.



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

- **Urban Level Development Recommendations (Goal 1.2.a, Page 30): Economic Well Being of the County**
 - The proposed commercial development will expand the County's commercial real estate tax base.

- **Finance Recommendations (Goal 24.1, Page 141): Develop policies that result in a well-balanced tax base that is not overly reliant on residential taxes, but is diversified by the presence of a robust commercial and industrial tax base.**
 - The property will contribute to the commercial tax base of the County.

- **Urban Level Development Recommendations (Goal 1.2.b, Page 30): Error or Under Scrutinized Property on the Future Land Use Guide**
 - The Land Use Guide identifies the property within the Charles Town Urban Growth Boundary which identifies property suitable for urban development. Designation on the same map as Large Lot Residential conflicts with itself.
 - The property was not located in the Comprehensive Plans' 2004 Growth Area. The Charles Town Urban Growth Boundary was expanded with the current Comprehensive Plan to include the subject property and areas south of Route 340. The Future Land use Guide was not updated to reflect this expansion.
 - This property is the only undeveloped parcel in the entire Charles Town Urban Growth Boundary designated as Large Lot Residential on the Future Land Use Guide. All other areas designated as Large Lot Residential include an existing residence and/or associated accessory use.
 - All land adjacent to the property is designated as municipal land or land for potential urban development. The subject property is the sole parcel in the immediate area with limited density and use.

- **Future Land Use Guide**

- The property's designation a Large Lot Residential is not in character with surrounding properties or other parts of the Comprehensive Plan, such as the Urban Growth Boundary.
- The property is surrounded by the City of Charles Town and land designated as Potential Urban Development. Municipal land is located to the north and west, Route 340 to the south and land designated for "Possible Urban Development" to the east and south. These future adjacent uses recognize this areas development potential which does not include Large Lot Residential.
- While the reason for the Large Lot Residential designation is not clear, it is assumed this future use was influenced by the existing zoning classification as Rural, availability of utilities or its location in a once underdeveloped area of the County. The Comprehensive Plans Future Land Use Guide fails to account for the construction of Route 340, Jefferson High School, Huntfield and associated extension of utilities along the Augustine Avenue corridor.



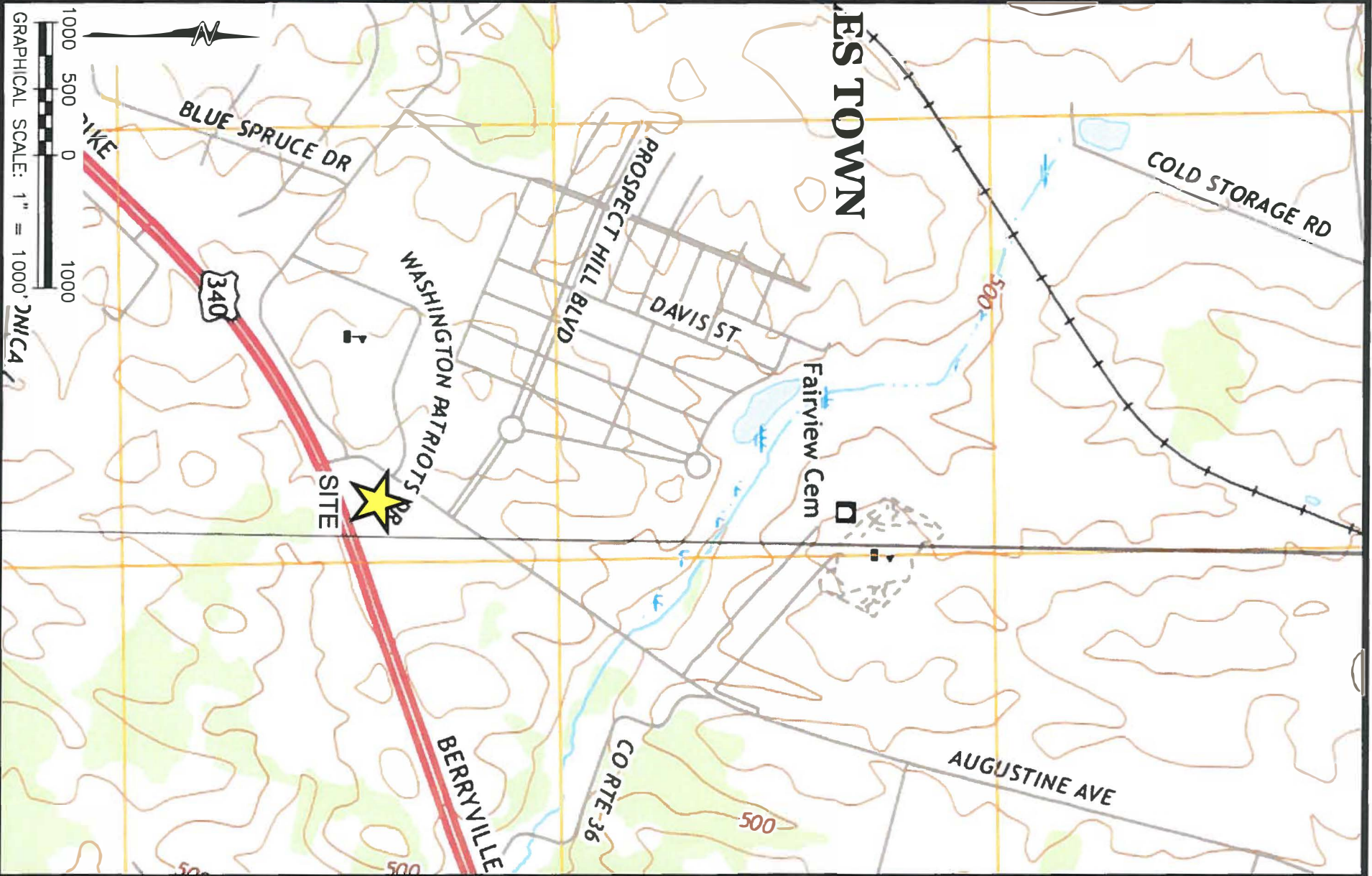
- City of Charles Town
- Rural/Agriculture For Possible Urban Development
- Large Lot Residential
- Public/Quasi Public Land

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.

- **Transportation Characteristics – Substantial development of the immediate and regional road network.** The Route 340 highway was constructed after the adoption of the Zoning Ordinance. Route 340 is one of three Principal Arterial roads in the County and represents one of the most significant transportation improvements in Jefferson County. The adjacent 340 corridor supports the proposed use and development as a gas station will service the needs of Route 340 travelers.
- **Transportation Characteristics – Future improvements for Route 340 to the Virginia line.** The future realignment and expansion to 4 lanes by WVDOH signifies the importance of this corridor and the County's transportation network. The traffic along this corridor promotes adjacent development and viability of commercial uses. Sheetz will provide services which cater to both the immediate neighborhood and Route 340.
- **Transportation Characteristics – Adjacency to the Augustine Avenue / Route 340 intersection.** As a significant part of the County's roads system, the site's proximity to this signalized intersection is crucial to the development of the south end of Augustine Avenue. The applicant has been in contact with WVDOH, HEMPO, City of Charles Town and Jefferson County BOE Transportation Division to assist in developing the scope for a traffic study. The traffic study is underway, and discussions will continue with approval agencies, including the Jefferson County Planning Commission, throughout the develop process. Access to Augustine Avenue will require approval by the WVDOH prior to construction.
- **Neighborhood Characteristics – The ongoing development along the south end of Augustine Avenue lacks commercial services.** The south end of Augustine Avenue has seen substantial development since the adoption of the ordinance. This development includes Huntfield, Spruce Hill (north & south), and Jefferson High School. Washington Landing, a 250+ apartment complex is also under construction. There are currently no commercial uses in the immediate area to serve these developments and residents must drive into Charles Town or use Route 340 to obtain services. The addition of Sheetz will

help reduce the traffic along these corridors through providing services to an underserved area of the County.



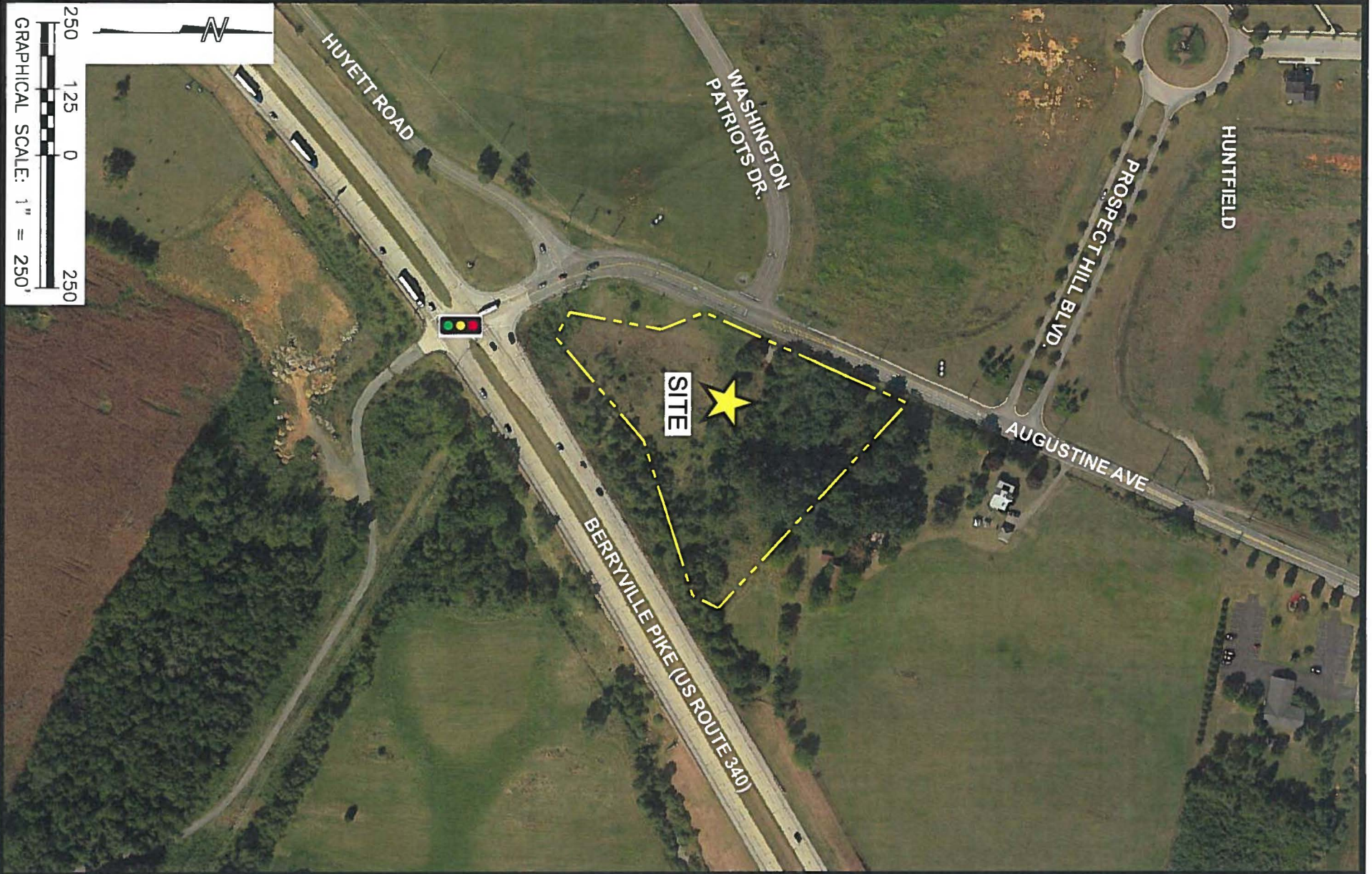


AUGUSTINE SHEETZ
JEFFERSON COUNTY, WV

01-19-2021

ZONING MAP AMENDMENT

EXHIBIT 1 - VICINITY MAP



AUGUSTINE SHEETZ
JEFFERSON COUNTY, WV

REVISSED
1-25-2022
01-19-2021

ZONING MAP AMENDMENT

EXHIBIT 2 - AERIAL OVERLAY



MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
869	AV/56	MONROE		\$ 609.00
1273	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 121,328.87
1274	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 2,396.77
1275	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 9,438.21
1276	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 1,020.89
TOTAL				\$ 134,793.74

Motion by Mr. Compton to approve the Manual Checks for March 19, 2021 in the amount \$134,793.74. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Ms. Tabb to approve the Payroll for March 4, 2021 in the amount of \$280,406.04. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public Comment was received by the following: Amanda Stroud

Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

PRESENTATIONS

1. Public Hearing

- Zoning Map amendment (rezoning) for property designated as Tax District: Charles Town (02); Tax Map: 16; Parcel: 1. The property is located northeast of Augustine Avenue and Route 340 intersection in Charles Town, WV.

- o Vice President Stolipher recused himself and President Compton opened the public hearing at 6:30 pm. Chad Wallen, representation for the applicant, explained the requested amendment and Jennie Brockman, Planning Director, stated the Planning Commission found the request to compatible with the Comprehensive Plan. Public comments were made by the following:

- Amanda Stroud, Resident – spoke in favor of the rezoning request.
- Richard Ziegler, Resident – spoke in favor of the rezoning request.

- **There being no further public comment, motion by Mr. Compton to close the public hearing and approve the Sheetz Zoning Map Amendment (Rezoning) Request for the 2.5 acre portion of the property identified as Tax District: Charles Town (02); Tax Map: 16;**

Parcel: a portion of parcel 1 located northeast of Augustine Avenue/Route 340 intersection and rezone 2.5 acres of the 4.4 acre parcel from Rural to Highway Commercial. Motion seconded and passes 3-1 with Commissioner Tabb opposing and Commissioner Stolipher abstaining.

2. Michelle Gordon, Finance Director

a. Review and Approval of the FY2021-2022 Draft Budget (Levy Estimate)

- **Motion by Mr. Compton to approve the release of the FY2021-2022 Draft Levy Estimate as amended by Ms. Gordon. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to amend Mr. Compton's motion to include merit and COLA increases for all county employees to approved in the FY2021-2022 Draft Levy Estimate in the amount of \$270,000 contingent upon receipt of the first American Rescue Plan payment and final guidance that allows for use of the funds in the proposed manner. Motion dies for lack of a second.**

b. Review of FY21 financials as of 02/28/2021

c. FY21 COVID19 Emergency Financial Policy

- **Motion by Ms. Tabb to amend the COVID-19 Emergency Financial Policy and remove the restrictions on equipment, materials, and supplies, contracted and professional services and vacant positions and leave the four other categories in effect. Motion seconded and unanimously approved.**

d. Revisions to Policy 304 P-Card Procedures

- **Motion by Mr. Compton to approve County Policy 304 – P-Card Procedures as presented by Ms. Gordon on March 18, 2021 and effective March 18, 2021. Motion seconded and unanimously approved.**

Meeting Minutes
Jefferson County Planning Commission
March 09, 2021

The Jefferson County Planning Commission met on March 9, 2021 at 7:01 p.m. with the following Commission members present: Mike Shepp, President; Donnie Fisher, Vice President; Wade Louthan, Secretary; Jack Hefestay, Ron Thomas, Shane Roper, Steve Stolipher, Matt Knott and Jay Ware.

Staff members present included Jennifer Brockman, County Planner; Alexandra Beaulieu, Zoning Administrator; Nathan Cochran, County Attorney, Jennilee Hartman, Zoning Clerk and Alice Johns, Planning Clerk.

By order of the President, the Planning Commission meeting was held virtually via ZOOM. Access information was made available on the agenda and packet, which were posted to the County website.

The Planning Clerk conducted a roll call. Mr. Shepp verified that there was a quorum and called the meeting to order at 7:01 PM.

1. **Approval of Meeting Minutes:** February 9, 2021 and February 23, 2021. The minutes were approved as submitted.
2. **Citizen Communication:** Citizens were able to sign up for this item utilizing the chat function in ZOOM. There were no citizen communications.
3. **Request for postponement:** None
4. **Public Hearing:** Waiver from Section 20.201B.3, which requires all lots in Minor Family Transfer Subdivision to have motor vehicle access via a 50' access easement. The applicant is proposing to utilize an existing 40' access easement instead of the required 50' access easement for the creation of a family transfer parcel. Owner: Donna Bent. Property Location: 1332 Billmyer Mill Road, Shepherdstown, WV. Tax District: Shepherdstown (9); Tax Map: 6; Parcel No: 5.6. Total Project Size: 10.38 acres; Zoning District: Rural. (File # 21-3-PCW; discussion and possible action)

Ms. Brockman presented an overview of her staff report to the Commission. The applicant is proposing a family transfer lot for her parents at the southern end of the property and would like to use the existing 40' access easement. The required 50' easement is not possible as the road frontage on Billmyer Mill Road is less than 50 feet. Ms. Brockman noted that the applicant had previously received a setback variance from the existing 40' access easement for existing structures. Staff recommended that if the Planning Commission is inclined to approve the waiver, it should be limited to the one proposed Family Transfer lot for a maximum of three lots.

Ms. Bent, the applicant, was on the ZOOM call and had no further comment.

Mike Shepp, opened the item for public comment. There was no public comment.

Mike Shepp, closed the item for public comment.

Jack Hefestay made a motion to approve the request, which carried unanimously.

Mr. Steve Stolipher recused himself from items #5 and #6 below.

5. **Discussion and Recommendation:** Planning Commission review and recommendation to the County Commission regarding whether the Zoning Map Amendment to rezone the subject parcel from Rural to Highway Commercial is consistent with the 2035 Comprehensive Plan. Owner: Guy Chicchirichi. Applicant: Bob Franks, Sheetz, Inc. Property Location: Northeast of Augustine Avenue and Route 340 intersection in Charles Town. Parcel ID: Tax District: Charles Town (02); Tax Map: 16; Parcel 1. Proposed size: 2.5 acres (File # 21-1-Z).]

Ms. Brockman presented an overview of her staff report to the Commission and stated that the Planning Commission is required to recommend to the County Commission whether the request is consistent with the Comprehensive Plan. The *Envision Jefferson 2035 Comprehensive Plan* generally recommends that all urban development occur within the Urban Growth Boundaries shown on the Future Land Use Guide. She noted that the most of the properties within the Urban Growth Boundaries which are zoned rural are shown as “rural/agriculture land for possible urban development” on the Future Land Use Guide Map; however this particular property is shown as future Large Lot Residential.

The proposed rezoning is located within the Charles Town Urban Growth Boundary at the intersection of Augustine Avenue (a two lane road from town) and US 340 (a four-lane divided federal highway). Access is proposed from Augustine Avenue directly across the street from Washington High School’s driveway. There are existing turn lanes on Augustine Avenue related to the high school and there is a traffic light at US 340 and Augustine Avenue. WV DOH will determine if additional turn lanes will be required for the Sheetz. A traffic impact study has been completed.

Staff recommended that while the future land use map may not show this as future highway commercial, other portions of the Comprehensive Plan recommend that all this rural and undeveloped land within the Urban Growth Boundary be developed at Urban Level Density.

Mr. Mark Dyck with Gordon explained that the property in question used to be larger, but when the US 340 Bypass was constructed, the eastern half of the project became a part of the DOH right-of-way. The remainder of the parcel has been vacant since US 340 was constructed. Mr. Dyck stated that the location of this parcel is suitable for highway/commercial use and would not be suitable for residential development due to the noise and visual impacts of US 340 by pass. The development of a Sheetz at this location will serve the US 340 traveling public, keeping money in the county that is currently flowing to Clarke County. There is water/sewer available to serve to the property.

Mark with Gordon also stated that there is coordination between the Department of Highways to address the entry and exit at this location. He further stated that a Traffic Engineer and a representative with Sheetz were also on the line to address any further questions.

Mr. Hefestay inquired about the existing trees on the property. Mark with Gordon stated that the majority of the trees are on the eastern edge of the property (which is not part of the rezoning request). Any trees which are part of the rezoning request would need to come down.

Mr. Shepp requested clarification regarding the parcel as pictured on the graphic. Ms. Brockman clarified that the entire parcel (4.42 acres) was outlined in blue and that only the 2.5-acre western portion of the property is proposed for rezoning and would require subdivision. Ms. Brockman further clarified that the area around this property is partly in the City of Charles Town and partly in the County and described the various land uses and zoning.

Mr. Hefestay made a motion to recommend to the County Commission that the requested Zoning Map Amendment is in conformance with the Comprehensive Plan. The motion was seconded by Shane Roper, and passed unanimously.

- 6. Discussion and Possible Action:** Proposed text amendment to the Jefferson County Zoning and Land Development Ordinance; File # ZTA19-03, to allow Solar Energy Facilities to process as a Principal Permitted Use in the following Zoning Districts: General Commercial, Highway Commercial, Light Industrial, Major Industrial, Rural, Residential Growth, Residential-Light Industrial-Commercial, and Industrial Commercial. The text amendment proposes revisions to

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Richard Thiel, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice:

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

Date Requested – 2nd Choice:

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

Review and Approval of FY2022 State Budget Revision 5 for the General County Fund

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*):

*Motion to accept FY22 State Budget Revision 5 for the General County Fund

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: rthiel@jeffersoncountywv.org

Phone Number: 304-724-8425

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext. 5114
 Fax: 304-340-5090
 Email: lgs@wvsao.gov

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)

CONTROL NUMBER
 FY: 2022
 Fund: 1
 Rev. No. 5
 Pages: _____

Jefferson County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding Request:

Name: Rick Thiel
 Phone: 304-724-8425
 Fax: 304-724-5611
 Email: rthiel@jeffersoncountywv.org

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

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

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
699	Contingencies	3,076,333		3,500	3,072,833
405	Prosecuting Attorney		3,500		3,500
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR

BY: _____ Date _____
 Deputy State Auditor, Local Government Services Div.

 AUTHORIZED SIGNATURE OF ENTITY

 APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 17th Day of March 2022, 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 #5 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 **Hudson** 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 **Caleb Wayne Hudson**, 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.

Caleb Wayne Hudson, President
Jefferson County Commission

Jefferson County Commission
State Budget Revision JE#5

Budget Revision #5 of General Fund FY22

<u>Description</u>	<u>DEPT</u>	<u>Fund</u>	<u>Org</u>	<u>Object</u>	<u>Increase</u>	<u>Decrease</u>
Record payment for genetic testing expense for cold case per M. Harvey						
Legal Expense	Investigation Expense	001	001405	423300	3,500	-
	Contingency for Emergency	001	001699	456710	-	3,500
Total					3,500	3,500

Richard Thiel

From: Matt Harvey
Sent: Monday, March 7, 2022 4:37 PM
To: Richard Thiel
Subject: Parabon

The bill for Parabon is not in the PA's budget. I was given the ok to seek this testing. I discussed it with Michelle, Stephanie, and at least one commissioner some time ago. It is for a cold case involving an infant that was thrown from a bridge. This expense was sought by myself and the Sheriff. Hope that's enough detail but let me know what else you need.

Matt Harvey

Sent from my iPhone



Parabon NanoLabs, Inc.
 11260 Roger Bacon Drive, Suite 406
 Reston, Virginia 20190
 Fed Tax ID: 26-2194625

Voice: 703-689-9689 x207
 Fax: 703-689-9695
 Email: finance@parabon.com

Invoice

Date	Invoice #
11/29/2021	21112904

Terms
Due on receipt

Agency Case #
104-0115

Bill To
Jefferson County Prosecuting Attorney 120 S. George St Charles Town, WV 25414

Ship To
Jefferson County Prosecuting Attorney Alex Hazel 120 S. George St Charles Town, WV 25414 ahazel@jcpawv.org

Quantity	Description	Price Each	Amount
1	Snapshot Genetic Genealogy Analysis & Report (12 hours used, 3 hours of research remaining) Snapshot Case ID: JCSD-WV-104-0115-Snapshot-R01	3,500.00	3,500.00

Payable in US Dollars

CHECK: If paying by check, please remit payment to the Parabon address listed in the upper left corner of this invoice.

CREDIT CARD: If paying by credit card, send an email to finance@parabon.com to request a link to make an online payment.

Total	\$3,500.00
Payments/Credits	\$0.00
Balance Due	\$3,500.00

The Parabon Snapshot Advanced DNA Analysis Service terms and conditions apply to this transaction. The terms and conditions can be found at <https://snapshot.parabon-nanolabs.com/terms>

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Richard Thiel, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 17, 2022**

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 the FY2022-2023 Draft Budget (Levy Estimate)

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*):

*Motion to approve the release of the FY2022-2-23 Draft Levy Estimate

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

Jefferson County Commission Date Prepared: 3/17/2022
FY23 Budget

Department	No.	FY2022 Budget	FY2023 Submitted Budget	% Chg	Commission Additions / (Cuts)	Merit/ COLA Increase	FY2023 Adjusted Budget	% Chg
Expenditures by Dept								
Commission	401	1,708,048	1,671,800	-2.12%	138,954	15,964	1,826,718	6.95%
Merit Increase		-	195,000		98,387	(293,387)	-	
COLA		-	75,000		71,735	(146,735)	-	
Equity Adjustment		-	750,000		(750,000)	-	-	
County Clerk	402	650,724	669,235	2.84%	-	16,333	685,568	5.35%
Circuit Clerk	403	522,593	518,748	-0.74%	-	13,979	532,727	1.94%
Sheriff's Tax Office	404	492,866	573,881	16.44%	(45,932)	13,101	541,050	9.78%
Prosecuting Attorney	405	1,702,500	1,648,599	-3.17%	59,525	49,157	1,757,281	3.22%
Assessor	406	439,385	448,795	2.14%	-	8,065	456,860	3.98%
Assesor Valuation Fund	407	563,493	612,705	8.73%	-	14,888	627,593	11.38%
State Wide Computer Network	408	60,000	60,000	0.00%	-	-	60,000	0.00%
Agricultural Agent	412	116,113	118,541	2.09%	-	1,141	119,682	3.07%
County Clerk Elections	413	268,953	279,743	4.01%	583	3,234	283,560	5.43%
Magistrate Court	415	3,000	3,200	6.67%	-	-	3,200	6.67%
Civil Service Commission	421	-	20,000	100.00%	(10,000)	-	10,000	100.00%
Insurance Program	423	2,257,807	2,164,846	-4.12%	(72,072)	-	2,092,774	-7.31%
Insurance Premium Increase 4-7%		-	115,000		-	-	115,000	
Maintenance Dept	424	1,062,344	1,065,858	0.33%	(51,188)	32,411	1,047,081	-1.44%
Other Building	425	726,300	732,300	0.83%	-	-	732,300	0.83%
Data Processing (IT)	428	812,537	839,854	3.36%	35,000	17,145	891,999	9.78%
RDA	429	29,974	35,844	19.58%	-	-	35,844	19.58%
EC Development	431	453,382	584,052	28.82%	(158,766)	12,370	437,656	-3.47%
Engineering, Planning, Zoning, GIS	440	1,071,870	1,213,332	13.20%	-	33,142	1,246,474	16.29%
Transfers to Other Entities	697	40,000	37,000	100.00%	-	-	37,000	
Law Enforcement	700	3,465,836	4,427,049	27.73%	(702,432)	119,616	3,844,233	10.92%
Service of Process	701	15,175	11,412	-24.80%	-	-	11,412	-24.80%
Regional Jail	704	850,000	850,000	0.00%	-	-	850,000	0.00%
Homeland Security	711	238,221	227,443	-4.52%	493	4,402	232,338	-2.47%
Communication Center (911)	712	1,959,663	2,224,943	13.54%	(230,105)	54,378	2,049,216	4.57%
Fire	713	490,000	-	-100.00%	577,500	-	577,500	17.86%
JCESA - Ambulance	715	3,939,138	6,622,638	68.12%	(2,520,767)	-	4,101,871	4.13%
Animal Control	716	238,994	291,916	22.14%	(11,588)	8,701	289,029	20.94%
Central Garage	717	311,394	377,154	21.12%	-	1,818	378,972	21.70%
Health Department	800	81,186	81,592	0.50%	-	-	81,592	0.50%
Landfill	808	-	-		-	-	-	
Parks and Recreation	900	704,682	835,729	18.60%	-	-	835,729	18.60%
Arts and Humanities	903	12,764	13,132	2.88%	-	-	13,132	2.88%
Community Center	908	-	80,000	100.00%	(79,000)	-	1,000	100.00%
Historical Commission	909	18,901	44,445	135.15%	-	-	44,445	135.15%
Visitors Bureau	911	319,110	328,300	2.88%	-	-	328,300	2.88%
Library	916	330,000	399,002	20.91%	(39,002)	-	360,000	9.09%
Social Services (CASA)	950	-	10,000	100.00%	(10,000)	-	-	100.00%
Senior Citizens	952	-	14,382	100.00%	(14,382)	-	-	100.00%
Public Transit	953	60,000	139,370	132.28%	(50,291)	-	89,079	48.47%
Total Expenditures		\$ 26,016,953	\$ 31,411,840	20.74%	\$ (3,783,348)	\$ (20,277)	\$ 27,828,215	6.19%
Revenue		\$ 26,192,408	\$ 28,304,620	8.06%	\$ 831,953		\$ 29,136,573	11.24%
Operating Surplus / (Deficit)		\$ 178,455	\$ (3,107,220)				\$ 1,508,358	
Contingencies								
Contingency for Emergencies	699	\$ 196,721	\$ 200,000	1.67%	\$ 240,000		\$ 440,000	123.67%
Operating Surplus / (Deficit) After Contingency for Emergency		(21,266)	(3,307,220)		(240,000)		1,068,358	
Transfers to Other Funds								
Trns to Capital Fund (5% Gambling)	698	\$ 899,350	\$ 1,069,300		\$ 700,000		\$ 1,769,300	
Trns to Capital Fund	698	2,188,645	-		-	-	-	
Subtotal Trns to C/O Fund		3,087,995	1,069,300	-65.37%	700,000		1,769,300	
Trns to Stabilization Fund	696	-	-		2,428,737		2,428,737	
Trns to ARPA Fund	388	-	(800,000)		-		(800,000)	
Trns (from) to Other Funds	698	252,692	(59,994)		(61,451)	20,277	(101,168)	
Total Transfers Out of General Fund		\$ 3,340,687	\$ 209,306	-93.73%	\$ 3,067,286	\$ 20,277	\$ 3,296,869	
Net Use of Funds - Surplus / (Deficit)		\$ (3,361,953)	\$ (3,516,526)		\$ (3,307,286)	\$ (20,277)	\$ (2,228,511)	
Beginning Fund Balance	299001	\$ 7,788,627	\$ 5,325,979				\$ 5,325,979	
Net Change in Fund Balance		(3,361,953)	(3,516,526)				(2,228,511)	
Ending Fund Balance	699	\$ 4,426,674	\$ 1,809,453		\$ -	\$ -	\$ 3,097,468	
Fund Balance as a % of Oper Exp		17.01%	5.76%				19.69%	
Fund Balance Reserve Policy								
JCC Policy Minimum of 16.67% of Exp		\$ 4,337,026	\$ 5,236,354				\$ 4,605,623	
JCC Goal of 20.00% of Expenditures		\$ 5,203,391	\$ 6,282,368				\$ 5,525,643	
State Required 10.0% of Expenditures		\$ 2,601,695	\$ 3,141,184				\$ 2,762,822	

Jefferson County Commission
 FY23 Commission Revisions to Proposed Budget

3/17/2022

<u>Department</u>	<u>Account</u>	<u>Comm Rev</u>	<u>Dept Total</u>
Expenditure Adjustments			
401-Commission	5% Merit Increase	98,387	
	Equity Adjustment	(750,000)	
	1% COLA-4% for 1DEP	71,735	
	4568-EPCD	25,000	
	4211-Telephone	500	
	Wages & Ben from 424	51,188	
	Wages & Ben FPB-from 431	73,035	
	In-kind Rent FPB-from 431	14,231	
	4568-Cut EPCD	(25,000)	(440,924)
404-Sheriff's Tax	Cut 1 of the 2 New Positions	(37,328)	
	Cut Salary Adjustments	(8,604)	(45,932)
405-Pros Atty	4211-Telephone	(1,300)	
	4353-Computer Software	2,500	
	Wages & Ben-Investigator-New Position	58,325	59,525
413-Elections	Addl FY22 Employee Increase	583	583
421-Civil Service Comm	4223-Cut Prof Services	(10,000)	(10,000)
423-Insurance Program	405-Ins-Investigator	10,296	
	712- CAD Administor Position	10,296	
	Cut-712-CAD Admin	(10,296)	
	Cut 404-1 Tax Clerk	(10,296)	
	Cut 700- 3 new FT Bailiffs	(30,888)	
	Cut 700- 4 of 6 New Deputies	(41,184)	
			(72,072)
424-Courthouse Maint	Wages & Ben-Trfr Position to 401	(51,188)	(51,188)
428-IT	4355-Prof Svc-Response Plan	35,000	35,000
431-JCDA	Wages & Ben FPB -trf to 401	(73,035)	
	Cut engineering	(34,000)	
	Cut Marketing	(37,500)	
	Inkind Rent-Trf to 401	(14,231)	(158,766)
696-Trfr to Financial Stab Fun	456609-Trfr to C/O Fund	2,428,737	2,428,737
698-Trfr to Other Funds	456609-Trfr to C/O Fund	700,000	700,000
699-Conting for Emerg	JCESA Conting-2 EMT	180,000	
	Uniforms, SCBA, etc-2 EMT	60,000	240,000
700-Sheriff Law Enf	Cut 4 of 6 New Deputy Positions:		
	Wages & Ben - 4 Deputies	(235,026)	
	Sign-on Bonus- 4 Deputies	(14,478)	
	4345-Uniforms- 4 Deputies	(32,000)	
	4221-Trng-4 Deputies	(1,333)	
	Adjust Signon Bonus \$2k after academy-repayable if 1 year not completed, \$3k at 1 year-Contingent on 2 more years	12,065	
	Cut New Pay Scale-Adjustments included in Merit/COLA	(8,087)	
	Retirement Correction	56,694	
	Cut ee Salary Increases	(89,281)	
	4221-Trng-Cut new K9 Handler	(6,500)	
	Cut FT Bailiff Option A	(13,041)	
	Cut FT Bailiff Option B	(109,814)	
	Cut PT Bailiff Wages to PY Level	(212,071)	
	Add PT Bailiff Hourly Rate Increase	10,765	
	Cut OT to PY Level	(60,325)	(702,432)

<u>Department</u>	<u>Account</u>	<u>Comm Rev</u>	<u>Dept Total</u>
Expenditure Adjustments			
711-Emergency Services	Additional wages/ben for new hire	493	493
712-Communication Ctr	Wages & Ben-Asst Sup	18,000	
	4221-Training-Asst Sup	2,552	
	Wages & Ben-CAD Admin-New Position	44,704	
	Cut CAD Admin	(44,704)	
	Cut Wages & Ben-Asst Sup	(18,000)	
	4216-Maint/Rep-DUP Batteries-CO Fund	(108,000)	
	4221-Cut Training-Asst Sup	(2,552)	
	4353-Cut Dup-Priority Disp-Move to Coal	(116,975)	
	4221-Cut SHRM Training	(5,130)	(230,105)
713-Fire	456711-Friendship	100,000	
	Cut to FY21 Level	(17,500)	
	456712-Citizens	100,000	
	Cut to FY21 Level	(17,500)	
	456713-Shepherdstown	100,000	
	Cut to FY21 Level	(17,500)	
	456714-Independent	100,000	
	Cut to FY21 Level	(17,500)	
	456715-Blue Ridge	100,000	
	Cut to FY21 Level	(17,500)	
	456716-Middleway	100,000	
	Cut to FY21 Level	(17,500)	
	456717-Bakerton	100,000	
	Cut to FY21 Level	(17,500)	577,500
715-JCESA-Amb Auth	Cut Depreciation Accrual	(61,776)	
	Cut 29 FT EMT New Positions	(2,505,321)	
	<i>NO Amb Fee Increase-Cut Amb Fee Ask from 946k to 900k-Fund with General Fund</i>		
	Add 1 Billing Specialist	46,330	
	Cut 1 Billing Specialist	58,660	
		(58,660)	(2,520,767)
716-Animal Control	Cut Salary Adjustments	(3,602)	
	CT PT Wages	(2,153)	
	Cut OT to PY Level	(5,833)	(11,588)
908- Community Center	568-JC Ministries-Defer for ARPA	(79,000)	(79,000)
916-Libraries	567-Cut Funding Level	(39,002)	(39,002)
950-Social Services	568-CASA-Defer to ARPA	(10,000)	(10,000)
952-Senior Citizens	567-Move to Coal Sev	(14,382)	(14,382)
953-Public Transit	567-Cut EPTA Funding	(20,000)	
	567-Cut Airport Request	(30,291)	(50,291)
	Total Increase (Decrease) to Expenditures	(394,611)	(394,611)
Revenue Adjustments			
Tax Revenue	001.301T00-Pub Util Adj to Cert of Val	(16,022)	
	001.301T01-Ad Valorem Adj to Cert of Val	864,568	
	001.301T99-Tax Disc Adj to Cert of Val	(16,593)	831,953
	001.399TR0-Trsfr from Assr Val Fund	61,451	61,451
		893,404	893,404

CERTIFICATE OF VALUATION

Jefferson County Commission

Jefferson

(Levying Body)

(County)

TO:

County Commission President

(County Commission President, School Board Secretary or Municipal Clerk or Recorder)

The undersigned Assessor and County Clerk of said County do hereby certify the assessed value of the various classes of real estate, personal property and public utility property for the assessment year **2022**

	Column A Assessed Value Including Back Tax And New Property (Total)	Column B All Other Exempt Value (excluding P U)	Column C Gross Assessed (Col A Plus Col B) (County Classification Purposes Only)	Column D Homestead Exempt Value	Column E Assessed Valuation For Tax Purposes (w/o Homestead & Exempt) (Col A Minus Col D)
Class I					
Personal Property			0		0
Public Utility Property			0		0
Total Class I	0	0	0		0
Class II					
Real Estate	3,075,309,080	548,600	3,075,857,680	87,285,600	2,988,023,480
Personal Property	3,257,870		3,257,870	476,600	2,781,270
Total Class II	3,078,566,950	548,600	3,079,115,550	87,762,200	2,990,804,750
Class III					
Real Estate	530,227,360	210,226,060	740,453,420		530,227,360
Personal Property	287,800,680	4,691,720	292,492,400		287,800,680
Public Utility Property	140,114,832		140,114,832		140,114,832
Total Class III	958,142,872	214,917,780	1,173,060,652		958,142,872
Class IV					
Real Estate	331,694,700	189,041,230	520,735,930		331,694,700
Personal Property	174,234,010		174,234,010		174,234,010
Public Utility Property	20,035,801		20,035,801		20,035,801
Total Class IV	525,964,511	189,041,230	715,005,741		525,964,511
TOTAL FOR LEVYING BODY	4,562,674,333	404,507,610	4,967,181,943	87,762,200	4,474,912,133

Given under our hands this 28th day of February, 2022


County Clerk


Assessor

NOTE: The above certificate must be in the hands of the levying body no later than March 3. (Section 6, Article 3, Chapter 11, Code of 1931, as amended.) The Assessor is required to certify the valuation of real estate and personal property and the County Clerk is required to certify the value of public utility property as assessed by the Board of Public Works. To avoid confusion this joint certificate is to be used.

When completed, submit original copy to the levying body, printed copy to the Department of Tax and Revenue, Property Tax Division, P.O. Box 2389, Charleston, WV 25328-2389, printed copy to the State Auditor's Office, Local Government Services Division, 200 W Main Street Clarksburg, WV 26301, and retain a printed copy for your office file. Only a printed copy of the Board of Education page should be forwarded to the State Department of Education.

Original signed copy - Levying Body
Photocopy - Tax Dept.

Photocopy - Auditor's Office
Photocopy - Retain

Photocopy - Board of Ed. Only - State Dept. of Education

FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023

Jefferson

County Commission

CLASS: 1

TOTAL ASSESSED VALUE: 4,967,181,943

LEVY ESTIMATE
OFFICIAL BUDGET DOCUMENT



**Prescribed and furnished by the
West Virginia State Auditor**

The Levy Estimate shall be made on this form between March 7 and March 28. ONE (1) certified copy is forwarded to: lgs@wvsao.gov
Or can be mailed to:

West Virginia State Auditor's Office, Attn: Local Government Services
200 West Main Street, Clarksburg, West Virginia 26301
Phone: 627-2415 / Toll Free 1-877-982-9148

R O S T E R

COUNTY	<u>Jefferson County Commission</u>		Mailing Address: <u>P.O. Box 250</u>		
			City, State Zip Code: <u>Charles Town, WV 25414</u>		
COMMISSION MEETS	<u>Monthly: 1st Thursday at 9:30am, and the 3rd Thurs at 6pm</u>		<u>Courthouse Hours</u>		<u>9-5 Monday thru Friday</u>
PRESIDENT	<u>Clare Ath</u>	<u>PHONE 304-728-3282</u>	<u>ext.</u>	<u>FAX</u>	<u>E-MAIL commissioner.ath@gmail.com</u>
COMMISSIONER	<u>Jane Tabb</u>	<u>PHONE 304-728-3282</u>	<u>ext.</u>	<u>FAX</u>	<u>E-MAIL vinemont.farm@gmail.com</u>
COMMISSIONER	<u>Caleb Wayne Hudson</u>	<u>PHONE 304-728-3282</u>	<u>ext.</u>	<u>FAX</u>	<u>E-MAIL calebhudsonforjeffersonwv@gmail.com</u>
COMMISSIONER	<u>Tricia Jackson</u>	<u>PHONE 304-728-3282</u>	<u>ext.</u>	<u>FAX</u>	<u>E-MAIL commissioner.triciajackson@gmail.com</u>
COMMISSIONER	<u>Steve Stolipher</u>	<u>PHONE 304-728-3282</u>	<u>ext.</u>	<u>FAX</u>	<u>E-MAIL stolipherjcc@gmail.com</u>
COUNTY CLERK	<u>Jacqueline Shadle</u>	<u>PHONE 304-728-3347</u>	<u>ext.</u>	<u>FAX</u>	<u>E-MAIL jshadle@jeffersoncountywv.org</u>
CIRCUIT CLERK	<u>Laura Storm</u>	<u>PHONE 304-728-3398</u>	<u>ext.</u>	<u>FAX</u>	<u>E-MAIL laura.storm@courtswv.gov</u>
ASSESSOR	<u>Angela Banks</u>	<u>PHONE 304-728-3224</u>	<u>ext.</u>	<u>FAX</u>	<u>E-MAIL abanks@jeffersoncountywv.org</u>
SHERIFF	<u>Thomas Hansen</u>	<u>PHONE 304-728-3205</u>	<u>ext.</u>	<u>FAX</u>	<u>E-MAIL thansen@jcsdww.com</u>
PROSECUTING ATTY	<u>Matthew Harvey</u>	<u>PHONE 304-724-6279</u>	<u>ext.</u>	<u>FAX</u>	<u>E-MAIL mharvey@jeffersoncountywv.org</u>
ADM. ASSISTANT	<u>Sandy Slusher McDonald</u>	<u>PHONE 304-728-3282</u>	<u>ext.</u>	<u>FAX</u>	<u>E-MAIL sandy@jeffersoncountywv.org</u>
TAX OFFICE	<u>Teresa Hendricks</u>	<u>PHONE 304-728-3220</u>	<u>ext.</u>	<u>FAX</u>	<u>E-MAIL jenkinsteresa@hotmail.com</u>

PERSON TO CONTACT FOR BUDGET INFORMATION

<u>Richard Thiel</u>	<u>Finance Director</u>	<u>304-724-8285</u>	<u>304-725-7916</u>	<u>rthiel@jeffersoncountywv.org</u>
Name	Title	Phone	Fax	Email

ANY QUESTIONS ABOUT COMPLETING THESE FORMS SHOULD BE DIRECTED TO LOCAL GOVERNMENT SERVICES, WEST VIRGINIA STATE AUDITOR'S OFFICE, 200 WEST MAIN STREET, CLARKSBURG WEST VIRGINIA 26301 OR TELEPHONE 627-2415 (TOLL FREE) 1-877-982-9148.

CERTIFICATE OF VALUATION

Jefferson County Commission
(Levying Body)

Jefferson
(County)

TO: County Commission President

(County Commission President, School Board Secretary or Municipal Clerk or Recorder)

The undersigned Assessor and County Clerk of said County do hereby certify the assessed value of the various classes of real estate, personal property and public utility property for the assessment year 2022.

	<u>Column A</u>	<u>Column B</u>	<u>Column C</u>	<u>Column D</u>	<u>Column E</u>
	Assessed Value Including Back Tax And New Property (Total)	All Other Exempt Value (excluding P U)	Gross Assessed (Col A Plus Col B) (County Classification Purpose Only)	Homestead Exempt Value	Assessed Valuation For Tax Purposes (w/o Homestead & Exempt) (Col A Minus Col D)
Class I					
Personal Property					
Public Utility Property					
Total Class I					
Class II					
Real Estate	N/A	N/A	N/A	N/A	2,988,023,480
Personal Property	N/A	N/A	N/A	N/A	2,781,270
Total Class II					2,990,804,750
Class III					
Real Estate	N/A	N/A	N/A		530,227,360
Personal Property	N/A	N/A	N/A		287,800,680
Public Utility Property	N/A	N/A	N/A		140,114,832
Total Class III					958,142,872
Class IV					
Real Estate	N/A	N/A	N/A		331,694,700
Personal Property	N/A	N/A	N/A		174,234,010
Public Utility Property	N/A	N/A	N/A		20,035,801
Total Class IV					525,964,511
TOTAL FOR LEVYING BODY	N/A	N/A	4,967,181,943	N/A	4,474,912,133
Previous Year Total	N/A	N/A	N/A	N/A	3,975,344,157

ASSESSED VALUES FOR CALCULATING REDUCED (ROLLED BACK) LEVY RATES

Jefferson County Commission

Jefferson

(Levying Body)

County

TO: County Commission President

(County Commission President, School Board Secretary or Municipal Clerk or Recorder)

The undersigned Assessor and County Clerk of said County do hereby certify the assessed value of the various classes of real estate, personal property and public utility property FOR THE CALCULATION OF THE REDUCE (ROLLED BACK LEVY RATE for the assessment year 2022.

	<u>Column A</u>	<u>Column B</u>	<u>Column C</u>	<u>Column D</u>
	Assessed Valuation For Tax Purposes (w/o Homestead & Exempt)	New Property and Back Tax Property (Excluding TIF)	TIF Tax Incremental Financing Value	Assessed Valuation For Tax Purposes Minus New Property, Back Tax Property & TIF (Col A Minus Col B and C)
Class I				
Personal Property				
Public Utility Property				
Total Class I				
Class II				
Real Estate	N/A	N/A		2,929,078,280
Personal Property	N/A	N/A		2,781,270
Total Class II				2,931,859,550
Class III				
Real Estate	N/A	N/A		522,175,060
Personal Property	N/A	N/A		261,630,390
Public Utility Property	N/A	N/A		140,114,832
Total Class III				923,920,282
Class IV				
Real Estate	N/A	N/A		328,063,700
Personal Property	N/A	N/A		78,191,100
Public Utility Property	N/A	N/A		19,872,427
Total Class IV				426,127,227
TOTAL FOR LEVYING BODY				4,281,907,059
Previous Year Total	N/A	N/A	N/A	3,922,372,441

JEFFERSON COUNTY, WEST VIRGINIA CALCULATING REDUCED LEVY RATE 2022 - 2023

CLASS	ROLL BACK VALUE (Column D)	X	WEIGHTING	=	WEIGHTED ASSESSED VALUE
Class 1	\$ _____	X	0.01	=	\$ _____ 0
Class 2	<u>2,931,859,550</u>	X	0.02	=	<u>58,637,191</u>
Class 3	<u>923,920,282</u>	X	0.04	=	<u>36,956,811</u>
Class 4	<u>426,127,227</u>	X	0.04	=	<u>17,045,089</u>
Total All Classes	\$ <u>4,281,907,059</u>		(Total WAV)		\$ <u>112,639,091</u>

Assessor's Valuation % per PVC: 1.85%
 Previous year's projecter \$ 15,179,655 102.85% % \$ 15,612,275

Divide by the **TOTAL WEIGHTED ASSESSED VALUE (Total WAV)**
 (use 4 decimal places here) \$ 0.1386

The result of this division is then multiplied x 100 (use 2 decimal places here)
 and this will = the Class 1 Levy Rate in cents per \$100 of assessed value 13.86

The Class 2, 3, and 4 Levy Rates are determined by multiplying the Class 1 Rate as follows:

Class 1 Rate 13.86 ¢ X 2 = 27.72
Class 2 Rate:

Class 1 Rate 13.86 ¢ X 4 = 55.44
Class 3 & 4 Rate:

DO NOT USE RATES IN EXCESS OF 2 DECIMAL PLACES

Divide by the **TOTAL WEIGHTED ASSESSED VALUE (TOTAL WAV) USE 4 DECIMAL POINTS HERE** **0.1386**

**JEFFERSON COUNTY, WEST VIRGINIA
LEVY PAGE
REGULAR CURRENT EXPENSE LEVY
2022 - 2023**

	Column E Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/\$100	Taxes Levied
Current Year			
Class I			
Personal Property	\$ _____	13.86	\$ _____
Public Utility	_____		_____
Total Class I	\$ _____		\$ _____
Class II			
Real Estate	\$ 2,988,023,480	27.72	\$ 8,282,801
Personal Property	2,781,270		7,710
Total Class II	\$ 2,990,804,750		\$ 8,290,511
Class III			
Real Estate	\$ 530,227,360	55.44	\$ 2,939,580
Personal Property	287,800,680		1,595,567
Public Utility	140,114,832		776,797
Total Class III	\$ 958,142,872		\$ 5,311,944
Class IV			
Real Estate	\$ 331,694,700	55.44	\$ 1,838,915
Personal Property	174,234,010		965,953
Public Utility	20,035,801		111,078
Total Class IV	\$ 525,964,511		\$ 2,915,946
Total Value & Projected Revenue	\$ 4,474,912,133		\$ 16,518,401
Less Delinquencies, Exonerations & Uncollectable Taxes		4.08%	673,951
Less Tax Discounts		1.92%	304,213
Less Allowance for Tax Increment Financing - see worksheet (Subtracted from regular current expense taxes levied only)		_____
Total Projected Property Tax Collection		15,540,237
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		1.85%	287,494
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes (Transfer amount to Worksheet GCRV - Account No. 301-01)			\$ 15,252,743

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023**

Account Number	01 GENERAL FUND REVENUE SUMMARY	Budgeted Revenues	Budgeted Revenues
		(Including Revisions) 2021 - 2022	2022 - 2023
295	Nonspendable Fund Balance		
296	Restricted Fund Balance		
297	Committed Fund Balance		
298	Assigned Fund Balance		
299	Unassigned Fund Balance	7,633,363	5,325,979
301 01	Property Taxes - Current Expense (Page 3-Net)	14,016,573	15,252,743
301 02-05	Prior Year Taxes	848,200	866,400
301 06	Supplemental Taxes	285,000	335,000
301 07	Surplus		
301 08	Delinquent & Nonentered Land Fund	9,000	10,000
301 09	Redemptions from State Auditor		
301 10	Prior Years Fifth and Other Prior Years		
301 11	Tax Lien Surplus		
301 12	Tax Loss Restoration		
301 90	Property Taxes - Excess Levy (Page 4-Net)		
301 91	Property Taxes - Excess Levy (Page 4-Net)		
301 92	Property Taxes - Excess Levy (Page 4-Net)		
302	Tax Penalties, Interest & Publication Fees	303,000	301,990
303	Dog Taxes		
304	Property Transfer Tax	1,276,870	1,819,110
306	Gas and Oil Severance Tax	66,330	80,730
307	Horse and Dog Racing Tax	45,900	8,470
308	Wine & Liquor Tax	316,200	336,600
309	Hotel Occupancy Tax	668,220	693,600
310	Waste Coal Producing Counties		
311	Payment in Lieu of Taxes		
312	Synthetic Fuel Tax		
313	Miscellaneous Energy Tax (Coal Bed Methane)		
317	Licenses	110	110
318	Building Permits	464,160	514,760
319	Miscellaneous Permits	130	130
322	Federal Grants	60,843	150,000
323	State Grants	25,000	
324	Other Grants		
325	Federal Payment in Lieu of Taxes	22,000	22,500
327	Charges for Services		
328	Magistrate Court Clerk		
329	Sheriff's Service of Process	15,175	14,600
330	Sheriff's Earnings	112,300	87,300
331	County Clerk's Earnings	211,200	237,400

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023**

Account Number	01 GENERAL FUND REVENUE SUMMARY	Budgeted Revenues (Including Revisions)	Budgeted Revenues
		2021 - 2022	2022 - 2023
384	Sale of Fixed Assets		
385	Gain/Loss on Sale of Fixed Assets		
388	Transfers From Other Funds	4,463	865,000
390	Emergency 911 Reimbursement		
391	Dog & Kennel Reimbursement		25,000
392	Concealed Weapons Reimbursements		
393	Home Confinement Reimbursements		
394	General School Reimbursements	264,000	264,000
395	Magistrate Court Reimbursements		30,000
396	Worthless Check Reimbursements		
397	Payroll Reimbursements		
398	Transfers from Rainy Day Fund		
399	Transfers Assessor's Valuation Fund	563,493	627,593
01	Grand Totals -General Fund Revenues	33,855,234	35,444,002

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023**

Account Number	02 COAL SEVERANCE TAX FUND	Budgeted Revenues 2021 - 2022	Budgeted Revenues 2022 - 2023
298	Assigned Fund Balance	193,439	216,112
305	Coal Severance Tax	75,000	100,000
365	Interest Earned on Investment	975	1,000
382	Refunds/Reimbursements		
02	Grand Totals - Coal Severance Tax Fund Revenues	269,414	317,112

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023**

Expenditures	General Fund		Coal Severance Fund	
	General Budget	General Budget	Coal Budget	Coal Budget
	(Including Revisions) 2021 - 2022	2022 - 2023	(Including Revisions) 2021 - 2022	2022 - 2023
GENERAL GOVERNMENT #401 - 699				
401 County Commission	1,761,892	1,826,718	190,069	162,755
402 County Clerk	650,724	685,568	500	
403 Circuit Clerk	522,593	532,727		
404 Sheriff - Treasurer	492,866	541,050		
405 Prosecuting Attorney	1,728,900	1,757,281		
406 Assessor	439,385	456,860		
407 Assessor's Valuation Fund	563,493	627,593		
408 Statewide Computer Network	60,000	60,000		
409 Sheriff's Tax Processing				
410 County Surveyor				
411 Fiduciary Supervisor				
412 Agricultural Agent	116,113	119,682		
413 Elections - County Clerk	273,953	283,560		
415 Magistrate Court	3,000	3,200		
416 Circuit Court				
417 County Administrator				
418 Purchasing Department				
419 Personnel Office				
420 Custodial				
421 Civil Service		10,000		
422 Capital Planning				
423 Insurance Program (Self Insured)	2,257,807	2,207,774		
424 Courthouse	1,062,344	1,047,081		
425 Other Buildings	726,300	732,300		
426 Printing				
427 Microfilm				
428 Data Processing	812,537	891,999		
429 Regional Development Authority	29,974	35,844		
430 Community Development				
431 Economic Development	453,382	437,656	20,000	
432 Industrial Development				
433 Geographic Information Systems (GIS)				
434 Airports				
435 Public Works Department				
436 Rehabilitation of Property				
437 Acquisition of Property				
438 Building Inspection				
439 Planning & Zoning				
440 Engineering	1,071,870	1,246,474		

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023**

Expenditures	General Fund		Coal Severance Fund	
	General Budget	General Budget	Coal Budget	Coal Budget
	<small>(Including Revisions)</small> 2021 - 2022	2022 - 2023	<small>(Including Revisions)</small> 2021 - 2022	2022 - 2023
PUBLIC SAFETY #700 - 799				
700 Sheriff - Law Enforcement	3,471,086	3,844,233		
701 Sheriff - Service of Process	15,175	11,412		
702 County Jail - Reimbursable J/C				
703 County Jail - Nonreimbursable J/C				
704 Regional Jail	850,000	850,000		
705 Home Confinement				
706 Concealed Weapons				
707 Investigative Services				
708 Police Special Duty				
709 Juvenile Detention Center				
710 Civil Defense				
711 Emergency Services	238,221	232,338		
712 Communication Center	1,959,663	2,049,217		116,975
713 Fire Department	490,000	577,500		
714 Fire Coordinator				
715 Ambulance Authority	3,939,138	4,101,871		
716 Dog Warden/Humane Society	238,994	289,029		
717 Central Garage	311,394	378,972		
718 Flood Control				
719 Watershed Project				
720 Dams & Dredging				
721 Local Law Enforcement Block Grant				
722 Public Safety Grant				
723 Public Safety Grant				
724 Public Safety Grant				
725 Public Safety Grant				
726 Public Safety Grant				
727 Public Safety Grant				
728 Public Safety Grant				
729 Public Safety Grant				
730 Courthouse Security				
731 Community Based Corrections Program				
732 Rapid Response				
733 Mapping and Addressing				
734 Local Emergency Planning Commission				
735 Project Lifesaver				
736 K-9				
737 Public Safety Grant				
TOTAL PUBLIC SAFETY	11,513,671	12,334,572		116,975

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023**

Expenditures	General Fund		Coal Severance Fund	
	General Budget	General Budget	Coal Budget	Coal Budget
	(Including Revisions) 2021 - 2022	2022 - 2023	(Including Revisions) 2021 - 2022	2022 - 2023
SOCIAL SERVICES #950 - 959				
950 Social Services			5,000	
951 Human Resources				
952 Senior Citizens			14,382	14,382
953 Public Transit	60,000	89,079		
954 Federal Grants				
955 State Grants				
956 Homeless Shelter				
957 Family Court				
958 Community Council				
959 Cemeteries				
TOTAL SOCIAL SERVICES	60,000	89,079	19,382	14,382
CAPITAL PROJECTS #960 - 999				
960 General Government				
961 Public Safety				
962 Health & Sanitation				
963 Culture & Recreation				
964 Social Services				
965 Central Garage				
966 Geographic Information System (GIS)				
972 Federal Grants				
973 Federal Grants				
974 State Grants				
975 County Clerk				
976 Circuit Clerk				
977 Assessor				
978 Prosecuting Attorney				
979 Sheriff-Treasurer				
980 Sheriff-Law Enforcement				
981 Sheriff-Jail				
982 Data Processing				
983 Election - County Clerk				
984 Circuit Court				
985 Community Development				
986 County Commission				
987 Courthouse				
988 Other Buildings				
989 Extension Services				
990 Other Boards & Authorities				
991 Purchasing				

JEFFERSON COUNTY, WEST VIRGINIA FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023

Expenditures	General Fund		Coal Severance Fund	
	General Budget (Including Revisions) 2021 - 2022	General Budget 2022 - 2023	Coal Budget (Including Revisions) 2021 - 2022	Coal Budget 2022 - 2023

	Amount of Appropriation 2022 - 2023	Account Number
PREMIUM TO PROSECUTING ATTORNEY INSTITUTE:	4,800	401
AUDIT COST / ALL FUNDS:	35,000	401

Gas & Oil Expenditures

General Government Expenditures	80,730	Gas & Oil total expenditures are tied to the total revenue budgeted. Money will be posted to the general government line unless it is posted in the other lines. Then the remaining balance will post to general government.
Public Safety Expenditures		
Health & Sanitation Expenditures		
Culture & Recreation Expenditures		
Social Services Expenditures		
Capital Projects Expenditures		
Total	80,730	

CHART FOR ACCOUNT #388 TRANSFERS FROM OTHER FUNDS

Funds:	
ARPA Fund-207	\$ 800000
Ambulance Fund-053	65000
Total	865,000

CHART FOR ACCOUNT 380 CONTRIBUTIONS/TRANSFERS FROM OTHER ENTITIES

Funds:	
	\$ _____
Total	

**JEFFERSON COUNTY, WEST VIRGINIA
STATEMENT OF SALARIES OF ELECTED OFFICIALS
FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023**

County Classification:

1

FOR THE FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023, ALL COUNTY OFFICIALS SHOULD BE COMPENSATED BASED ON THE COUNTY'S CLASSIFICATION AS OF: JULY 1,

Office	Elected Official	Date Current Term Began	2022 - 2023 Salary	West Virginia Code Reference
County Commissioners:				
	Clare Ath	May 1, 2021	41,395	§7-7-4
	Jane Tabb	January 1, 2019	41,395	
	Caleb Wayne Hudson	January 1, 2017	41,395	
	Tricia Jackson	January 1, 2021	41,395	
	Steve Stolipher	January 1, 2021	41,395	
County Clerk:				
	Jacqueline Shadle	January 1, 2017	62,093	§7-7-4
Circuit Clerk				
	Laura Storm	January 1, 2017	62,093	§7-7-4
Assessor				
	Angela Banks	January 1, 2021	50,266	§7-7-4
	Agricultural Report		5,027	§7-7-6c
	Supplemental Salary		15,000	§7-7-6b
Sheriff				
	Thomas Hansen	January 1, 2021	50,266	§7-7-4
	Sheriff's Commission on Taxes		10,300	§11A-1-17
Prosecuting Attorney				
	Matthew Harvey	January 1, 2021	108,192	§7-7-4
* Is the Prosecuting Attorney Full Time?				Yes

W.Va. Code § 7-7-4 Salary Schedule for Counties Approved for Salary Increase				
	County Commissioners	County & Circuit Clerks	Assessor & Sheriff	Prosecuting Attorney
Class 1	41,395	62,093	50,266	108,192
Class 2	40,656	61,354	49,526	105,728
Class 3	39,917	59,875	49,157	103,264
Class 4	39,178	59,532	48,787	100,800
Class 5	38,438	59,136	48,418	98,336
Class 6	31,786	55,440	48,048	66,528
Class 7	31,046	54,701	47,678	63,571
Class 8	28,090	53,962	47,309	60,614
Class 9	27,350	53,222	46,939	56,179
Class 10	22,176	47,309	42,874	51,744

**JEFFERSON COUNTY, WEST VIRGINIA
RECAP AND CERTIFICATION**

FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023

Account Number	REVENUE RECAP	General Fund		Coal Severance Tax	
		Budgeted Revenues		Budgeted Revenues	
		2021 - 2022	2022 - 2023	2021 - 2022	2022 - 2023
280 299	Beginning Balance, July 1st	7,633,363	5,325,979	193,439	216,112
301 302	Taxes	15,461,773	16,766,133		
303 312	Other Taxes	2,373,520	2,938,510	75,000	100,000
317 319	Licenses & Permits	464,400	515,000		
322 325	Intergovernmental	107,843	172,500		
327 350	Charges for Services	4,209,852	4,249,585		
361 361	Fines				
362 362	Regional Jail Op. Partial Reimb.	98,000	44,200		
363 365	Interest	38,502	56,602	975	1,000
366 385	Miscellaneous	2,636,025	3,563,900		
388 399	Transfers	831,956	1,811,593		
Grand Totals - Revenues		33,855,234	35,444,002	269,414	317,112

Account Number	EXPENDITURE RECAP	General Fund		Coal Severance Tax	
		Budgeted Expenditures		Budgeted Expenditures	
		2021 - 2022	2022 - 2023	2021 - 2022	2022 - 2023
401 699	General Government Expenditures	17,653,937	19,513,504	210,569	162,755
698 698	Transfers	3,160,983	1,842,649	4,463	
700 799	Public Safety Expenditures	11,513,671	12,334,572		116,975
800 899	Health & Sanitation Expenditures	81,186	81,592	15,000	23,000
900 949	Culture & Recreation Expenditures	1,385,457	1,582,606	20,000	
950 959	Social Services Expenditures	60,000	89,079	19,382	14,382
960 999	Capital Projects Expenditures				
Grand Totals - Expenditures		33,855,234	35,444,002	269,414	317,112

Budget Basis of Accounting:

Modified Accrual

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON ·

I, Jacqueline Shadle, CLERK OF THE COUNTY COMMISSION OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING ARE TRUE COPIES FROM THE RECORD OF ORDERS MADE AND ENTERED BY SAID COMMISSION ON THE ____ DAY OF MARCH 2022.

**JEFFERSON COUNTY, WEST VIRGINIA
058 FINANCIAL STABILIZATION / RAINY DAY FUND
FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023**

Account Number	REVENUES	Actual Amount	Budgeted Revenues
		6/30/2021	2022 - 2023
299	Unassigned Fund Balance		
365	Interest Earned		
366	Miscellaneous Revenue		
380	Contributions/Transfer from Other Entities		
388 001	Transfers From Other Funds		
398	Transfers From General Fund		2,428,737
058	Totals -Financial Stabilization / Rainy Day Fund Revenues	-	2,428,737

Account Number	EXPENDITURES	Actual Amount	Estimated Budget
		6/30/2021	2022 - 2023
696	Transfers to General Fund		-
698	Transfers/Reimbursements		
699	Contingencies		2,428,737
	Totals - Financial Stabilization / Rainy Day Expenditures	-	2,428,737

Amount of Financial Stabilization Fund	\$	2,428,737
Less: 30% of General County Fund		10,633,201
Amount over /under 30% of General Fund Budget	\$	(8,204,464)

Financial Stabilization is within the allowed 30% of General Fund Budget

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Jeffrey A. Polczynski, ENP-Director of Communications

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: 5 Minutes

Date Requested – 1st Choice: Mar 17, 2022

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: **Timing in regards to coordinating onboarding of employees**

Subject: **Appointment Requests – Two Full-Time Public Safety Dispatchers**

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

The purpose of this agenda item is to request permission to appoint two individuals to fill slots in the existing vacant positions.

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

Motion to approve the appointment of the two public safety dispatchers presented; with their notated salaries and salary increase post training; per the attachment.

Attachments:

Request Appointments – Two Full-Time Public Safety Dispatchers_MAR2022.pdf



Jefferson County Emergency Communications DEPARTMENTAL MEMORANDUM

TO: The County Commission of Jefferson County

FROM: Jeffrey Polczynski, ENP - Director

DATE: March 7, 2022

SUBJECT: Request Appointments – Two Full-Time Public Safety Dispatchers

The purpose of this memorandum is to request the approval to employ two Public Safety Dispatcher Trainees at the notated salary. The candidates will fill vacancies in authorized staffing.

In January 2022, I requested appointment of two entry level dispatchers to begin on 28FEB2022. One of the two candidates stopped communicating with the ECC after giving the indication of their willingness to begin working at JCECC. Staff made several attempts using various methods (written, verbal, texting, audio) with no success. With this knowledge, we needed additional candidates for our calltaking/LAW academy and moved through another testing, interview and background phase. Staff is pleased that two additional candidates surfaced and are presented for Commission appointment.

Note - since April 2020 (near start of COVID), the JCECC has undergone three hiring cycles/dispatch academies hiring ten dispatchers of which eight are still employees; of the eight employees, five are fully trained with two of remaining three near full completion.

The ECC intends to onboard the following individuals and set their academy start date as 21MAR2022. The individual on boarded 28FEB will also be in this academy. The ECC will continue processing candidates pursuing the filling of vacant and overfill positions authorized by the County. Training is a focus at the ECC and will be for some time.

1. Dominick Vaillancourt – Entry level dispatcher with no public safety experience. Offered a salary of \$18.1493/hour.
2. Nicholas Braithwaite – Entry level dispatcher, volunteer firefighter in BER. Offered a salary of \$18.1493/hour.

Each candidate will be afforded the standard wage increase once full training has been completed.

Please do not hesitate to contact me for further questions.

Respectfully Submitted,

Jeffrey Polczynski, ENP
Director of Communications

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Nathan Cochran, Assistant Prosecuting Attorney

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 17, 2022**

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

Date Requested – 2nd Choice:

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

1. 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, Jefferson County Circuit Court Civil Action No. CC-19-2022-C-6 and WV Supreme Court No.'s 21-0727, 21-0728, and 21-0731.
2. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
3. 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).
4. Report on West Virginia Supreme Court Case No. 21-0229 (Jefferson County 19-P-69)

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 17, 2022**

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*):

Discussion of Fitch Report, including potential action regarding composition and structure of county EMS services, Jefferson County Emergency Services Agency, acquisition and distribution of ambulance resources, and implementation of Fitch recommendations

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
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Name:

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 17, 2022**

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*):

Decision - Proposed text amendment to the Jefferson County *Envision Jefferson 2035 Comprehensive Plan* (approved 1/14/15) to clarify and/or state that solar facilities are principal permitted uses in the rural and residential zoning districts, in accordance with WV Code §8A-3-11, 8A-3-6, and related statutes.

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
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Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 3, 2022**

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*):

- **Legislative Updates**

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

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 17, 2022**

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 – Article 147

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

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text](#)



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 17, 2022**

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 regarding the meeting with County Commission Liaison and Fire Chiefs regarding the Fitch Study

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

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Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: March 17, 2022

Date Requested – 2nd Choice: March 31, 2022

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

Subject (Wording to be placed on agenda):

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

Financial report: Ambulance Fee collection, Fire Department funding & ESA funding for FY 2023 and the 4 years prior.

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

Request Finance Director compile report for all funding dedicated to Emergency Services, FY 2023 budget and the 4 years prior.

Are documents attachments? Yes No

If not, explain:

Is a projector needed? Yes No

Contact information:

Email address: _____

Phone number: _____



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **John Nissel, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 17, 2022**

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*):

- **Salary adjustment – Department of Fleet and Facilities Management Director**

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.](#)

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[Click here to enter text.](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: John Nissel, County Administrator

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 17, 2022**

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

Date Requested – 2nd Choice:

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

- **Discussion of Policy 216A – FMLA Leave Expansion and Emergency Paid Sick Leave Policy**

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

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)	Approved:	04/02/2020 Rev: 04/08/2020
Policy Number:	216-A	Author:	Grove
Associated:	FMLA-216, Absence Time with Pay-208		

Purpose

To comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. This policy will be in effect from April 12, 2020, until December 31, 2020. The County’s existing FMLA leave policy still applies to all other reasons for leave outside of this policy. The policy replaces all personnel policies contained in both the County Commission Policy Declaration dated March 17, 2020, and the County Commission Second Emergency Declaration dated March 24, 2020. COVID-19 Emergency Paid Sick Leave and Expanded FMLA as outlined in this policy replace any paid leave entitlements contained in the previously enacted emergency declarations.

EXPANDED FMLA LEAVE

Employee Eligibility

All employees who have been employed with the County Commission of Jefferson County for at least 30 days.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is-

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

“Childcare provider” means a provider who receives compensation for providing childcare services on a regular basis, including:

- a center-based childcare provider
- a group home childcare provider
- a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence)
- other licensed provider of childcare services for compensation
- a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider

lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

“School” means an elementary or secondary school.

Duration of Leave

Employees will have up to 12 weeks of leave to use from April 2, 2020, through December 31, 2020, for the purposes stated above. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

For example, if an employee has already taken 6 weeks of FMLA leave, that employee would be eligible for another 6 weeks of FMLA leave under this policy.

Employees may use expanded FMLA leave intermittently or on a reduced schedule basis.

Pay During Leave

Leave will be unpaid for the first 10 days of leave; however, employees may use any accrued paid vacation, sick or personal leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, as further explained below. After the first 10 days, leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total. Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Employees may elect to supplement their existing leave in conjunction with the expanded family medical leave in order to receive his or her normal pay.

Employee Status and Benefits During Leave

While an employee is on leave, the County will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment per instructions from the Finance Department.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. During any portion of unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Procedure for Requesting Leave

All employees requesting FMLA leave must notify the County Administrator and their supervisor of the need and specific reason for leave under this policy. Employees must complete an Expanded FMLA Paid COVID-19 Leave Request Form and receive approval for use. Forms can be submitted via e-mail to sgrove@jeffersoncountywv.org.

Within five business days after the employee has provided this notice, the County Administrator will provide the employee with any Department of Labor (DOL) required notices.

On a basis that does not discriminate against employees on FMLA leave, the County may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Employee Status After Leave

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The County may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

EMERGENCY PAID SICK LEAVE (COVID-19 LEAVE)

Eligibility Reasons

All full- and part-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.

5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is-

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

Categories of Leave

Generally, Emergency Paid Sick Leave will be categorized in three types of paid COVID-19 leave: 1) COVID-19 Health Leave, 2) COVID-19 Care Leave, and 3) COVID-19 Distance Leave. Leave usage for each category is outlined below:

I. COVID-19 Health Leave

To ensure continued operation of county government, employees are generally expected to report to work or to telework as directed by their supervisor. An employee who must be absent from work and is unable to telework, may use COVID-19 Health Leave for the following reasons:

1. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
2. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

Pursuant to the Families First Coronavirus Response Act, COVID-19 Health Leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed \$511 per day and \$5,110 in total.

II. COVID-19 Care Leave

To ensure continued operation of government, employees are generally expected to report to work or to telework as directed by their supervisor. An employee who must be absent from work and is unable to telework, may use COVID-19 Care Leave for the following reasons:

1. The employee is caring for an individual who is subject to eligibility reasons 1 or 2 above.
2. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.

3. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

Employees eligible for telework should continue to telework even if the individual for whom they are caring is present in the remote work location, so long as the employee is actually conducting their job duties and actually working their normal schedule or flexing time as approved by their supervisor.

Pursuant to the Families First Coronavirus Response Act, COVID-19 Care Leave will be compensated at the 2/3 the employees regular rate of pay or minimum wage, whichever is greater, not exceed \$200 per day and \$2000 total.

III. COVID-19 Distance Leave

To ensure continued operation of government, employees are generally expected to report to work or to telework as directed by their supervisor. An employee who must be absent from work and is unable to telework, may use COVID-19 Distance Leave for the following reasons:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee performs essential work but has been assigned reduced hours in an effort to limit the amount of staff present on the county campus at one time and the employee is unable to perform their assigned duties due to an inability to work remotely.
3. The employee's supervisor has instructed the employee not to report to the workplace for a COVID-19 related reason.

Pursuant to the Families First Coronavirus Response Act, COVID-19 Distance Leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed \$511 per day and \$5,110 in total.

Amount of Leave

All eligible full-time employees will have a total of up to 80 hours (pro-rated for 70 hour and part time employees) of emergency paid sick leave available to use for any combination of the three categories of COVID-19 leave. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Rate of Pay

Paid emergency sick leave, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for eligibility reasons 1-3 above;
- \$200 per day and \$2,000 in total for leave taken for eligibility reasons 4-6 above.

Interaction with Other Paid Leave

The employee must use COVID-19 emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons contained in this policy.

When use of COVID-19 emergency sick leave would result in less the full-pay for the employee, the employee may choose to supplement his or her COVID-19 paid leave with any accrued sick, vacation, or compensatory time in order to receive his or her normal pay.

Employees on expanded FMLA leave under this policy may use emergency paid sick leave during the first 10 days of unpaid FMLA leave for child care.

Procedure for Requesting Leave

Employees must notify the County Administrator and their supervisor of the need and specific reason for leave under this policy. Employees must complete a Paid COVID-19 Leave Request Form and receive approval for use. Forms can be submitted via e-mail to sgrove@jeffersoncountywv.org.

If the reason for the need for leave changes, employees must complete a new Paid COVID-19 Leave Request Form and receive a new approval.

Once emergency paid sick leave has begun, the employee and his or her manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

General Provisions

In instances where employees are unable to perform their assigned duties due to the type of work they perform (meaning the work cannot be performed remotely) but are assigned to other duties that can be performed remotely or duties in other departments where it is possible to practice good social distancing, an employee cannot refuse a reassignment of duties in order to take COVID-19 Leave.

All approvals of leave under this policy are subject to change to conform with any changes that may be made to this policy, and all leave approved under this policy expires when this policy is no longer in effect, except as may be required by law.

Paid COVID-19 Health and Paid COVID-19 Care leave that also constitutes FMLA can be taken on an intermittent or reduced schedule basis. All other types of PAID COVID-19 Leave may be taken on an intermittent or reduced schedule basis with permission.

Employees are not entitled to reimbursement of payout for unused Paid COVID-19 Leave.

All employees who use COVID-19 Leave and Paid Administrative Leave are expected to comply with the provisions of West Virginia Governor Justice's Executive Orders Nos: 9-20 and 20-20 while on COVID-19 Paid Leave. Employees are prohibited from working a second job while on COVID-19 Paid Leave or Paid Administrative Leave.

All employees on Paid Administrative Leave shall be deemed to be "on-call" and each such employees shall be expected to participate in helping to keep each of the offices open and providing services to the public as scheduled or as requested and necessary.

Nothing contained in the policy interferes with an employee's right to use sick leave to care for ill or injured family members as provided by the Federal Family and Medical Leave Act as outlined in County Policy No. 216: FMLA.

Use of Paid COVID-19 Leave that also constitutes FMLA leave will run concurrently with FMLA and will be counted against an employee's FMLA balance.

Paid COVID-19 leave that also constitutes FMLA will require the same medical certifications required for FMLA pursuant to County Policy No. 216: FMLA.

Paid COVID-19 Leave shall not exceed the employee's normal work schedule.

Paid Administrative Leave

Once an employee has exhausted all COVID-19 Distance Leave, the employee shall be entitled to take administrative leave with pay if the employee is working at least half of his or her normal work schedule as determined during the employee's regular two-week pay period.

Carryover

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

Effective Date

This policy becomes effective on April 12, 2020 and expires on December 31, 2020.



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **John Nissel, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 17, 2022**

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*):

Discussion – The limited of number of in-person attendees due to COVID 19 restrictions at the JCC meeting

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.](#)

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 JANUARY MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON JANUARY 14th, 2022.

The meeting was called to order at 8:03 a.m.

Those in attendance were:

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

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

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

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

The Board recommended tabling possible rate increase for discussion at the next meeting on February 11th, 2022.

Mr. Tennant discussed possible purchase of new test equipment for plant compliance testing and for process control, and to pay for the equipment from our Capital Replacement Account.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to purchase the new equipment and transfer the money from PSD's Capital Replacement Account, approved.

The Board and operations staff discussed the EPA audit that was recently completed at the wastewater treatment plant. Plant staff will work on repairing storm water management grading at the facility to divert water runoff from U.S. Route 340 near the plant.

The meeting was adjourned at 8:35 a.m.

Not PRESENT

David Simmons-Chairman

Mike Lowery-Secretary

Helen Dettmer-Treasurer

Jessica Carroll

From: Hilary and Rick Lo <lo.family.wv@gmail.com>
Sent: Wednesday, March 2, 2022 11:46 AM
To: JCCInfo
Subject: Please Oppose Fitch Proposal!

Jefferson County Commissioners,

Our family is opposed to adoption of the proposals for a reduction and centralization of Emergency Medical Services (EMS) in Jefferson County. We trust the judgement of our volunteers and professional firefighters and EMS personnel. Furthermore, coming from a family of medical professionals, we *know* that in an emergency, every second counts. Reducing spending on critical, life-saving services would be a tragic decision.

Sincerely,
Hilary and Richard Lo
203 N Duke Street
Shepherdstown, WV 25443

Jessica Carroll

From: Gande C <gregem14@gmail.com>
Sent: Thursday, March 3, 2022 10:06 AM
To: JCCInfo
Subject: Fitch proposal

To whom it may concern,

As a citizen of Jefferson County I oppose to the Fitch EMS proposal. I feel it would be extremely detrimental to the community. As former EMS myself, I know every second counts. Our local life saving warriors in the field need more help, not less. Especially considering these current pandemic times. We must not cut anything from our valuable local fire and EMS. Please do not allow this cost cutting, public endangerment to pass. This would not be in the best interest of our citizens.

Thank you. Sincerely,

Emma E Cross

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Thursday, March 3, 2022 1:06 PM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

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

Form Name: County Commission Contact
Date & Time: 03/03/2022 1:05 PM
Response #: 2444
Submitter ID: 6443
IP address: 98.204.224.103
Time to complete: 12 min. , 22 sec.

Survey Details

Page 1

1. Name

Julie Rodeheaver

2. Email

jmyers1164@comcast.net

3. Questions or Concerns

Are the lives of the people on the mountain less important than those that live in Charles Town, Ranson or Shepherdstown? I am concerned that the mountain area of Harpers Ferry is not going to have a local ambulance service. I have lived in Jefferson County all my life and pay local, state, personal property taxes and I pay the ambulance fee every year since it was instated.

The population here on the mountain has increased significantly over the past few years. I am pretty sure we have a larger population than Shepherdstown so why is there an ambulance service in Shepherdstown but not on the mountain? This is unacceptable.

I am sure all the taxes paid by people on the mountain suffices for us to have a local ambulance service.

Will our taxes or the ambulance fee go down/away since the Jefferson County Commission doesn't see the need for a local ambulance service?

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

(o) No

Thank you,
Jefferson County Commission, WV

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

Jessica Carroll

From: Steve Harris <sharris4253@gmail.com>
Sent: Thursday, March 3, 2022 12:40 PM
To: JCCInfo
Subject: Comment for Public Comment on Fitch Report

Good afternoon,

I am writing this comment in reference to and in response to so much of the information going around on Social Media about the Fitch Report and the Commission having had this study done.

Coming from a Public Safety Background, I have been and will continue to be a supporter of all aspects of Public Safety. But Public Safety has several components to it, not only Fire and EMS, that also require financial support from the county and state. And on top of that, the need for the County to have and maintain Fiscal Responsibility to the Tax Payers of the County.

Having said this, I am disappointed in a lot of the inaccurate information that has been posted via social media and television reporting.

What has not been reported by the Fire Departments is that they have trouble attracting and retaining volunteers that are needed to man the Fire Apparatus and the Ambulances to begin with. Also I believe that there are 10 Ambulances within the County and that there are only about 4 manned to begin with on any given day. And much of the manning for Fire Apparatus and Ambulance comes from paid resources from the Jefferson County Emergency Services Agency and the Ambulance Fee, not the Fire Departments volunteers.

The volunteer Fire Departments also retain 100% of the fees billed to people that have required ambulance services. That doesn't come back to the county in any way. They also keep 100% of all of their fund raisers.

The most recent budget request from the Fire Departments were made in my opinion without any consideration for any other aspects or agencies of Public Safety.

And on top of this, there have been reports of some Fire Departments selling off equipment to avoid any findings of the Fitch Report and the redeployment of Fire Apparatus.

Do I want them to receive support? Of course I do. But at some point, the funding that they are requesting makes it nearly more feasible to have an all paid Fire Department or redeployment of the available equipment by the county to better serve the county and maintain fiscal responsibility to county tax payers.

Respectfully,
Steve Harris

03/03/22

Dear Jefferson County Commissioners,

I am writing to make you aware of my opposition to the Fitch Proposals for JCESA.

Since my return to the area in June of 2021, I have seen how JCESA has no regard for the members of the community that it serves. To them this is a business instead of a public service. When they removed the medical staff from Bakerton and Middleway stations, I was shocked and appalled. I live less than 2 miles from the Bakerton station, and the call response times has grown by 5 to 10 mins since their departure. The amount of 911 calls in the area seem to be at least one third of calls of Stations 3 & 4. Middleway was able to hire some staff. But if the patient was you or your family member having a cardiac arrest, would you be willing to wait the extra 10 mins for assistance?

With 14yrs ER Tech experience on Code Blue Teams, I have seen the difference in viable outcomes related to response times. I became an EMT/Paramedic in Texas starting 3 years ago and have never seen any EMS run like this. It is outdated and ineffective for the growing population of Jefferson County. The purpose of local fire houses having their districts is so that the fire houses are centralized to the area that they serve, to have the best possible response times to save lives. If you allow the move of ambulances to the far ends of the county, are you not possibly liable for any deaths that occur that could have been avoided by quicker response times?

Every Jefferson County household is required to pay an ambulance fee. Should that not give each person a sense of security that an ambulance will arrive in a timely manner when they call 911? If these changes are implemented why should one family wait longer than another if they are all paying the same fee?

To my understanding, another problem with the current JCESA EMS system is that new medics like myself can only get precepted and signed off for clearance in the county through JCESA, instead of each firehouse precepting their own medics and EMT's. If I was able to get clearance, I would be able to run EMS calls from my house in the Bakerton/Engle Molers Crossroad area therefore helping to reduce 1st contact times while I waited for the ambulance and crew to arrive.

I never bring to light a problem without also bringing a solution. My solution is that you defund and disband JCESA and reallocate the funds, dividing them between the existing firehouses to support a full-time staff of an EMT Basic and a Paramedic on shift 24/7. JCESA is currently already using the equipment, supplies and housing of the local fire houses. The Commission could set up additional funds for any administration increase costs such as a full time Admin to support the State required paperwork and reporting per station. This would eliminate the cost of the JCESA administration since each fire house already has its own. This solution would not only save money but also save county residents lives!

In conclusion, the Jefferson County area is growing so exponentially that this is the perfect time to disband JCESA and spread the EMS out across all fire houses.

Thank you for your time in consideration of this letter.

Blessings Madelyn Riegert

NREMT-P

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Thursday, March 3, 2022 10:38 AM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

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

Form Name: County Commission Contact
Date & Time: 03/03/2022 10:38 AM
Response #: 2443
Submitter ID: 6442
IP address: 98.233.190.204
Time to complete: 8 min. , 49 sec.

Survey Details

Page 1

1. Name

Nicholas Henson

2. Email

nicksbugatti@gmail.com

3. Questions or Concerns

We recieved a random bill for an ambulance fee for Ashley Nuckols at 10 Junction St in Shenandoah Junction. I've called the number numerous times over the past year and nobody ever seems to answer, finally leave a voice-mail today and someone calls us back, a little sad nobody just answers the phone when called but we'll move past that. I'm informed of what it is for, but that's not our responsibility? You don't just send out random bills to people and expect them to pay it, or I'll start billing the city randomly for things I need them to pay for. Sounds pretty fair to me, and just like I'm not responsible to pay for this, you wouldn't be responsible for paying for that either. I understand my rights and know my debts cannot be legally sold to another entity, so I ask that you just let it go and we'll call it even. I don't call 911, idc if my house burns to the ground or I die not being able to drive to the hospital (although this should be paid for out of tax payers money) but I'm not paying some made up random fee we get in the mail, that's absolutely absurd.

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

(o) No

Thank you,
Jefferson County Commission, WV

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Jessica Carroll

From: William Seibert <wcseibert@gmail.com>
Sent: Wednesday, March 2, 2022 6:10 PM
To: JCCInfo
Subject: Fitch

I am against Fitch options.

Jessica Carroll

From: ken gulden <kengulden@yahoo.com>
Sent: Wednesday, March 2, 2022 6:23 PM
To: JCCInfo
Subject: Th unifying of emergency services

I am opposed to the centralizing of emergency services in Jefferson county. I am currently served by Shepherdstown Vol Fire Department. By centralizing, services will take much longer to help us.

Ken Gulden
kengulden@yahoo.com

[Sent from Yahoo Mail on Android](#)

Jessica Carroll

From: Rachel Hally <rhalls75@yahoo.com>
Sent: Wednesday, March 2, 2022 6:34 PM
To: JCCInfo
Subject: Oppose the Fitch report recommendations

Good evening-

As a county resident I am writing to voice my strong opposition to implementation of the recommendations in the Fitch report. They will negatively affect our community and quality of life.

Thank you,

Rachel Hally
38 Chatfield Dr
Shepherdstown, WV 25443

Jessica Carroll

From: Richard Ashbaugh <richardashbaugh@gmail.com>
Sent: Wednesday, March 2, 2022 7:32 PM
To: JCCInfo
Subject: EMS Proposal

Good evening,

I've just been alerted to the proposed changes to EMS services in Jefferson County via the Shepherdstown Fire Department. I am a lifelong resident of Jefferson County and new homeowner in Shepherdstown. As someone who lives approximately three minutes away from the Shepherdstown Fire Department, I would like to express that I am opposed to the current proposal to centralize the services.

Thank you for your time,
Richard Ashbaugh

Jessica Carroll

From: Barbara Hartman <barbarahartmanrdn@gmail.com>
Sent: Wednesday, March 2, 2022 8:05 PM
To: JCCInfo
Subject: Objection to the Fitch Report

I would like to register my objection to the Fitch EMS proposals. Having lived in Jefferson County for more than 42 years, I am in support of keeping our existing services. I have had to call an ambulance in the past and their quick response to my home saved a life. Knowing that as our county grows, the Fitch recommendations would decrease ambulance services is of great concern to me. I think keeping the fire and EMS services together is more efficient than separating them and am not happy to think about the cost of creating a new infrastructure to implement the Fitch suggested changes. Our present fire departments have remained current with the best practices and are dedicated to their work. Thank you for your consideration of my feelings on this matter.

Jessica Carroll

From: Geoffry Smith <smitty4911@yahoo.com>
Sent: Wednesday, March 2, 2022 8:14 PM
To: JCCInfo
Subject: Request for public comment

Good evening

I am requesting to provide public comment in regards to the Fitch&associates public safety report during the March 3rd County Commission meeting

Name: Geoff Smith
Address: 178 Greenbriar Circle, Charles Town WV 25414

Thank you

Sent from my iPhone

Jessica Carroll

From: Donna Dettling <donna.dettling@gmail.com>
Sent: Wednesday, March 2, 2022 8:47 PM
To: JCCInfo
Subject: Opposition to Fitch Report

Dear Commission,

We are very concerned about the recommendations in the Fitch Report, and are opposed to the proposals for a reduction and centralization of EMS services in Jefferson County. We believe this would cause dangerous wait times for emergency service responses, which will contribute to loss of life and property. In July 2021 my husband became very ill in the span of a couple hours. He was septic when the ambulance delivered him to Jefferson Medical Center. Fortunately for us, we live within blocks of the Shepherdstown Fire Department, where an ambulance was dispatched as soon as I spoke to 911, and arrived within minutes. Had it taken 20 - 30 minutes to get to our home, and then the time to move him into the ambulance and transport him to the hospital, our positive outcome could have taken a deadly turn.

Please reconsider the Fitch Report recommendations, and listen to the seven fire departments in Jefferson County, and the many citizens who also stand opposed. These proposed drastic actions need an appropriate amount of time for hearing from the public prior to moving forward with any changes.

We implore you to be cautious and conscientious in the decision-making process.

Thank you,
Donna and Brian Dettling
181 Maddex Farm Drive
Shepherdstown, WV 25443

Jessica Carroll

From: Jerri Burgess <jerriburgess@gmail.com>
Sent: Wednesday, March 2, 2022 10:08 PM
To: JCCInfo
Subject: Reduction in Fire Services

Please do not reduce any services, fire, ambulance or emt. Just a week ago I had to call an ambulance for my brother, who was having trouble breathing. An ambulance arrived very quickly but it did not have an EMT, the EMT had to come from where he was at the hospital. We can't afford to have any fewer life savers or equipment to save lives. My brother and I are both seniors. Please do not reduce any of our services, it literally can be life or death, minutes are crucial.

Thank you,
Jerri Burgess
jerriburgess@gmail.com
Shepherdstown, WV 25443

Sent from my iPhone

Jefferson County Commissioners,

My name is Luther Mumaw Jr., I have been a resident of the Harpers Ferry/Bolivar area for my entire life. I am a Lifetime member of Friendship Fire Company. I spent 30 plus years active in the department, before my retirement.

I was part of the original group of County Fire Department official's, that came to the County Commission for help for EMS in early 1990's. We worked hard to get the Jefferson County Ambulance Authority established in late 1995.

The support of the county started with a paramedic and EMT, 24/7 running from a central location to supplement EMS. As the need for additional help was need the departments went the commission and asked for additional help.

At the time there four departments with ambulances. At the time the four stations were one person per station. Until it progressed to where it is today with four stations with two personnel 24/7 and one station with two personnel 12 hours a day. Early last year the single person in station 6 and 7 was pulled from the stations. How was this fair to the communities served by those station's?

Now with the Fitch & Associates study, Commission wants to pull all personnel and take control of EMS in the county. Upon reading and studying the proposal from Fitch, with no involvement of JCESA or fire departments. You want to cut EMS from thirteen ambulances to four or six depending on the time of day. The average on scene time in county as of now is around 10 minutes. The study wants to centralize ambulances

Jessica Carroll

From: amlenke <amlenke@aol.com>
Sent: Thursday, March 3, 2022 6:18 AM
To: JCCInfo
Subject: EMS First Responders / Fitch Report

I have read through the report and much of that media surrounding it and I have to agree that adopting any of the measures proposed by the Fitch Report would be detrimental to the safety of our county and deeply concerns me. It further concerns me that during the information gathering process of the report, all of the stations were not even approached for their opinions and expertise. This report should be disregarded as it is clearly incomplete and also dangerous for the citizens of the county.

Sent from my Verizon, Samsung Galaxy smartphone

Jessica Carroll

From: Chris Ott <COtt@snyderenv.com>
Sent: Thursday, March 3, 2022 6:54 AM
To: JCCInfo
Subject: FITCH

Good Morning,I am against spending tax payers money on an the reorganization of ambulance authority that would increase response times .

Thank you , Christopher Ott.

Jessica Carroll

From: Brandi <beautifuldisaster41486@gmail.com>
Sent: Thursday, March 3, 2022 7:07 AM
To: JCCInfo
Subject: Changes to the ems system

To whom it may concern,

I am writing to express my concerns about the proposed changes to the EMS system. I am a former volunteer EMT and currently an in home nurse. Last year, a patient suffered a diabetic emergency that resulted in the patient having seizures. The residence is located less than a quarter mile from a volunteer staffed station. If it weren't for that, the patient likely wouldn't have made it to the hospital. Having to wait 20-30 minutes for a critical response time is unacceptable, and will cost the community many lives that could otherwise be saved. We need MORE volunteers to back up the paid career firefighters/medics to improve response time to locations outside city/town limits. The harpers ferry resident would die before the charles town resident simply due to the wait time for an ems unit to arrive. I vote NO to these changes, it is not what's best for our communities and our senior citizens.

Thank you,
Brandi S.
Former EMT/In home nurse

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Thursday, March 3, 2022 8:31 AM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

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

Form Name: County Commission Contact
Date & Time: 03/03/2022 8:31 AM
Response #: 2442
Submitter ID: 6441
IP address: 24.126.45.243
Time to complete: 7 min. , 47 sec.

Survey Details

Page 1

1. Name

Jennifer Bieder

2. Email

Debieder@comcast.net

3. Questions or Concerns

I have just read an article in the Martinsburg Journal about the proposed restructuring of the Jefferson County EMS system. I read about a third party study's suggestions and that Jefferson County Fire Departments and EMS are concerned about the proposals presented and are feeling left out of the conversation. I'm writing to ask that the Commission please confer with these departments before accepting any proposals that will directly impact them. Thank you for your time
Jen Bieder

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

No

Thank you,
Jefferson County Commission, WV

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

Jessica Carroll

From: Higdon, Chris <chigdon@noblis.org>
Sent: Thursday, March 3, 2022 8:53 AM
To: JCCInfo
Subject: Comment concerning the Fitch Report

My name is Chris Higdon and I represent Friendship Fire Company. I apologize that I cannot be there in person today due to work schedule.

We respectfully submit this email for public comment concerning the Fitch Report.

We stand unified in opposition with all of the Fire Departments. FFC is concerned about the financial data included in the report as well as the reduction in response times that somehow equals more efficiencies. There are also concerns about what the transition would look like should any of the options be accepted. And lastly we are very concerned as a smaller Department, how would we continue to be able to safely and efficiently be able to fund fire services.

There are many opportunities for further discussion. We respectfully ask that the Commission would consider tabling any vote/approval to move forward with any option in the report, until we have had the opportunity to "talk through" the report together. In the best interest of the Community, we respectfully feel that the time it would take to gain more clarity on both sides would warrant consideration of our request.

RESPECTFULLY

Friendship Fire Company

Chris Higdon

Jessica Carroll

From: Jay Premack <jay@jaypremack.com>
Sent: Thursday, March 3, 2022 8:55 AM
To: JCCInfo
Subject: 3/3/2022 Public Comments on agenda item 13 and 14

Honorable members of the Jefferson County Commission,

I am opposed to any downsizing of the existing EMS services in Jefferson County. Relocation and consolidation of existing EMS assets by the Jefferson County Emergency Services Agency to as few as four strategically placed stations will damage our communities and negatively impact our existing response times. We should be targeting ten minutes. Not fifteen. Not twenty.

Industry standards are corporate-speak for cost-cutting measures. Our EMS service in Jefferson County should not be thought of not an expense, but as an investment in our community - in our families, in our friends, and in members of our community. We can do much better than industry standards. And we should.

I want each of you to think carefully about any action that you may take today that would disrupt our current service and community engagement. Removing ambulances from "surplus" stations would be pulling apart the fabric of our community and will undoubtedly lead to unnecessary deaths or negatively impacted health outcomes due to longer response times. That could be your wife, your husband, or your child who doesn't get treatment quickly enough that could save their life.

I commend the Jefferson County Commission for investing in a review of the response data for what is an essential public service. With this information, it is clear that there is only one path forward. Maintain or improve on our current response times and do so while maintaining each of the existing volunteer fire departments (VFDs). Implementing a more bureaucratic approach, by creating efficiencies (aka cutting costs) is a mistake. Many on the JCC would agree that big government is not the solution to our problems.

The "objective" review and report by the consulting firm Fitch provides a very narrow scope that focuses on industry standards, creating efficiencies (aka cost-cutting measures), and overlooks critical elements that contribute to the nature of, and health inequities faced by, rural communities such as ours. These include increased opioid death rates and a disparity in mortality rates from traumas, as highlighted in a brief by the National Rural Health Association.*

Faster response times are critical to improving the outcomes of those disparities and will undoubtedly save lives. The industry standard for rural communities of 90% response times of 15 minutes would improve only the bottom line for the county. That is shortsighted and ill-advised.

In addition to the health disparities faced by rural communities and the negative impact that slower average response times would undoubtedly have, there is an important element of community that has been overlooked in the study. Our volunteer fire departments are invested and immersed in the communities that they serve. Let's keep it that way.

Respectfully,
Jay Premack

Jessica Carroll

From: Haley Theilgaard <htheilgaard@aecare911.org>
Sent: Thursday, March 3, 2022 9:01 AM
To: JCCInfo

Personally, I've worked in a system where EMS is separate from fire and there's no volunteer EMS. It's a very fragile system; the paramedics and emts that work in this specific county are constantly being ran to the ground and just exhausted due to the heavy call volume as well as sick patients. In Jefferson County, we have volunteers that step in to help reduce the heavy workload that gives our career ems/fire people a chance to catch their breath and rest. Would you like a paramedic who has been up for hours on end running all over the county (which would be the case if we lessened the number of ambulances in this fast-growing county) coming to your house for your cardiac emergency? Would you want that paramedic trying to calculate how much morphine sulfate to administer? Or would you want the paramedic that has had the chance to decompress and take a safety nap after a few calls and has the support from the volunteer paramedics and emts? Or even, the paramedic during a cardiac arrest who has had manpower from the volunteer departments to help move that patient from the home and to the back of the ambulance. It's exhausting moving a patient with just a crew of two. Time is of the essence. I'm sure you'd want the paramedic who hasn't been awake for almost a whole shift trying to make a difference between trying to serve the greater half of the community and prevent death from happening. It's already hard at times for the stations to cover their first due run areas with their two ambulances, but now your one proposal states dropping to only four ambulances. How do you plan on that working? When our county has more than four calls at a time (which happens more than you think), who is going to make the decision about which emergency is more life threatening than the others. Now we throw in a house fire. Let's say this house fire has an entrapment inside, leave it to the volunteers to go to the station and get the apparatus out and then respond. Volunteer FIREFIGHTERS. The first and second engine gets on scene, first engine pulls a line and then the second decides to go in and do a search. They find a small child hidden in a pile of clothes about 5 feet from the doorway. It's your child. They have severe airway burns and need immediate treatment. This was the 6th call in the county (which has happened more than you think) and now you're waiting almost 30/40 minutes for an ambulance to show up to this working house fire so that they can give emergency medical treatment to your beloved child. Because guess what? The volunteers will no longer practice medicine in a county where it's only career ems. Where in our current system, an ambulance would be coming from that closet station and responding, or where we have the dual roles volunteers that can be pulled from that house fire and jump on that ambulance to save your little boy. Our volunteers and careers cross train between both fire and ems. The proposal of the FITCH report is just a fancy spreadsheet telling first responders that they will have to decide between who's emergency is more life threatening than the others while they're running all over the county in only 4 ambulances. Our system is made up of career staffing and volunteers that compliment each other and pick up where it's needed. We all got in this field not to determine who's emergency is more life threatening than the rest so please don't make us choose.

Thank you, Haley Theilgaard

Jessica Carroll

From: k hannum <mbtiroad@gmail.com>
Sent: Thursday, March 3, 2022 9:13 AM
To: JCCInfo
Cc: Karyn Hannum
Subject: Please Table Fitch report

Please table Fitch report and talk to Jefferson County EMS and Fire Chiefs before moving forward. How has this important step been missed in this process?

One of the few things Government is supposed to do is protect the citizens. Eliminating Emergency Services is the opposite of protecting citizens.

James and Karyn Hannum
Hite Rd
Kearneysville, WV 25430

Jessica Carroll

From: LB <linusb1@gmail.com>
Sent: Monday, March 14, 2022 3:04 PM
To: Jessica Carroll; John Nissel; Sandra McDonald
Subject: County Commission Agenda. Fitch report.

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Good afternoon,

I'm looking for the agenda for the Thursday regular Commission meeting and I am unable to find the appropriate website for where that is located. Can you assist me by sending a link to that?

Particularly, I'm interested in attending any forum where the Fitch report will be a topic of discussion. As a Shepherdstown resident, I'm very much opposed to moving ambulances out of Shepherdstown.

With our town being located at the far end from either the Charlestown or Martinsburg areas of service, it is particularly troubling to realize that our response times would become critically longer if the Fitch proposal were adopted.

As a person who abides by a common sense approach to policy and decision making, I find that the Fitch proposal does not make sense as it will worsen one of the most important services that the local government provides to the people in this part of Jefferson County.

Linus Bicker

Sent from my iPhone

Public Comment for Jefferson County Commission meeting March 3, 2022

I, David Tabb, a lifelong resident/taxpayer makes the following comments:

APPROVAL OF MINUTES

Regular Meeting – February 17, 2022

Failed to have included Mr. Tabb's written public comments.

FITCH PRESENTATION – February 17, 2022

The meeting of the Special Session for Thursday, February 17, 2022, was never posted for public comment. The statement that the Commission is leaving the record open for two weeks to allow time for written comment was never posted. This whole Fitch presentation and public comment is backwards. It appears the County Commission is overstepping their authority to change the ambulance service profile. Jefferson County has been accustomed, for close to 100 years, the volunteer fire companies service to the community. The County Commission does not have the authority to change such a vital emergency service that the Commission has previously ignored their fiduciary responsibility to fund. Instead, the Jefferson County Commission has misappropriated taxpayers' funds to non-essential programs.

Budget Deliberations:

The budget items do not contain enough information or properly listed. The information given does not clearly state what occurred or what was approved and falsifies what occurred. Again, incomplete information given to the residents/taxpayers.

March 3, 2022:

Approval of Requisitions:

The amount requested does not properly list the request of some twenty-five thousand dollars. What is the Commission approving and from which budget?

Approval of Accounts Payable: February 24 and March 3, 2022,

Where is this document? It's not listed within the packet nor listed on the agenda.

Approval of Manuel Checks: February 25 and March 4, 2022

Documentation is not in the packet. Where is this funding for this in relationship to the approved budget?

PUBLIC COMMENT

Once again, the Commission has approved minutes that are incomplete, not publicly posted and approved, before the public can make their statements of corrections for the approval of past minutes. Just because the Commission has included Mr. Tabb's previous public comments from Feb 3, Feb 17 and Feb 24, 2022 within this agenda packet, still leaves the other approved minutes, of those proceeding incomplete, making those minutes invalid.

PRESENTATION #4 – Russell Burgess Information Technology

Where in the budget is the \$1,200.00 dollars for the Information Technology internship?

There is not enough information included within the approval of Information Technology GIS job description to address the budget limits.

PRESENTATION #5 – Richard Thiel – Finance Director

The review and approval of the FY2022 State Budget Revision 4, is it really FY2023 budget? Are these items a budget item because it was not addressed as such.

LEVY RESOLUTION: (was in packet, not on agenda)

There is no documentation of why or how this is to become before this County Commission meeting.

PRESENTATION #8 Conrad Lucas, Frontier Communications

No documentation

PRESENTATION #9 - COCHRAN

The listing of cases failed to include West Virginia Supreme Court Case No. CC-21-0229.

It appears the JCC and Jefferson County Administrator have yet release the FIOA of the 12 proposals/bids connected to the proposed Courthouse complex. This is in violation of W. Va. Code §29B-1-5, which is chargeable under W. Va. Code §29B-1-7. Case Law CC-19-2019-C-157 shows that the JCDA has to pay \$27,687.77. It's time this County Commission release the Courthouse Complex information including the new proposal for the Courthouse Complex as well. ADD 0229

New Business

The presentation for report to CTUB has no documents.

AFTERNOON SESSION –

PRESENTATIONS 13, 14 and 15

The proper notification to the public has not been completed and the Commission has overstepped their authority to change the ambulance service without allowing the public to vote on such a change.

“The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public. The government’s order to “stay at home” deprived the public of notice and comments without reimbursement provisions. This is affecting every resident and business owner to be responsible for all losses, including the government.”

It is hard to be safe, with the current County Commission.

Have a nice day!

Public Comment for Jefferson County Commission Afternoon Public Hearing
for March 3, 2022

EMS Study by Fitch & Associates

I, David Tabb, a lifelong resident/taxpayer makes the following comments:

I object to the proposed studies to make any changes of authority in regards to the ambulance service and responders for Jefferson County.

The Jefferson County Commission has not revealed the cost of the EMS studies dated December 2021 and February 2022. As a taxpayer, I would like to know how these studies were funded. I did not see any financial provisions for these studies within the FY22 budget.

The Jefferson County Commission, to date, as failed to properly fund Jefferson County's emergency services that include the seven (7) volunteer fire companies. The FY22 budget proposal for the fire services, was previously listed for 1.5 million dollars. One week later, a revised FY22 budget was \$490,000 for all the fire services. Within these changes it appears Parks and Recs received an additional \$900,000 to their budget, which is not a required funded county entity.

The Jefferson County volunteer fire companies have purchased and sustained their operational and maintenance costs for existing ambulance services. The volunteer fire companies have also absorbed the cost of overhead expenses to include cost of facility, utilities, insurance, operational managers, required record keeping, medical supplies, and certification for volunteer personnel.

The Jefferson County Commission has failed for years, at their fiduciary and legal requirements, to fund, ensure the preparedness and to include the State and Federal expiration dates for replacement of equipment and supplies.

With all the statements above, the County Commission has no respect or appreciation for past and present sacrifices that the volunteer fire company's personnel have provided for Jefferson County for over last 100 years. The Jefferson County Commission has taken advantage of these volunteers that have put their lives into jeopardy and have sacrificed their personal finances to assist within the county's 911 (calls) time of need.

Once again, I object to any change to the existing ambulance services other than having the Jefferson County Volunteer Fires companies properly funded and allow the existing infrastructure to perform as a trained and time proved proper authority of emergency services.

"The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public.

It is now even harder to be safe, with the current County Commission.

David C. Tabb

Have a nice day!