

**JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION - APRIL - JUNE 2022
THURSDAY, APRIL 7, 2022
9:30 A.M.**

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

***This meeting will 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.*

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- March 17, 2022 - Regular Meeting
- March 25, 2022 - Special Session
- March 30, 2022 - Special Session

APPROVAL OF REQUISITIONS

- April 7, 2022

APPROVAL OF ACCOUNTS PAYABLE

- March 24, 2022
- March 31, 2022
- April 7, 2022

APPROVAL OF MANUAL CHECKS

- March 25, 2022
- April 1, 2022
- April 8, 2022

APPROVAL OF PAYROLL

- March 31, 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@jeffersoncountywv.org. Your comments will be included in the minutes and agenda correspondence. Please include your name.*

PRESENTATIONS

1. 9:45 a.m. Patricia Rucker, WV State Senator
- Presentation of Check for the Sam Michael's Park Aquatic Center Feasibility Study
2. 9:55 a.m. Laura Storm, Circuit Clerk, and Laura Kuhn, Director of Facilities & Fleet Management
- Request for funding for shelving units
3. 10:00 a.m. Tom Hansen, Sheriff
- ACO Hire
- Insurance Check
- Vision Zero/SS4A Funding
4. 10:15 a.m. Interviews & Appointments to the following:
 - Jefferson County Development Authority
 - 2 two-year terms for Citizen Representative ending April 5, 2024
 - 2 three-year terms for Industry Representative ending April 5, 2025
 - 1 three-year term for Business Representative ending April 5, 2025
 - Jefferson County Farmland Protection Board
 - 1 unexpired term for Non-Farmer (Public) ending September 7, 2024
5. 10:25 a.m. Jeffrey A. Polczynski, ENP-Director of Communications
-Proclamation - National Public Safety Telecommunicators Week
6. 10:30 a.m. Lynn Fields, Probate, Director, Jefferson County Clerk's Office
- Quarterly Review of Estates, Accountings & Waivers
7. 10:45 a.m. Bob Burner, Director, Jefferson County Emergency Services Agency
- Draft ambulance location alternatives, as requested
8. 11:00 a.m. Nathan Cochran, Assistant Prosecuting Attorney
 - a. 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.
 - 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. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170).
 - d. 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 2035 Comprehensive Plan (approved January 14, 2015) to clarify and/or state that solar facilities are principal permitted uses in the rural and residential zoning districts, in accordance with WV §8A-3-11, 8A-3-6 and related issues.

COUNTY ADMINISTRATOR REPORTS

- Designation of Authorized Signer on Grant Related Requests for Reimbursements
- Review and Approval of Contract for Sandy McDonald

COUNTY COMMISSION REPORTS

11. ADJOURN

CORRESPONDENCE/INFORMATION

First Quarterly Report from Jefferson County Historic Landmarks Commission

WV Ethics Commission 2022 Legislation of Interest Report

E-mail from the League of Women Voters concerning the return of Public Comment at the beginning of the Commission agendas

E-mail from Brooke Kindler, citizen, regarding assistance from Friendship Fire Company

E-mails received from several citizens regarding the Fitch study

Public comments received from David Tabb concerning the March 17, 2022 meeting

At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public

Minutes

Jefferson County Commission

Thursday, March 17, 2022

A meeting of the Jefferson County Commission was held on Thursday, March 17, 2021 during the first quarterly session at 6:00 p.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 17, 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 February 24, 2022 Budget Deliberation Minutes as presented/with noted corrections. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the February 3, 2022 Regular Meeting Minutes as presented/with noted corrections. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the March 7, 2022 Special Session Minutes as presented/with noted correction. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Hudson to approve the Payroll for March 3, 2022 in the amount of \$259,500.71. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the Payroll for March 17, 2022 in the amount of \$261,027.74.
 Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Hudson to approve the Requisitions for March 17, 2022 in the amount of \$88,240.52. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
85940	AMERIFLEX	\$ 120.80
85941	BIEDLERS ELEC MOTOR REP	\$ 538.04
85942	BLUE RIDGE MOUNTAIN VOLUNTEER FIRE COMPANY	\$ 27,102.16
85943	BOLAND TRANE SERVICES INC	\$ 1,931.00
85944	CAPITAL ELECTRIC	\$ 1,407.05
85945	CASTO & HARRIS INC	\$ 959.82
85946	COLONIAL LIFE	\$ 95.68
85947	DODSON SEPTIC SERVICE LLC	\$ 285.00
85948	FIFTH THIRD BANK	\$ 68,411.04
85949	FRIENDSHIP FIRE COMPANY	\$ 70,000.00
85950	GAIL MCMILLION	\$ 805.07
85951	HEATHER KETCHENS	\$ 751.71
85952	INDEPENDENT FIRE COMPANY	\$ 70,000.00
85953	JACQUELINE SHADLE	\$ 64.29
85954	KAREN OLDEN	\$ 774.54
85955	MARCIA LYNN CHANDLER	\$ 204.05
85956	MARION A. HAZEL	\$ 1,451.61
85957	MICHELLE GORDON	\$ 6,660.00
85958	MIDDLEWAY FIRE COMPANY	\$ 35,630.86
85959	NATIONAL VISION ADMIN.	\$ 1,762.12
85960	POTOMAC EDISON	\$ 35,170.20
85961	R.E. MICHEL CO. LLC	\$ 167.85
85962	REBECCA HALL	\$ 3,250.00
85963	RETIREE HEALTH BENEFIT TRUST	\$ 6,721.00
85964	RYAN SNYDER	\$ 60.78
85965	STORAGE NETWORKS	\$ 8,652.00
85966	TEK ADVISORS LLC	\$ 4,200.00
85967	THE HARTFORD	\$ 3,775.10

85968		TRAVIS STELY		\$ 3,157.05
85969		V.E. MAUCK PLUMBING SPPLY		\$ 7.58
85970		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 63,062.75
85971		XEROX CORPORATION		\$ 1,186.00
85972		AXION STAFFING GROUP		\$ 1,289.28
TOTAL				\$ 419,654.43

Motion by Mr. Hudson to approve the Accounts Payable for March 10, 2022 in the amount of \$419,654.434. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
85974		AMANDA JOHNSON		\$ 217.62
85975		AT&T		\$ 173.10
85976		BUREAU OF CHILD SUPPORT		\$ 492.93
85977		COMPTROLLER OF MARYLAND		\$ 485.36
85978		EFTPS IRS TAXES		\$ 91,560.61
85979		EMPOWER RETIREMENT		\$ 6,757.36
85980		GUTTMAN OIL CO		\$ 8,949.26
85981		INFORMER SYSTEMS LLC		\$ 5,304.00
85982		J & S BUSINESS FORMS LLC		\$ 364.25
85983		JEFFERSON SECURITY BANK		\$ 4,355.00
85984		JOSEPH MURPHY		\$ 114.15
85985		JUSTTECH LLC		\$ 32.85
85986		MALLORY SPINKS		\$ 797.81
85987		NORFOLK SOUTHERN CORP		\$ 12.00
85988		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
85989		PRIORITY DISPATCH		\$ 8,625.00
85990		STATE TAX DEPARTMENT		\$ 150.00
85991		TRACY HERRON-RICE RPR		\$ 100.10
85992		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 16,085.30
85993		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 44,675.40
85994		XEROX CORPORATION		\$ 813.05
85995	GS/004	GENERAL CO FUND-004		\$ 9,384.57
85996	FG/009	SHERIFF OF JEFFERSONCO		\$ 4,732.42
85997	BS/011	SHERIFF OF JEFFERSONCO		\$ 6,652.15
85998	AM/053	AXION STAFFING GROUP		\$ 1,395.84
TOTAL				\$ 213,064.13

Motion by Mr. Hudson to approve the Accounts Payable for March 17, 2022 in the amount of \$213,064.13. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

Check#	Fund	VENDOR	Amount
783	HD/8	ATTENTI	\$ 3,123.20
784	HD/8	FIFTH THIRD BANK	\$ 181.86
347	FP/57	JEFFERSON CO FARMLAND PROT.	\$ 76,121.25
955	AV/56	FIFTH THIRD BANK	\$ 308.35
956	AV/56	JUSTTECH	\$ 163.95
957	AV/56	KNIGHT CONSULTING	\$ 900.00
958	AV/56	MILLERS SUPPLIES AT WORK	\$ 563.12
959	AV/56	MONROE	\$ 866.00
960	AV/56	SEGRA	\$ 620.62
1762	CO/246	INSIGHT PUBLIC SECTOR INC.	\$ 10,039.17
1326	IP/249	SHERIFF JEFFERSON CO -SCHOOL	\$ 19.00
1327	IP/249	SHERIFF JEFFERSON CO - LAW	\$ 3,187.36
1328	IP/249	SHERIFF JEFFERSON CO - PARKS	\$ 17,981.94
1329	IP/249	SHERIFF JEFFERSON CO - EMS	\$ 1,900.84
1330	IP/249	SHERIFF JEFFERSON CO - ADMIN	\$ 836.31
926	CW/O59	ST OF WVA	\$ 1,215.00
387	WV369	WVDSRF	\$ 796.00
TOTAL			\$ 118,823.97

Motion by Mr. Hudson to approve the Manual Checks for March 11, 2022 in the amount of \$118,823.97. Motion seconded and unanimously approved.

MANUAL CHECKS			
Check#	Fund	VENDOR	Amount
785	HD/OO8	SHERIFF OF JEFFERSON CO	\$ 1,772.37
961	AV/O56	AWVA ASSOC OF WV ASSR	\$ 900.00
962	AV/O56	MILLER'S SUPPLIES	\$ 759.35
1763	CO/246	RCN TECH	\$ 4,239.92
311	DK/OO3	SHERIFF OF JEFFERSON CO	\$ 30.71
927	CW/O59	EXECUTIVE EMER. LIGHTING	\$ 3,366.00
TOTAL			\$ 11,068.35

Motion by Mr. Hudson to approve the Manual Checks for March 18, 2022 in the amount of \$11,068.35. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was provided by the following: Jay Mansfield, David Tabb, Stephanie Grove and Christine Marshall.

PRESENTATIONS

1. Jacki Shadle – request to incorporate all County Clerk employees’ Personnel Services expenses under Department 402.
 - **Motion by Ms. Jackson to permit the County Clerk’s request to move two employees from Elections (Dept. 413) to County Clerk (402) for all Personnel Services expenses. Motion died for lack of a second.**
2. Interviews and Appointments to the following:
 - a. Jefferson County Planning Commission – 3 three-year terms ending March 31, 2025
 - **Motion by Mr. Stolipher to reappoint J. Ware, Wade Louthan, and Jack Hefestay to the Jefferson County Planning Commission, each for a term of three years ending March 31, 2025. Motion seconded and unanimously approved.**
 - b. Jefferson County Historic Landmarks Commission – two three-year terms ending March 6, 2025
 - **Motion by Mr. Stolipher to appoint Raymond Benzinger and reappoint Jim King to the Jefferson County Historic Landmarks Commission, each for a term of three years ending March 6, 2025.**
3. Nancy Strine, CDBG and HOME Administrator - requested a public hearing to discuss the housing needs of Jefferson County for the FY2022 HOME Investment Partnership Program and have the Commission approve a resolution authorizing participation in the Eastern Panhandle HOME Consortium of West Virginia for the period July 1, 2022 to June 30, 2023.

President Hudson opened the public hearing at 11:02 am. The following people made public comment: David Tabb and Amanda Stroud.

- **Motion by Ms. Tabb to approve the participation and Resolution for the Eastern Panhandle HOME Consortium of West Virginia for the period July 1, 2022 to June 30, 2023. Motion seconded and unanimously approved.**

4. 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 the property owner to change the zoning classification of the property from Rural to Residential Growth (RG) (Planning Commission File #22-1-Z).

President Hudson opened the public hearing at 6:48 pm. Public comment was made by the following: David Tabb and Christine Marshall.

- **Motion by Mr. Stolipher to approve the Zoning Map Amendment for property designated as Tax District: Charles Town (02), Tax Map: 03; Parcel: 9 for William Reilly, Managing Member of Green Hill Subdivision, from Rural to Residential Growth (Planning Commission File #22-1-Z) and to find the amendment consistent with the Envision Jefferson 2035 Comprehensive Plan. Motion seconded and unanimously approved.**

5. 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).

President Hudson opened the public hearing at 7:00 pm. Public comment was made by David Tabb. Please note that Commissioner Stolipher recused himself from this public hearing.

- **Motion by Ms. Tabb to approve the Zoning Map Amendment for property designated as Tax District: Charles Town (02), Tax Map: 16; Parcel: 1 for Guy Chicchirichi, owner, from Rural to Highway**

Commercial (Planning Commission File #22-2-Z) and to find the amendment consistent with the Envision Jefferson 2035 Comprehensive Plan. Motion seconded and unanimously approved with Commissioner Stolipher abstaining.

6. Richard Thiel, Finance Director

- a. Review and Approval of FY2022 State Budget Revision 5 for the General County Fund
 - **Motion by Ms. Tabb to approve the FY22 State Budget Revision 5 for the General County Fund as presented. Motion seconded and unanimously approved.**
- b. Review and Approval of the FY2022-2023 Draft Budget Levy Estimate
 - **Motion by Ms. Tabb to approve the FY22-23 Draft Budget Levy Estimate as presented. Motion seconded and unanimously approved.**

7. Jeffrey Polczynski, ENP-Director of Communications - appointment requests - Two Full-Time Public Safety Dispatchers

- **Motion by Mr. Stolipher to approve the appointment of the following public safety dispatchers: Dominick Vaillancourt and Nicholas Braithwaite, each at \$18.14/hr, effective March 21, 2022. Motion seconded and unanimously approved.**

8. 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).

- **Motion by Mr. Stolipher to enter into Executive Session to discuss possible contractual matters concerning item 2; receive legal advice on items 3 and 4 under Mr. Cochran’s report and to also receive legal advice concerning the decision on the solar text amendment and Article 147. Motion seconded and unanimously approved.**
- **Motion by Mr. Hudson to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to direct counsel to proceed as discussed in Executive Session concerning items 10 and 12 on the agenda and make clear that Commissioner Solipher recused himself from the from the discussion on item 10. Motion seconded and unanimously approved on a vote of 4-0 with Commissioner Stolipher abstaining.**
- **Motion by Mr. Stolipher to permit President Hudson sign the WV First Memorandum of Understanding concerning the opioid settlement. Motion seconded and unanimously approved.**

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 – this item was not discussed.
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 statues – this item was discussed in Executive Session.

NEW BUSINESS

11. Legislative Updates – none provided.
12. Resolution - Article 147 (CH) – this item was discussed in Executive Session.
13. Update regarding the meeting with County Commission Liaison and Fire Chiefs regarding the Fitch Study (SS) – Mr. Stolipher stated he planned to meet with the chiefs on the evening of Thursday, March 24, and requested a special session be called at 9:30am on Friday, March 25, 2022 to provide the Commission with an update.

14. Financial Report: Ambulance Fee collection, Fire Department Funding & EMS funding for FY2023 and the 4 years prior (JT) – Finance Director Rick Theil provided the Commission with information concerning Commissioner Tabb’s request.

COUNTY ADMINISTRATOR REPORTS

- Salary Adjustment - Department of Fleet and Facilities Management Director
 - **Motion by Ms. Jackson to approve the salary adjustment for Laura Kuhn, Director of Fleet & Facilities Management, in the amount of \$5,676.00 per year, retroactive from Ms. Kuhn’s promotion to Director. Motion seconded and unanimously approved.**
- Discussion of Policy 216A - FMLA Leave Expansion and Emergency Paid Sick Leave
 - **Motion by Mr. Stolipher to have a sunset date of June 30, 2022 for the County’s FMLA Leave Expansion and Emergency Paid Sick Leave Policy 216 A, with the option to reexamine and renew the policy thereafter if necessary. Motion seconded and unanimously approved.**
- Discussion – End limited of number of in-person attendees due to COVID 19 restrictions at the County Commission meeting
 - **Motion by Mr. Stolipher to lift the COVID-19 meeting restrictions concerning the number of in-person meeting attendees. Motion seconded and unanimously approved.**

15. ADJOURN

The Commission adjourned at 9:12 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 March 25, 2022, beginning at 9:30 o'clock 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, Deputy Administrator
Jessica Carroll, Administrative Assistant

In re: Special Session – JCPRC Grant Application, Update on Fitch Meeting & Discussion re: Solar Text Amendment

The meeting was called to order at 9:31 a.m. by President Hudson.

1. Jennifer Myers, Director, Jefferson County Parks and Recreation – requested the approval of Resolution and a letter of support to apply for a Cultural Facilities and Capital Resources Grant in the amount of \$250,000 for construction of Phase II of the amphitheater at Sam Michaels Park.
 - **Motion by Mr. Stolipher to approve the Resolution and Letter of Support for Jefferson County Parks & Recreation application for the Cultural Facilities and Capital Resources Grant and authorize the President of the Commission to affix his signature to the associated documents. Motion seconded and unanimously approved.**
2. Update on the commission liaison meeting with county fire chiefs regarding the Fitch Report – Commissioners Stolipher and Ath stated representatives for five of the seven fire departments were present for the liaison meeting and they had a productive conversation, concluding with a request from the fire departments to form a smaller group of representatives to discuss the details of the Fitch Report in greater depth, with the inclusion of Bob Burner, Director of JCESA.
3. Discussion of legal issues regarding solar text amendment including bonding, comprehensive plan, including progress in amending comprehensive plan, and discussion and possible resolution of Jefferson County Court Civil Action No.'s 2021-C-33 through 37 and Jefferson County Circuit Civil Action No.'s 2021-C-46 through 50, Jefferson County Circuit Civil Action No. CC-19-2022-C-6 and WV Supreme Court No's 21-0727, and 21-0721, and related matters
 - **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice concerning the Fitch Study pertaining to the structure and use of Impact Fees for public safety, including MOUs and discussion of legal issues regarding the solar text amendment including bonding, comprehensive plan, including progress in amending comprehensive plan, and discussion and possible resolution of Jefferson County Court Civil Action No.'s 2021-C-33 through 37 and Jefferson County Circuit Civil Action No.'s 2021-C-46 through 50, Jefferson County Circuit Civil Action No. CC-19-2022-C-6 and WV Supreme Court No's 21-0727, and 21-0721, and related matters. Motion seconded and**

unanimously approved.

Please note Mr. Stolipher recused himself from the Executive Session discussion concerning the solar text amendment.

- **Motion by Mr. Hudson to come back into Regular Session. Motion seconded and unanimously approved.**

President Hudson then stated the Commission would stand in recess until 4:00pm to continue discussion of the solar text amendment and related issues. Motion seconded and unanimously approved.

President Hudson called the Commission back to order at 4:00pm for a continuation of the discussion on the solar text amendment and related issues. Commissioner Stolipher was not present as he recused himself from the discussion concerning the solar text amendment.

- **Motion by Ms. Jackson to enter into Executive Session to receive legal advice regarding solar text amendment including bonding, comprehensive plan, including progress in amending comprehensive plan, and discussion and possible resolution of Jefferson County Court Civil Action No.'s 2021-C-33 through 37 and Jefferson County Circuit Civil Action No.'s 2021-C-46 through 50, Jefferson County Circuit Civil Action No. CC-19-2022-C-6 and WV Supreme Court No's 21-0727, and 21-0721, and related matters. Motion seconded and unanimously approved.**
- **Motion by Mr. Hudson to come out of Executive Session. Motion seconded and unanimously approved.**

There being no further business, the meeting adjourned at 4:42 pm.

Caleb Hudson, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held virtually via GoToWebinar on March 30, 2022, beginning at 9:30 o'clock a.m.

PRESENT: Caleb Hudson, President
Steve Stolipher, Vice President
Clare Ath, Commissioner
Tricia Jackson, Commissioner
Jane Tabb, Commissioner
John Nissel, County Administrator
Nathan Cochran, Assistant Prosecutor
Sandy McDonald, Deputy
Administrator
Jessica Carroll, Administrative Assistant

In re: Special Session - Personnel Matters & Discussion of Solar Text Amendment and Related Issues

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

1. Discussion of legal issues regarding solar text amendment including bonding, comprehensive plan, including progress in amending comprehensive plan, and discussion and possible resolution of Jefferson County Court Civil Action No.'s 2021-C-33 through 37 and Jefferson County Circuit Civil Action No.'s 2021-C-46 through 50, Jefferson County Circuit Civil Action No. CC-19-2022-C-6 and WV Supreme Court No's 21-0727, and 21-0721, and related matters
 2. Approval to advertise both the Deputy County Administrator and Finance Director positions
 3. Approval to retain Michelle Gordon under contract until new Finance Director is hired
 4. Approval to retain Sandy McDonald under contract until a new Deputy is hired
- **Motion by Ms. Tabb to enter into Executive Session to receive legal advice concerning the solar text amendment including bonding, comprehensive plan, including progress in amending comprehensive plan, and discussion and possible resolution of Jefferson County Court Civil Action No.'s 2021-C-33 through 37 and Jefferson County Circuit Civil Action No.'s 2021-C-46 through 50, Jefferson County Circuit Civil Action No. CC-19-2022-C-6 and WV Supreme Court No's 21-0727, and 21-0721, and related matters and to discuss Commission Office personnel matters. Motion seconded and unanimously approved.**

Please note Mr. Stolipher recused himself from the Executive Session discussion concerning the solar text amendment.

- **Motion by Mr. Hudson to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to agree to the terms of settlement discussed in Executive Session in reference to Civil Action No. CC-19-2022-C-6 and that the document become public once it's been finalized. Motion seconded and passes 3-1 with Mr. Hudson opposing and Mr. Stolipher abstaining.**
- **Motion by Mr. Stolipher to approve the edits suggested by Commissioner Tabb to the job descriptions of the Finance Director and the Deputy Administrator positions and to advertise for the vacancies. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to amend the current contract with Michelle Gordon to retain her services until a new Finance Director is hired, not to exceed \$40,000.00. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to allow Mr. Nissel to retain Sandy McDonald under contract until a new deputy administrator is hired, with the contract to be reviewed at the next regularly scheduled Commission meeting. Motion seconded and unanimously approved.**

There being no further business, the meeting adjourned at 10:23 am.

Caleb Hudson, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

REQUISITIONS TO BE APPROVED

April 7, 2022

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
ELECTIONS	22041	\$ 44,241.00	ESS	Yearly Maint. Contract - Election Equip.
GRAND TOTAL		\$ 44,241.00		

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$391,496.69		\$391,496.69
6.2% Tax Payable OASDI	\$24,209.91		\$24,209.91
1.45% Tax Payable HI	\$5,661.85		\$5,661.85
Fed Withholding	\$34,964.81		\$34,964.81
WV State Withholding	\$17,164.57		\$17,164.57
PERS Retirement Deduct 4.5%	\$9,045.70		\$9,045.70
PERS Retirement Deduct 6%	\$6,035.56		\$6,035.56
Hosp. Pre-Taxed	\$167.00		\$167.00
AFLAC Pre-Taxed	\$406.25		\$406.25
AFLAC Post-Taxed	\$818.92		\$818.92
Optional Life Post-Taxed	\$0.00		\$0.00
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%	\$6,082.44		\$6,082.44
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$5,684.22		\$5,684.22
457R - Roth	\$1,070.00		\$1,070.00
MD State Tax	\$517.18		\$517.18
D/VF	\$15.39		\$15.39
VA State Tax	\$185.30		\$185.30
Colonial(Plus)	\$47.84		\$47.84
Uniforms	\$0.00		\$0.00
Total Deductions	\$117,908.87	\$0.00	\$117,908.87
Net Wages Total	\$273,587.82	\$0.00	\$273,587.82
Payroll Date	March 31, 2022		



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Patricia Rucker, WV Senator and Jennifer Myers, Director-Jefferson County Parks and Recreation**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 7, 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*):

- **Senator Rucker will present a check for the pool feasibility study to the Jefferson County Parks and Recreation**

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: **Laura E. Storm & Laura Kuhn**

Department or Organization: **Circuit Clerk & Director of Fleet & Facilities Management**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **April 7, 2022**

Subject: **Request for funding for shelving units.**

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

Due to the changing needs of storage space, the Circuit Clerk and Magistrate Clerk have agreed to transfer units occupied in the basement of the Magistrate Court building. With this reorganizing, shelving is necessary in the space left by the Circuit Clerks office to accommodate the Magistrate Clerks records. This reorganizing between our offices will save the county from needing to secure outside storage for the Magistrate Clerk and this is the most efficient use of our resources. Laura Kuhn has provided the best pricing for the requested units.

Is this a funding request? Y/N Yes \$10,000

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

Approve the Director of Fleet & Facilities Management to purchase shelving units, up to \$10,000 to be utilized in the storage area to be designated for the Magistrate Clerks use.

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

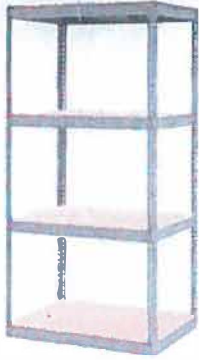
Contact information: Laura E. Storm, Circuit Clerk

Email address: laura.storm@courtsww.gov

Phone Number: 304-728-3232

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Global Industrial™ Record Storage Rack Without Boxes 42"W x 30"D x 84"H - Gray

Item # WG130150

Price: \$307.95

Save \$15.40 with 5% off when you use your Global Industrial Credit Card
Save 5%¹ Apply Now

Quantity Discount

Buy 1	\$307.95 ea
Buy 2-5	\$292.95 ea
Buy 6+	\$282.95 ea

Customers Also Viewed



Global Industrial™



Global Industrial™ 7'



Global Industrial™



Global Industrial™



Global Industrial™

RECORD STORAGE CENTER

Rugged, roomy 200 test corrugated transfer file with double-thick front/back walls help keep records protected and neatly organized...keeps out dust and dirt. Large printed label area for quick identification of contents and hand holes for easy handling. Boxes store securely on rugged 5/8" thick particleboard decks. Heavy-gauge steel rack assembles without tools.

WIDTH INCHES	42
DEPTH INCHES	30
HEIGHT INCHES	84
ASSEMBLY	Unassembled
BOX QUANTITY	0
BRAND	Global Industrial
CONSTRUCTION	Steel
LEVEL QUANTITY	4
SHELF CAPACITY LBS	1200
SHELF CONSTRUCTION	Wood Deck
TYPE	Without File Box
SHELF MAX CAP	800 lbs to 1400 lbs
COLOR	Gray
Base Model Number	130150

Subtotal \$7,793.85
Shipping estimate \$1,754.99

\$ 9,548.84

72"W x 30"D x 84"H
- 16 @ 365.95

72"W x 15"D x 84"H
- 7 @ 276.95

Customer Review

Reviewer: Anonymous Date: April 25, 2011

★★★★★ Record Storage Rack

Your review: Great!

GET 10% OFF¹

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tom Hansen

Department or Organization: Sheriff's Office

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice next meeting

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): ACO Hire
Insurance Check
Vision Zero/SS4A Funding

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

I am requesting approval to fill the vacant Animal Control Officer position (formerly held by Christina Pope) with the hire of Clayton DeHaven. He would be an 80 hour employee with a start date of April 11, 2022 and a starting salary of \$37,750.

I am requesting that insurance checks received as a result of totaled vehicles assigned to a department under the Sheriff's Office be applied to our Auto Supplies line item so that we are able to pay for repairs and/or replacement vehicles. Most recently a 2017 Explorer was totaled and a check was sent to the Commission in the amount of \$22,407.33. I would like to use those funds to purchase a comparable used vehicle.

There is an upcoming grant opportunity with Safe Streets and Roads for All (SS4A) for projects to prevent roadway deaths and serious injuries (Vision Zero). A factsheet is attached to this agenda request. The program can help support the creation of an action plan or can help fund activities identified in an action plan. The notice of funding opportunity is expected to be released in May. The Sheriff's Office has projects that we feel would be worthy of the grant and felt that the County may have projects as well. The questions that need to be addressed are: Is this something the Commission is interested in pursuing? Do you want to start out with funding for an action plan or try to create our own before May to get funding for the projects? Would you like to form a committee of community partners/stakeholders to look more into the topic to determine if creating our own plan before the announcement date is feasible?

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

I move to approve the hire of Clayton DeHaven beginning April 11, 2022 at a starting salary of \$37,750.

I move to prove the addition of insurance funds received for Sheriff's Office employees into their Auto Supplies line item.

I move to form a committee to explore the options of applying for the Safe Streets and Roads for All grant opportunity.

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

If not attached, explain:

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

Contact information:

Email address: thansen@jeffersoncountywv.org

Phone Number: 304-728-3205

Boyer Vehicle

March 14, 2022

Jefferson County Commission
Attention: Sergeant Fletcher
PO Box 250
Charles Town, WV 25414

West Virginia Communities Risk Pool
Member: Jefferson County Commission
Claim Number: 0192022012191
Date of Loss: 02/23/22

Dear Sgt. Fletcher:

Enclosed please find the WVcorp property damage check in the amount of \$22,407.33 to cover the total loss to the 2017 Ford Explorer, VIN 8399, that was damaged on 02/23/22. This amount was determined by *Property Damage Appraisers* vehicle appraisal with a suggested ACV of \$23,407.33, less the \$1,000 deductible. Please mail the signed title to WVcorp at your earliest convenience.

If you should have any questions regarding this payment, please do not hesitate to contact our office.

Sincerely,

Kelly Alexander

Kelly Alexander
Claims Specialist

Enclosure – Check

Control #	Check #	Trans Date	Type	Clr.	Void	Status	Payee	Check Amount	From/To Date	Invoice #	Transaction Type	Split Amount	User	Check Date
0043515	43656	3/17/2022	Payment	No	No	P	JEFFERSON COUNTY	\$22,407.33	3/14/2022 - 3/14/2022	Property Damage	Auto Property Damage	\$23,407.33	dtumbli	3/18/2022
0043515	43656	3/17/2022	Payment	No	No	P	JEFFERSON COUNTY	\$22,407.33	3/14/2022 - 3/14/2022	Deductible	Auto Property Damage	(\$1,000.00)	dtumbli	3/18/2022
0043450	43590	3/9/2022	Payment	No	No	P	PDA CORPORATE STO	\$437.88	3/7/2022 - 3/7/2022	047-0017391	Auto Property Damage	\$437.88	galvarez	3/10/2022
Overall Total:								\$22,845.21	Payments:	\$22,845.21	Collections:	\$0.00	VOIDs:	\$0.00

Note
 Proprietary & Confidential Data
 rmA
 Copyright 2010, Computer Sciences Corporation
 All Rights Reserved Worldwide

S | S SAFE STREETS AND ROADS FOR ALL 4 | A (SS4A) FACTSHEET

WHAT IS THIS PROGRAM AND ITS GOAL?

The Bipartisan Infrastructure Law (BIL) establishes the new Safe Streets and Roads for All (SS4A) discretionary program that will provide \$5-6 billion in grants over the next five years. Funding supports regional, local, and tribal initiatives through grants to prevent roadway deaths and serious injuries. The SS4A program supports the Department's [National Roadway Safety Strategy](#) and a goal of zero deaths and serious injuries on our nation's roadways.

WHO IS ELIGIBLE TO APPLY?

- Metropolitan Planning Organizations;
- Counties, cities, towns, and other special districts that are subdivisions of a State;
- Federally recognized Tribal governments; and
- Partnerships comprised of the entities above.

WHAT KIND OF ACTIVITIES ARE ELIGIBLE?

- Develop or update a "Comprehensive Safety Action Plan" or Action Plan (e.g., Vision Zero plans, etc.).
- Conduct planning, design, and development activities in support of an Action Plan.
- Carry out projects and strategies identified in an Action Plan. Illustrative examples of projects and strategies could include but are not limited to:
 - Improvements along an expanded multimodal network of reconfigured roads with separated bicycle lanes and improved safety features for pedestrian crossings.
 - Low-cost safety treatments such as rumble strips, wider edge lines, flashing beacons, and better signage along high-crash rural corridors.
 - Speed management projects such as traffic calming road design changes and setting appropriate speed limits for all road users.
 - Safer pedestrian crossings, sidewalks, additional lighting, and other safety enhancements for people walking, rolling, or using mobility assistive devices.
 - Address alcohol-impaired driving along key corridors through education, outreach, and publicized sobriety checkpoints on weekends and holidays.
 - Street design changes informed by culturally competent education and community outreach.
 - Creating safe routes to school and public transit services through multiple activities that lead to people safely walking, biking, and rolling in underserved communities.

WHEN WILL FUNDING BE AVAILABLE?

A Notice of Funding Opportunity (NOFO) is anticipated to be released in Spring of 2022, likely in May. Award announcements are anticipated to be made by the end of 2022 or early 2023.

WHAT SHOULD I BE PREPARING FOR IN THE MEANTIME?

The development and establishment of an Action Plan is a key component of this program. If interested in applying for funds to develop a new Action Plan, start identifying who your partners will be, such as government stakeholders (e.g., in transportation, planning, health, law enforcement, etc.), private sector entities, and community groups. Consider how to engage community members, specifically those historically underrepresented in transportation decision-making. Applicants seeking funding for projects and strategies identified in an established Action Plan could begin considering which specific activities and projects would address their most pressing roadway safety issues. For potential projects, consider the extent to which additional planning and design is needed, and assess the applicability of laws such as the National Environmental Protection Act or the National Historic Preservation Act.

To receive program updates request to be included on the SS4A listserv at SS4A@dot.gov.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll, Executive Admin Assistant

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 7, 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:

Jefferson County Development Authority

- **2 two-year terms for Citizen Representative ending April 5, 2024**
- **2 three-year terms for Industry Representative ending April 5, 2025**
- **1 three-year term for Business Representative ending April 5, 2025**

Jefferson County Farmland Protection Board

- **1 unexpired term for Non-Farmer (Public) ending September 7, 2024**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 7, 2022, or as soon thereafter as the Commission may decide:

Jefferson County Development Authority Board:

- **2 two-year terms for Citizen Representative ending April 5, 2024**
- **2 three-year terms for Industry Representative ending April 5, 2025**
- **1 three-year term for Business Representative ending April 5, 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 before the proposed date of appointment.

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

Michelle Sudduth
exp - 4/5/2022
Represents: Business

Greg Mason
exp - 4/5/2022
Represents: Industry

Gino Sisco
3 years 4/5/2022
Represents: BOLIVAR

John Custer
3 years 4/5/2022
Represents: Citizen

Neil McLaughlin
3 years - 4/5/2022
Represents: Citizen

Chris Gaidrich
3 years 4/5/2022
Represents: Industry

Edward Love
3 years 4/5/2022
Represents: HARPERS FERRY

Judy York
86 Pine Knoll Rd
Shepherdstown, WV 25443
March 22, 2022

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

Dear Jefferson County Commission,

I am writing to express my interest in serving as a member of the Board of Directors for Jefferson County Development Authority. As you'll see in my enclosed resume, I bring over twenty-five years of professional experience, including eleven years as an executive coach and business consultant in the local area and seven years as the CEO of NETCONN Solutions. I have been a long-time member and supporter of the local business community and am eager to apply my talents to help support business growth and retention in Jefferson County.

As an executive coach, I have chaired two small business peer advisory boards through Vistage International (www.vistage.com), coaching local CEOs and business owners in the strategy, leadership, and operations of their growing businesses. These businesses range from \$1 - \$20M in revenues and cover manufacturing, construction, technology and professional service industries. This experience gives me unique insight into the challenges and needs of local businesses.

Additionally, as the CEO of a small business headquartered in Western Maryland, I experienced first hand the struggles and successes of growing a business in the area. Under my leadership, the company's revenue grew each year, from \$10M to over \$30M, which landed us on the Inc. 500/5000 list multiple times and established NETCONN Solutions as the third largest woman-owned company in the State of Maryland at the time. Part of our success was knowing how to attract and retain high qualified technical and managerial talent in the area.

I have actively sought to take the lessons learned from growing our business over the years and share them with other small and emerging businesses. These efforts include:

- Serving on the Tech Council of Maryland (TCM) Board of Directors for four years as one of six advanced technology members on TCM's Executive Committee, Co-Chair of the Nominating Committee, and member of the Women's IT Committee.
- Mentoring other small and emerging businesses with organizations such as TEDCO and SCORE as well as through a formal SBA 8(a) Business Development Mentor-Protégé Program.
- Teaching management courses for Shepherd University's Business and MBA Programs and Frostburg University's School of Business.

When the NETCONN founders hired me to run their organization, they were looking for someone who could bring depth and breadth of business knowledge and experience to supplement their technical engineering backgrounds and grow the company. I did just that. My skills, talents, and knowledge would be a great asset to the Jefferson County Development Authority in the retention and expansion of business in Jefferson County.

Thank you for your consideration,



Judy York

Enclosure

JUDY YORK

86 Pine Knoll Lane, Shepherdstown, WV 25443
Cell: (301) 991-0035 e-mail: judy@trueformleadership.com

EXECUTIVE LEADERSHIP COACH

Seasoned executive leadership coach with 11+ years of experience and proven success in supporting clients with their leadership development, corporate growth, expansion, and fortification of business operations. Demonstrated ability to motivate disparate work teams and communicate effectively to all levels of the organization. Experience includes:

- Strategic Planning and Management
 - Policy and Procedure Development
 - Cross-Functional Management
 - Vendor Selection and Management
 - Government Contracting and Accounting
 - Proposal and Grant Writing and Review
 - Business Development and Marketing
 - Training Development and Delivery
-

PROFESSIONAL EXPERIENCE

TrueForm Leadership, LLC (www.trueformleadership.com) Jul. 2011-Present

OWNER/EXECUTIVE LEADERSHIP COACH Jul. 2011-Present

Leverage Integral Master Coach™ and Leadership Circle certifications to support entrepreneurs and executives in transforming themselves into better leaders. Key services include Leadership Coaching, Executive Team Coaching, and Business Strategy Coaching. Achievements include:

- Working with clients individually and in group settings to define coaching topics, related developmental objectives, and appropriate development practices and reflective exercises to help them achieve their goals.
- Developing strategic growth plans with leadership teams by clarifying mission, conducting SWOT analysis, identifying key growth initiatives, and establishing a structure for ongoing strategic execution and management.
- Chaired two small business peer advisory boards through Vistage International (www.vistage.com), coaching CEOs and business owners in the strategy, leadership, and operations of their growing businesses
- Contracted with Cerius Executives (www.ceriusexecutives.com) to provide interim executive support to clients in strategic planning, M&A readiness, and business exit.
- NGLCC Certified LGBTBE

Integral Coaching Canada Oct 2020-Present

FACULTY Oct. 2020-Present

- Assess coaching conversations and provide students in Professional and Master Certification Modules with the precise, powerful and customized feedback they need in their learning and development journeys.
- Mentor Coach for Integral Coaching Canada's Master Certification Module Students

Shepherd University & Frostburg State University Jan. 2013-Jan. 2020

ADJUNCT PROFESSOR Jan. 2013-Jan. 2020

- Teach in Shepherd University's MBA Program and School of Business. Courses taught include Principles in Management, Project Management, Management Information Systems, and Introduction to Networking.
- Teach Staffing and Development as well as Gender in Technology for Frostburg University's School of Business.

NETCONN Solutions, Inc. Sept. 2003 – Jul. 2011

PRESIDENT & CEO Jun. 2004 – Jul. 2011

Set strategic direction and fortified operations for this rapidly growing, small business that specialized in providing information technology and professional services to the Federal Government. Led multi-year strategic planning and execution cycles to build corporate value and position the company for sale (successful exit event occurred in July 2011 to General Dynamics). Achievements included:

- Produced positive revenue growth each year, growing the company from \$10M to over \$30M in revenue in seven years (146%). This included growth from 80 to 165 employees and established NETCONN as the third largest woman-owned business in the State of Maryland and the Tech Council of Maryland Government Contractor of the year in 2011. Earned INC500/5000 status over multiple years.
- Stood up the company's first formal Program Management Office; instituted company-wide project management policies and procedures; led the launch of Unanet, a professional services automation solution; and

sponsored our CMMI Level 2 appraisal, an important milestone in the company's long-term performance improvement effort to ensure top quality service offerings.

- Led the acquisition and launch of a CRM solution and helped secure key contracts, including major recompetes and ENCORE II (a DISA ID/IQ vehicle), through capture, proposal, and pricing initiatives.
- Directed the development a company-wide performance bonus plan aligned to strategic priorities and tied to key performance indicators, functional area goals, and employee contributions.
- Served on Tech Council of Maryland (TCM) Board of Directors, was one of six advanced technology members on TCM's Executive Committee, was Co-Chair of the Nominating Committee.
- Provided executive mentorship, as the Mentor-Protégé Executive Sponsor, under the SBA 8(a) Business Development Program, supporting the protégé CEO in the areas of technical, managerial, financial, and administrative support.
- Speaker at many industry events and five-year member of Vistage, a CEO peer-mentoring organization.

GENERAL MANAGER

Sept. 2003 – Jun. 2004

Managed operations for \$10MM professional services organization – overseeing human resources, recruiting, contracting, and accounting functions. Achievements during this time period included:

- Led launch of new accounting and time reporting system (Deltek GCS Premier and Time Collection) to streamline and automate processes such as timekeeping, payroll, accounts payable and receivable.
- Secured grants for over \$100K from the Maryland Department of Business & Economic Development and Washington County for development of a new headquarters, employee training, and marketing programs.
- Managed contract negotiations, maintenance, and support, including the creation of pricing models.

AT&T Wireless

Sept. 1995-Sept. 2003

PRODUCT MANAGER, Mobile Multi-Media Services

Mar. 2002 – Sept. 2003

Managed product lifecycle roadmap for enterprise wireless data solutions that leverage network capabilities and emerging technologies while managing cross-functional teams in the development and launch of those solutions.

PROJECT MANAGER, Marketing Operations

Nov. 1999 – Mar. 2002

Managed cross-functional project teams of 15-20 members (including R&D, network services, IT, distribution, customer and channel operations, training, and marketing) to commercially launch new wireless data initiatives.

REGIONAL SALES TRAINER

Jan. 1997 – Nov. 1999

Evaluated, created, and implemented new custom training programs to increased sales productivity.

CELLULAR SALES CONSULTANT

Sept. 1995 – Jan. 1997

Exceeded sales goals for position and earned yearly sales incentive award for achieving 121% of quota.

SERVICE

- **Maryland Tech Council, Board Member** – served on the Tech Council of Maryland (TCM) Board of Directors as one of six advanced technology members on TCM's Executive Committee, Co-Chair of the Nominating Committee, and member of the Women's IT Committee – 2007-2011
- **TEDCO | Maryland Entrepreneur Funding and Investments, Mentor & Panel Judge** – Maryland Entrepreneurial Resource List (MERL) Mentor facilitating transfer of technology from Maryland's research universities and federal labs into the marketplace and Panel Judge for MII Innovation Commercialization Program – 2011-2013
- **SCORE, Mentor** - dedicated to helping small businesses get off the ground, grow and achieve their goals through education and mentorship – 2011-2015
- **Panel Judge** – InvestMaryland Challenge, Hub City Business Competition, West Virginia Statewide Collegiate Business Plan Competition, George Washington University's First Year Development Program's Business Innovation Plan Competition
- **Executive Mentor** – SBA 8(a) Mentor-Protégé Program, WV Visionary Group, Washington County Public Schools Aspiring Entrepreneurs Competition, Integral Coaching Canada's Master Certification Module Students
- **Speaker** – for various organization on business growth, leadership, preparing for M&A

EDUCATION

- Master of Science in Information Systems (MSIS) – Pennsylvania State University – 2003
 - Master of Business Administration (MBA) – Pennsylvania State University – 2001
 - Project Management (Master's Certificate) – Steven's Institute of Technology – 2001
 - Human Resources Management (Master's Certificate) – Pennsylvania State University – 2000
 - Bachelor of Arts in English (BA) – Virginia Tech – 1991
-

CERTIFICATIONS

- International Coaching Federation – Professional Certified Coach (PCC) – 2019
 - The Leadership Circle and Collective Leadership Assessment Practitioner – 2019
 - Trauma-Informed Coach through Moving The Human Spirit – 2019
 - Integral Coaching Canada – Integral Master Coach™ (IMC) – 2018
 - Project Management Institute – Project Manager Professional (PMP) Certification – 2003 (Retired)
-

AWARDS (via NETCONN Solutions, Inc.)

- Tech Council of Maryland – Government Contractor of the Year, 2011
- Inc. 500/5000 – 2006-2007, 2010-2011
- Diversity Business' – Top 50 Small Businesses in MD/ Top 500 in the U.S., 2005-2011
- Washington Smart CEO – SMART100, 2009-2010
- Washington County, MD – Workforce Development Award, 2008
- Deloitte – Maryland Technology Fast 50, 2004-2008 & North American Technology Fast 500, 2005-2007
- Government Computer News – Top 25 Federal Woman-Owned Firms, 2007
- Washington Smart CEO – Future 50, 2005-2006
- Governor Ehrlich in the Governor's Office of Minority Affairs' – Salute to Women Entrepreneurs, 2006
- Washington Technology's – Fast 50 Government Contractor, 2004-2005

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.

Jefferson County Commission
Application for Boards, Committees or Commissions
Farm Land Protection Board

Please type or print information

Name: Oscar Colin Stine

Home Telephone Number: 304-876-2009

Work Address: 7633 Flowing Springs Road

Work Phone Number: 304-876-2009

Mobile Phone Number: 410-746-8691

E-mail Address: OCS PHD @ GMAIL.COM

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: Farmer

Education: High School _____

College Kalamazoo College, University of Virginia

Trade/Business School _____

- Are you a United States citizen? Yes No
- Are you a West Virginia resident? Yes No
- Are you a resident of Jefferson County? Yes No
- Are you able to produce verification of residency? Yes No

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

Address: 7633 Flowing Springs Road
Shepherdstown, WV 25443

Magisterial District: Shepherdstown

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

own a farm protected by farmland protection
family has owned a farm in Jefferson County since 1929
I have asked to serve on Farmland Protection Board.

Organization Memberships and Positions Held: Water Advisory Committee
secretary

Have you even been convicted of any felonies? If yes, please list. NO

Date:	Offense:

Statement: _____

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

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

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

Signature: D. Collins Stine Date: 3/17/22

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jeffrey A. Polczynski, ENP**

Department or Organization: **Emergency Communications Center**

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

Date Requested – 1st Choice: **4/7/2022**

*If a specific date is needed, please provide reason for specific date: **Timing in regards to National Public Safety Telecommunicator Week***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Proclamation – National Public Safety Telecommunicators Week**

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

Requesting the Commission proclaim that the week of April 10, 2022 through April 16, 2022 be recognized in Jefferson County as National Public Safety Telecommunicator Week in honor of the men and women of the Jefferson County Emergency Communications Center who answer the call as the first, first responder.

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

If so, how much? \$

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 recognize the week of April 10 – April 16, 2022 as National Public Safety Telecommunicator Week in honor of the men and women of the Jefferson County Emergency Communications Center who answer the call as the first, first responder with the signing of the proclamation. “

Proclamation Attached – HardCopy delivered for Signature.

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

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

Contact information: **Jeffrey Polczynski**

Email address: jpolczynski@jeffersoncountywv.org

Phone Number: x2221

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

--

Proclamation

National Public Safety Telecommunicators Week

April 10-16, 2022

Whereas emergencies can occur at any time that requires police, fire, or emergency medical services; and,

Whereas when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and,

Whereas the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who through use of the 9-1-1 emergency number, telephone the Jefferson County Emergency Communications Center; and,

Whereas Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

Whereas Public Safety Telecommunicators are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information and ensuring their safety; and,

Whereas the Public Safety Telecommunicators of the Jefferson County Emergency Communications Center have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

Whereas each dispatcher has exhibited compassion, understanding, and professionalism during the performance of their job in the past year;

Therefore Be It Resolved that The County Commission of Jefferson declares the week of April 10 through 16, 2022, to be National Public Safety Telecommunicators Week in Jefferson County, West Virginia in honor of the men and women whose diligence and professionalism keep our County and citizens safe.

Signed this 7th day of April 2022

Caleb Hudson, President

Steve Stolfier, Vice President

Tricia Jackson, Commissioner

Clare Ath, Commissioner

Jane Tabb, Commissioner

AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 5-10 minutes

DATE REQUESTED: 1ST CHOICE April 7th, 2022

IF A SPECIFIC DATE IS NEEDED, PLEASE PROVIDE REASON FOR SPECIFIC DATE:

SUBJECT: Quarterly Review of Estates, Accountings & Waivers

PLEASE PROVIDE THE CO. COMM. WITH A DESCRIPTION OF YOUR REQUEST OR PRESENTATION, INCLUDING ANY BACKGROUND INFORMATION:

Approve new estates that have been opened since the last quarterly review in January, and approve closure of estates that have met the requirements of the probate office.

ARE DOCUMENTS ATTACHED: To Follow

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Bob Burner

Department or Organization: JCESA

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: Apr 7, 2022

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Draft ambulance location alternatives, as requested by Commissioner Stolipher

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: This agenda request is submitted at the request of Commissioner Stolipher and the direction of Mr. Nissel.

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

Contact information:

Email address: bburner@jcesa.org

Phone Number: 304-728-3287

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nathan Cochran**

Department or Organization: **Prosecuting Attorney's Office**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **April 7, 2022**

Subject: **Updates**

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

- a. Discussion of legal issues regarding proposed solar text amendment including bonding, comprehensive plan, and related matters, including discussion of 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.
- 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. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170).
- d. Report on West Virginia Supreme Court Case No. 21-0229 (Jefferson County 19-P-69).

Is this a funding request? Y/N Yes \$10,000

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

Approve the Director of Fleet & Facilities Management to purchase shelving units, up to \$10,000 to be utilized in the storage area to be designated for the Magistrate Clerks use.

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: Laura E. Storm, Circuit Clerk

Email address: laura.storm@courtswv.gov

Phone Number: 304-728-3232

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: **April 7, 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
www.jeffersoncountywv.org



Name: Nathan Cochran, Assistant Prosecutor

Department or Organization: JCPAO

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: April 7, 2022

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

Date Requested – 2nd Choice:

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

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

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

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: **April 7, 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. Designation of Authorized Signer on Grant Related Requests for Reimbursements**
- 2. Review and Approval of Contract for Sandy McDonald**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jessica Carroll

From: John Nissel
Sent: Monday, March 21, 2022 10:31 AM
To: Deborah Lowe; Richard Thiel
Cc: Sandra McDonald; Jessica Carroll
Subject: RE: Grant RFR Signatures

Good Morning Deborah,
Hope you had a great weekend. Let's make Rick the authorized signer with myself as his back-up. Please place this on the April 7th agenda.

Thanks again

John

From: Deborah Lowe <dlowe@jeffersoncountywv.org>
Sent: Monday, March 21, 2022 9:27 AM
To: John Nissel <jnissel@jeffersoncountywv.org>; Richard Thiel <rthiel@jeffersoncountywv.org>
Cc: Sandra McDonald <Sandy@jeffersoncountywv.org>
Subject: Grant RFR Signatures

All:

With Sandy's upcoming retirement, there is a need to assign a new authorized signer on grant related Requests For Reimbursements. After Michelle departed, the Commission appointed Sandy to fulfill this role. It would be appropriate for either of you gentleman to do so; however, would probably make the most sense for Rick to be appointed since it relates to Finance. I believe Sandy broached this subject with the Commission last time since it should impact anyone with a grant and not just the Sheriff's Office, but let me know if this is an agenda request you would like the Sheriff's Office to bring forward.

Thank you,

Debbie Lowe
Executive Assistant
JC SO



Quarterly Report

January 1, 2022 – March 31, 2022

1. Active Projects

- a. Civil War Battlefield Preservation in Jefferson County – Ongoing
 - i. Shepherdstown Battlefield properties acquisition and management – ongoing
- b. Peter Burr Farm improvements and programing – ongoing
- c. Develop grant application and eligibility requirements for JCHPF, a new grant program
- d. WV GeoExplorer project – sponsor and coordinate - ongoing
- e. Duffields Depot – rehabilitation - ongoing
- f. Concept Plan reviews in conjunction with JC Planning Department - ongoing
- g. Verification of JCHLC historic sites inventory data - ongoing
- h. Hosting an AmeriCorps Member – Patrick Fuller
- i. Text amendment to Zoning Ordinance to include - Delay of Demolition Ordinance – ongoing
- j. *Duffield's Depot* brochure
- k. Rt. 340 mitigation - a contractor hired to write two NR nominations or another research
- l. Antietam National Battlefield boundary expansion to include the Shepherdstown Battlefield – ongoing
- m. Design Guidelines for Middleway Historic District – on review at Middleway Conservancy
- n. Designating the *Jefferson County Courthouse*, as a National Historic Landmark
- o. Kearneysville Methodist Cemetery resetting head stones - ongoing
- p. National Register nomination for *Weirick and Weller Water Wheel* on review at SHPO
- q. National Register nomination for *Nathan Haines House* on review at SHPO
- r. National Register nomination for the *Issac Clymer House*
- s. JC Landmark nomination for *Halltown Paperboard Mill*
- t. JC Landmark nomination for *Shenandoah Planing Mill*
- u. Monthly article on historic preservation too appeared in the Observer - ongoing

2. Projects Completed

- a. Seek a zoning variance for no onsite parking at Duffields Depot – **Variance denied 1/27/22**
- b. Upgraded WVPIF for *Glenwood*, part of RT. 340 mitigation project– **Complete 2/22/2022**
- c. Applied for grant from Helen Parker Willard Fund for cemeteries in JC - **Complete 2/25/2022**
- d. \$4,000 grant from WVSHPO for reprinting Heritage Tourism brochures – **Received 3/10/22**
- e. Easement Monitoring visit *Snow Hill* - **Complete 3/15/22**
- f. Updated JCHLC historic inventory data including the JC Cemetery data layer– **Complete 3/16/22**

Submitted by
Martin Burke, Chair

The Ethics Commission is offering another virtual training on the Ethics Act and the Open Meetings Act on May 25, 2022, at 12:00 p.m. (1 hr. CLE credit) For an invite, please email kimberly.b.weber@wv.gov.

2022 Legislation of Interest

Bills that are now law

House Bill 3220: (W. Va. Code § 6B-3-10) Requiring state agencies, municipalities, counties, and school districts that have contracted for lobbying services to file information relating to those services with the Ethics Commission. (effective 7/1/2022)

House Bill 4299: (W. Va. Code § 3-9-21) Making the improper interference with voters' travel to and from the polls a misdemeanor, subject to fines up to \$1,000 and a year in jail. (effective 5/25/2022) (relates to election laws)

House Bill 4642: (W. Va. Code § 61-10-15) Permitting county and district officers, teachers, and school officials to have pecuniary interests in contracts for goods and supplies if the county official is the lowest bidder and meets the other criteria. (effective 6/10/2022)

House Bill 3223: (W. Va. Code §§ 5-6-4, 7-3-19, and 8-12-22) Prohibits state, county, and municipal entities from dedicating or naming any public building or public structure for a public official who is currently holding office. (effective 6/6/2022)

Other

Senate Bill 493: (died) This Bill proposed a law that would require county school boards of education to hold public meetings in person and via live stream on their websites. (It did not pass the Legislature.)

Statewide election dates.

May 10, 2022: Primary Election

November 8, 2022: General Election

All candidates are welcome to attend the above training

New Ethics Act Advisory Opinions

Advisory Opinion 2021-23

A county commission may use American Rescue Plan funds for a proposed waterline extension project even if the developer may uniquely benefit from the project if the county determines that the project benefits the county by promoting tourism or economic development.

Advisory Opinion 2022-02

A county commission employee may be a candidate for and serve as a city council member in the same county where she is employed.

Lobbyist Reporting

The Ethics Commission oversees registration and reporting requirements for West Virginia lobbyists. Lobbyists file expenditure reports three times a year. The Ethics Commission is pleased to announce that, beginning in May, lobbyists will be able to electronically file their expenditure reports through the Commission's website. The Commission is thankful to its Lobbyist Registrar Teri Anderson for her work on this project.

Executive Session Q and A

Q: Is everything discussed in Executive Session confidential?

A: Not necessarily. The Open Meetings Act does not make information discussed during executive sessions confidential; nor does it create an executive session privilege. Some information, however, may be confidential per other rules or laws. [OMAO 2022-01](#).

Q. Does recording an Executive Session violate the Ethics Act or Open Meetings Act?

A: No. [Advisory Opinion 2021-22](#) and [Open Meetings Advisory Opinion 2021-01](#) hold that neither Act prohibits a public official from recording executive sessions, but a governing body may bar such recordings.

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, March 15, 2022 9:38 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: 03/15/2022 9:37 PM
Response #: 2466
Submitter ID: 6477
IP address: 73.191.125.216
Time to complete: 2 min. , 11 sec.

Survey Details

Page 1

1. Name

League of Women Voters of Jefferson County

2. Email

League@lww-jcww.org

3. Questions or Concerns

League of Women Voters of Jefferson County
P.O. Box 1393
Shepherdstown, WV 25443

Jefferson County Commission
124 E. Washington St.
P.O. Box 250
Charles Town, WV 25414

Dear President Hudson and County Commissioners,

This past June the League of Women Voters of Jefferson County wrote to you requesting that Public Comment return to its previous place on the agenda. Recently, it has come to our attention that this agenda item has indeed been returned to its former placement. For this, the League wishes to commend you.

We realize that there are competing interests and legitimate arguments on both sides of this issue. We are also cognizant of the potential financial burden on the County. However, in the final analysis, we felt it was best to return citizen input to its more prominent place. As you know, the League works to encourage informed and active participation by citizens in the democratic process. It is because of this mission that we made our request and commend you now.

The League of Women Voters of Jefferson County appreciates your service to the community and your attention to this matter of representative governing.

Sincerely,

Euphemia Kallas,
League of Women Voters of Jefferson County, WV

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: Brooke Kindler <kathrynkindler@gmail.com>
Sent: Thursday, March 31, 2022 3:36 PM
To: John Nissel; Sandra McDonald; Jessica Carroll
Subject: Friendship Fire Company

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

Good Afternoon Jefferson County Commissioners,

We weren't sure exactly the right person to reach out to with this message so we've cc'd a few administrators in hopes that it will get to the right person. Our names are Brooke and Marcelo, and we are residents of Bolivar for just about a year now. Last Saturday, we had a house fire in the home we have been renovating to move into. The damage to our house has been extensive and we will have to start back from the beginning to rebuild, but we are very grateful to be safe and sound and that the building did not sustain further damage. We really have the Friendship Fire Company (as well as support from surrounding counties) to thank for that. They were extremely quick to the scene, some even running over straight from their houses nearby and getting to us within 5 minutes of 911 being called. They were so efficient in putting out the fire and saved a lot of damage to the house. They were extremely professional and we are forever grateful for them. We just wanted to reach out to you all and let you know how much we appreciated the fearless group of firefighters that are working over there. They had a very busy day that day because our neighbors also had a tree fall on their house just across the street hours later. We've reached out to them personally to express our gratitude, but also wanted to make sure that they got some recognition from the county for their excellent work. Thank you all as well for your service to Jefferson County. We have only been here a year, but feel so at home and welcomed by the community, we are really happy to be here.

We hope that you all have a great weekend!

Sincerely,

Brooke Kindler and Marcelo Morinigo
1500 W. Washington St. Harpers Ferry, WV



Jefferson County Fair Association
P.O. Box 653
Ranson, West Virginia 25438
jeffersoncountyfair@frontiernet.net
304-724-1411

March 28, 2022

Executives

Bob Gruber
Scott Coyle
Charlotte Vickers
Heldi Ware

Manager

Todd Wilt

Board of Directors

Coy Beverage
Beverly Dawson
Mike Duncan
Kyle Friend
Erlin Groves
Brian Kelly
Margaret Liskey
Matt Miller
Mike Miller
Justin Morgan
Zach Morgan
Richard Nicodemus
Stacy Rawlings
Tim Smith
Patty Turner
Nathan Ware
Jim Wysong

Directors Emeritus

J P Burns, Jr
Dick Childs
Don Mickey
James Staley
LL "Buck" Willingham
Jack Wysong

Jefferson County Commissioners
P.O. Box 250
Charles Town, WV

Commissioners,

The Jefferson County Fair Association Board of Directors wishes to express concern related to proposed changes to the volunteer emergency services system provided to Jefferson County citizens and businesses.

Many community businesses like the Jefferson County Fair have modeled their operations around the current structure of emergency services in Jefferson County. If implemented, the implications of such changes to the system could be far reaching and could have many unintended consequences proving detrimental to some businesses and events that rely on the existing partnership with the volunteer fire departments.

While the Board of Directors understand the fiscal responsibilities of the Commission, we strongly urge the commission to consider the tangential implications of such sweeping changes. A more comprehensive review and multidimensional assessment of the system, its operators, and its users would seem to be an appropriate and necessary next step.

We thank the Commission for their continuing support of our organization and hope an improved solution can be found to these issues.

The Jefferson County Fair Association
Board of Directors

Sandra McDonald

From: dlbarron1329@comcast.net
Sent: Thursday, March 10, 2022 10:00 AM
To: Sandra McDonald
Subject: FW: ems concerns

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

Hello Sandy, Would you be able to make sure each commissioner receives a copy of my email. Mr. Stoliper's and Mr. Hudson's was returned. Thank you very much. Denny

From: dlbarron1329@comcast.net <dlbarron1329@comcast.net>
Sent: Thursday, March 10, 2022 12:13 AM
To: 'Stoliphericc@gmail.com' <Stoliphericc@gmail.com>; 'commissioner.triciajackson@gmail.com' <commissioner.triciajackson@gmail.com>; 'commissioner.ath@gmail.com' <commissioner.ath@gmail.com>; 'CalebHUDSONforijefferonwv@gmail.com' <CalebHUDSONforijefferonwv@gmail.com>; 'Vinemont.farm@gmail.com' <Vinemont.farm@gmail.com>
Subject: ems concerns

Dear Commissioners, I have now been a member of the Shepherdstown Fire Department for 32 years. I am very concerned about the decision that appears that has already been made for the county to eventually take over 100% of the ambulance service for Jefferson County. I understand that you have requested other possible options besides the three that have been made public. My main concerns are but not limited to the following: 1- You are basically eliminating the volunteers that we have for EMS and for the Shepherdstown area. Many of the volunteers are employed in professional departments. I know your staff answers many of the calls but our volunteers assist with many calls also 2- Today our volunteer departments gives young persons interested in possible EMS and fire fighting careers the opportunity to explore such options in a very informal atmosphere. I do not see this for the EMS if it is county ran. 3- Will you have agreements with neighboring departments to answer calls if all our units are on other calls and will our units be able to go to their areas? Shepherdstown has an excellent relationship with Sharpsburg. Will this relationship continue? 4- Our name should really be Shepherdstown Fire and Ambulance Department. Financially we operate as one and you will be taking 35% of our income with the insurance money paid for ambulance runs. I am concerned for our future and for the future of our other county departments. 5- It is my understanding that the county has budgeted for one person to do centralize bill collection. Have you budgeted for the software, maintenance and what happens if this person leaves suddenly. Our department uses Medical Claims Assistance in Huntington and are very happy with their service and cost. I sincerely do not see this being successful. 6- Now if a person does not have insurance and cannot pay for the ambulance run there is no effort on our part to collect. Will this still be case with the county ran system? I attended the public hearing but did not speak. With all the speakers I think I only heard one person close to the end support a county run system. I really think that you should delay and visit each department and speak to our members. Thank you for the opportunity to share my concerns. Dennis Barron

Jessica Carroll

From: Sonia Heijne <sonia.heijne@gmail.com>
Sent: Tuesday, March 15, 2022 4:49 PM
To: JCCInfo
Subject: March 17th meeting: Item #9 - Old Business/Discussion of Fitch Report

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

I understand I can make comments via this link. As someone who has benefitted from prompt action by the ambulance crew at Shepherdstown, I am very concerned at the prospect of waiting extra time for emergency crew to arrive at my home or, more particularly, at somewhere like the Wellness Center in Shepherdstown. My husband suffered cardiac arrest in the pool at the Wellness Center on September 3rd, 2019, and the emergency crew were there within minutes. Their prompt action, plus that of Wellness Center staff, meant that my husband survived.

Please think very carefully before introducing, what I can only think are, cost-saving measures. It might look good on paper, but it could have devastating effects on the people you serve.

Thank you.

Sonia von Heijne

141 Elk Branch Drive

Shenandoah Junction

WV 25442

Cell: 908 892 9937

sonia@soniaheijne.com

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Saturday, March 12, 2022 4:42 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: 03/12/2022 4:42 PM
Response #: 2461
Submitter ID: 6468
IP address: 73.132.86.75
Time to complete: 8 min. , 41 sec.

Survey Details

Page 1

1. Name

Teresa Nicole Saunders-Meske

2. Email

Segone40@aol.com

3. Questions or Concerns

TO THE JEFFERSON COUNTY COMMISSION:

Please hold public meetings and take into consideration the grave concerns that the citizens of Shepherdstown have with the proposal to cut or eliminate ambulance service to our area. We request that a through analysis of current and future needs be conducted using statistical modeling and data analysis utilizing complete and accurate figures and accounting for expected growth. We request that you include the stakeholders in discussions of proposed changes including EMS personnel. We ask you to consider the impact on the residents of Shepherdstown and the surrounding area if services are cut or eliminated including an increase in average emergency response times and deleterious effects on treatment outcomes in emergency, life threatening circumstances. Thank you for considering our voices in your deliberations.

T. Nicole Saunders-Meske, Esq.
Allen E. Meske, M.D.
305-505-7212

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

Yes

Thank you,
Jefferson County Commission, WV



Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Saturday, March 12, 2022 8:49 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: 03/12/2022 8:48 AM
Response #: 2460
Submitter ID: 6467
IP address: 73.132.87.67
Time to complete: 5 min. , 51 sec.

Survey Details

Page 1

1. Name

fred klein

2. Email

navgoat71@gmail.com

3. Questions or Concerns

I am greatly concerned about the commission's interest in reducing the ambulance service in the county. with all the growth in population there is more of a growing need for ambulance service. We already pay for some of the service so the county should be able to continue to fund our ambulance service.

Sincerely,
Fred Klein

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

Yes

Thank you,
Jefferson County Commission, WV

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

Jessica Carroll

From: Rebecca Bicker <rebeccabicker@hotmail.com>
Sent: Sunday, March 13, 2022 9:41 AM
To: JCCInfo
Subject: Public comment -Oppose Fitch report

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

I am a resident of Shepherdstown WV and I want to submit my opposition to the Fitch report options. I am strongly opposed to this and demand the commission allow the citizens of Jefferson county a forum meeting to voice their opinion.

Rebecca Bicker
201 S King Street
Shepherdstown WV 25443
Rebeccabicker@hotmail.com

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Sunday, March 13, 2022 4:31 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: 03/13/2022 4:30 PM
Response #: 2462
Submitter ID: 6470
IP address: 73.201.76.137
Time to complete: 9 min. , 40 sec.

Survey Details

Page 1

1. Name

Sharon Martin

2. Email

shar6356@frontiernet.net

3. Questions or Concerns

I am resident of Jefferson County and live just outside Shepherdstown. After reading about the intention of the Commission to cut two ambulances from the Shepherdstown fire department, I want to express my great concern for my community. I have appreciated the quick responses of the Fire Department when I or others in my neighbor have called upon them. If these services are cut back then my community will not be as safe as it has been in the past. I ask that you reconsider this action as we, as tax payers, deserve to have our fire department and emergency services provide quick, life saving services.

Sharon Martin
177 Meadowlark Lane
Shepherdstown, WV 25443

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

No

Thank you,
Jefferson County Commission, WV

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Public Comment for Jefferson County Commission meeting March 17, 2022

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

March 17, 2022:

Approval of Accounts Payable: March 3, 2022

Where are the documents? It's not listed within the packet nor listed on the agenda. \$413,226.80 listed in the minutes to be approved.

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

Manuel Check amounts are not posted: Feb 25, 2022 \$702.00
Mar 4, 2022 \$88,443.68

PUBLIC COMMENT –

After looking through the Public Hearing Comments of the Fitch Study (March 3, 2022), the minutes list 20 residents in opposition. Within the agenda packet, (Agenda Item #15) an additional 25 county residents posted. I did not read where one person supported this change to the county's EMS service proposal to the Fitch study.

PRESENTATION #5 – Public Hearing – Tax District Charles Town (02); Map 16; parcel 1. Owner applicant is Guy Chicchirichi . Sheetz proposal

Mr. Tabb is not in opposition to this site for a Sheetz. On the other hand, Mr. Tabb is concerned that the exhibits listed within this packet, are not consistent with each other. Agenda Packet page 81, sub listed as page 2 of 6, does not appear to be the same as page 93, sub listed as page 4 of 9 or page 100, color photo of site, exhibit 2, aerial over lay. Mr. Tabb prefers the page 81, sub listed as page 2 of 6, to be the final appearance of project over the two other renditions. In other words, the entrance to the proposed Sheetz needs to across from the entrance to Huntsfield, so that a stop light could be positioned at a later date. Thanks for reviewing my observation.

PRESENTATION #6 – Richard Thiel, Finance Director

Within the documents posted, (agenda packet), on page 116 FY23 budget prepared today, has the JCESA at 4.1 million; Fire \$577,000.; 911 center at \$2.0 million, law enforcement at \$3.8 million; Prosecuting Attorney at 1.7 million; County Commission office at 1.8 million; Park & Rec at 835,000. Grand total of \$27,628,215.00. **FY23 BUDGET.**

LEVY RATE from pages 119-125

The levy rate is set, class 2 at \$27.72 and Class 3 & 4 rate at \$55.44, leaving the rate set at .1386. This will set the 2022/23 tax on real property for our next fiscal year that the taxpayers will be required to

pay. The documentation within the same proceedings list "General Fund Revenue Summary" that lists budget revenue from FY21/22 verses FY22/23 and the totals are FY21/22 \$33,855,234.00 - FY22/23 \$35,444,002. The biggest differential of these two amounts is listed under account no. 338 – Transfer from other funds. FY21/22 \$4,463. FY 22/23 \$865,000. Account 322 FY21/22 (Federal Grants) \$60,000. FY22/23 \$150,000. Keep in mind, the county got some \$24 million dollars in ARPA money.

Page 129, Coal severance tax fund, 21/22 \$269,414 FY22/23 \$217,112

Page 130-133 FY23 budget for expenditures, FY22 \$11,513,671 FY23 \$12,334.572

Page 135 Recap and Certification FY22 \$33.8M FY23 is 35.4M

With all this stated above, none of these numbers match anything that has been presented in any of the Jefferson County's FY23 budget proposal. The County Commission statement of FY22, that only \$27M was their budget, the recap paperwork stated that they had \$33.8M and proposing \$35.4M for FY23.

My personal thoughts on this matter are: how much money has really been spent, to whom and how much money is the Commission still hiding? With the said, on page 136, the rainy-day fund lists FY23, \$2.4M. Once again where is the sum of \$24M of the APRA money, I don't see it any place. It appears the Parks & Rec are MIA.

PRESENTATION #9 -Old Business - Discussion of Fitch Report.

No there no documentation of what they are going to discuss.

PRESENTATION #14 – New Business - Ambulance fees, Fire Dept funding and EMS funding for FY 23

No there no documentation of what they are going to discuss

"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 loses, including the government."

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

Have a nice day!