

JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION - APRIL - JUNE 2022
THURSDAY, MAY 19, 2022
6:00 P.M.

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

***This meeting will NOT be a LIVE broadcast on our website. Instead, it will be accessible live through GoToWebinar. Invites will be posted on Facebook and email alerts.*

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- May 5, 2022 Regular Meeting

APPROVAL OF REQUISITIONS

- May 19, 2022

APPROVAL OF ACCOUNTS PAYABLE

- May 12, 2022
- May 19, 2022

APPROVAL OF MANUAL CHECKS

- May 13, 2022
- May 20, 2022

APPROVAL OF PAYROLL

- May 12, 2022
- May 12, 2022 - Poll Worker Payroll

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

***You may participate in public comment virtually by raising your hand in the GoToWebinar control panel. 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. 6:10 p.m. Angela Banks, Assessor
 - Approval of part-time employee transfer to full-time
2. 6:15 p.m. Jacqueline Shadle, County Clerk
 - Approval of employment for vacant assistant clerk position
3. 6:20 p.m. Tom Hansen, Sheriff
 - Ambulance Fee Employee Transfer
 - Ambulance Fee Second Position
 - Ambulance Fee Software
 - Administrative Assistant Hire
4. 6:40 p.m. Bob Burner, Director, JCESA
 - Proclamation of Proclamation for EMS Week, May 15-21, 2022
5. 6:50 p.m. Andrew Rosen, Jefferson County Information Technology
 - Approval of Homeland Security Grant Program (HSGP) award of \$9,485 for purchase of Solarwinds Network Configuration Manager
6. 7:00 p.m. Roger Goodwin, Chief County Engineer, Department of Engineering, Planning & Zoning
 - Approval to advertise to fill the Building Inspector position
 - Approval to advertise to fill the County Planner position
 - Request approval to implement Deputy Director position
7. 7:15 p.m. Michelle Gordon, Finance Consultant
 - Review and Approval of WVCORP Insurance Renewal for FY2023
 - Review and Discussion of FY23 Merit/COLA
8. 7:30 p.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. Discussion of Jefferson County Circuit Court Civil Action No. CC-19-2022-C-48
 - c. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property
 - d. 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)

OLD BUSINESS

9. Discussion and possible action concerning a Tobacco Free Parks policy
10. Discussion of Fitch Report, including potential action regarding composition and structure of county EMS services, Jefferson County Emergency Services Agency, including the utilization, scheduling, and compensation of employees, the utilization of volunteers, acquisition and distribution of ambulance resources, and implementation of Fitch recommendations

NEW BUSINESS

11. Certification of 2022 Primary Election results

COUNTY ADMINISTRATOR REPORTS

- Approval of Hire - Finance Director
- Reinstatement of Accrual Rate for Executive Assistant

COUNTY COMMISSION REPORTS

12. ADJOURN

CORRESPONDENCE/INFORMATION

Notice of JCSO Deputy Sheriff Physical Ability Examination and Written Examination

WVDOT Notice of Amendments to the STIP

Letter from the City of Charles Town re: solar facilities text amendment #ZTA22-01

Letter from the Fernbank Unit Owners Association re: Fitch Study

Public comment submitted from David Tabb during the May 5, 2022 regularly scheduled meeting

E-mail from Stephanie Boylan, resident, re: Fitch Study

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, May 5, 2022

A meeting of the Jefferson County Commission was held on Thursday, May 5, 2022 during the second quarterly session at 9:30 a.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolipher, Vice President, and Commissioners Tricia Jackson, Clare Ath, and Jane Tabb. Also present were John Nissel, County Administrator, and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, May 5, 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 April 19, 2022 Lay the Levy Minutes as presented.
Motion seconded and unanimously approved with Commissioner Tabb abstaining.

Motion by Mr. Hudson to approve the April 21, 2022 Regular Meeting Minutes as presented.
Motion seconded and unanimously approved with Commissioner Tabb abstaining.

Motion by Mr. Hudson to approve the April 22, 2022 Special Session Minutes as presented.
Motion seconded and unanimously approved with Commissioner Tabb abstaining.

APPROVAL OF PAYROLL

Motion by Mr. Hudson to approve the Payroll for April 28, 2022 in the amount of \$265,026.97.
Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Hudson to approve the Requisitions for May 5, 2022 in the amount of \$30,508.00. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
86154	AHA-ARTS & HUMANITIES ALLIANCE	\$ 1,242.58
86155	BUREAU OF CHILD SUPPORT	\$ 492.93
86156	CASTO & HARRIS INC	\$ 1,674.18
86157	COMPTROLLER OF MARYLAND	\$ 501.72
86158	DALE GOTTSCHALK	\$ 11.84
86159	DARYLL WIMER	\$ 12.01
86160	DELTA DENTAL OF WV	\$ 6,477.84
86161	DODSON SEPTIC SERVICE LLC	\$ 285.00
86162	DR. ROBERT E. JONES III	\$ 1,000.00
86163	EFTPS IRS TAXES	\$ 93,003.84
86164	ELIZABETH DUTKO	\$ 1,964.15
86165	EMPOWER RETIREMENT	\$ 5,844.44
86166	ESI ELECTRONIC SYSTEMS INC	\$ 942.51
86167	ESS ELECTION SYSTEMS & SOFTWARE	\$ 46,136.40
86168	FIDELITY POWER SYSTEMS	\$ 2,148.00
86169	GUTTMAN OIL CO	\$ 4,712.39
86170	HIGHMARK WV	\$ 200,542.50
86171	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$ 1,839.95
86172	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 31,064.43
86173	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 4,497.20
86174	JEFF CO PARKS & RECREATION COMMISSION	\$ 27,981.90
86175	JEFFERSON SECURITY BANK	\$ 4,335.00
86176	JOSEPH MURPHY	\$ 4,301.11
86177	KEITH JOHNSON	\$ 97.01
86178	LYNDSEY W MATSCHAT	\$ 100.00
86179	MARION A. HAZEL	\$ 505.56
86180	MILLENIUM INSURANCE GROUP	\$ 900.00
86181	NATIONAL VISION ADMIN.	\$ 1,745.14
86182	NATIONWIDE RETIREMENT SOLUTIONS	\$ 834.00
86183	NEOPOST USA INC.	\$ 397.90
86184	R.E. MICHEL CO. LLC	\$ 22.10
86185	RICE TIRES CO	\$ 1,208.32

86186		RONALD DANTZIC		\$ 68.18
86187		SHERIFF OF JEFFERSON COUNTY		\$ 16.40
86188		SOFTWARE SYSTEMS INC		\$ 879.00
86189		STATE CHEMICAL SOLT.		\$ 447.93
86190		STATE TAX DEPARTMENT		\$ 150.00
86191		THOMAS HANSEN		\$ 397.50
86192		TOWN OF BOLIVAR		\$ 4,497.20
86193		TYLER TECHNOLOGIES		\$ 32,652.58
86194		WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.		\$ 496.90
86195		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 15,847.97
86196		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 43,621.35
86197		WV STATE TAX DEPARTMENT		\$ 33,269.89
86198		XEROX FINANCIAL SERVICES		\$ 249.81
86199	FG/009	SHERIFF OF JEFFERSON COUNTY		\$ 4,647.76
86200	BS/011	SHERIFF OF JEFFERSON COUNTY		\$ 6,738.91
TOTAL				\$ 590,803.33

Motion by Mr. Hudson to approve the Accounts Payable for April 28, 2022 in the amount of \$ 590,803.33. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
86201		84 LUMBER		\$ 136.44
86202		AMANDA JOHNSON		\$ 143.33
86203		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU		\$ 2,450.34
86204		ANGELA L BANKS		\$ 145.70
86205		ARIN ELIZABETH FLOOK		\$ 800.25
86206		CITY OF CHARLES TOWN		\$ 68.00
86207		COLONIAL LIFE		\$ 95.68
86208		ELIZABETH JUNE BOWERS		\$ 86.70
86209		GUTTMAN OIL CO		\$ 5,561.91
86210		HEATHER KETCHENS		\$ 1,011.12
86211		J.C. EHRlich		\$ 937.00
86212		LYNDSEY W MATSCHAT		\$ 37.44
86213		NATIONAL BAND & TAG CO		\$ 2,660.00
86214		OLD CHARLES TOWN LIBRARY		\$ 1,500.00
86215		R.E. MICHEL CO. LLC		\$ 133.44
86216		RHONDA WILLINGHAM		\$ 145.70
86217		SPIRIT OF JEFFERSON		\$ 133.68

86218		TEK ADVISORS LLC		\$ 4,200.00
86219		THE CHAPMAN PRINTING COMPANY		\$ 32.87
86220		THE HARTFORD		\$ 3,591.56
86221		TRACY HERRON-RICE RPR		\$ 1,397.55
86222		VICTORIA MYERS		\$ 86.70
86223		WV ASSOCIATION OF CIRCUIT CLERK		\$ 228.00
86224		XEROX CORPORATION		\$ 197.52
86225	FG/009	BERKELEY CO SHERIFF'S		\$ 413.60
86226	SG/010	JEFFERSON DAY REPORT CENTER		\$ 40,322.10
86227	AM053	AXIOM		\$ 464.75
TOTAL				\$ 66,981.38

Motion by Mr. Hudson to approve the Accounts Payable for May 5, 2022 in the amount of \$66,981.38. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
548	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 2,600.00
792	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,772.36
TOTAL				\$ 4,372.36

Motion by Mr. Hudson to approve the Manual Checks for April 29, 2022 in the amount of \$4,372.36. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
549	CS/2	HINKLE CONSELING & PSYCHOLOGICAL		\$ 163.52
973	AVI/56	WVACO		\$ 80.00
974	AVI/56	PRINT-O-STAT		\$ 190.00
975	AVI/56	MILLERS SUPPLIES AT WORK		\$ 160.52
1773	CO/246	HOFFMAN FORD SALES		\$ 143,420.20
931	CW/O59	WV ST AUDITOR		\$ 1,035.00
389	WV369	WVDSRF		\$ 758.00
TOTAL				\$ 268,296.09

Motion by Mr. Hudson to approve the Manual Checks for May 6, 2022 in the amount of \$268,296.09. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was provided by the following: David Tabb

PRESENTATIONS

1. Angela Banks, Assessor – requested approval of the following Exonerations:

NAME	TYPE	DISTRICT	TICKET No.	AMOUNT
Wade Lischefske	PP	KD	310722	\$154.78

- **Motion by Mr. Stolipher to approve the exoneration for ticket no. 310722 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET No.	AMOUNT
Isabelle and James May	RE	SD	28462	\$279.36

- **Motion by Mr. Stolipher to approve the exoneration for ticket no. 28462 as presented. Motion seconded and unanimously approved.**

2. Tom Hansen, Sheriff

a. Part-time Bailiff Hire

- **Motion by Mr. Stolipher to approve the hire of Melissa Goodwin as a part-time bailiff for the Jefferson County Sheriff’s Department at \$13/hr., effective May 9, 2022. Motion seconded and unanimously approved.**

b. Ambulance Fee Employees

- **Motion by Ms. Jackson to approve the advertisement for a full-time ambulance fee collections clerk as an 80 hour Grade II employee. Motion seconded and unanimously approved.**
- c. AED Donation
- No action was taken on this item as the Commission requested more information about the budgetary impact of this request.
- d. Bank Bonding
- **Motion by Mr. Stolipher to approve the amendments to the annual banking bonding and securities letter as presented. Motion seconded and unanimously approved.**
- e. COPS Hiring
- **Motion by Mr. Stolipher to approve the Sheriff's Office application for the COPS Hiring Grant. Motion seconded and passes on a vote of 4-1 with Commissioner Hudson opposing.**
- f. Health Insurance Increase/Raises Concern
- The Sheriff addressed the Commission concerning employees' COLAs and merit raises and suggested the Commission either give all employees their raises on July 1 or hold the health insurance premium increase until the employee receives their raise. Commissioner Tabb requested this matter be added to a future agenda for further discussion.
3. Interviews and Appointments to the Jefferson County Building Commission – 3 five-year terms ending July 27, 2027 – no action was taken on this item as there were no applicants for the Jefferson County Building Commission.
4. Lynn Fields, Probate, Jefferson County Clerk's Office – presented a Petition to Remove Administrators in the Estate of Robert Lee Holmes
- **Motion by Mr. Hudson to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to refer the Petition to Remove Administrators in the Estate of Robert Lee Holmes to a fiduciary commissioner for their review and recommendation concerning the Petition. Motion seconded and unanimously approved.**
 - **Motion by Mr. Hudson to adjourn as a Fiduciary Review Board and reconvene in regular session. Motion seconded and unanimously approved.**

5. Jennifer Myers, Director, Jefferson County Parks and Recreation – requested a discussion and possible action on approval of Tobacco Free Parks Policy
 - **Motion by Ms. Tabb to table the topic until the next regularly scheduled county commission meeting to allow counsel an opportunity to review the policy. Motion seconded and unanimously approved.**
6. Russell Burgess, Director, Jefferson County IT & GIS Department – requested approval to hire GIS Analyst
 - **Motion by Mr. Stolipher to approve the hire of Rebecca Westbrook as a full-time level I GIS Analyst in the Information Technology/GIS office, effective May 31, 2022. Motion seconded and unanimously approved.**
7. 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).
 - **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice concerning the 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 to consider contractual matters involving or affecting the construction planning, or purchase, sale or lease of property and to discuss liability issues related to the ambulance service Motion seconded and unanimously approved.**
 - Commissioner 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.**
- **Motion by Ms. Jackson to direct staff to prepare and publish a notice of public hearing of the County Commission to be held Friday, May 27, 2022 at 9:30 am, to receive input concerning the recommendation for the solar text amendment to the Envision Jefferson 2035 Comprehensive Plan. Motion seconded and fails on a vote of 2-2 with Commissioners Hudson and Tabb opposing and Commissioner Stolipher abstaining.**

OLD BUSINESS

8. Discussion of Fitch Report, including potential action regarding composition and structure of county EMS services, Jefferson County Emergency Services Agency, including the utilization, scheduling, and compensation of employees, the utilization of volunteers, acquisition and distribution of ambulance resources, and acquisition and implementation of Fitch recommendations.
 - **Motion by Ms. Tabb to make available on the County website the Jefferson County Fire & Rescue Association's presentation on alternative service models. Motion seconded and unanimously approved.**

NEW BUSINESS

9. Set time and location for Primary Election Canvass to be held Monday, May 16, 2022
 - **Motion by Mr. Stolipher to meet as a board of canvassers on Monday, May 16, 2022 at 9:30 am in the small courtroom in the Jefferson County Courthouse. Motion seconded and unanimously approved.**
10. SB552 – Review and Correction of Delinquent Tax Lists by the County Commission
 - **Motion by Mr. Stolipher to approve the delinquent tax list as presented by the Chief Deputy Tax Officer and forward to the County Clerk. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

Approval of Hire – Administrative Assistant

- **Motion by Mr. Stolipher to approve the hire of Sorayda Pitts as a full-time administrative assistant in the Jefferson County Commission Office at a salary of \$35,000, effective May 23, 2022. Motion seconded and unanimously approved.**

ADJOURN

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

Caleb Hudson, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant

REQUISITIONS TO BE APPROVED

May 21, 2022

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
SHERIFF - LAW	22045	\$ 10,849.20	HighCom Armor Solutions	SRT Shields
COMMUNICATIONS	22053	\$ 12,765.60	Alan McClintock	Netmotion Complete Subscription
IT/DATA PROCESSING	22054	\$ 6,650.84	Insight Public Sector	HP Aruba Switches 684 A & 686 A
	22055	\$ 88,470.00	Storage Networks	Dell/EMC Powerstone & Switches
	22056	\$ 5,871.92	Thos Somerville	AC for Data Center
GRAND TOTAL		\$ 124,607.56		

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$394,839.04		\$394,839.04
6.2% Tax Payable OASDI	\$23,429.79		\$23,429.79
1.45% Tax Payable HI	\$5,479.53		\$5,479.53
Fed Withholding	\$33,332.05		\$33,332.05
WV State Withholding	\$16,678.29		\$16,678.29
PERS Retirement Deduct 4.5%	\$8,731.51		\$8,731.51
PERS Retirement Deduct 6%	\$6,456.02		\$6,456.02
Hosp. Pre-Taxed	\$14,734.00		\$14,734.00
AFLAC Pre-Taxed	\$406.25		\$406.25
AFLAC Post-Taxed	\$818.92		\$818.92
Optional Life Post-Taxed	\$1,783.03		\$1,783.03
Christmas Club	\$4,305.00		\$4,305.00
Wage Attach #1	\$492.93		\$492.93
Wage Attach #2	\$150.00		\$150.00
Wage Attach #3	\$166.49		\$166.49
DSRS Retirement Deduct 8.5%	\$6,200.31		\$6,200.31
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,692.26		\$4,692.26
457R - Roth	\$1,170.00		\$1,170.00
MD State Tax	\$495.71		\$495.71
D/VF	\$1,797.48		\$1,797.48
VA State Tax	\$171.69		\$171.69
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$132,373.10	\$0.00	\$132,373.10
Repayment PERS Stipend	\$11,205.00		
Net Wages Total	\$273,670.94	\$0.00	\$262,465.94
Payroll Date	May 12, 2022		

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages			\$48,560.00
Mileage			\$422.72
6.2% Tax Payable OASDI			\$0.00
1.45% Tax Payable HI			\$0.00
Fed Withholding			\$0.00
WV State Withholding			\$0.00
PERS Retirement Deduct 4.5%			\$0.00
PERS Retirement Deduct 6%			\$0.00
Hosp. Pre-Taxed			\$0.00
AFLAC Pre-Taxed	\$0.00		\$0.00
AFLAC Post-Taxed	\$0.00		\$0.00
Optional Life Post-Taxed	\$0.00		\$0.00
Christmas Club			\$0.00
Wage Attach #1			\$0.00
Wage Attach #2			\$0.00
Wage Attach #3			\$0.00
DSRS Retirement Deduct 8.5%			\$0.00
457 - Nationwide			\$0.00
457I - Empower			\$0.00
457R - Roth			\$0.00
MD State Tax			\$0.00
D/VF	\$0.00		\$0.00
VA State Tax			\$0.00
Colonial(Plus)			\$0.00
Uniforms			\$0.00
Total Deductions	\$0.00	\$0.00	\$0.00
Net Wages Total	\$0.00	\$0.00	\$48,982.72
Payroll Date	05/12/2022 - Poll Workers		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angela Banks

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

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – May 19, 2022

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

Date Requested – 2nd Choice:

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

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

*Part time employee to full time

Is this a funding request? NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jacki Shadle**

Department or Organization: **County Clerk**

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

Date Requested – 1st Choice: **May 19, 2022**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval of employment for the vacant assistant clerk position**

Please provide the County Commission with a description of your request or presentation, including any background information:
Employee information will be provided during the meeting.

Is this a funding request? **Y/N**

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

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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*): Ambulance Fee Employee Transfer
Ambulance Fee Second position
Ambulance Fee Software
Administrative Assistant Hire

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

An employee within the law enforcement business office was identified to transfer into the ambulance fee office. This is a grade 2 80 hr position. Due to her experience, I am requesting a starting salary of \$35,000 effective immediately.

The State Auditor's report highlighted a need for the segregation of duties for the ambulance fee collections. Therefore I am requesting a second position to assist in achieving this. This would be a grade 2 80 hr position with a starting salary of \$32,000.

The Tax Office has received a quote to transfer the ambulance fee collection data to Software Systems. The quote is attached.

Due to the transfer of an employee from the Sheriff's Law Enforcement Business Office, a vacancy was created. I am seeking approval to hire as a grade 2 80 hr employee with a starting salary of

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 transfer with a salary of \$35,000.

I move to approve the creation of a second ambulance fee clerk position.

I move to accept the quote from Software Systems and authorize the Sheriff to move forward with transferring to the Software System software and the conversion of data.

I move to approve the hire of the administrative assistant for the Law Enforcement Business Office as presented.

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



23 South University Avenue, Morgantown, WV 26508

Phone: (304) 292 - 2568 FAX: (304) 292 - 9836

April 27, 2022

Jefferson County Commission
 100 E. Washington Street
 Charles Town, WV 25414

Dear Commission,

The following is for a quote for an Emergency Ambulance Service Fee program for your county. This includes: The Emergency Ambulance Service Fee base program (referred to as Software Systems' Ambulance Billing), Ambulance Online Inquiry, training for in office use and online use, and travel/mileage/expenses. The first year of maintenance is included in this quote and then you will be billed at 1% of the license cost monthly.

Data Conversion (if needed) will be billed hourly, plus any required travel and expenses. Due to the unknown conditions of your previous data and how it was structured we cannot give an estimate on time needed for data conversion. Before starting with the conversion we will collect the requisite data from your county and assess what will be required to convert it to a proper format to comply with your county's specific ordinance, and our software.

The total price of this quote (plus any conversion costs) for Jefferson County is: \$27,534.00

Products

Description	Qty.	Price
Ambulance Billing	1	\$20,000.00
Ambulance Online Inquiry	1	<u>\$4,000.00</u>
	Product Total	\$24,000.00

Services

Installation/Training Services	20 hrs.	\$122.00	\$2,440.00
Travel and Expenses			<u>\$1,094.00</u>
	Services Total		\$3,534.00



23 South University Avenue, Morgantown, WV 26508

Phone: (304) 292 - 2568 FAX: (304) 292 - 9836

The services section of this quote has been calculated based on the assumption that the Ambulance Billing program will be implemented in the tax office. The tax office is already proficient with our software in both function and navigation. The tax office also already has PCs that are configured with sessions and printers with our programs. If the Ambulance Billing program was to be implemented in a different office, the services quote would need to be re-evaluated to reflect the additional time required to configure PCs and train users.

In addition to the services listed above, Software Systems also offers statement printing and mailing. Please inquire with us if that is something you would be interested in. We can work with you to not only design your statements but designate sorting and stuffing options to optimize the statement process to your county's specific needs.

This is a services estimate. Actual time and expenses will be billed on a monthly maintenance invoice. Please let me know what questions you may have and how you would like to proceed.

Sincerely,

Michael C Manley

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: **May 19, 2022**

*If a specific date is needed, please provide reason for specific date: **This is the only meeting date within the week for which the proclamation is requested.***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Request proclamation of EMS Week, May 15 – 21, 2022.

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*):

Draft Proclamation attached.

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

EMS Week Proclamation

To designate the Week of May 15 - 21, 2022, as Emergency Medical Services Week

WHEREAS emergency medical services is a vital public service; and

WHEREAS the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now

THEREFORE, the Jefferson County Commission, in recognition of this event, hereby proclaims the week of May 15-21, 2022, as

EMERGENCY MEDICAL SERVICES WEEK

With the EMS Strong theme, ***EMS WEEK: Rising to the Challenge***, in honor and support of the men and women who rise to the challenge every day to care for the residents and visitors of Jefferson County, West Virginia.

Caleb Hudson, President

May 19, 2022

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Russell Burgess

Department or Organization: Information Technology

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **May 19, 2022**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval for Homeland Security Grant Program (HSGP) award of \$9,485 for purchase of Solarwinds Network Configuration Manager. This would be used for network analysis to help detect and address cybersecurity issues and anomalies within the counties data networks.**

Please provide the County Commission with a description of your request or presentation, including any background information:
The grant would be used to purchase the Solarwinds Network Configuration Manager software and training on proper use of the software to better analyze the counties data networks for issue's and anomalies related to cybersecurity incidents.

Is this a funding request? Y/N No

If so, how much? \$

Provide exact financial impact/request:

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

-Motion to approve the Homeland Security Grant Program award of \$9,845 for the purchase of Solarwinds Network Configuration Manger Software and for the Commission President to sign all necessary paperwork and documentation.

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: Russell Burgess

Email address: rburgess@jeffersoncountywv.org

Phone Number: (304) 728-5605

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

State of West Virginia

Homeland Security State Administrative Agency

Homeland Security Grant Program

CFDA Number:

97.067

OASIS - GRTAWD Document ID

Sub-Grant Award

Sub-Grantee Name and Address

Jefferson Co Commission

P.O. Box 250

Charles Town, WV 25414-0241

FEIN

55-6000333

DUNS

074-741-4548

OASIS ID#

000000211969

Sub-Grant #

20-SHS-16

Federal Grant Number

EMW-2020-SS-00003

Sub-Grant Period

From: 9/1/2020

To: 8/31/2023

Major Program: HSGPHS

Program: HSLCS

Program Period: HS 2020

Total Grant Award Amount:

\$9,485

By signing and accepting this award the sub-grantee agrees to comply with all special conditions and assurances included in the application. I certify that this project will be implemented as described in the attached application.

Sub-Grantee Authorized Official:

(Agency Head - Mayor, Commission President, etc)

Title:

Date:

For Homeland Security SAA Use Only Below

Homeland Security Grant Program Certification

The attached application has been reviewed, and the proposed project and expenditures as described in the application fall within all state and federal guidelines which govern the Homeland Security Grant Program and sufficient funds exist to make this award.

I have reviewed this sub-grant award. All project activities fall within West Virginia's Homeland Security Strategy Goals and Objectives and the proposed expenditures are within the grant guidelines.

HSSAA Grant Representative:

Printed Name:

Date:

I hereby authorize the awarding of funds to support the project as described in the attached application.

HSSAA Director:

Printed Name:

Date:

Applicant Information

Agency Name:	Jefferson County Commission
Primary Discipline:	Information Technology
Type of Agency:	County
Address:	P.O. Box 250
City, State, Zip:	Charles Town, WV 25414
Phone:	304-728-5605
County:	JEFFERSON
WV DHSEM Region:	Region 3

Project Director:	Russell Burgess
Address:	116 E Washington Street
City, State, Zip:	Charles Town, WV 25414
Phone:	304-728-5605
Email:	rburgess@jeffersoncountywv.org

Vendor Agency (OASIS):	Jefferson Co Commission
Vendor Address (OASIS):	P.O. Box 250
City, State, Zip (OASIS): (include +4 Zip code)	Charles Town, WV 25414-0241
Fiscal Point of Contact:	Michelle Gordon
Fiscal Officer Phone:	(304) 724-8425 or (304) 725-7916
Fiscal Officer Email:	mgordon@jeffersoncountywv.org

OASIS Vendor ID #:	000000211969
Applicant DUNS: (9 digits for DUNS)	074-741-4548
Applicant FEIN:	55-6000333

Project Summary

Project Title: CyberSecurity Network Analysis and Monitoring

**Project Description:
(including gap)**

Currently the Jefferson County Homeland Security and Emergency Operations Center network does not have network analysis capability that would allow us to baseline, monitor, detect and address cybersecurity issue's and anomolies. This was brought to our attention by network scanning by an outside source highlighting deficiencies in our network preparedness. We propose the use of Solarwinds Network Configuration Manager Software under the FEMA Authorized Equipment Listing 04SW-04-NETW to accomplish the above stated goals. The entities that will benefit from this project are the Jefferson County Homeland Security and the Jefferson County Emergency Communications and Operations Center. This request is for Solarwinds Network Configuration Manager Software and Training on best use of the software. We do not currently have this item in inventory.

How was this gap identified?

In the space below, please provide the year the THIRA was completed and submitted; the year and basic findings of a real-world event; and/or the Exercise name and the year the exercise was completed.

Jurisdictional THIRA? N/A

Real-World Event? Recently submitted Nationwide Cybersecurity Review

Exercise AAR/IP? N/A

2020 Priorities: Not Applicable

Core Capability 1: Cybersecurity
Core Capability 2: Operational Coordination
Core Capability 3: Infrastructure Systems

WV Homeland Security Strategy Coordination:

Objective 10.10 -- Strengthen networking infrastructure by upgrading outdated infrastructure and introducing technologies that vastly improve security within state and local government agencies

Milestones:

- Milestone 1:** Request for Proposal for Pricing
- Milestone 2:** Choose Vendor
- Milestone 3:** Purchase Equipment
- Milestone 4:** Installation of Equipment
- Milestone 5:** Testing for successful implementation
- Milestone 6:** Resiliency Testing
- Milestone 7:** Full Deployment
- Milestone 8:**

Sustainment

Does your organization have the capacity to implement this project and the ability to sustain the project objectives (including equipment maintenance and replacement) beyond the grant period?

Yes

Will a contractor be used on this project?

If Yes, please complete contractor tab.

No

Project Status

NEW - No grant-funded projects within last 5 years have addressed this capability

Estimated Time to Complete Project?

0-3 Months

Homeland Security Justification

The FY2020 Homeland Security Grant Program requires that projects address the following elements. In the space provided below, please describe how the proposal will achieve the required elements.

- Supports terrorism preparedness;
- Supports closing capability gaps or sustaining capabilities identified in the community's THIRA; and
- Supports the overcoming of existing logistical, technological, legal, policy, and other impediments to collaborating, networking, sharing information, cooperating, and fostering a culture of national preparedness with federal, state, tribal, and local governments, as well as other regional, and nonprofit partners in efforts to prevent, prepare for, protect against, and respond to acts of terrorism, to meet its target capabilities, support the national security mission of DHS and other federal agencies, and to otherwise reduce the overall risk to the high-risk urban area, the State, or the Nation.

How it supports terrorism preparedness

This software will support our terrorism preparedness by giving us the capabilities to keep our systems up and operational during emergency operations and cyber attacks.

How did we identify our issues with network security issue's ? Identifying security risks, open ports, etc
Currently do not have cybersecurity network analysis capability

How will this grant close this gap

This software will allow us to baseline, monitor, detect and address cybersecurity issue's and anomalies.

How it supports closing capability gaps

This software will close capability gaps in helping us understand deficiencies in dealing with cyber attacks and network attacks.

In addition, explain how the proposed project will:

- Prevent a threatened or an actual act of terrorism;
- Prepare for all hazards and threats, while explaining the nexus to terrorism preparedness;
- Protect citizens, residents, visitors, and assets against the greatest threats and hazards, relating to acts of terrorism; and/or
- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of an act of terrorism or other catastrophic incidents

This project will allow us to harden our network defenses to prevent both threatened and/or actual terrorism events against our network operations center.

This project helps us prepare for hazards and threats by keeping our network operational during emergency situations and allow us to continue communications with citizens, visitors and our current assets.

This project will help us maintain our network so that we have the capability to respond quickly to save lives, protect property, the environment and assist with meeting basic human needs during terrorist or catastrophic events.

Organization

<u>Proposed Activity</u>	<u>Justification/Explanation</u>	<u>Applicant Funds</u>	<u>Requested Grant Funds</u>	DHSEM Use Only Approval Status
		\$0	\$0	
		\$0	\$0	
		\$0	\$0	
Totals		\$0	\$0	\$0

Additional Justification (optional):

Contractor Description Form

Will a Contractor be Used?

For what categories will contractor be used?

Planning

Equipment

Training

Exercise

What is the total estimated cost for contractor?

If using a contractor, please make special note of Special Condition #45.

Explain how the contractor will be used:

Explain why your agency is unable to complete project without a contractor:

Explain how your agency will monitor work of the contractor:

Please provide any additional justification for contractor:

Conditions and Assurances

This program is conditioned upon and subject to compliance with the following Conditions and Assurances. By attaching a signature to page one (1) of this grant application, the applicant certifies and assures that it will comply with the following Conditions and Assurances, Regulations, Policies, Guidelines and Requirements of the Homeland Security State Administrative Agency (HS SAA), as further clarified in the Policies and Procedures Manual for this program; U.S. Department of Homeland Security guidance; and all other relevant Federal/State regulations, policies, and guidelines. These Conditions and Assurances apply to all Homeland Security Grant Program federal and agency funds expended for purposes associated with this project. All correspondence to the HS SAA, which is required and/or occurs as a result or action of any of the following Conditions and Assurances, or as a result of the administration of any HS SAA grant program, should be addressed to:

**WV Emergency Management Division
Homeland Security State Administrative Agency
1124 Smith St, Suite 3100, Charleston, WV 25301**

1 **Laws of West Virginia:**

This application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by the HS SAA.

2 **Legal Authority:**

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

3 **Relationship:**

The relationship of the sub-grantee to the HS SAA shall be that of an independent contractor, not that of a joint enterprise. The sub-grantee shall have no authority to bind the HS SAA for any obligation or expense without the express prior written approval from the HS SAA.

4 **Operational Within 90 Days:**

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a statement to HS SAA explaining the delay in implementation. Upon receipt of the 90-day letter, HS SAA may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

5 **Civil Rights Compliance:**

Sub-grantee will comply with all federal civil rights laws, including Title VI of the Civil Rights Act, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

6 **Written Approval of Changes:**

The sub-grantee must obtain prior written approval from HS SAA for all project changes (programmatic, fiscal or otherwise).

7 **Press Release:**

Release of information pertaining to this sub-grant must include the following information:

1. Grant amount;
2. State involvement (WV Division of Homeland Security and Emergency Management); and,
3. Federal involvement (U.S. Dept. of Homeland Security).

8 **Compliance with Federal Rules and Regulations:**

Sub-grantee will comply with Title 2, Part 200 of the Code of Federal Regulations (*Super Circular*). The Super Circular supersedes Circulars A-21, A-87, A-89, A-102, A-110, A-122, A-133.

9 Program Accountability – Federal Audit Requirement – Super Circular:

If an audit must be conducted pursuant to the Super Circular, a copy of the audit shall be submitted to HS SAA as well as to the Federal clearinghouse.

The Federal clearinghouse address is as follows:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132

10 Program Accountability – State Audit Requirements:

Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, sets forth the audit requirements of corporations, associations or other organizations which receive state funds or grants. These audit requirements do not apply to units of local and state government. If applicable, this grant shall adhere to the audit requirements set forth in §12-4-14 at the time of award. All funds disbursed by HS SAA are appropriated by the WV Legislature; therefore all funds disbursed are considered state funds. The HS SAA will notify the Legislative Auditor when a sub-grant is awarded which falls under the requirements of the WV Code.

As of 9/13/05, the requirements set forth by §12-4-14 are as follows: Any corporation, partnership, association, individual or other legal entity (not to include a state spending unit or a local government as defined in § 6-9-1a of the West Virginia Code, as amended) which receives one or more state grants or sub-grants in the amount of \$50,000 or more in the aggregate in a state fiscal year shall file with the HS SAA a Report of the disbursement of these state funds. An OMB A-133 Audit or an audit conducted by a certified public accountant may be substituted for the Report. The Report shall be filed within two years of the end of the fiscal year in which the grant or sub-grant closes. The Report shall be made by an independent certified public accountant and the scope of the Report is limited to showing how the state grant or sub-grant funds were spent. The Report does not have to be a full-scope audit or review of the entity receiving state funds. Any entity falling to file a required Report is barred from subsequently receiving state grant or sub-grant funds until the Report is filed and is otherwise in compliance with the provisions of West Virginia Code. If a Report is not required under this section of the WV Code then the grantee or sub-grantee shall file with HS SAA a sworn statement of expenditures made under the grant or sub-grant.

The Sub-grantee assures that it has read, understands and is in full compliance with all requirements as set forth in Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with this section of the West Virginia Code, as amended.

11 Access to Records, Equipment, Training, & Exercises:

The HS SAA, through any authorized representative, shall have access to and the right to examine all records, books, papers, documents, equipment, training, and/or exercises related to the sub-grant and to relevant books and records of contractors.

12 Conflict of Interest:

No public official or employee of the sub-grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can be expected to result in any private/public benefit to that individual or that individual's immediate family.

13 National and State Evaluation Efforts:

The Sub-grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

14 Political Activity:

The restrictions of the Hatch Act, Pub. L. 93-433, 5 U.S.C. Chapter III, (as amended), concerning the political activity of government employees are applicable to state grantee staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by Title I grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns, except they may not be candidates for office.

15 Obligation of Project Funds:

Funds may not, without prior written approval from the HS SAA, be obligated prior to the effective start date or subsequent to the termination date of the project period. All invoices must be dated within the approved sub-grant period.

16 Elements of a Viable Continuity Capability:

The Continuity Plan is the roadmap for the implementation and management of the Continuity Program. The National Continuity Policy: Federal Continuity Directive 1 and Federal Continuity Directive 2 outline the following ten (10) overarching continuity requirements: Essential Functions, Orders of Succession, Delegations of Authority, Continuity Facilities, Continuity Communications, Vital Records Management, Human Capital, Tests-Training-Exercises, Devolution of Control & Direction, and Reconstitution. *If utilizing sub-grant funding (or the development of a Continuity Plan the Plan must address each of these ten (10) elements in order to be eligible to be reimbursed (or approved/allowable costs.*

17 Use of Funds:

Funds awarded through the HS SAA may be expended **ONLY** for the purposes and activities specifically covered by the sub-grantee's approved project description and budget. Any change in the project or the budget must receive PRIOR approval from DHSEM-SAA.

18 Release of Information:

All records, papers and other documents kept by recipients of grant funds are required to be made available to the HS SAA. These records and other documents submitted to the HS SAA and its grantees, including plans and application for funds, reports, etc., are subsequently required to be made available to the U.S. Department of Homeland Security under the terms and conditions of the Federal Freedom of Information Act, 5. U.S.C. §552.

The HS SAA recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under federal control is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the Federal Division of Homeland Security FOIA Office, and may likely fall within one or more of the available exemptions under the Act.

Sub-grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult the HS SAA regarding concerns or questions about the release of potentially sensitive information under state and local laws.

19 Allowable and Unallowable Costs:

Allowable costs incurred under this grant shall be determined in accordance with the Super Circular.

20 Non-supplanting:

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The sub-grantee hereby certifies that Federal funds made available under this grant will not be used to supplant state and local funds.

21 Matching Contribution:

If matching funds are allocated, the applicant assures that those funds shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Cash matching contributions are subject to the same expenditure guidelines established by the HS SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all cash matching contributions. There is no waiver provision for any cash match requirements.

22	Project Income:
	All income earned by the sub-grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by the HS SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.
23	Consultant Fees:
	Approval of this sub-grant does not necessarily indicate an approval of specific consultant rates. Please discuss rates with the HS SAA.
24	Purchasing:
	When making purchases relevant to the sub-grant, the sub-grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government.
25	Reports:
	Each sub-grantee shall submit reports as deemed reasonably necessary by the HS SAA for monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.
26	Environmental & Historical Preservation (EHP):
	Sub-grantee shall comply with all applicable Federal, State, and local EHP requirements and shall provide any information requested to ensure compliance with applicable laws.
27	Suspension of Funding:
	HS SAA may suspend, in whole or in part, terminate, or impose other sanctions on any sub-grantee funds for the following reasons: <ul style="list-style-type: none"> • Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program; • Failure to submit reports; • Filing a false certification in this application or in another report or document; or, • Other just cause.
28	Sanctions for Noncompliance:
	In the event of the sub-grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, the HS SAA may impose such contract sanctions, as it may deem appropriate, including but not limited to: <ul style="list-style-type: none"> • Withholding of payments to the sub-grantee until the sub-grantee complies; • Cancellation, termination or suspension of the contract, in whole or in part; or, • Refrain from extending any further assistance to the sub-grantee until satisfactory assurance of future compliance has been received.
29	Immigration and Naturalization Verification:
	The sub-grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of Federal funds to verify that employees are eligible to work in the United States.
30	Use of Grant Funds to Enact Laws:
	Sub-grantee understands and agrees that shall not use any sub-grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

31 Property Accountability:

The sub-grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a sub-grant by the HS SAA. This obligation continues as long as the property is retained by the sub-grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from the HS SAA. Sub-grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program, with copies provided to the HS SAA. The HS SAA reserves the right to inspect and review any equipment purchased with this sub-grant

32 Communications Equipment:

With respect to communications initiatives and equipment, the sub-grantee agrees to the following:
Communications equipment shall be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per WV Code §15-14-4, all communications equipment requests must be reviewed and approved by the Statewide Interoperability Coordinator. www.sirn.wv.gov

33 Equipment:

Sub-grantees purchasing equipment with grant funds shall adhere to the established bidding procedures for their respective units of government and/or agencies. All equipment shall have a primary function of being used for homeland security purposes, and be available statewide (if practical) for use during emergencies and training/exercise events.

34 Marking of Equipment and Publications:

Sub-grantee shall ensure that, when practicable, any equipment purchased and publications produced with grant funding shall be prominently marked as follows: "Supported with funds provided by the U.S. Department of Homeland Security and the WV DHSEM."

35 Patents and/or Copyrights and Rights in Data:

Sub-grantee acknowledges that the HS SAA, and subsequently the U.S. Department of Homeland Security; reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support. Sub-grantee shall consult with the HS SAA regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

36 Time Extensions:

Time extensions are allowable; however, the HS SAA will review and approve extension requests on a case by case basis only if the extension is warranted. Lack of planning by the sub-grantee is not a justified reason for an extension.

37 Equal Employment Opportunity Plan:

Each sub-grantee certifies that it has executed and has on file, an Equal Employment Opportunity Plan.

38 Veterans Preference:

This program includes a provision that grantees utilizing funds to hire additional personnel give suitable preference in employment to military veterans. HS SAA defines "suitable preference" as the requirement that a sub-grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

39 Submission/Release of Proposed Publications:

The sub-grantee shall submit one copy of all reports and proposed publications resulting from this agreement to the HS SAA twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the United States Department of Homeland Security and the WV Division of Homeland Security and Emergency Management. Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security, nor the State of West Virginia."

40 Purchase of American-made Equipment/Products:

It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act, as well as the desire of HS SAA thatto the greatest extent practicable, all equipment and products purchased with Federal funds made available under this grant should be American-made.

41 Personnel Training:

The HS SAA reserves the right to require training as a condition of the sub-grant before or at any time during the project period. Proof of training/certification on grant-funded equipment shall be provided, upon request within 10 business days.

42 Accounting Requirements:

Sub-grantee shall record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording shall separate all project costs from the sub-grantee's other or general expenditures. Adequate documentation for all project costs and income shall be maintained. Adequate documentation of financial and supporting material, as defined in the pertinent Administrative Manual, shall be retained and be available for audit purposes.

43 Financial Guide:

Sub-grantee shall comply with all requirements as set forth in the Financial Guide which governs this program.

44 Davis-Bacon and Related Acts:

Subgrantee agrees to comply with the Davis-Bacon and Related Acts, which applies to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates. The Davis-Bacon Act prevailing wage provisions applies to the "Related Acts," under which federal agencies assist construction projects through grants, loans, loan guarantees, and insurance. For prime contracts in excess of \$100,000, contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek. The overtime provisions of the Fair Labor Standards Act may also apply to DBA-covered contracts. For more information, check the following US Department of Labor website link.
<https://www.dol.gov/whd/govcontracts/dbra.htm>

45 Contractor Planning Requirements:

All subgrants utilizing a contractor will submit copies of agendas, notes/minutes, and sign-in sheets for meetings between subgrantee and contractor(s). Subgrantees **MUST** include a list of planned and completed meeting dates. These documents **MUST** be submitted with monthly progress reports. Copies of all final work products (i.e. plans, SOPs/SOGs, exercise documentation) must be submitted prior to the final request for reimbursement.

U. S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

O.M.B. No. 1660-0025

PAPERWORK BURDEN DISCLOSURE NOTICE

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Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

1. LOBBYING

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or an employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Standard Form-LLL "Disclosure of Lobbying Activities" attached
(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEE OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620-

A. The applicant certifies that it will continue to provide a drug-free workplace by;

(a) Publishing a statement notifying employees that the unlawful manufacture, distributions

(b) Establishing an on-going drug free awareness program to inform employees about-

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

- (1) Abide by the term of the statement; and
- (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring on the workplace no later than five calendar days after such convictions;

(e) Notifying the agency, in writing, with 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or

(2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a),(b),(c),(d),(e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

Check If there are workplaces on file that are not identified here.

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.

Signature of Authorized Official: _____

Date: _____

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

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

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

Date Requested – 1st Choice: **May 19, 2022**

Date Requested – 2nd Choice: **June 2, 2022**

Subject (*Wording to be placed on agenda*): **Approval to Advertise to Fill the Building Inspector Position**

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

The Department of Engineering, Planning & Zoning's FY 2023 Budget has funding for an additional Building Inspector position, effective July 1, 2022. The Director of Engineering, Planning & Zoning is requesting approval to go ahead and advertise to fill the Building Inspector position so that we can have a person in the position soon after the funding is available on July 1st. The position is funded at \$45,000/year.

The Office of Building Permits & Inspections has one Plan Reviewer, one Commercial Building Inspector, and one Residential Building Inspector. The increased work load over the past two years creates a need for an additional building inspector.

Under West Virginia state code, building inspectors have to pass testing requirements and become certified. This process usually takes up to two years.

The proposed action is a FY 2023 budget neutral action.

Is this a funding request? **No additional funding is needed.**
If so, how much?

Motion Requested: **Yes**

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

Move to approve advertising to fill the position of Building Inspector in the Department of Engineering, Planning & Zoning at a not to exceed salary of \$45,000/year.

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

See attached Job Description – Building Inspector

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

S:\engineering\Roger Goodwin\Administrative\01. Help Wanted Ads & Hiring\2022-05-19 Deputy Director, County Planner, Inspector\2022-05-19 AGENDA REQUEST FORM - Approval to Advertise Building Inspector Position.doc

Jefferson County, West Virginia
Job Description
Revised 01/31/2011

Position Title:	Building Inspector	Grade Level:	IV
Department	Engineering Department – Office of Permits and Inspections	Date:	
Reports to:	Chief County Engineer/Code Official	FLSA Status:	Non-Exempt

Statement of Duties: Employee is responsible for administrative, technical and inspection work related to the enforcement and interpretation of the building code and ordinances to ensure the health, safety and welfare of the public. Employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Chief County Engineer, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently in accordance with specific instructions. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments including suggested work methods as necessary. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee’s work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

Supervisory Responsibility: Employee is not regularly required to supervise employees.

Confidentiality: Employee has access to department files.

Accountability: Consequences of errors or poor judgment may include adverse public relations, missed deadlines, monetary loss, legal repercussions, labor/material costs, and/or injury to self or others.

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

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

Work Environment: Work requires some agility and physical strength to move in and about construction work sites, over rough terrain, or standing or walking for most of the work period. Employee is exposed to outdoor work, confined spaces and high places, toxins or fumes, equipment and machinery, traffic, electricity, radiation, biohazards, loud noises, emotional stress, and risk of personal injury.

Engineering Department - Office of Permits and Inspections
 Building Inspector
 01/31/2011

Jefferson County, West Virginia
Job Description
Revised 01/31/2011

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

Occupational Risks: Essential functions regularly present potential risk of injuries from improper exposure which could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats or boots may be required.

Essential Functions:

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

1. Review residential permit applications for compliance with the residential building code. This includes but is not limited to: single family dwelling units, duplex dwelling units, swimming pools, decks, car ports, detached garages, storage buildings, chimneys and additions.
2. Performs residential and commercial building inspections to ensure work is being performed and inspected structure meets with minimum requirements of applicable codes and ordinances; records findings of same as required.
3. Meets with builders, contractors, owners, and the public to explain the permit application and inspection process, and building code requirements, and answer questions regarding same.
4. Establishes and maintains harmonious work relationships.
5. Coordinate and prioritize daily inspection schedules, pull permit files at the end of each day to prepare for the following day's inspections.
6. Ensure the safe operation, cleanliness and maintenance of county vehicles. Keep vehicle filled with fuel, and deliver vehicle to county garage for servicing.

Engineering Department - Office of Permits and Inspections
Building Inspector
01/31/2011

Jefferson County, West Virginia
Job Description
Revised 01/31/2011

7. Investigates citizen complaints related to building code violations.
8. Enforces codes by giving instructions, issues warnings and/or “Stop Work Orders” when necessary.
9. Authorizes Use and Occupancy Certificates.
10. Updates results of each day’s inspections into the computer database to ensure accurate and complete recording of inspection status.
11. Attends training courses to remain aware of industry regulations, obtains building code certifications and continuing education requirements as required by state law.
12. Participates in building code and permit application process question and answer meetings held by Planning, Zoning and Engineering for the building industry.

Recommended Minimum Qualifications:

Education and Experience: Minimum of five (5) years of building construction and/or inspection experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. In addition, successful completion of the training and examinations required to be certified as an Inspector by the International Code Council and the West Virginia State Fire Marshal (WV State Code, Title 87-7-3).

Special Requirements:

Valid Motor Vehicle Operator’s License and Building Code Inspector and Plans Examiner Certifications (W.V. State Fire Marshal, W.V. State Code, Title 87-7).

Knowledge, Abilities and Skill

Knowledge: Knowledge and understanding of building construction trades and terminology, International Building Codes, and building construction processes and methods.

Abilities: Ability to work independently; ability to deal with public tactfully and effectively. Ability to establish and maintain effective working relationships with department staff, contractors doing business for the town as well as state regulatory authorities. Ability to carry out essential functions under hazardous or inclement weather conditions in a safe manner. Ability to establish and maintain a work reporting system and other related records. Ability to deal effectively with disgruntled members of the public. Ability to read and interpret construction drawings and blue prints.

Skill: Basic math skills, computer keyboarding skills for data entry, proficient written and oral

Engineering Department - Office of Permits and Inspections
Building Inspector
01/31/2011

Jefferson County, West Virginia
Job Description
Revised 01/31/2011

communications skills.

Physical and Mental Requirements

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

Physical Skills: Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using power tools or climbing a ladder.

Visual Skills: Visual demands require the employee to constantly read and interpret documents for general understanding and analytical purposes; employee also routinely reviews non-written materials (e.g. maps and blueprints). Color vision required for this position.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

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

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

Date Requested – 1st Choice: **May 19, 2022**

Date Requested – 2nd Choice: **June 2, 2022**

Subject (*Wording to be placed on agenda*): **Approval to Advertise to Fill the County Planner Position**

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

The Department of Engineering, Planning & Zoning's FY 2023 Budget has funding for a County Planner position, effective July 1, 2022. The Director of Engineering, Planning & Zoning is requesting approval to go ahead and advertise to fill the County Planner position so that we can have a person in the position soon after the funding is available on July 1st. The position is funded at \$60,000/year.

The Planning office had as many as three planners, but over recent years the number has been reduced to one through attrition. The position will be responsible for overseeing the comprehensive plan update and processing subdivision plans.

The proposed action is a FY 2023 budget neutral action.

Is this a funding request? **No additional funding is needed.**
If so, how much?

Motion Requested: **Yes**

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

Move to approve advertising to fill the position of County Planner in the Department of Engineering, Planning & Zoning at a not to exceed salary of \$60,000/year.

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

See attached Job Description – County Planner

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

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

Contact information:

Email address: engineering@jeffersoncountywv.org

Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

S:\engineering\Roger Goodwin\Administrative\01. Help Wanted Ads & Hiring\2022-05-19 Deputy Director, County Planner, Inspector\2022-05-19 AGENDA REQUEST FORM - Approval to Advertise County Planner Position.doc

**Jefferson County, West Virginia
Job Description**

Position Title:	County Planner	Grade Level:	V
Department	Engineering, Planning & Zoning	Date:	July 1, 2016
Reports to:	Chief County Engineer/Director	FLSA Status	Exempt

Statement of Duties: This position oversees, supervises and is responsible for all aspects of the administration and enforcement of the Subdivision and Land Development Regulations ordinance, and other regulations related to land development. Other responsibilities include the supervision of other professional and clerical staff members engaged in administration and enforcement of the Subdivision and Land Development Regulations ordinance, as well as the site plan and land development project review and approval processes.

The County Planner also works under the guidance of State and Federal regulation, and County ordinances, regulations, policies and procedures.

Representation at various meetings/boards/commissions, including the Planning Commission, is required by the County Planner. Employee is required to perform all similar or related duties, as directed by the Chief County Engineer/Director.

Supervision Required: Employee works under the administrative direction of the Chief County Engineer/Director to enforce the Subdivision and Land Development Regulations and administer land planning related functions for the county. Employee works from county policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for the planning staff results. Consults with supervisor only where clarification, interpretation, or exception to county policy may be required. The employee is responsible for the development and implementation of office policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, *is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner.* Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; recommends promotions, reassignments, pay increases or other personnel actions; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements and prepares formal evaluations of performance; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work.

Engineering, Planning and Zoning Department
County Planner
07/01/2016

**Jefferson County, West Virginia
Job Description**

Confidentiality: Access to some confidential information, not department-wide that is obtained during performance of essential functions, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed. Employee mainly has access to confidential law suit information and land development applicant's confidential information and plans.

Accountability: The nature of the *professional* or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor Judgment could result in excessive costs, delay of service delivery, or legal repercussions to the County.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

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

Nature and Purpose of Public Contact: Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance. The employee on behalf of a department may communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings. Work is performed under tight deadlines at times.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude

**Jefferson County, West Virginia
Job Description**

them from the position if the work is similar, related, or a logical assignment to the position.

1. Responsible in the administration of land use regulations and ordinances and the Comprehensive Plan for the County.
2. Review and evaluate all Site Plans and Subdivision Plats, including Concept Plans, Community Impact Statements, and environmental assessments/determinations, for conformance with County Subdivision and Land Development Regulations and County Zoning and Land Development Ordinance.
3. Coordinate land development project reviews with department staff, including the County Engineers, Ordinance Compliance Officer, and administrative staff to ensure projects comply with county regulations, and to ensure projects are tracked throughout the review process. Conduct site visits for all projects and other planning endeavors.
4. Prepare staff reports for all projects requiring Planning Commission or County Commission approval to provide analysis and recommendations for land development projects; creates written and visual documentation in the form of maps, reports, electronic/digital files, power point presentations, etc.
5. Serve as Staff to the Planning Commission in the review, presentation, and recommendation of all development applications at Planning Commission meetings. Attend regular night meetings at least twice monthly in addition to other special meetings as scheduled.
6. Facilitate staff review meetings between staff and the consultants and developers for new land development projects in order to facilitate an efficient processing of projects. This includes coordination with staff engineers, other review agencies, and the applicant and presenting issues to the applicants, informing them of necessary paperwork and other pertinent documents needed and timelines for the application process.
7. Assist the public, surveyors, engineers, and developers with questions regarding land-use regulations relating to properties and projects via meetings, letters, phone calls, and e-mail correspondence. This involves research of properties for prior land uses, subdivision, zoning, violations, and other pertinent data in order to provide the customers with accurate and thorough information.
8. Give public presentations to boards and commissions including the Planning Commission and County Commission.
9. Assist the Director, Zoning Administrator, and Engineering staff with other zoning and planning related duties and special projects.
10. Conduct research and analysis for special projects and planning-related issues and provide recommendations and reports to various groups. Examples include analysis of planning theories, forms of zoning and other regulatory processes, growth trends, and planning policies of other jurisdictions in relation to Jefferson County.

Engineering, Planning and Zoning Department
County Planner
07/01/2016

**Jefferson County, West Virginia
Job Description**

11. Assist the Director and Zoning Administrator with updates of the Comprehensive Plan, Subdivision Regulations, and Zoning Ordinances by reviewing existing ordinances and plans and recommending changes for correcting inconsistencies and updating the documents to conform to the policies as dictated by the County Commission and Planning Commission.
12. Attend seminars, conferences, and meetings to keep abreast of new laws, research, technologies, and trends in planning, GIS, zoning, as well as more specific issues as they relate to Jefferson County and the region.
13. Establish and maintain professional relationships with colleagues in planning and other related fields in order to foster open communication and coordination of efforts as they relate to Jefferson County and the region.
14. Assist with other planning duties as needed by the Director and Zoning Administrator.
15. Willingness to take on additional duties as needed in support of Departmental and County goals and objectives.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree from an accredited college or university with at least five to seven (5-7) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Valid driver's license required. Member in good standing of the American Institute of Certified Planners (AICP) preferred.

Knowledge, Abilities and Skill

Knowledge: Common principles and theories related to land use and planning and zoning laws; department and office operations; laws and regulations pertinent to position functions; working knowledge of the Internet and Microsoft Office Suite in support of department operations.

Abilities: Good judgment and decision making abilities; able to work independently with minimal supervision, able to communicate professionally with people of diverse backgrounds and levels of education. Must be an analytical thinker and detail-oriented. Supervise, assign, and evaluate the work of employees. Ability to prioritize and complete work tasks in an efficient and timely manner. Ability to read construction plans, survey plats and maps, and interpret and enforce ordinances.

Skills: Good writing and oral presentation skills, Strong writing skills, including experience in writing local land use ordinances; strong written and verbal communication, effective record keeping, time management skills and effective customer service skills are required.

Engineering, Planning and Zoning Department
County Planner
07/01/2016

**Jefferson County, West Virginia
Job Description**

Physical and Mental Requirements

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

Physical Demands: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 40lbs). There may be need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the work day.

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

Visual Demands: Visual demands include constantly reading documents, construction plans, and maps for general understanding and for analytical purposes. Employee is required to distinguish colors.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

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

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

Date Requested – 1st Choice: **May 19, 2022**

Date Requested – 2nd Choice: **June 2, 2022**

Subject (*Wording to be placed on agenda*): **Request Approval to Implement Deputy Director Position**

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

The Department of Engineering, Planning & Zoning's FY 2023 Budget has funding for a Deputy Director position, effective July 1, 2022. The Director of Engineering, Planning & Zoning is requesting approval to go ahead and make the promotion in title and begin training the employee for the position.

The Zoning Administrator will be promoted to Deputy Director; however, the Deputy Director will continue to function as the Zoning Administrator as part of the Deputy Director's job duties. The Deputy Director will also take on additional job duties in the new position. The Job Description is attached.

The budgeted salary is \$71,000/year and will become effective on July 1, 2022. The proposed action is a FY 2023 budget neutral action.

Is this a funding request? **No additional funding is needed.**
If so, how much?

Motion Requested: **Yes**

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

Move to approve the promotion of the Zoning Administrator to the position of Deputy Director of the Department of Engineering, Planning & Zoning; and that the salary of \$71,000/year be effective July 1, 2022.

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

See attached Job Description – Deputy Director, Engineering, Planning & Zoning

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

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

Contact information:

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

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

S:\engineering\Roger Goodwin\Administrative\01. Help Wanted Ads & Hiring\2022-05-19 Deputy Director, County Planner, Inspector\Deputy Director\2022-05-19 AGENDA REQUEST FORM - Approval Promote to Deputy Director.doc

**Jefferson County, West Virginia
Job Description**

Position Title:	Deputy Director	Grade Level:	V
Department	Engineering, Planning, and Zoning	Date:	July 1, 2022
Reports to:	Director & Chief County Engineer	FLSA Status	Exempt

Statement of Duties: This position oversees, supervises and is primarily responsible for all aspects of the administration of the Office of Planning and Zoning. Responsible for the administration and enforcement of the Zoning Ordinance, Subdivision & Land Use regulations, Improvement Location Permit Ordinance, and Salvage Yard Ordinance; all in coordination with other County regulations related to land development.

Other responsibilities include the supervision of professional and clerical staff members engaged in the administration and enforcement of the above noted ordinances and coordinating work flow and the processing of site plan and land development project reviews and approvals.

The Deputy Director also works under the guidance of State and Federal regulations, County ordinances and regulations, and established policies and procedures.

Representation at various meetings/boards/commissions, including the Board of Zoning Appeals, Planning Commission and County Commission is required by the Deputy Director. The Deputy Director Engineering, Planning & Zoning is required to perform all similar or related duties, as directed by the Director/Chief County Engineer.

Supervision Required: Employee works under the administrative direction of the Director/Chief County Engineer, and working from county policies and objectives the individual establishes short-range plans and objectives and performance standards for the Office of Planning & Zoning; and assumes direct accountability for Office of Planning & Zoning results.

Consults with the Director/Chief County Engineer and/or the Planning Commission only where clarification, interpretation, or exception to county policy may be required. The employee is responsible for the development and implementation of office policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility: The Deputy Director of Engineering, Planning & Zoning is responsible for the supervision and management of all Office of Planning & Zoning staff. Employee, as a regular and continuing part of the job, leads the staff in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind of levels as is done by the group lead. The Deputy Director of Engineering, Planning & Zoning is responsible to his/her supervisor for assuring that the work assignments of other workers are carried out by performing duties which typically consist of most of the following: distributes and balances workload among employees in accordance with established workflow and job specialization; assures timely completion of work; instructs staff in specific tasks or explains work methods to be employed and indicated applicable reference material and guideline; checks work progress and reviews completed work to see that instructions have been carried out; answers questions and resolves problems that arise in the work; provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance, and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor.

Jefferson County, West Virginia
Job Description

Employee is also responsible for assisting the Director in preparing and administering the budget, and overseeing personnel functions for Planning and Zoning staff including payroll, hiring, and training.

In addition, the Employee, as a regular and continuing part of the job, *is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner.* Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; recommends promotions, reassignments, pay increases or other personnel actions; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements and prepares formal evaluations of performance; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work.

Confidentiality: Access to some confidential information, sometimes department-wide, that is obtained during performance of essential functions, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed. Employee mainly has access to personnel information, confidential law suit information, and land development applicant's confidential information and proposed plans.

Accountability: The nature of the work is such that errors are usually detected in succeeding operations and processing by others. Consequences of errors, missed deadlines or poor judgment may include time loss, adverse public relations, labor/material loss, jeopardize programs and legal repercussions. Errors are generally confined to the Office of Planning & Zoning and may result due to the failure to check a subordinate's work.

Judgment: Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices. The employee is also expected to provide policy recommendations to the County Commission in all matters relating to growth and development in the County.

Jefferson County, West Virginia
Job Description

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements, and recommending changes to County plans and ordinances.

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

Nature and Purpose of Public Contact: Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media.

The employee serves as a spokesperson or recognized authority of the organization in Office of Planning & Zoning related matters of substance or considerable importance. The employee acts on behalf of the office/department to communicate office/departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Duties may also involve constant contact with local, state, and federal government officials, community leaders, and any other individuals to protect and promote the county's overall interest.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings. Work is performed under tight deadlines at times.

Essential Functions:

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

Planning & Zoning:

1. Responsible for the Administration, Enforcement and Interpretation of the County Zoning Ordinance. Evaluate zoning certificates, information requests, and subdivision proposals and projects for zoning code compliance, conformance to comprehensive plan and land use development regulations, and prepare written documentation of responses.
2. Direct and administer the Planning and Zoning processes for review of proposed subdivisions, site plans and other land development proposals for conformance with the County Zoning and Land Development Ordinance.
3. Evaluate Concept Plans and environmental assessments/determinations, for all applicable projects, for conformance with the requirements of the County Zoning and Land Development Ordinance.
4. As Zoning Administrator, act as lead staff liaison for the Board of Zoning Appeals, preparing staff reports on all actionable items, providing relevant background and Zoning and Land Development Ordinance references, presenting reports at all meetings, and supervising clerical staff functions for the BZA.

Jefferson County, West Virginia
Job Description

5. Maintain a log of Zoning Ordinance and Land Use Regulations interpretations and policies for future reference and possible future ordinance changes.
6. Organize, prepare for and present staff reports at public hearings regarding zoning, conditional use and land development proposals.
7. Prepare staff summaries and recommendations on development proposals.
8. Enforce code violations with the assistance of the Ordinance Compliance Officer and with the assistance of County Prosecuting Attorney.
9. Interpret and advise the public and development community on development activities, including participating in Pre-proposal Conferences (PPCs) requiring land use and zoning interpretation and preparing written responses.
10. Direct personnel engaged in publication of legal notices, and notification of adjacent property owners or affected agencies or organizations with regard to land development matters in accordance with County, State and local regulations.
11. Oversee, recommend, and prepare revisions to the County Zoning Ordinance and Land Development Ordinance. Collaborate with the County Planner and/or County Engineer in preparation of amendments to the Subdivision and Land Development Regulations. Recommend amendments to provide clarity of intent and to support Comprehensive Plan recommendations.
12. Oversee the process for Comprehensive Plan updates. Collaborate with the County Planner on revisions or updates to the County Comprehensive Plan, and on any special area planning studies or activities.
13. Evaluate the efficiency and effectiveness of office policies and procedures and identify opportunities for improvement. Recommend changes to the Director as appropriate.
14. Assists in coordinating department activities and functions with other County departments and/or outside agencies as appropriate.
15. Oversee and coordinate Office of Planning & Zoning workflow to achieve efficient and timely processing in accordance with county ordinances and state codes.
16. Attend training, seminars, conferences, meetings, etc. to enhance job knowledge and skills; stays apprised of federal, state, and local case law and legislative changes.

Bonding:

1. Administers the Land Development Site Improvements Bonding & Bond Surety Policy.
2. Administer the Solar Facilities Decommissioning Bond & Surety Policy.
3. Administer the Cell Tower Facilities Maintenance and Removal Bond & Surety Policy.
4. Drafts and manages all bonding agreements and obtains and secures all bond sureties, and maintains all associated records and financial information and bank accounts.
5. Coordinates site development bond release/reduction requests with the department's Land Development Inspector to ensure the timely administration of inspections and bond releases/reductions. Presents all bond release requests to the County Commission for approval.

Deputy Director, Engineering, Planning and Zoning
Created: 05-04-22

**Jefferson County, West Virginia
Job Description**

Organizational Management & Personnel:

1. Represent the Director at meetings and other functions as required in his/her absence.
2. Assist the Director in preparation of annual budget.
3. Evaluate the performance of the Office of Planning & Zoning staff on an annual basis. Handle personnel disciplinary action when needed.
4. Oversee and evaluate customer service functions in the Office of Planning & Zoning and make recommendations for staff training and/or customer service improvements. Respond to customer complaints.
5. Oversee the process for requesting approval from the County Commission to hire personnel; and then advertising, interviewing, selecting, and hiring new employees.
6. Any other duties as directed by the Director/Chief County Engineer.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree from an accredited college or university with five to seven (5-7) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Preferably a bachelor's degree in Geography, Land Planning, Public Administration, or Organizational Management.

Special Requirements: Valid driver's license required. Member in good standing of the American Institute of Certified Planners (AICP) preferred.

Knowledge, Abilities and Skill

Knowledge: Common principles and theories related to planning and zoning laws; department and office operations; laws and regulations pertinent to position functions; working knowledge of the Internet, search engines, email, and proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) all in support of department operations.

Also, education, experience and knowledge of organizational/personnel management principals and techniques.

Abilities: Good judgment and decision making abilities; able to work independently with minimal supervision, able to communicate professionally with people of diverse backgrounds and levels of education. Must be an analytical thinker and detail-oriented. Supervise, assign, and evaluate the work of employees. Ability to prioritize and complete work tasks in an efficient and timely manner. Ability to read construction plans, survey plats and maps, and interpret and enforce ordinances.

Skills: Good writing and oral presentation skills, Strong writing skills, including experience in writing local land use ordinances; strong written and verbal communication, effective record keeping, time management skills and effective customer service skills are required.

**Jefferson County, West Virginia
Job Description**

Physical and Mental Requirements

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

Physical Demands: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the work day.

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

Visual Demands: Visual demands include constantly reading documents, construction plans, and maps for general understanding and for analytical purposes. Color vision is required.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Consultant

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **May 19, 2022**

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

Date Requested – 2nd Choice:

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

- Review and Approval of WVCORP Insurance Renewal for FY2023
- Review and Discussion on FY23 Merit/COLA

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

- Review and approval of County liability insurance for FY2023. Additional information attached.
- Discussion and review continued from 5/5/2022 of FY23 merit and COLA for county employees.

Total cost currently in FY23 budget for 1% COLA on 7/1 and up to a 5% Merit is \$437,454. Merit amounts are based on employee performance and effective on employee full-time anniversary dates. See Commission Policy 204-Compensation-Merit Increase section, most recently revised 06/21/2018. The County currently has about \$166k in insurance savings associated with the most recent renewal.

- Option A: Total Cost for 6% Combined COLA/Merit on 7/1 is \$677,742.
 - **Total Additional Budget needed \$240,288**
 - Total Additional Budget for Elected Official departments \$134,274
 - Total Additional Budget for Commission departments \$106,014
- Option B: Total Cost for 3% combined COLA/Merit on 7/1 and an additional 3% on 1/1 is \$515,569.
 - **Total Additional Budget needed \$78,115**
 - Total Additional Budget for Elected Official departments \$39,704
 - Total Additional Budget for Commission departments \$38,411
- Option C: Total Cost for a 2% COLA on 7/1 \$235,081
 - **Total Additional Budget needed \$105,454**
 - Includes no change to the already adopted 5% Merit on employee anniversary dates, based on performance.
- Option D: Total Cost for a 2.5% COLA on 7/1 \$304,684
 - **Total Additional Budget needed \$157,949**
 - Includes no change to the already adopted 5% Merit on employee anniversary dates, based on performance.
- Option E: Total Cost for a \$700.00, COLA payment in the form of a one time payment for FT employees on 7/1 \$155,000
 - **Total Additional Budget needed \$155,000**

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

If a change is recommended to the FY23 COLA/Merit percentage amounts or effective dates, the cost will carry forward into future years for Options A-D. Option E would have a one time budgetary impact in FY23 only.

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

- Motion to accept the FY23 risk and workers' compensation plan renewal from WVCorp Risk Pool.
- Motion to amend the FY23 COLA/Merit using Option _____ at a cost of \$ _____ as presented.

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

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Caleb Wayne Hudson

VICE PRESIDENT
Stephen Stolpher

COMMISSIONER
Jane Tabb

COMMISSIONER
Clare Ath

COMMISSIONER
Tricia Jackson

DATE: May 8, 2022
TO: Honorable Commissioners
Jefferson County, West Virginia
FROM: Michelle Gordon, Finance Consultant
RE: WVCorp Insurance Renewal FY2023

Attached is the renewal contract for the County's WVCorp Self Insurance Renewal for Liability (Property, Automobile, Liability, Volunteer Accident & Sickness, and Line of Duty Act) and Workers' Compensation for fiscal year 2022-2023.

For the FY2023 budget, a 2.4% increase (\$7,871) was included for Liability insurance based on historical trends, and a (5.0%) increase (\$5,923) was included for Workers' Compensation (WC) insurance based on historical trends. The renewal rate for Liability insurance is \$327,672 and is (-0.6%) less than the projected budget for FY23 of \$329,635. The renewal will result in savings of \$1,963 in FY2023 for that line item. The FY2023 budgeted annual payroll (\$11.6 million) increased by \$552,000 over FY22's estimated payroll (\$11.0 million). The FY23 budget included a 5.0% increase (\$5,926) in WC insurance based on historical trends. The County's WC experience rating increased from 0.80 in FY22 to 0.95 in FY23. Because total payroll increased and the County's WC Experience rating has also increased, a 7.9% increase was received for the County's WC premium renewal. The renewal rate for WC is \$127,865 and is \$3,490 (2.8%) more than the estimated FY2023 budget of \$124,375.

The total FY23 WVCorp Self Insurance Renewal Proposal is \$455,537. The FY23 budgeted amount is \$454,010 and the County will need to allocate an additional \$1,527 to cover the increase in WC insurance. I recommend transferring this amount from the County's savings (-\$166,000) in Health Insurance premiums (Dept 001423).

Jefferson County Commission
WVCorp Insurance Rates
FY23 Renewal

Description	FY22 Amount	FY23 Amount	FY22 to FY23 Inc/(Dec)	% Inc/(Dec)	FY23 Budget	Est %	Amount Over/(Under)
Business Auto	90,240	91,466	1,226	1.4%	91,142	1.0%	324
Crime Exposure	950	950	-	0.0%	960	1.1%	(10)
General Liability	130,451	131,637	1,186	0.9%	131,756	1.0%	(119)
Increased Limits of Liability	27,708	27,109	(599)	-2.2%	27,985	1.0%	(876)
Inland Marine	5,194	5,266	72	1.4%	5,246	1.0%	20
Public Officials Liability	32,464	33,129	665	2.0%	32,789	1.0%	340
Cyber Risk	8,000	8,000	-	0.0%	8,080	1.0%	(80)
PR-Boiler & Machinery	35,532	35,532	-	0.0%	35,887	1.0%	(355)
Subtotal Bond Ins 226.000	330,539	333,089	2,550	0.8%	333,845	1.0%	(756)
Less: Dividend Credit (P&C)	(8,775)	-	8,775		-		-
Less: Rate Credit (P&C)	-	(5,417)	(5,417)		(4,210)		(1,207)
Subtotal Bond Ins 226.000	321,764	327,672	5,908	1.8%	329,635	2.4%	(1,963)
Workers' Comp 226.001	118,449	130,079	11,630	9.8%	124,375		5,704
Less: Rate Credit (WC)	-	(2,214)	(2,214)		-		(2,214)
Subtotal W/C 226.001	118,449	127,865	9,416	7.9%	124,375	5.0%	3,490
Total WVCorp	440,213	455,537	15,324	3.5%	454,010	3.1%	1,527

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

Description	FY22 Amount	FY23 Amount	Amount Inc/(Dec)	% Inc/(Dec)
W/C Experience Rating	0.80	0.95	0.15	18.8%
Covered Payroll	11,031,464	11,583,016	551,552	5.0%
Total Building Values	30,538,100	30,538,100	-	0.0%
Total Contents Values	2,669,500	2,669,500	-	0.0%
Inland Marine Values	3,594,584	3,594,584	-	0.0%
Computers/Electronic Data				
Processing Hardware/Software	1,127,577	1,192,632	65,055	5.8%
Cyber Risk-Additional	2,000,000	2,000,000	-	0.0%
Auto Count	92	94	2	2.2%

Description	FY22 Deductible	FY23 Deductible
Business Auto		
Liability	None	None
Comprehensive	1,000	1,000
Collision	1,000	1,000
Crime Exposure	250	250
General Liability	None	None
Cyber Risk	None	None
Law Enforcement Liability	5,000	5,000
Increased Limits of Liability	None	None
Public Officials Liability	5,000	5,000
PR-Boiler & Machinery	1,000	1,000
Property	5,000	5,000
Computers	2,500	2,500
Inland Marine	2,500	2,500
Workers' Compensation	None	None

The limits for cyber risk liability included in our base policy are: \$250,000 per occurrence and aggregate – per member and \$1,000,000 maximum aggregate for all cyber risk losses. Plus additional amount above of \$2M -first approved in FY22.



**Self Insurance Proposal
April 22, 2022**

Jefferson County Commission

Package coverages, terms, conditions, and exclusions are only briefly outlined. For complete provisions, please refer to the coverage contract. (2021-2022)

For additional information, please contact: Member Services at (844) 986-2705 or info@riskprograms.com



WELCOME TO WVcorp

WVcorp was established in 2007 at the request of West Virginia counties seeking to break from the status quo of the commercial insurance industry and assert more control over their risk management and coverage needs. Today, we are the largest self-insurance risk pool for public entities in the state. We provide coverage to more counties and county-related agencies than any other provider, and we attribute our extraordinary success to the strength of our members. As a member, you are so much more than a customer. You are a part of WVcorp itself! Our membership is at the heart of everything we do, and this member-centric focus has driven us to emerge as a leader in developing coverage solutions. We are a one-stop-shop when it comes to safeguarding your peace of mind – capable of addressing all of your risk management needs, including coverage for:

Property	General Liability	Workers' Compensation
Inland Marine	Public Officials Liability	Business Automobile
Equipment Breakdown	Law Enforcement Liability	Cyber Risk
Crime	Environmental Liability	Excess Liability Limits

WELCOME TO WVcorp

YOU'RE CHOOSING OWNERSHIP

At WVcorp, you are an owner of the program and its assets. Unlike traditional insurance providers, we have no outside owners, investors or shareholders expecting dividends or profits to be generated from our programs. Rather than profit-minded executives making decisions, we have a Supervisory Board elected from and by our members. The Board approves all major risk pool decisions, and as a voting member, you have a direct voice in the decisions that matter most to your organization.

In choosing WVcorp, you are choosing a partner that is unlike any traditional insurance provider for one reason: you are truly our primary concern.



YOU'RE CHOOSING PRICE STABILITY

No one likes surprises. The pool was founded to provide an alternative to the commercial insurance marketplace, in part based on the principle of providing price stability. This long-standing ideal has guided our decisions since day one. While the commercial market has seen considerable volatility and rate increases,

and competitors have stripped away coverages to combat rate increases, the pool has enjoyed rate stability for more than a decade, even as we've consistently expanded coverages. It all adds up to giving you peace of mind that rates will remain predictable, aiding in long-term planning and budgeting.

YOU'RE CHOOSING SPECIALIZED PROTECTION

We were created by public entities, service only public entities, and are directed by our Board elected from within our membership. This gives our organization remarkable focus, and it's allowed us to grow our team with experts that know your organization and its unique needs, because serving partners like you is all we do. It also means we're able to keep ahead of regulatory and other changes as or even before

they happen, adjusting coverages or creating new programs as needed.

Our expert Risk Control team works directly with members to provide employee training, safety audits, or consult on relevant risk management topics to help prevent claims from occurring. It's all part of our commitment to address your need for protection holistically.



YOU'RE CHOOSING TRANSPARENCY

We're proud of the products and services we offer, so we feel there's no need to play games or hide behind gimmicks. Although our policy period begins on July 1, renewal quotes are distributed as early as mid-March, giving you ample time to prepare your budget. We empower members to run your own loss reports at the click of a button on our website without having to request that information through an agent. Because we're partners when it comes to protecting your assets, we openly share every bit of information we have for each of your claims. With our online claim viewer, we bring you behind the curtain and give you the same access to financials and notes that our adjusters have themselves.

MEMBERSHIP HIGHLIGHTS

WEBSITE

- Intuitive, user-friendly design
- Claims reporting with instantaneous claim number
- Risk management tools and templates
- Downloadable employee training presentations and webinars
- Customizable loss reports
- Claim viewer giving access to claim summaries, financials, and adjuster notes
- Property and vehicle schedule editing tool
- Certificates of insurance request feature

RISK CONTROL

- Facility safety assessments
- Certified Playground Safety Inspectors (CPSI)
- Risk management policy creation and consultation
- In person and web-based employee training – safety, liability, human resource, cyber security, and more
- Loss analysis
- Safety committee assistance and participation
- Up to 14 hours of approved CE-credits for law enforcement
- Hot topic workshops presented at various conferences across West Virginia



For more than a decade, WVcorp has been a leader in creating innovative, member-centric solutions to the unique challenges faced by West Virginia's public sector entities. As a pool participant, you can take advantage of WVcorp's vast array of membership benefits.

WORKERS' COMPENSATION

- Medical Bill Review provides savings across multiple medical provider networks to ensure cost effective treatment
- First Fill program so employees have no "out of pocket" for prescriptions

CYBER RISK

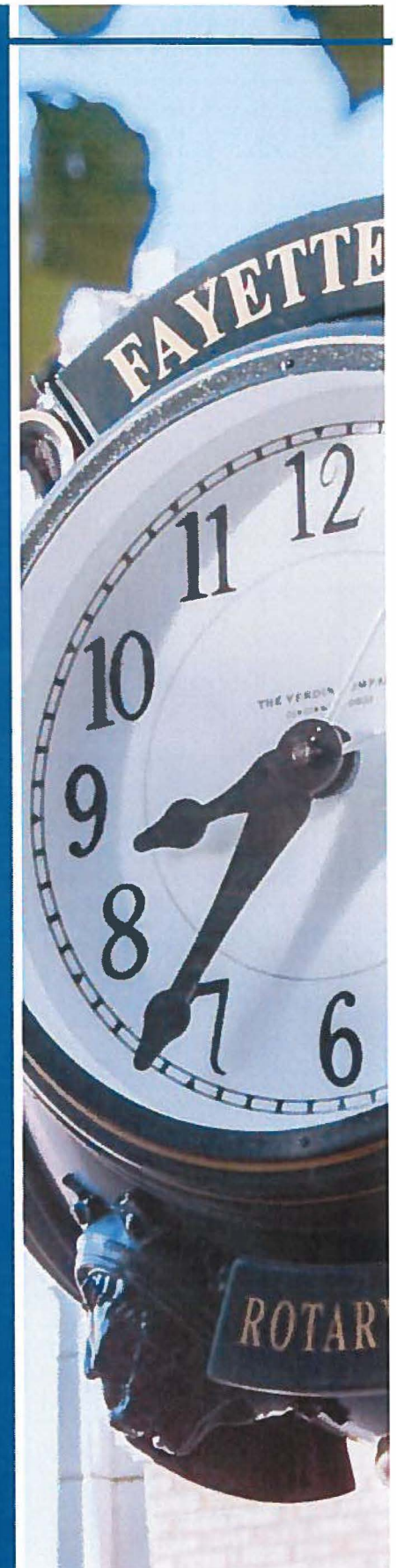
- Comprehensive cyber risk coverage like no other West Virginia provider
- No deductible
- Optional limits up to \$5,000,000
- Designated breach coach guides legal guidance on cyber incidents
- Live and webinar based cyber security training available

SERVICES

- Property valuations provided at no charge
- Investigations unit available for claim surveillance and analysis
- Tenant User Liability Insurance Program (TULIP) makes it simple to acquire short-term event coverage for facility users
- Contract and lease review to ensure adequate coverage requirements
- Safelite Auto Glass direct billing allows for quick and painless glass replacement; with a deductible waiver with glass repairs

COVERAGE

- Guaranteed replacement cost on property coverage
- No annual aggregate on general liability coverage
- Pollution liability coverage for first party and third party clean up
- Optional increased crime coverage limits available
- Defense coverage for EEOC and OCR complaints included





WVcorp

Contribution Summary Form

Jefferson County Commission

Coverage	Deductible	Contribution
Property : Special Form; Replacement Cost (or stated otherwise); No Coinsurance; Blanket	See Schedule	\$31,547
Inland Marine : Replacement Cost if Scheduled, otherwise Actual Cash Value	See Schedule	\$5,266
Equipment Breakdown	\$1,000	\$3,985
General Liability : \$1,000,000 Combined Single Limit; Occurrence Form; No Annual Aggregate; Non-Audited	None	\$131,637
Law Enforcement Liability : \$1,000,000 Limit	\$5,000	Included
Public Officials Liability : \$1,000,000 Limit Each Wrongful Act	\$5,000	\$33,129
Automobile : \$1,000,000 Liability for Owned Autos; Coverage Level per Schedule; Automatic Coverage for Additions; Non-Audited	See Schedule	\$91,466
Crime : Blanket \$250,000 Faithful Performance; In/Out Robbery; Counterfeit; Forgery; Computer Fraud; Telephone Toll Fraud \$25,000 sublimit	\$250	\$950
Excess Liability : Refer to the proposal page for limit information. Underlying limits must be exhausted before excess liability is available for losses.	None	\$27,109
Environmental Liability : \$500,000 Limit	\$25,000	Included
Cyber Risk : \$2,000,000 Limit	None	\$8,000
Workers' Compensation :	None	\$130,079
Grand Total Annual Contribution		\$463,168
	<i>Less Rate Credit(P&C)</i>	<i>(\$5,417)</i>
	<i>Less Rate Credit(WC)</i>	<i>(\$2,214)</i>
	Total Contribution Due	\$455,537

Any additions or deletions made after the proposal and initial billing effective up to and including July 1st will result in an endorsement and contribution adjustment.

In order to be eligible for WVcorp membership, the following coverages must be selected: Property (where applicable), General Liability, Business Auto (where applicable), and Crime. To be eligible for Workers' Compensation coverage, Property & Casualty must be in effect with WVcorp.

Quarterly installment payment terms available for Workers' Compensation coverage only.



RESPONSE NEEDED - If electing option(s) below, please indicate on Coverage Intent Form form. Otherwise, coverage will be based upon current coverage as you do not wish to select proposed option(s) below.

**2022 - 2023 Quote Options for
Jefferson County Commission**

OPTION 1 : Cyber Risk - Increased Liability

WVcorp provides members an opportunity to increase Cyber Risk coverage. The purchased limit is your own limit, which is outside of the WVcorp pooled limit for other members. Cyber Risk Liability provides coverage due to network security breaches (including hacking and viruses) and online privacy matters (including identity theft). Coverage also includes Crisis Management, Remediation and Notification Expense coverage for public relations services, expense to determine scope of breach, and notification expense required by law, including mailings and monitoring up to the purchased limit.

Limit	Deductible	Additional Contribution
\$1,000,000	\$0	\$6,000
\$2,000,000	\$0	Included in Proposal
\$3,000,000	\$0	\$10,000

\$5,000,000 limit option is available upon request



Property

- WVCoRP provides members with the most extensive property coverage available.
- Property coverage is Special Form specifically drafted for public entities; all perils are covered except those specifically excluded.

Buildings and Contents

Total Building Values	\$ 30,538,100
Total Contents Values	\$ 2,669,500
Business Income / Extra Expense (\$100,000 Automatic or as scheduled)	\$ 0

Coverage Includes: (no additional charge)*

- Back-up of Sewers & Drains: \$1,000,000 Limit
- Debris Removal: \$20,000,000 Pool Limit
- Pollutant Clean-up and Removal: \$500,000 Pool Limit
- Newly Acquired Property: \$10,000,000 Limit (up to 120 Days)
When timely reported, covered until renewal at no additional charge if under \$500,000 in value;
additional charge for new values above \$500,000
- Property in Transit: \$5,000,000 Pool Limit
- Utility Services Time Element: \$2,000,000 Pool Limit
- Building Ordinance/Increased Cost of Construction/Demolition: up to \$20,000,000 Pool Limit
- Earthquake, Volcanic Eruption, Landslide, and Mine Subsidence: up to \$10,000,000 Pool Limit
- Flood (if outside the 100 year flood plain): up to \$10,000,000 Pool Limit
- Architect & Engineering fees for plans, specifications, and supervision included upon replacement
- Error in Reporting Provision
- Improvements and Betterments to buildings leased by the member
- Signs, fences, light poles, antenna, masts, and towers; retaining walls are covered within 1,000 feet
of the premises provided their values are included in the schedule

**Does not apply to properties valued at Actual Cash Value (ACV)*

Coverage Available (Additional Charge):

Builders' Risk during building construction (Optional - must be reported)

Perils Covered

- Special Form; specifically drafted for local government; all perils are covered except those specifically excluded.
- Flood (if outside the 100 year flood plain) and Earthquake are included.

Valuation

- Building & Contents – Replacement Cost, except vacant property at Actual Cash Value or stated otherwise
- Business Income - Actual Loss Sustained

Other Terms

- Blanket Limit
- No Coinsurance
- Vacant Buildings must be reported.
If vacant building becomes occupied, please notify WVCoRP to ensure proper coverage is in place.

Deductibles (Per Occurrence)

- \$5,000 Building & Contents
- \$25,000 Flood
- \$25,000 Earthquake

Definitions

- **Replacement Cost (RC):** The cost to repair, rebuild, or replace, at the same site, lost, damaged, or destroyed property, with other property of comparable size, material, and quality; or the applicable Limit of Coverage.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.
- **Functional Replacement Cost:** The cost of repairing or replacing damaged or stolen property with the same kind or quality; or comparable new property as of the time of loss; or applicable Limit of Coverage.
- **Vacant:** A building that does not contain adequate Covered Property to conduct customary business operations.



Inland Marine

- Inland Marine is property coverage for movable or specialized types of property and equipment.
- Electronic Data Processing (EDP) covers direct physical loss to member-owned computer equipment, phone systems, fax machines, printers, and copiers.

Inland Marine

Total Inland Marine Value (Per Schedule)	\$ 3,594,584
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Computers / Electronic Data Processing (EDP)

Hardware (Per Schedule)	\$ 1,176,286
Software (Per Schedule)	\$ 16,346

Perils Covered

- Special Form; specifically drafted for public entities; all perils are covered, except those specifically excluded.
- Electronic Data Processing (EDP) includes electrical and mechanical breakdown.

Valuation

- Inland Marine – Replacement Cost if scheduled, otherwise Actual Cash Value except:
- Electronic Data Processing (EDP) - Functional Replacement Cost, if scheduled at 100% replacement values - otherwise Actual Cash Value.

Deductible

See Schedule

Definitions

- **Replacement Cost (RC):** The cost to repair, rebuild, or replace, at the same site, lost, damaged, or destroyed property, with other property of comparable size, material, and quality; or the applicable Limit of Coverage.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.
- **Functional Replacement Cost:** The cost of repairing or replacing damaged or stolen property with the same kind or quality; or comparable new property as of the time of loss; or applicable Limit of Coverage.

Equipment Breakdown

- Equipment Breakdown is comprehensive coverage for direct damage to covered equipment. Examples of covered equipment include: air conditioning and refrigeration equipment, boilers and pressure vessels (air tanks, hot water tanks, cookers, furnaces), communication systems, and electrical equipment (compressors, fans, system motors).
- Coverage includes the expense of inspections and certification of boilers and air compressors as required by the Department of Labor and Industry

Limits

- \$50,000,000 Limit Per Breakdown; includes Property Damage, Business Income and Extra Expense
- \$1,000,000 Newly Acquired Property (up to 90 Days)
- \$1,000,000 Demolition (Coverage B)
- \$250,000 Hazardous Substance
- \$1,000,000 Increased Cost of Construction (Coverage C)
- \$500,000 Expediting Expenses
- \$1,000,000 Service Interruption
- \$250,000 Spoilage Damage
- \$100,000 Electronic Data or Media Damage

Covered Events

Property losses ranging from air conditioning equipment and HVAC systems to electrical equipment, including system motors, compressors, refrigeration equipment, fans, switchboards, coils, pipes and air conditioning vessels.

Deductibles

- \$1,000 Per Occurrence
- 24 Hours Business Income Loss



General Liability

- WVcorp general liability coverage provides the broadest protection for public entities in West Virginia.
- WVcorp coverage provides protection from claims or suits for personal injury or property damage.
- Excess limits available

Basis of Contribution

Net Operating Expense	\$ 11,859,175
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Limits

- \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage - Each Occurrence
- No Annual Aggregate

Additional Coverages

- Failure to Supply (No Sublimit)
- Sidetrack Agreements including Railroads
- Contractual Liability for Covered Contracts
- Personal Injury and Advertising Liability
- Broad Form Property Damage Liability
- Incidental Medical Malpractice
- Limited Worldwide Liability
- Owned Watercraft under 51 feet
- Products/Completed Operations
- Punitive Damages Covered in Most Cases
- Employee Benefits Liability

Sublimits

- \$100,000 Fire Legal Liability - Real Property
- \$100,000 Care, Custody, and Control of Others' Property

Deductible

None



Cyber Risk

- WVcorp members are covered for online privacy matters (including identity theft), losses due to network security breaches (including hacking and viruses), copyright infringement, and online slander or libel, among other issues.
- Increased limits available

Limits

- \$2,000,000 Per Occurrence and Aggregate - Per Member

Coverages
Network Security, Privacy, and Data Breach Liability
<ul style="list-style-type: none"> • Liability for unauthorized access to the computer network, including personal identifying information such as social security numbers, credit card numbers, etc. • Liability for transmission of a computer virus
Multimedia Liability
<ul style="list-style-type: none"> • Copyright/trademark infringement, invasion of privacy, plagiarism, libel and slander through website or social media
Regulatory Liability
<ul style="list-style-type: none"> • Liability, including defense costs, resulting from a claim by an official regulatory agency or governmental body as a result of a security breach or privacy breach or breach of privacy regulations • Includes civil and/or administrative penalties or fines imposed by an official regulatory agency or governmental body
Data Breach Incident Response
<ul style="list-style-type: none"> • Expenses paid to third party service providers arising from a data breach for legal services, notification expenses, fraud monitoring and resolution services, call center services, public relations services, and computer forensic services.
Data Restoration
<ul style="list-style-type: none"> • Costs to restore, compile or replace data • Reasonable and necessary costs and expenses to determine scope of breach • Costs paid to restore, compile or replace data to a third party as a result of a network security breach or cyber extortion event
Cyber Extortion
<ul style="list-style-type: none"> • Reimbursement of reasonable costs and expenses resulting from request for money to avoid damage, destruction, corruption or introduction of a computer virus, a malicious code or denial of service
Social Engineering Fraud
<ul style="list-style-type: none"> • Covers financial loss relating to a social engineering event whereby an employee is instructed to move funds to another bank fraudulently
PCI DSS Fines
<ul style="list-style-type: none"> • Covers PCI contractual costs and regulatory fines following a security or privacy event
Deductible
None

Environmental Liability

- WVcorp provides members with liability protection for first and third party environmental liabilities.
- Coverage for third party cleanup involving above ground pollution exposures is included.

Limits

- \$500,000 Each Incident and Aggregate - Per Member
- \$1,000,000 Pool Aggregate

Coverages

- Third Party Clean-up for above ground pollution exposures, such as:
 - Water & Sewer Operations
 - Transfer Stations
 - Spraying of Pesticides and Herbicides
 - Golf Courses
 - Above Ground Storage Tanks

Exclusions *

- Underground Storage Tanks
- Landfills

* WVcorp will place coverage for these excluded exposures through a commercial carrier, if requested.

Deductible

- \$25,000 Per Occurrence



Law Enforcement Liability

- WVcorp Law Enforcement Liability provides protection from allegations arising from law enforcement operations.

Limit

- \$1,000,000 Personal Injury, Property Damage, or Wrongful Act – Per Occurrence

Coverages

Follows Coverage Contract for Liability Coverage

Additional Coverages

- Bodily Injury/Property Damage with respects to Law Enforcement operations
- Personal Injury Liability
- Broad Form Property Damage Liability
- Limited Worldwide Liability
- Owned Watercraft under 51 feet
- Volunteers included as covered persons (volunteer fire & rescue are excluded)
- Contractual Liability for covered contracts

Deductible

- \$5,000 Per Occurrence



Public Officials Liability

- Public Officials Liability provides protection against allegations of wrongful acts, such as sexual harassment and employment practices.
- Defense costs are provided for certain excluded coverages
- Prior Acts Coverage included if prior coverage was written on claims-made basis.

Limits

- \$1,000,000 Each Wrongful Act
- \$1,000,000 Annual Aggregate
- \$10,000 HRC/EEOC Defense

Policy Form

Occurrence

Coverages

- Employment Practices
- Sexual Harassment
- Notary Public applicable for all current employees while acting within the course and scope of their notarial duties of the Member
- Defense cost in addition to coverage limits

Additional Provisions

- Claims handled when filed, not only if a lawsuit is filed

\$100,000 Defense Limit provided for the following excluded coverages:

- Employment Wrongful Acts, when no monetary damages requested
- Land Use/Eminent Domain (subject to \$25,000 Deductible)
- Suits for non-monetary relief brought to remove an elected official pursuant to WV Code §6-6-7 (subject to \$25,000 Deductible)

\$50,000 Defense Reimbursement Limit provided for the following excluded coverages:

- Criminal Acts (subject to a \$10,000 Deductible); see contract language for specific terms and conditions

Deductible

- \$5,000 Per Occurrence
- \$25,000 Land Use/Eminent Domain

Automobile Liability and Physical Damage



- WVcorp coverage includes hired and non-owned vehicles
- Automatic coverage for newly acquired vehicles at no additional charge until renewal.
- Excess limits available.

Basis of Contribution

Number of Vehicles	94
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Liability

Limits

- \$1,000,000 Liability Limit For Owned and Hired Autos - Bodily Injury and Property Damage - Each Occurrence
- \$2,000 Medical Payments (Per Person)
- \$1,000,000 Non-Owned Auto Liability (excess over any other collectible insurance)
- \$1,000,000 Uninsured Motorist
- \$250,000 Underinsured Motorist
- \$1,000,000 Garage Liability
- \$100,000 Garagekeepers
- No Annual Aggregate

Additional Coverages

- Out of State No Fault Coverage provided at the basic minimum limits required by state law
- Newly acquired vehicles covered until renewal at no additional charge
- Unlimited Physical Damage for all owned vehicles; deductible will apply
- Replacement cost coverage can be provided on any vehicle with a replacement cost value in excess of \$50,000
 - Must be reported at 100% of replacement cost value
 - Additional charge will apply

Physical Damage

Deductibles

- \$1,000 Comprehensive (ACV)
- \$1,000 Collision (ACV)
- \$1,000 Hired Car Physical Damage Comprehensive (up to \$50,000)
- \$1,000 Hired Car Physical Damage Collision (up to \$50,000)
- \$1,000 Garagekeepers

Definitions

- **Replacement Cost (RC):** The Fund will pay the lesser of: (a) the cost of repairing damaged property or replacing damaged or stolen property with the same kind or quality; (b) the cost to replace the damaged or stolen property with comparable new property as of the time of loss; or (c) the Limit of Coverage applicable to the lost, damaged or stolen Covered Auto.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.

Please provide values for all vehicles you wish to have this coverage applied to effective 07/01/2022



Crime Coverage

- Crime provides protection from loss of money and securities, as well as, forgery and fraud.
- State-required faithful performance bonds for covered persons are included.
- Coverage is for covered crimes committed by employees, board members, commission members and volunteers.

Limits

- \$250,000 Per Occurrence
- \$25,000 Telephone Toll Fraud

Coverage Forms

- Employee Theft
- Employee Dishonesty (Faithful Performance Form)
- Loss Inside and Outside the Premises
- Money Orders and Counterfeit Paper Currency
- Depositors Forgery Coverage
- Computer Fraud
- Funds Transfer Fraud

Public Officials Required Bond

Meets maximum listed Bond value for all public officials as outlined by West VA Code §6-2-10, §6-2-10A, and §6-2-11

Deductible

- \$250 Per Occurrence

Excess Liability

- Excess liability provides additional limits over and above the underlying limits for those coverages for which excess limits are purchased.
- Underlying limits must be exhausted before excess liability is available for losses.

Limits

- Excess Automobile Liability
 - \$1,000,000 Limit
 - \$0 Excess Liability Aggregate
- Excess General Liability
 - \$1,000,000 Limit
 - \$0 Excess Liability Aggregate
- Excess Law Enforcement Liability
 - \$1,000,000 Limit
 - \$0 Excess Liability Aggregate
- Excess Public Officials Liability
 - \$1,000,000 Limit
 - \$1,000,000 Annual Aggregate

**Does not include Non-Owned Automobile Liability, Garage Liability, and Uninsured/Underinsured Motorists Coverage*



Workers' Compensation

- WVcorp provides the most affordable and responsive Workers' Compensation coverage available.
- WVcorp provides leading medical bill review and case management services to ensure cost effective treatment and return to work for injured employees.
- Online claim reporting capability through our WVcorp member website.

Coverages

Workers' compensation coverage is provided in accordance with and limited to guidelines established by the Offices of the West Virginia Insurance Commissioner and Employers Liability.

Employers' Liability

Bodily Injury by Accident	\$1,000,000
Bodily Injury by Disease (Per Person)	\$1,000,000
Bodily Injury by Disease (Per Accident)	\$1,000,000

Classification	Group	Code	Payroll	Rate (Per \$100 Payroll)	Contribution
Police Officers & Drivers		7720	\$2,692,697	\$3.02	\$81,319.45
Auto Service or Repair		8380	\$90,851	\$1.60	\$1,453.62
Clerical		8810	\$5,742,627	\$0.15	\$8,613.94
Attorney - All Employees		8820	\$1,328,848	\$0.10	\$1,328.85
Animal Control		8831	\$183,390	\$0.93	\$1,705.53
Building Operated by Owner		9015	\$509,078	\$2.39	\$12,166.96
Municipal Employees NOC		9410	\$1,035,525	\$2.30	\$23,817.08
Total Payroll:			\$11,583,016		

Manual Contribution	\$130,405.42
Experience Modification	0.95
Modified Contribution	\$123,885.15
Scheduled Debit/Credit	\$0.00
Regulatory Surcharge	1.05
Total Estimated Annual Contribution	\$130,079

Workers' Compensation Coverage is available only if Property & Casualty coverage is in place through WVcorp.

The classifications and codes shown are established by the National Council on Compensation Insurance (NCCI) and are the same as those used by insurance companies in West Virginia.

Rates have been filed with the State Corporation Commission and are subject to approval.

Workers' Compensation Coverage Contribution is payable in equal quarterly installments.

Subject to Audit and Annual Adjustment



Jefferson County Commissioner

ATTENTION
 Upon review, please sign/return to shbrown@riskprograms.com to ensure prompt processing of documents, including invoice and certificates of coverage.

2022 - 2023 Coverage Intent Form

After careful consideration of your proposal, we accept your coverage program subject to the following selections or changes:

ACCEPTANCE:	
	ACCEPT - We accept all coverages as presented in this proposal.
	MODIFY - We wish to request the following changes:
	REJECT - We do not accept your proposal.

OPTIONAL QUOTES PROVIDED HEREIN:

Accept	Reject	CYBER RISK:
		ELECT optional Increased Limit for Cyber Risk as follows: Total Limit: \$ _____ Additional Contribution: \$ _____

BILLING TERMS	
We wish to select the following billing terms shown below	
Coverages (if applicable):	
Property & Casualty	<input type="checkbox"/> Annual Payment - Due and payable in full within 30 days of receipt <input type="checkbox"/> Two Equal Installments - Due by July 1st and October 1st
Workers' Compensation	<input type="checkbox"/> Annual Payment - Due and payable in full within 30 days of receipt <input type="checkbox"/> Quarterly Installments
<i>Any additions or deletions made after the proposal and the initial billing effective up to and including July 1st will result in an endorsement and contribution adjustment.</i>	
<i>A late charge of 1% per month (12% per annum) will be assessed for contributions received 30 days after the due date.</i>	

If additional quote options are provided herein, please indicate below if electing. Otherwise, coverage will be based upon current coverage.

 PRINTED NAME SIGNATURE DATE



WVcorp

Jefferson County Commission

Coverage Term : 7/1/2022 - 7/1/2023

BUILDINGS AND CONTENTS SCHEDULE

Replacement Cost or Stated Otherwise

Loc #	Bldg #	Bldg Description	Street Address	City	Bldg Value	Cts Value	Deductible	Builders Risk	Demo / Debris Removal Only	Agreed Value	Actual Cash Value
1	1	Communications Center	28 Industrial Blvd.	Kearneysville	\$4,400,000.00	\$243,000.00	\$5,000.00				
10	1	Mason Building	116 E. Washington Street	Charles Town	\$1,877,000.00	\$214,000.00	\$5,000.00				
11	1	Hunter House	124 E. Washington Street	Charles Town	\$792,000.00	\$94,000.00	\$5,000.00				
12	1	Hunter House Annex/Mailroom	104 South Samuel Street	Charles Town	\$159,400.00	\$10,000.00	\$5,000.00				
13	1	Courthouse	100-102 E. Washington Street	Charles Town	\$3,735,000.00	\$258,000.00	\$5,000.00				
14	1	Riggler Building	108-110-112 E. Washington Street	Charles Town	\$1,247,000.00	\$126,000.00	\$5,000.00				
15	1	Sheriff's Office	102 Industrial Blvd.	Kearneysville	\$2,645,000.00	\$272,000.00	\$5,000.00				
16	1	Lot 18 Maintenance Bldg 2	128 Industrial Blvd	Kearneysville	\$1,202,000.00	\$223,000.00	\$5,000.00				
17	1	Gray Building	120 George Street	Charles Town	\$1,100,000.00	\$200,000.00	\$5,000.00				
2	1	Sheriff's Office Substation	Blue Ridge School/Route 9	Charles Town	\$55,000.00	\$7,500.00	\$5,000.00				
3	1	Old Jail Annex	119 North George Street	Charles Town	\$2,640,000.00	\$234,000.00	\$5,000.00				
4	1	Health Center	1948 Wiltshire Road	Kearneysville	\$3,733,000.00	\$94,000.00	\$5,000.00				
5	1	Animal Shelter	161 Poor Farm Road	Kearneysville	\$295,000.00	\$34,000.00	\$5,000.00				
6	1	Caretakers Dwelling	County Farm-Leetown Rd	Leetown	\$204,900.00	\$0.00	\$5,000.00				
7	1	County Judicial Center	110 North George Street	Charles Town	\$5,456,000.00	\$576,000.00	\$5,000.00				
8	1	Assessor/Probation	102-106 E. Washington Street	Charles Town	\$800,000.00	\$83,000.00	\$5,000.00				
9	1	Smoot Building	114 E. Washington Street	Charles Town	\$196,800.00	\$1,000.00	\$5,000.00				
Totals			Count: 17		\$30,538,100.00	\$2,669,500.00					



WVcorp

Jefferson County Commission

Coverage Term : 7/1/2022 - 7/1/2023

INLAND MARINE SCHEDULE

Equipment Type	Department	Item Description	Serial Number	Value	Deductible
Electronic Data Hardware		Hunter House Server Room - Basement		\$227,350.00	\$2,500.00
Electronic Data Hardware		Blanket EDP Per Appraisal		\$655,000.00	\$2,500.00
Electronic Data Hardware	Assessor	HP Pagewide Print/Scan/Copy		\$33,824.00	\$2,500.00
Electronic Data Hardware	Assessors Office	12000 A1 Color Scanner		\$31,800.00	\$2,500.00
Electronic Data Hardware	County	Dell Server		\$20,000.00	\$2,500.00
Electronic Data Hardware	County	AS4001 BM 9009-41A		\$41,032.00	\$2,500.00
Electronic Data Hardware	County	Financial System + Payroll		\$139,000.00	\$2,500.00
Electronic Data Hardware	Global Science/ Assessor	Printers		\$11,371.00	\$2,500.00
Electronic Data Hardware	IT Department	Dell Optiplex and SQL Server		\$16,909.00	\$2,500.00
Electronic Data Software	IT Department	General Billing System		\$16,346.00	\$2,500.00
Generators		Generator located behind Mason Bldg		\$57,855.00	\$2,500.00
Generators	Maintenance Department	Maint. Nitrogen Generator		\$5,000.00	\$2,500.00
Miscellaneous Equipment	911 Center	Audio Recorders		\$78,180.00	\$2,500.00
Miscellaneous Equipment	911 Center	CAD System		\$750,693.00	\$2,500.00
Miscellaneous Equipment	Maintenance	2017 Bobcat	2215	\$31,715.00	\$2,500.00
Miscellaneous Equipment	Maintenance Department	Holland Tractor		\$15,000.00	\$2,500.00
Miscellaneous Equipment	Maintenance Department	Genie Equipment		\$20,000.00	\$2,500.00
Miscellaneous Equipment	Sheriff	(2) E-Z-Go 2000 Yamaha Golf Carts		\$10,000.00	\$2,500.00
Miscellaneous Equipment	Sheriff	License Plate Readers		\$118,830.00	\$2,500.00
Miscellaneous Equipment	Sheriff	Public Safety Target		\$8,588.00	\$2,500.00
Miscellaneous Equipment	Sheriff	2-ELSAG-LPR's		\$37,440.00	\$2,500.00
Mobile Equipment	Sheriff	2007 Polaris Sportsman ATV500	8301	\$7,500.00	\$2,500.00
Mobile Equipment	Sheriff	2007 Polaris Sportsman ATV500	6948	\$7,500.00	\$2,500.00
Mobile Equipment	Sheriff	2012 Polaris	4921	\$11,931.00	\$2,500.00
Mobile Equipment	Sheriff	2011 Polaris ATV	4050	\$12,600.00	\$2,500.00
Telephone System	911 Center	Phone & Radio System		\$1,040,464.00	\$2,500.00
Telephone System	Non-911 Phone System	VOIP System		\$381,000.00	\$2,500.00
Trailers		Thule Cargo Pro Riderville Cycle	7982	\$7,800.00	\$2,500.00
Trailers	JCHSEM	2012 Carry On Trailer	7035	\$6,000.00	\$2,500.00
Trailers	JCHSEM	2011 Utility Trailer	9731	\$12,950.00	\$2,500.00
Trailers	Maintenance	2012 Moritz F Series	3397	\$5,000.00	\$2,500.00
Trailers	Maintenance Department	2005 Mid Atlantic Trailer	7894	\$30,000.00	\$2,500.00
Trailers	Sheriff	2010 Trailer	2207	\$10,000.00	\$2,500.00
Voting Machines	Elections	Pollbook Equipment		\$94,083.00	\$2,500.00
Voting Machines	Elections	ExpressVote Tabulation Sys & equip		\$834,455.00	\$2,500.00
Totals				Count: 35	\$4,787,216.00



Jefferson County Commission

Coverage Term : 7/1/2022 - 7/1/2023

BUSINESS AUTO SCHEDULE

Vehicle #	Dept	Year	Make	Model	Vin	Repl. Cost Value	Comp Ded	Coll Ded
	Sheriff	2018	Jeep	Cherokee	3332	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2018	Ford	Interceptor	6247	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2018	Ford	Interceptor	6248	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2018	Ford	Interceptor	6246	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2018	Ford	Interceptor	6245	\$0.00	\$1,000.00	\$1,000.00
	Assessor's Office	2019	Ford	Escape SE	1720	\$0.00	\$1,000.00	\$1,000.00
	DPZE	2019	Ford	Escape SE	1721	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2005	Ford	CVPI	3208	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2004	Ford	CVPI	3605	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2019	Ford	Police Utility	5372	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2002	Ford	Crown Victoria	5072	\$0.00	\$1,000.00	\$1,000.00
	Animal Control	2019	Ford	F-250	9506	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2007	Ford	Police Interceptor	7658	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2019	Chevrolet	Tahoe	2383	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2020	Ford	Police Utility	2675	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2020	Ford	Police Utility	2676	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2020	Ford	Police Utility	2677	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2020	Ford	Police Utility	2678	\$0.00	\$1,000.00	\$1,000.00
	Health	2020	Ford	Explorer	5013	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2012	Chevrolet	Malibu	6316	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2021	Chevrolet	Tahoe	5346	\$0.00	\$1,000.00	\$1,000.00
	Animal Control	2008	Ford	Ranger	3624	\$0.00	\$1,000.00	\$1,000.00
	Animal Control	2012	GMC	Canyon	9225	\$0.00	\$1,000.00	\$1,000.00
	Animal Control	2018	GMC	Truck	1663	\$0.00	\$1,000.00	\$1,000.00
	Assessment	2002	Jeep	Liberty	2558	\$0.00	\$1,000.00	\$1,000.00
	Assessment	2003	Jeep	Liberty	5830	\$0.00	\$1,000.00	\$1,000.00
	Assessment	2008	Ford	Escape XLS	7970	\$0.00	\$1,000.00	\$1,000.00
	Assessment	2009	Ford	Escape	9995	\$0.00	\$1,000.00	\$1,000.00
	Assessor	2014	Jeep	Patriot	9625	\$0.00	\$1,000.00	\$1,000.00
	Assessor	2014	Jeep	Patriot	9626	\$0.00	\$1,000.00	\$1,000.00
	Assessor	2017	Jeep	Cherokee Laredo	7873	\$0.00	\$1,000.00	\$1,000.00
	Assessor	2018	Jeep	Cherokee	9499	\$0.00	\$1,000.00	\$1,000.00
	E-911	2006	Dodge	Durango	8943	\$0.00	\$1,000.00	\$1,000.00
	Engineering	2011	Ford	Focus	0563	\$0.00	\$1,000.00	\$1,000.00
	Maintenance	1992	Ford	Truck	9097	\$0.00	\$1,000.00	\$1,000.00
	Maintenance	2005	Ford	Escape	6995	\$0.00	\$1,000.00	\$1,000.00
	Maintenance	2006	Ford	F-250 XL	3361	\$0.00	\$1,000.00	\$1,000.00
	Maintenance	2009	Ford	Ranger	3168	\$0.00	\$1,000.00	\$1,000.00
	Maintenance	2011	Dodge	Dakota	1368	\$0.00	\$1,000.00	\$1,000.00
	Maintenance	2011	Dodge	Dakota	1369	\$0.00	\$1,000.00	\$1,000.00
	Maintenance	2011	Ford	F350	8636	\$0.00	\$1,000.00	\$1,000.00
	Maintenance	2017	Ford	Transit	9434	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2001	Ford	Crown Victoria	3744	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2001	Ford	Crown Victoria	4156	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2004	Dodge	Dakota	2034	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2005	Chevrolet	Trailblazer	1270	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2005	Dodge	Durango	0752	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2005	Ford	Crown Victoria	5377	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2005	Ford	Explorer	5593	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2006	Ford	Explorer XLS	8134	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2006	Jeep	Cherokee	4901	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2008	Ford	Crown Vic	4932	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2008	Ford	Crown Victoria	4372	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2008	Ford	Explorer	6432	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2008	Ford	Explorer	7785	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2009	Ford	Crown Victoria	9448	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2009	Ford	Crown Victoria	9449	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2009	Ford	Expedition	0882	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2011	Can-Am	Spyder	0254	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2012	Dodge	Charger	2010	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2012	Dodge	Charger	6138	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2013	Chevrolet	Equinox	3370	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2013	Ford	Police Sedan	4898	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2013	Ford	Police Sedan	4899	\$0.00	\$1,000.00	\$1,000.00



WVcorp

Jefferson County Commission

Coverage Term : 7/1/2022 - 7/1/2023

BUSINESS AUTO SCHEDULE

Vehicle #	Dept	Year	Make	Model	Vin	Repl. Cost Value	Comp Ded	Coll Ded
	Sheriff	2013	Ford	Police Utility	1382	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2014	Ford	Utility	0316	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2014	Ford	Utility	0317	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2014	Ford	Utility	0318	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2014	Ford	Utility	0319	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2014	Ford	Utility	0320	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2014	Jeep	Patriot	3139	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2016	Ford	Explorer	6361	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2016	Ford	Explorer	6362	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2016	Ford	Explorer	6363	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2016	Ford	Explorer	7436	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2016	Ford	Explorer	7437	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2017	Ford	Explorer	1447	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2017	Ford	Explorer	3188	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2017	Ford	Explorer	3189	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2017	Ford	Explorer	3190	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2017	Ford	Explorer	5932	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2017	Ford	Explorer	8399	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2017	Ford	Explorer	8400	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2017	GMC	Van	6112	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2018	Dodge	Ram 1500	4866	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2018	Ford	Explorer	1046	\$0.00	\$1,000.00	\$1,000.00
	Sheriff	2018	Ford	Explorer	1047	\$0.00	\$1,000.00	\$1,000.00
0	Sheriff	2000	Ford	Van	2991	\$0.00	\$1,000.00	\$1,000.00
DPZE	Engineering	2002	Jeep	Liberty	0249	\$0.00	\$1,000.00	\$1,000.00
DPZE	Engineering	2003	Jeep	Liberty	6721	\$0.00	\$1,000.00	\$1,000.00
DPZE	Engineering	2006	Ford	Explorer	4156	\$0.00	\$1,000.00	\$1,000.00
DPZE	Engineering	2006	Ford	Explorer XLS	4155	\$0.00	\$1,000.00	\$1,000.00
DPZE	Engineering	2012	Jeep	Patriot SP	7454	\$0.00	\$1,000.00	\$1,000.00
JCHSEM	Security	2011	Ford	Expedition	9048	\$0.00	\$1,000.00	\$1,000.00
Totals			Count: 94			\$0.00		

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Compensation	Approved:	Rev 03/09/2017 Rev 06/21/2018
Policy Number:	204	Author:	Gordon/Grove
Associated:	217 Annual Performance Appraisal	BOYDE Orig Approve 10/14/2010	

NEW HIRE COMPENSATION—FULL-TIME AND PART-TIME GRADED POSITIONS

Generally, as a newly hired employee with the County, starting salary or wage will be the minimum salary for the position and grade for which the employee has been hired. Exceptions may be approved if the following conditions are met: (1) the department has funds budgeted, and (2) the prospective employee has more experience, skills and/or education than the minimum qualifications stated in the job announcement, and (3) those skills would be advantageous to the goals of the County and the department. In order to request an exception to offer a newly hired applicant a salary above the minimum salary for the grade, the hiring supervisor must submit written justification to the County Administrator explaining the rationale for requesting a higher salary. After review and approval of the County Administrator, the request to hire and, if applicable, the request to hire at a salary above the minimum salary for the grade must also be approved by the Commission.

MERIT INCREASES

The County embraces a high performance culture for employees that is focused on providing excellent customer service to residents and the public. Regular full-time regular employees may be eligible for an annual merit increase on the anniversary date of employment with the County depending upon economic conditions and the County’s approved budget. Merit increases will generally be paid on a sliding scale with high performers receiving a higher percent merit increase and average performers receiving a lower percent increase within the parameters of the budget. Because the merit increase is contingent upon an annual performance appraisal as outlined Policy 217, Performance Appraisal, pay increases are not automatic. Employees with a below average performance appraisal for the year will not be eligible to receive a merit pay increase. Part-time regular and seasonal employees are not eligible for step pay increases.

The County Commission will determine the amount of funds available for merit increases during the annual budget process.

COST OF LIVING ADJUSTMENT (COLA)

The Commission will determine whether full-time regular employees of the County will receive an annual Cost of Living Adjustment (COLA) as part of the annual budgetary process. If approved, COLAs are generally paid to eligible employees at the start of the fiscal year. Additionally, all grades and steps in the approved Pay Scale will be adjusted to reflect the COLA increase. Part-time regular and seasonal employees are not eligible for COLAs.

PART-TIME / NON-GRADED PAY RATES

The budget for part-time / non-graded employees will be reviewed and set as part of the annual budget process by the Commission. The hourly rates will not fall below the federal minimum wage as set forth by the U.S. Fair Labor Standards Act (FLSA). Each director has the authority to set actual wages for these part-time / non-graded employees based on the approved budget while ensuring pay equity with other employees with similar job duties, skills, education and experience. The County Administrator will review these pay rates for internal and external equity.

PAY INCREASE—PROMOTION

When an employee is promoted to a position in a higher grade within the pay scale, an appropriate salary within the new pay grade will be determined based on that employee's skills, knowledge, experience, and performance. With the approval of the County Administrator and Commission, the promoted employee may receive an increase up to 10% above his or her current pay rate, up to 10% above the grade's minimum salary, or be placed at the starting salary of the new grade.

DEMOTION

If an employee requests a demotion to a lower grade in the pay scale, or an employee's supervisor determines that a demotion is necessary because the employee does not have the skills needed to fulfill the essential functions of their job, certain conditions must be met. A vacant position must exist in the current budget or be approved by the Commission in order for a demotion to occur. The final determination regarding the lower salary and/or grade within the pay scale for the demotion will be made that employee's supervisor in partnership with their Department Head and the County Administrator. The demotion must also be approved by the Commission.

WORK WEEK HOURS

The County's official hours of operation are from 9:00am to 5:00pm, Monday through Friday. Jefferson County provides three (3) work categories:

- 1) 70 Hour Employees: Hourly (non-exempt) employees working above 35 hours weekly but at or below 40 hours weekly shall receive their regular hourly rate of pay for all hours worked up to 40. Hours actually worked above 40 in a week shall be paid at the overtime rate. A 70 hour employee must obtain supervisory approval prior to working more than 35 hours in a week. See also Policy 211-EXTRA HOURS/OVERTIME, and Policy 213-COMPENSATORY TIME.
- 2) 80 Hour Employees: Hourly (non-exempt) employees working 40 hours in a week shall receive their regular hourly rate of pay for all hours worked up to 40. Hours actually worked above 40 in a week shall be paid at the overtime rate. Employees must obtain supervisory approval prior to working more than 40 hours in a week. See also Policy 211-EXTRA HOURS/OVERTIME, and Policy 213-COMPENSATORY TIME.
- 3) Exempt Employees: Exempt employees are required to work the hours needed to complete their job responsibilities regardless of the County's Office or operating hours. Exempt employees are not eligible for overtime pay or compensatory time.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nathan Cochran**

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **May 26, 2022**

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

Date Requested – 2nd Choice: **June 2, 2022**

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

- 1. Discussion of legal issues regarding proposed solar text amendment including bonding, comprehensive plan, and related matters, including potential discussion and review of proposed Solar Text Amendment with possible decision regarding setting public hearing on proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01 and related matters. 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. Discussion of Jefferson County Circuit Court Civil Action No. CC-19-2022-C-48.**
- 3. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.**
- 4. Report by counsel on opioid case. (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170).**

Is this a funding request? **No**

If so, how much? **N/A**

Provide exact financial impact/request:

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Myers

Department or Organization: Jefferson County Parks & Recreation Commission

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

Date Requested – 1st Choice: **May 5** → **May 19**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: May 19

Subject (*Wording to be placed on agenda*): **Discussion and possible action on approval of Tobacco Free Parks.**

Please provide the County Commission with a description of your request or presentation, including any background information:
The Jefferson County Parks & Recreation Commission voted at their April 27, 2022 meeting to have Tobacco Free Parks. The tobacco-free recreation policy clearly states that the Jefferson County Parks & Recreation Commission views tobacco use during its recreation activities and at our recreational facilities to be contrary to the mission and purpose of the Parks and Recreation Commission and detrimental to the health and welfare of the participants and their families, and as such is deemed an unacceptable behavior.

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*):
The Jefferson County Commission supports and approves the tobacco-free recreation policy adopted by the Jefferson County Parks & Recreation Commission that prohibits tobacco at any park owned or operated by the Jefferson County Parks & Recreation Commission.

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

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

Contact information: Jennifer Myers
Email address: jmyers@jcprc.org

Phone Number: 304-433-4049

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Tobacco – Free Park and Recreational Facilities
Jefferson County Parks and Recreation Commission

<i>Category: Park Operations</i>	
<i>Policy #002</i>	<i>Title: Tobacco Free Policy</i>
<i>Author: Jennifer Myers, Director</i>	<i>Effective Date: 4/27/22</i> <i>Last Revision:</i> <i>Next Scheduled Review: TBD</i>
<i>Page 1 of 2</i>	<i>Location: Jefferson County Community Center</i>

PURPOSE:

The tobacco-free recreation policy clearly states that the Jefferson County Parks & Recreation Commission views tobacco use during its recreation activities and at our recreational facilities to be contrary to the mission and purpose of the Parks and Recreation Commission and detrimental to the health and welfare of the participants and their families, and as such is deemed an unacceptable behavior.

The tobacco-free recreation policy prohibits tobacco at any park owned or operated by the Jefferson County Parks & Recreation Commission.

- The Jefferson County Parks & Recreation Commission has a responsibility to protect the health and safety of our community’s children, youth and adults while they use county recreational facilities and adopting a tobacco-free policy is part of this responsibility. Improving the health of the community youth also directly reflects one of the commissions main goals.
- By having a tobacco-free policy, a positive example is established for community youth by discouraging adult role models from using tobacco in recreational settings.
- By adopting a tobacco-free policy, the amount of tobacco related litter in the parks will be reduced. When people don’t use tobacco in the parks, they will not be able to litter with tobacco waste.
- Secondhand smoke is harmful in both indoor and outdoor settings. Secondhand smoke is a health risk which can be prevented. Children and adults using county recreational facilities should not be exposed to the effects of secondhand smoke and cigarette butts that are often present in these areas.

TOBACCO-FREE FACILITIES:

All owned and operated Jefferson County Parks & Recreation Commission park property, including: Jefferson County Community Center, maintenance building, playgrounds, athletic fields, courts, pavilion, amphitheater, walking/hiking/bike trails, etc.

POLICY ENFORCEMENT PLAN:

In order to most effectively educate the community about this policy and to ensure compliance, this is the enforcement plan:

- Appropriate signs shall be posted in the above specific areas.

- The community, especially facility users and staff, will be notified about this policy (park and recreation brochure, handouts, social media, email correspondence, registration forms, and league agreements).
- Statement of the policy included in information to families regarding organized youth activities.
- Promotion of the policy by park and recreation staff, coaches, and other county employees whose jobs require them to be present in parks.
- Concerned citizens can ask violators to stop using tobacco in the recreational settings.

VIOLATIONS AND PENALTIES:

- Any person found violating this policy and refusing to comply upon request may be requested to vacate park or facility for the remainder of the event.

DEFINITIONS:

Tobacco –Any and all tobacco products, including but not limited to, cigarettes, vape, e-cigarettes, cigars, pipes, snuff, and chewing tobacco.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: John Nissel, County Administrator

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **May 19, 2022**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval to Hire – Finance Director**

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

Is this a funding request? Y/N **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



**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION**
1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-0444

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

May 5, 2022

To Whom It May Concern:

The Statewide Transportation Improvement Program (STIP) is a financially constrained document that is required to show planned Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) expenditures for federal fiscal years 2020-2025. One of the requirements of funding any project with federal transportation funds is that each proposed regionally significant project or major change to program group size undergoes a public review and comment period. Therefore, additions or deletions to the STIP and certain changes to current projects or groupable programs in the STIP must meet this requirement before federal funds can be obligated. As such, the West Virginia Department of Transportation (WVDOT) is requesting your assistance in making available the listing of proposed amendments to the approved 2020-2025 STIP. The project listing and program funding snapshots can be found by viewing Amendment 9 at the link below:

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

If you require a printed copy, please contact Mrs. Gehan Elsayed at the address/number below. All written comments are to be received no later than May 20, 2022, and should be addressed to:

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

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

Sincerely,

A handwritten signature in blue ink that reads "Jimmy Wriston, P.E.".

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

GE:L



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 • Web: www.charlestownwv.us

VIA EMAIL AND FIRST-CLASS MAIL

May 6, 2022

MAYOR

Robert M. Trainor

CITY COUNCIL

James Kratoril

Elizabeth Ricketts

Jeff Hynes

Kerin Tester

Jean Petti

Judie Philabaum

Michael George

Rikki Tunjford

City Clerk

Todd Witt

The Jefferson County Planning Commission
PO Box 716
Charles Town, West Virginia 25414

Re: Public Comment for Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01

Dear Commissioners:

The City of Charles Town (City) submits the following comments for your consideration pertaining to the proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01. This amendment, as described by the Commission, would allow Solar Energy Facilities applications to be processed as **Principal Permitted Use** for areas located inside the Urban Growth Boundary (UGB) and Preferred Growth Area (PGA), as delineated in the Jefferson County's Comprehensive Plan – Future Land Use Guide, and as **Conditional Use** in areas outside of the UGB/PGA.

The City opposes the proposal to process Solar Energy Facilities as **Principal Permitted Use** for those properties inside the UGB in which Charles Town is located and recommends/requests that they be processed instead as **Conditional Use** consistent with those areas outside the UGB/PGA.

Classifying these facilities as Principal Use inside the UGB would negatively impact the planned growth in the population centers of Jefferson County and unnecessarily limit the input in the approval process of those citizens within the UGB. Processing Solar Energy Facilities applications as Conditional Use on the other hand would enable the citizens within the UGB to have a broader voice in the process and be given a better opportunity to have meaningful input in the future development of the properties that comprise their community. The most recent Charles Town comprehensive plan – 2018 (attached), projects future land use within the UGB that includes transportation improvements, which could be negatively impacted by uncoordinated placement of Solar Energy Facilities.

The Jefferson County Planning Commission (JCPC) and the Jefferson County Commission (JCC) have a long history of working together with the community for the overall common good of its citizens. The City of Charles Town looks forward for the opportunity to continue its partnership with the Planning Commission and County Commission on this and other matters.

Thank you for your attention to these comments and consideration of the City's input.

Received

MAY 09 2022

Sincerely,

Robert M. Trainor
Mayor

Jefferson County Commission

cc: Jefferson County Commission, WV (without attachment)
City of Ranson, WV (without attachment)

Fernbank Unit Owners Association
Executive Board
P.O. Box 1642
Shepherdstown, WV 25443

May 6, 2022

Received

MAY 09 2022

Jefferson County Commission

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

Subject: Shepherdstown Ambulance service

Dear County Commissioners:

The Fernbank subdivision Executive Board urges the County Commission to work closely with the Jefferson County Fire and Rescue Association to develop and adopt an ambulance deployment and staffing (EMS) plan that is able to realistically meet the present demands and future needs of our County citizens. The Board is especially concerned about maintaining the excellent ambulance service we have here in our active college community of Shepherdstown. We understand there are presently two ambulances located at the Shepherdstown Fire Department serving the Town itself and an extended region supporting many mixed land uses.

Fernbank is located one mile north of Shepherdstown past the Bavarian Inn. We are connected to the Town water and sewer systems and, as with many other surrounding housing developments, our residents rely heavily on the Town for commercial, educational and cultural activities. Fernbank includes more than 110 homes, and several more are under construction right now. Many of our residents are senior citizens and retirees who have often required speedy ambulance service from the Shepherdstown Volunteer Fire Department. The Fire Department has not disappointed us.

Our Board would emphasize the importance of having ambulance units stationed close to Shepherdstown on the west side of the railroad tracks running through Town. There are a total of three rail crossings in Town. All three crossings are frequently blocked simultaneously by slow moving freight trains...some a mile or more in length. We note too the special EMS demands that are generated in our area when considering the presence of Shepherd University, an elementary and middle school, the Bavarian Inn, the Cress Creek Country Club, and the National Conservation Training Center (NCTC). Sporting events at the University frequently draw several hundred spectators (sometimes more), and significant crowds attend music and other events at dedicated venues on campus. The University houses almost 1000 students in dormitory facilities and, on many days, twice this number attend classes and participate in activities as commuter students. The two public schools together have an enrollment of 700+ students. The Bavarian Inn (staff of 100+) has 72 suites, and multiple dining rooms and conference facilities for 150. The Bavarian is booked and active almost continuously. The NCTC has a staff and student count of approximately 450. The Country Club attracts golf tournaments and offers rooms and services for weddings and other special events. Finally, Shepherdstown itself has for years been a notable day trip and destination tourism attraction in the Eastern Panhandle.

The Fernbank Executive Board thanks the Commission for considering our concerns expressed in this letter. Please let us know if there is anything we can do to help develop an equitable and responsive EMS plan for Jefferson County.

Respectfully,

A handwritten signature in black ink, appearing to read "Lisa Beard". The signature is fluid and cursive, with the first name "Lisa" and last name "Beard" clearly distinguishable.

Lisa Beard,
Board President

cc:
Shepherdstown Council
Shepherdstown Fire Department

Public Comment for Jefferson County Commission meeting May 5, 2022

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

APPROVAL OF MINUTES:

April 19, 2022 – Lay the Levy –

This was virtual, should have been in person.

April 21, 2022 – Regular Meeting –

Before going into executive session, Hudson said “there were no more decisions to make tonight”. See Item 10 – Fitch Report – Well, The JCC took action by approving research appraisers on the ambulances pricing and approved to engage a commercial real estate broker to assess space needs. Shame on you.

April 22, 2022 – Special Session – AUDIT REPORT –

There was no agenda pack. Within the *Spirit* it appears the state auditor found disbursement misuse of county funds and announced he would be back in several weeks to see what the JCC has done to correct the problem. Everyone should look at the 8-page report, where in part, the voters have the right to know what the JCC does with their tax dollars. I have been telling the community for years the JCC is misappropriating county tax dollars. The minutes listed for the special session left out the most important part – “Mr. McCuskey will be back.”.

PUBLIC COMMENT –

It appears the JCC has still has not realized they are to work under the pleasure of the resident/taxpayers of Jefferson County. The resident/taxpayers have only given the JCC the authority to make day to day operational decisions within West Va. Code. The Jefferson County resident/taxpayers has not given a “cart blanche”, unlimited, authority for the JCC to make permanent changes to policies, and/or the foundation of our requirements within the county and/or state.

The JCC has over stepped their authority by only allowing public hearings, to make such permanent changes to the requirements that the resident/ taxpayers have to endure. This should only be done through a vote by the people. Every two years there are multiple opportunities for a vote to take place without any additional cost to the county. As the county has made note to me, this abusive power of authority that the JCC has adopted “is at an end”.

PRESENTATION #7 – Nathan Cochran

Legal issues of solar text amendments

It still appears that the JCC is rewriting the 2035 comprehensive plan to impose additional regulations on property owners that was adopted by only 5 people (JCC). This will change the use of property to benefit some and hinder others from using their own property. This should be put to a vote by the taxpayers and/or property owners.

OLD BUSINESS:

PRESENTATION #8 – Fitch Report

Once again, it appears the JCC will take action, under the cloak of executive session, on the Fitch report. This will impact the number of ambulances and remove the volunteer fire companies, from over 100 years, of providing emergency services to Jefferson County and surrounding areas. Again, 5 people (JCC) should not have the only say of the future emergency services within Jefferson County. When in fact, the JCC has failed to properly assist and/or fund the required preparedness and assistance to ensure the safety of the public.

“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!

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, May 3, 2022 6:28 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: 05/03/2022 6:27 AM
Response #: 2521
Submitter ID: 6578
IP address: 69.255.65.101
Time to complete: 7 min. , 38 sec.

Survey Details

Page 1

1. Name

Stephanie Boylan

2. Email

cajunsteph0@gmail.com

3. Questions or Concerns

Honorable Planning Commission,

I'm writing to express my concerns on the development in the County. We are lacking in the infrastructure to sustain the residents now.

The impact fees for developers needs to be raised. Our area has safety issues with the roads & lack of a trauma center for medical needs. If something serious occurs, patients are transferred to Morgantown or a Virginia hospital. This is very disconcerting with out aging population. And on top of this, talk of cutting back on ambulances. This makes no sense to me. Can you explain?

Does the Planning Commission take these things into consideration? What density are we going to stop at?

This beautiful area is turning into gridlock.

Respectfully,

Stephanie C Boylan

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

(o) Yes

Thank you,
Jefferson County Commission, WV

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

Effective Monday, May 16th, 2022, the Ambulance Fee will be relocating. Starting Monday, the fee will be collected at the Jefferson County Tax office. See the address and directions below:

Physical Location: 110 N. George Street, Charles Town, WV 25414

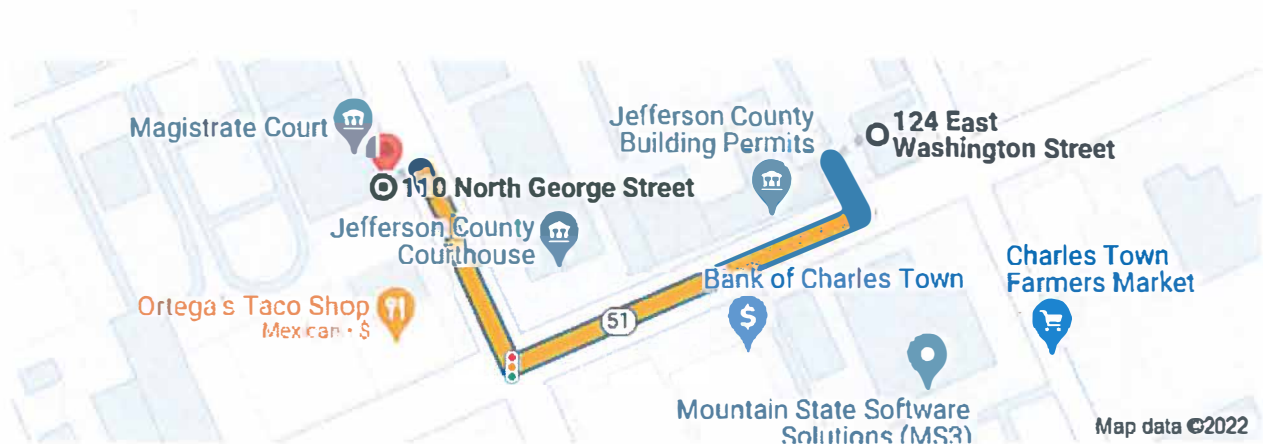
Tax Office/Ambulance Fee **Phone: 304-728-5606**

taxoffice@jeffersoncountywv.org

Tax Office Fax: 304-728-4034

Hours: 9:00am - 4:45pm Monday – Friday

Directions:



Harpers Ferry/ Bolivar PSD

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

THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE MARCH MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON MARCH 11th, 2022.

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

Those in attendance were:

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

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

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

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

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

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

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the February capital replacement account, approved.

Discussion by Mr. Tennant to transfer \$200.00 from the regular checking account to the working capital reserve.

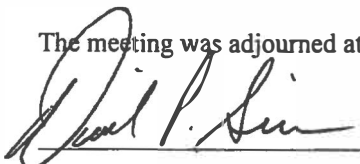
Motion by Mr. Simmons, seconded by Ms. Dettmer to transfer \$200.00 from the regular checking account over to the working reserve account, approved.

Discussion on the HFWW Double deposit payment to PSD, an extra deposit of \$9,095.84 was incorrectly deposited in the PSD regular account. After discussion on the matter, PSD will have the HFWW take \$568.49 on each of the next 16 deposit to pay back the overpayment.

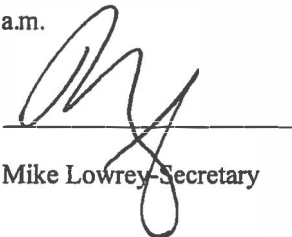
Discussion on the Shewbridge house in Harpers Ferry that isn't hooked up to the HFWW water service, the house has a meter from it's well to be billed for sewer usage. The meter is owned and maintained by the homeowner.

Discussion on PSD tariff for any flat rate sewer customers.

The meeting was adjourned at 8:45 a.m.



David Simmons-Chairman



Mike Lowrey-Secretary



Helen Dettmer-Treasurer