

**JEFFERSON COUNTY COMMISSION  
SECOND QUARTERLY SESSION - APRIL - JUNE 2022  
THURSDAY, JUNE 2, 2022  
9:30 A.M.  
County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV**

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

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- May 16, 2022 Primary Election Canvass
- May 21, 2022 Regular Meeting
- May 26, 2022 Primary Election Certification

**APPROVAL OF REQUISITIONS**

- June 2, 2022

**APPROVAL OF ACCOUNTS PAYABLE**

- May 26, 2022
- June 2, 2022

**APPROVAL OF MANUAL CHECKS**

- May 27, 2022
- June 3, 2022

**APPROVAL OF PAYROLL**

- May 26, 2022

**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](mailto:Info@jeffersoncountywv.org). Your comments will be included in the minutes and agenda correspondence. Please include your name.***

## **PRESENTATIONS**

1. 9:45 a.m. Tom Hansen, Sheriff  
- Tax Office New Hire
2. 9:55 a.m. Mark Dyck, Integrity Engineering  
- SPARC Campus Rezoning Request
3. 10:05 a.m. Robert M. Trainor, Mayor and Todd Wiit, Operations Director - City of Charles Town  
- City of Charles Town Annexation Request
4. 10:20 a.m. Mayoral Representative(s)  
- County Fireworks Mapping Request
5. 10:30 a.m. Martin Burke, Chair, Jefferson County Historic Landmarks Commission  
- Request for funds to repaint the exterior of the Peter Burr House
6. 10:40 a.m. Emily Morrow, WVU Extension Agent  
- Request to move Secretary position from 70 hr to 80 hr pay schedule
7. 10:50 a.m. Dennis Jarvis, Director, Jefferson County Development Authority  
- Request to advertise for the Agricultural Development Coordinator position
8. 11:00 a.m. Lynn Fields, Probate Office  
- Petition to Probate in Solemn Form
9. 11:10 a.m. Russell Burgess, Director, Jefferson County Information Technology & GIS  
- Bardane Data Center Refresh/Upgrade  
- Request for Proposal - Multi-functional Digital Copier/Printer/Scanner/Fax to be released for replacement of current Jefferson County Commission equipment  
- Fire Departments Response Plan Programming
10. 11:30 a.m. Laura Kuhn, Director, Fleet & Facilities Management  
- Approval to advertise to fill Auto Shop Helper position
11. 11:40 a.m. Stephen S. Allen, Director, Jefferson County HSEM  
- Program for Public Information (PPI) for the Community Rating System (CRS) of the National Flood Insurance Program
12. 11:45 a.m. Michelle Gordon, Finance Director  
- Review of FY2022 Budget to Actual as of 4/30/22  
- Review and Approval of FY2022 State Budget Revision 6 for the General Fund  
- Review and Approval of FY2022 State Budget Revision 4 for the Coal Severance Fund  
- WVACO Spring Board Meeting Reception Hospitality Request
13. 12:05 p.m. Nathan Cochran, Assistant Prosecuting Attorney
  - a. Discussion of legal issues regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01, including amendment text, bonding, comprehensive plan, and related matters, and discussion of public hearing on proposed text amendment. 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-19-2021-C-109
- 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**

**14. Discussion of Fitch Report and potential action regarding the composition, organization, and structure of county EMS services and the Jefferson County Emergency Services Agency, including the utilization, scheduling, and compensation of employees, the utilization of volunteers, acquisition and distribution of ambulance resources, implementation of Fitch recommendations, and review and implementation of issues related to the Commission's approved Motion in its May 19, 2022 meeting to develop a potential plan to create a County Ambulance Service.**

#### **NEW BUSINESS**

##### **COUNTY ADMINISTRATOR REPORTS**

##### **COUNTY COMMISSION REPORTS**

##### **15. ADJOURN**

##### **CORRESPONDENCE/INFORMATION**

**Jefferson County Commission Notice of Public Hearing - Thursday, June 9, 2022**

**Public comment received from David Tabb, citizen, during the May 21, 2022 County Commission meeting**

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





SPECIAL SESSION:

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

At a Special Session of the Jefferson County Commission, continued and held at the Jefferson County Courthouse, located at 100 E. Washington Street located in Charles Town, WV, 25414 on Monday, May 16, 2022 beginning at 9:30 a.m.

PRESENT: Caleb Hudson, President  
Steve Stolipher, Vice President  
Tricia Jackson, Commissioner  
Jane Tabb, Commissioner

STAFF: Nikki Painter, Chief Deputy Elections Officer  
Shaun Pacetti, Deputy Clerk, Elections  
Jessica Carroll, Recording Clerk

The County Commission of Jefferson County, sitting as a Board of Canvassers, met this 16<sup>th</sup> day of May, 2022 at 9:30 am for the purpose of canvassing ballots cast in the May 10, 2022 Primary Election.

- **Motion by Mr. Hudson to convene as a Board of Canvassers. Motion seconded and unanimously approved.**

Ms. Painter stated one precinct would need to be selected for a hand count. Precinct 17 was randomly selected by staff.

The Board proceeded with the Canvass by reviewing each precinct, checking to make sure the counts were accurate. The Board also reviewed the provisional and absentee ballots from each precinct to determine if the ballot in question could be accepted into the total ballot count.

Ms. Painter also stated the bond amount for a recount must be set prior to the start of the canvass.

- **Motion by Ms. Tabb to set the bond amount at \$300.00 in the event of a recount. Motion seconded and unanimously approved.**

After all provisional and absentee ballots were reviewed and discussed, a total of 55 provisional ballots and 6 absentee ballots were received, and the Commission approved the addition of 61 total ballots to the final count which did not impact the results of the election.

- **Motion by Ms. Tabb to accept the addition of 61 combined provisional & absentee ballots and add to the total ballot count and adjourn and recess as a Board of Canvassers at 2:17 pm until the hand count of absentee and provisional ballots has been completed for the entire state and the results are ready to be certified. Motion seconded and unanimously approved.**

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Caleb Hudson, COMMISSION PRESIDENT



Provisional & Absentee Ballots  
Primary Election May 10, 2022

Precinct	Name	Reason	1st/2nd	Counted	Not Counted
2	Joseph Gallop	Poll worker	H/S	x	
	Linda Gallop	Poll worker	T/S	x	
	EV Joan Wynkoop	Moved - Voting in New Precinct	T/S	x	
3	Patrick John Tonkin	Not Registered	T/S		x
4	Pamela A Miller	Person with same name Early Voted. Wrong record selected in pollbook.	T/S	x	
6	Jullianna Yates	Moved - Voting in New Precinct	T/S	x	
7	Eugene Mills	Not Registered - SOS checked DMV, no record	T/S		x
EV	Andrea Colandrea	Moved - Voting in New Precinct	T/S	x	
12	Mireya Salgado	Poll Worker	T/S	x	
	Brian Leben	Voted in Wrong Precinct	T/S		x
13	Greg Lassen	Moved - Voting in New Precinct	T/S	x	
	Joshua Ryan Foster	Moved - Voting in New Precinct	T/S	x	
14	Bryan Gray	Canceled. Registration was challenged by another voter. Never responded to the challenge.	T/S		x
15	Eric Pry	Not Registered	T/S		x
	Judy Carroll	Poll Worker	H/S	x	
	Tammie Smith	Moved - Voting in New Precinct	T/S	x	
16	Mihyun Schipper	Not Registered	T/S		x
17	Marshall Grove Jr	Registration OK	T/S	x	
	Robert D Fletcher	Voted outside party affiliation. Only ever voted in GE's	T/S		x
	Christine Michele Sabella	Moved - Voting in New Precinct. Name change as well formerly last name Nickel	T/S	x	
	Sean Patrick Kelly	Moved - Voting in New Precinct.	T/S	x	
	Kaitlin Paige Lantz	Poll worker error - wrong person	T/S	x	
	Geoffery William Goodwin	Not Registered	T/S		x
19	Nathan Richard Benjamin	Moved - Voting in New Precinct	T/S	x	
EV	Alisa Kay Myatt	Moved - Voting in New Precinct	T/S	x	
20	Xavier Rucker	Poll Worker	H/S	x	
	Sarah Jean Colon	Moved - Voting in New Precinct -- Poll worker error, ballot put in ballot box	T/S	x	
	Lana Blevins	Not Registered	T/S		x
EV	Robert Mansfield	Absentee Issued - Did not return Online ballot issued	T/S		
21A	Gloria Hodges	Registration OK	T/S	x	
	Mercedes Darling	Absentee Issued - not returned	T/S	x	
	Karen Gildea	Voted outside party affiliation.	T/S		x
EV	Tracy Cox	Not Registered	T/S		x
21B	Lisa Kovatch	Poll Worker	H/S	x	
	Jessie Earl Smith	Moved - Voting in New Precinct	T/S	x	
	Christy Stadig	Voted outside party affiliation	T/S		x
	Sarah Ponstein	Moved - Voting in New Precinct	T/S	x	
	Brent Ponstein	Moved - Voting in New Precinct	T/S	x	
22	Betsy C May	Moved - Voting in New Precinct	T/S	x	
	Ronald S. Pifer	Canceled for Inactivity - Had not voted since 2014	T/S		x
	Jaime Schwartzbeck	Moved - Voting in New Precinct	T/S	x	
	Betty Lee Morgan	Absentee - received in time	T/S	x	
23A	Christopher Batelli	Moved - Voting in New Precinct	T/S	x	
23B	Jonathan Minick	Moved - Voting in New Precinct	T/S	x	
	Johanna C Myers	Voted outside party affiliation	T/S		x
	Rhonda Mahoney	Voted outside party affiliation	T/S		x
	EV Cynthia Learn	Moved - Voting in New Precinct	T/S	x	
24A	Suzette Anderson	Moved - Voting in New Precinct	T/S	x	
24B	Kevin Tester	Poll Worker	T/S	x	
	Lara Bone	Poll Worker	T/S	x	
25	Chad E Dilley	Moved - Voting in New Precinct	T/S	x	
	Tabitha Greenwalt	Poll worker	T/S	x	
	EV Kevin Sawyer	Moved - Voting in New Precinct	T/S	x	

EV	Amy Chrisman	Not Registered - Registered at DMV after registration deadline	T/S		X
	Nicholas Marmorella	Absentee - received in time	T/S	X	
	Anthony Marmorella	Absentee - received in time	T/S	X	
26	Barbara Smith	Voted outside party affiliation	T/S		X
	Brady Chrisman	Not Registered	T/S		X
	Jennifer Roston	Voted wrong precinct. Wasn't aware of redistricting wanted to vote in old precinct.	H/S		X
	Joleen Haymaker	Canceled for inactivity. Had not voted since 2016	H/S		X
	Daniel Everett	Not Registered	T/S		X
28A	Kathleen M Cline	Voted outside party affiliation	T/S		X
	Ora Dixon	Absentee Issued - Never returned online ballot	T/S	X	
	Chad Johnson	Moved - Voting in New Precinct	T/S	X	
	Melissa L Hawkins	Canceled for Inactivity - Had not voted since 2012	T/S		X
28B	Patricia Sanderson	Moved - Voting in New Precinct	T/S		
	Amanda Sites	Moved - Voting in New Precinct	T/S	X	
EV	Ruth Sowers	Canceled for Inactivity - had not voted since 2012	T/S	X	
EV	Jeffrey Pusateri	Moved - Voting in New Precinct	T/S		X
	Dennis Magaha	Absentee - received in time	T/S	X	
29	Giordana S. Baker	Poll Worker	T/S	X	
	Shelly L Ulbig	Poll Worker	T/S	X	
	Steven Lester Quick	Absentee - received in time	T/S		X
31	Christine Herrera	Poll Worker	T/S	X	
EV	Richard D Morreale	Moved - Voting in New Precinct	T/S	X	
EV	Benjamin Baltzell	Moved - Voting in New Precinct	T/S	X	
	Karen Dyke	Provisional Absentee - Request NP ballot then changed mind and wanted party ballot. 2nd sent provisional. Only one ballot returned.	T/S	X	
33	Vicki Gonzalez	Poll Worker	H/S	X	
	Mary Majer	Poll Worker	T/S	X	
	Laura C Carter	Moved - Voting in New Precinct	H/S	X	
	Aidan White	Moved - Voting in New Precinct	H/S	X	
34	Galvin Boward	Moved - Voting in New Precinct	T/S	X	
	Justin Horrocks	Moved - Voting in New Precinct	T/S	X	
	Rebecca Wilson	Voter redistricted. Said she didn't have time to go to new precinct.	T/S		X
35 EV	Florencia Gonzalez-Bucchi	Moved - Voting in New Precinct	H/S	X	
36	Grant Dougherty	Poll Worker	T/S	X	
	Hartsell Whitacre Jr	Voted outside party affiliation	T/S		X
	Julie Nesselrodte	Voted outside party affiliation	T/S		X
EV	John F Fridley	Canceled for Inactivity - had not voted since 2008	H/S		X

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**Minutes**  
**Jefferson County Commission**  
**Thursday, May 21, 2022**

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A meeting of the Jefferson County Commission was held on Thursday, May 19, 2022 during the second quarterly session at 6:00 p.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolipher, Vice President, and Commissioners 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 19, 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 May 5, 2022 Regular Meeting Minutes as amended. Motion seconded and unanimously approved with Commissioner Tabb abstaining.

**APPROVAL OF PAYROLL**

Motion by Mr. Hudson to approve the Payroll for May 12, 2022 in the amount of \$262,465.94. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the Pollworker Payroll for May 12, 2022 in the amount of \$48,982.72.

**APPROVAL OF REQUISITIONS**

Motion by Mr. Hudson to approve the Requisitions for May 21, 2022 in the amount of \$124,607.56. Motion seconded and unanimously approved.

**APPROVAL OF ACCOUNTS PAYABLE**

CHECK#		VENDOR NAME		AMOUNT
86229		AMERIFLEX		120.80
86230		AT&T		143.94
86231		BUREAU OF CHILD SUPPORT		492.93
86232		CAPITAL ELECTRIC		1,241.29
86233		COMPTROLLER OF MARYLAND		495.71
86234		CORMAC QUINN		180.50
86235		EFTPS IRS TAXES		91,150.69
86236		EMPOWER RETIREMENT		5,862.26
86237		FIFTH THIRD BANK		70,577.62
86238		GLEN KILMER		306.36
86239		J.C. EHRLICH		49.00
86240		JACK JENSEN		180.50
86241		JEFFERSON SECURITY BANK		4,305.00
86242		JEFFERSON RENTAL		228.38
86243		KEITH JOHNSON		180.50
86244		KONE BROOKLYN		1,809.75
86245		LANGUAGE LINE SERVICES		133.61
86246		MAZZITTI & SULLIVAN EAP		936.00
86247		MICHELLE GORDON		6,300.00
86248		NAPA AUTO PARTS		365.61
86249		NATIONWIDE RETIREMENT SOLUTIONS		834.00
86250		PATRIOT FIRE AND SECURITY LLC		220.00
86251		POTOMAC EDISON		27,928.08
86252		RETIREE HEALTH BENEFIT TRUST		7,337.00
86253		RICE TIRES CO		730.13
86254		SAMANTHA COMBS		62.09
86255		SCPDC-SOUTH CENTRAL PLANNING & DEVELOPMENT COMM		2,174.39
86256		SEN COMMUNICATIONS LLC		844.00
86257		SOFTWARE SYSTEMS INC		1,008.00
86258		STATE TAX DEPARTMENT		150.00
86259		THE HARTFORD		2,317.75
86260		THOMAS HANSEN		180.55
86261		TRACY HERRON-RICE RPR		305.55

86262		TYLER PAYTON		180.55
86263		WV DEPUTY SHERIFF RETIREMENT SYSTEM		15,683.14
86264		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		9,245.93
86265		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		166.49
86266		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		74,256.75
86267		XEROX CORPORATION		3,753.69
86268	FG/009	SHERIFF OF JEFFERSON CO		5,009.78
86269	BS/011	SHERIFF OF JEFFERSON CO		6,851.11
<b>TOTAL</b>				<b>344,299.43</b>

**Motion by Mr. Hudson to approve the Accounts Payable for May 12, 2022 in the amount of \$344,299.43. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
86271		ASBURY UNITED METHODIST CHURCH		\$ 100.00
86272		BETHEL METHODIST CHURCH		\$ 100.00
86273		BLUE RIDGE COMMUNITY CLUB		\$ 100.00
86274		BOLAND TRANE SERVICES INC		\$ 1,931.00
86275		CAMP HILL WESLEY UNITED		\$ 150.00
86276		CASTO & HARRIS INC		\$ 389.40
86277		CHARLES TOWN BAPTIST CHURCH		\$ 100.00
86278		CITIZEN FIRE CO		\$ 150.00
86279		CITY OF CHARLES TOWN		\$ 14.00
86280		COVENANT BAPTIST CHURCH		\$ 100.00
86281		CROSSPOINT CHURCH		\$ 200.00
86282		DALE GOTTSCHALK		\$ 20.11
86283		ESS ELECTION SYSTEMS & SOFTWARE		\$ 1,485.64
86284		FEDEX		\$ 133.47
86285		FELLOWSHIP BIBLE CHURCH		\$ 100.00
86286		FIRST BAPTIST CHURCH		\$ 200.00
86287		GUTTMAN OIL CO		\$ 5,717.03
86288		J.C. EHRLICH		\$ 226.00
86289		JAMIN BRANCH		\$ 1,112.00
86290		JEFFERSON COUNTY COUNCIL ON AGING		\$ 100.00
86291		JENNIFER HOWARD		\$ 875.00
86292		JOSEPH MURPHY		\$ 467.77
86293		KEITH JOHNSON		\$ 35.96
86294		KELSEY STIPANOVIC		\$ 1,230.28
86295		LEETOWN METHODIST CHURCH		\$ 100.00

86296		MARK RENNER	\$ 156.92
86297		OAKLAND METHODIST CHURCH	\$ 100.00
86298		R.E. MICHEL CO. LLC	\$ 280.90
86299		RONALD DANTZIC	\$ 84.87
86300		RUSSELL BURGESS	\$ 3,058.84
86301		SHERWIN-WILLIAMS	\$ 134.09
86302		ST JAMES CATHOLIC CHURCH	\$ 100.00
86303		SUMMIT PT BAPTIST CHURCH	\$ 100.00
86304		TRINITY EPISCOPAL CHURCH	\$ 100.00
86305		US POSTAL SERVICE	\$ 20,000.00
86306		XEROX CORPORATION	\$ 847.77
86307	GS/004	GENERAL CO FUND - GENERAL SCHOOL	\$ 19,479.28
<b>TOTAL</b>			<b>\$ 59,580.33</b>

**Motion by Mr. Hudson to approve the Accounts Payable for May 19, 2022 in the amount of \$59,580.33. Motion seconded and unanimously approved.**

#### **APPROVAL OF MANUAL CHECKS**

		MANUAL CHECKS	
Check#	Fund	VENDOR	Amount
793	HD/8	ATTENTI	\$ 3,280.00
794	HD/8	FIFTH THIRD BANK	\$ 90.92
795	HD/8	SHERIFF OF JEFFERSON CO	\$ 2,657.03
979	AV/56	SEGRA	\$ 622.27
977	AV/56	JUSTTECH	\$ 331.24
976	AV/56	FIFTH THIRD BANK	\$ 308.35
978	AV/56	MARSHALL & SWIFT	\$ 2,084.15
349	FP/57	JEFFERSON CO FARMLAND PROT.	\$ 125,840.68
1774	CO/246	CAPITAL LIGHTING	\$ 628.51
1775	CO/246	FIFTH THIRD BANK	\$ 6,688.00
<b>TOTAL</b>			<b>142,531.15</b>

**Motion by Mr. Hudson to approve the Manual Checks for May 13, 2022 in the amount of \$142,531.15. Motion seconded and unanimously approved.**



MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
550	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 2,600.00
796	HD/8	ENVIVO HEALTH LLC		944
980	AV/56	MILLERS SUPPLIES AT WORK		\$ 1,533.00
1337	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 58.00
1338	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 18,598.94
1339	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 54,908.63
1340	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 5,804.24
1341	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 2,553.82
TOTAL				\$ 87,000.63

**Motion by Mr. Hudson to approve the Manual Checks for May 20, 2022 in the amount of \$87,000.63. Motion seconded and unanimously approved.**

### **PUBLIC COMMENT**

Public comment was provided by the following: David Tabb, Edward Hannon, Ross Morgan, Justin Morgan, and Stacy Tabb.

### **PRESENTATIONS**

1. Angela Banks, Assessor – requested approval of a change in employment status for Assessor’s Office employee.
  - **Motion by Mr. Stolipher to approve the change of employment from part-time to full-time for Robin Gaynor at a salary of \$43,680.00.**
2. Jacqueline Shadle, County Clerk – requested approval of employment for vacant assistant clerk position
  - **Motion by Mr. Stolipher to approve the hire of Kaitlin Hoffman as a full-time deputy clerk for the County Clerk’s Office at a salary of \$29,000.00, effective May 23, 2022. Motion seconded and unanimously approved.**
3. Tom Hansen, Sheriff
  - a. Ambulance Fee Employee Transfer
    - **Motion by Mr. Stolipher to approve the transfer of Emma Brown from the Sheriff’s Office to the Sheriff’s Tax Office as an ambulance fee clerk at a**

**salary of \$35,000.00, effective immediately. Motion seconded and passes on a vote of 4-1 with Commissioner Hudson opposing.**

- b. Ambulance Fee Second Position – this request was not fulfilled by the Commission.
- c. Ambulance Fee Software – this request was not fulfilled by the Commission.
- d. Administrative Assistant Hire
  - **Motion by Mr. Stolipher to approve the advertisement of an administrative assistant for the Sheriff's office at a Grade II. Motion seconded and passes on a vote of 4-1 with Commissioner Hudson opposing.**
- 4. Bob Burner, Director, Jefferson County Emergency Service Agency – requested the approval of a Proclamation for EMS Week – May 15-21, 2022.
  - **Motion by Mr. Stolipher to approve the Proclamation for EMS Week for May 15-21, 2022. Motion seconded and unanimously approved.**
- 5. Andrew Rosen, Jefferson County Information Technology – requested the approval of the Homeland Security Grant Program (HSGP) award of \$9,485 for the purchase of Solarwinds Network Configuration Manager.
  - **Motion by Ms. Tabb to approve the Homeland Security Grant Program award of \$9,485.00 for the purchase of Solarwinds Network Configuration Manager Software and for the Commission President to sign all necessary paperwork and documentation. Motion seconded and unanimously approved.**
- 6. Roger Goodwin, Chief County Engineer, Jefferson County Engineering, Planning & Zoning
  - a. Approval to advertise to fill Building Inspector position
    - **Motion by Mr. Stolipher to approve the advertisement of the Building Inspector position within the Jefferson County office of Engineering, Planning, and Zoning at a not-to-exceed salary of \$45,000. Motion seconded and unanimously approved.**
  - b. Approval to advertise to fill the County Planner position
    - **Motion by Mr. Stolipher to approve the advertisement of the County Planner position within the Jefferson County Office of Engineering, Planning &**

**Zoning at a not-to-exceed salary of \$60,000. Motion seconded and unanimously approved.**

- c. Request approval to implement Deputy Director position
- **Motion by Mr. Stolipher to approve the promotion of Alexandra Beaulieu, Zoning Administrator, to the position of Deputy Director of the Department of Engineering, Planning & Zoning at a salary of \$71,000, effective July 1, 2022. Motion seconded and unanimously approved.**

7. Michelle Gordon, Finance Director

- a. Review and approval of WVCORP Insurance Renewal for FY2023.
- **Motion by Ms. Tabb to accept the FY23 Risk and Worker's Compensation plan renewal from WVCorp Risk Pool. Motion seconded and unanimously approved.**
- b. Review and Discussion of FY23 Merit/COLA
- **Motion by Ms. Tabb to amend the FY23 COLA/Merit using option D at a cost of \$157,949. Motion seconded and unanimously approved.**

8. Nathan Cochran, Assistant Prosecuting Attorney

- a. Discussion of legal issues regarding proposed solar text amendment including review of the potential recommended solar text amendment regarding solar energy facilities and related matters, and discussion of 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 Ms. Jackson to schedule a public hearing regarding the proposed solar facilities text amendment (File #ZTA22-01) to the Jefferson County Zoning and Land Development Ordinance on Thursday, June 9, 2022 at 9:30 am. Motion seconded and passes on a vote of 4-0 with Commissioner Stolipher abstaining.**

- **Motion by Ms. Tabb to enter into Executive Session to receive legal advice on item B under Mr. Cochran's agenda items; discuss potential liability issues concerning ambulance services; and to discuss personnel matters related to the County Administrator reports. Motion seconded and unanimously approved.**
- **Motion by Mr. Hudson to come back into regular session. Motion seconded and unanimously approved.**

### **OLD BUSINESS**

9. Discussion and possible action concerning a Tobacco Free Parks policy.

- **Motion by Mr. Stolipher to accept and approve the Tobacco Free Parks Policy 002 for Jefferson County Parks and Recreation as presented. Motion seconded and unanimously approved.**

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 acquisition and implementation of Fitch recommendations.

- **Motion by Mr. Stolipher to direct County Administrator John Nissel to develop a plan to create a County Ambulance Service, and authorize him to tak the following actions, subject to Commission approval: develop an organizational structure for the County Ambulance Service; consult with a;; necessary experts, advisors, and contractors to assist with the creation and operation of the service; secure all necessary licenses, certifications, permits, and approvals to accomplish the Commission's directive to create a County Ambulance Service; propose a final number of ambulances that are required to provide service to the citizens of Jefferson County; negotiate purchases of ambulances and obtain the facilities that are necessary to house and operate the ambulances; and to report to the Commission on progress and seek further authorization as necessary. Motion seconded and unanimously approved.**

### **NEW BUSINESS**

11. Certification of 2022 Primary Election results

- **Motion by Ms. Tabb to convene as Board of Canvassers. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to accept and certify the local 2022 Primary Election Results. Motion seconded and unanimously approved.**

- **Motion by Mr. Hudson to adjourn as a Board of Canvassers and reconvene in regular session. Motion seconded and unanimously approved.**

## **COUNTY ADMINISTRATOR REPORTS**

- **Approval of Hire – Finance Director**
  - **Motion by Mr. Stolipher to reinstate Michelle Gordon as the Jefferson County Director of Financial Management at a salary of \$104,000 with two weeks vacation added on the effective date of May 23, 2022; with Ms. Gordon's anniversary date to revert to September 22 per her original hire date in 2015; that Ms. Gordon's sick leave bank of 654 hours be restore; and that Ms. Gordon's leave accrual rate be based on her original hire date of September 22, 2015. Motion seconded and passes on a vote of 4-1 with Commissioner Jackson opposing.**
- **Reinstatement of Accrual Rate & Sick Leave for Executive Assistant**
  - **Motion by Ms. Tabb to reinstate Jessica Carroll's vacation accrual rate of 12 hours per month and restore her sick leave balance of 366.5 hours. Motion seconded and unanimously approved.**

## **ADJOURN**

12. The Commission adjourned at 1:17 p.m. on a motion by Mr. Hudson. Motion was seconded and unanimously approved.

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Caleb Hudson, PRESIDENT

Respectfully submitted  
Jessica Carroll  
Executive Administrative Assistant

SPECIAL SESSION:

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

At a Special Session of the Jefferson County Commission, continued and held virtually via GoToWebinar on Thursday, May 26, 2022 beginning at 9:30 a.m.

PRESENT: Caleb Hudson, President  
Clare Ath, Commissioner  
Jane Tabb, Commissioner

STAFF: Nikki Painter, Chief Deputy Elections Officer  
John Nissel, County Administrator  
Jessica Carroll, Recording Clerk

The County Commission of Jefferson County, sitting as a Board of Canvassers, met this 26th day of May, 2022 at 9:30 am for the purpose of certifying the 2022 Primary Election results.

- **Motion by Mr. Hudson to convene as a Board of Canvassers. Motion seconded and unanimously approved.**

Ms. Painter explained the last county had returned their canvass to the state, and the Commission could now certify the election results from the May 10, 2022 Primary Election. Ms. Painter notified the Commission that, since the Commissioners certified the results of the local races during their May 21, 2022 regularly scheduled County Commission meeting, the Commission would need to add the certification of the 2<sup>nd</sup> Congressional District of the US House of Representatives to the certification

- **Motion by Ms. Tabb to certify the May 10, 2022 Primary Election results to include the results for the 2<sup>nd</sup> Congressional District of the US House of Representatives not previously certified during the May 21, 2022 regularly scheduled meeting. Motion seconded and unanimously approved.**

There being no further business, the meeting was adjourned at 9:33 am.

---

Caleb Hudson, COMMISSION PRESIDENT

## REQUISITIONS TO BE APPROVED

**June 2, 2022**

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
COMMUNICATIONS	22057	\$ 8,893.80	Motorola	Replacement of Netlock Display Units
IT/DATA PROCESSING	22058	\$ 8,994.84	Adobe	Annual Subscription Fee
COUNTY CLERK - ELECTIONS	22059	\$ 12,098.00	Casto & Harris	2022 Primary Election Ballots
GRAND TOTAL		\$ 29,986.64		





DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$400,204.77		\$400,204.77
6.2% Tax Payable OASDI	\$23,757.76		\$23,757.76
1.45% Tax Payable HI	\$5,556.25		\$5,556.25
Fed Withholding	\$34,335.13		\$34,335.13
WV State Withholding	\$16,922.21		\$16,922.21
PERS Retirement Deduct 4.5%	\$8,859.26		\$8,859.26
PERS Retirement Deduct 6%	\$6,289.45		\$6,289.45
Hosp. Pre-Taxed	\$14,784.00		\$14,784.00
AFLAC Pre-Taxed	\$406.25		\$406.25
AFLAC Post-Taxed	\$818.92		\$818.92
Optional Life Post-Taxed	\$1,788.28		\$1,788.28
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	\$0.00		\$0.00
DSRS Retirement Deduct 8.5%	\$6,533.99		\$6,533.99
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,686.45		\$4,686.45
457R - Roth	\$1,170.00		\$1,170.00
MD State Tax	\$562.88		\$562.88
D/VF	\$1,825.28		\$1,825.28
VA State Tax	\$158.43		\$158.43
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$134,284.31	\$0.00	\$134,284.31
Repayment PERS Stipend	\$6,300.00		
Net Wages Total	\$272,220.46	\$0.00	\$265,920.46
Payroll Date	May 26, 2022		



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Tom Hansen

Department or Organization: Sheriff's Office

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice next meeting

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): Tax Office New Hire

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

The Tax Office was given a new position in the new budget. This is an 80 hour Grade 2 position. The new hire has been identified and I am requesting approval of her hire effective July 5, 2022 with a starting salary of 33,000.

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

I move to approve the hire of with a starting salary of 33,000.

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

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</u>
not applicable



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Mark Dyck (Integrity Engineering)**

Department or Organization: **N/A**

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

Date Requested – 1<sup>st</sup> Choice: **6/2/2022**

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

Date Requested – 2<sup>nd</sup> Choice: **6/16/2022**

Subject (*Wording to be placed on agenda*): **SPARC Campus Rezoning Request**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**SPARC Campus Zoning Map Amendment: Request for a public hearing and referral to Planning Commission to review zoning amendment request for 11 parcels totaling 717 acres (Map 16: Parcels 11, 11.1, 11.2, 11.11, & OSA and Map 17: Parcels 2, 2.1, 2.2, 3.1, 5, & 9).**

Is this a funding request? **No**

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

Provide exact financial impact/request: **N/A**

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

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

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

If not attached, explain:

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

Contact information: **Mark Dyck**

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

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

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



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# **SPARC CAMPUS REZONING**

## **REZONING APPLICATION**

**JEFFERSON COUNTY  
WEST VIRGINIA**

**APRIL 2022**

**Prepared By:  
INTEGRITY FEDERAL SERVICES**

**Prepared For:  
SPARC, LLC**



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# Table of Contents

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**Part 1** Executive Summary

**Part 2** Property Information

**Part 3** Proposed Use

**Part 4** Supporting Information

## **SUPPLEMENTAL INFORMATION**

**Exhibit 1** – Vicinity Map

**Exhibit 2** – Existing Conditions Map

**Exhibit 3** – Sketch Plan

**Exhibit 4** – Existing Land Use Map

**Exhibit 5** – Future Land Use Map

**Exhibit 6** – Transportation and Utilities

**Exhibit 7** – BLA Exhibit

# Part 1 – Executive Summary

---

The Summit Point Training Facility is a Jefferson County success story. The continued growth and expansion of this facility have allowed the business to thrive. This facility is recognized nationally as a critical training center for government personnel and regionally as a destination for motor sport enthusiasts.

This rezoning application represents the future for the facility. It seeks to address the three major business focuses of the facility – Training, Tourism/Motorsports, Recreation

## **EXISTING OPERATIONS**

### **Training**

SPTF maintains many government clients and is always seeking partnerships with others. These organizations often seek to develop training facilities specific to their idiosyncratic needs in the especially desirable location at Summit Point. This area affords our customers premier training facilities that are adaptable, discreet and capable – just far enough from Washington DC, but not too far away. These customers often seek partners that are willing and able to expand upon initial training requests. It is very common that these customers generate high student throughput who patronize local eateries and hotels. SPTF maintains relationships with local establishments to meet these needs, and proudly refers all customers to these partners. The Summit Point Training Facility employs over one hundred people, many of whom are local residents.

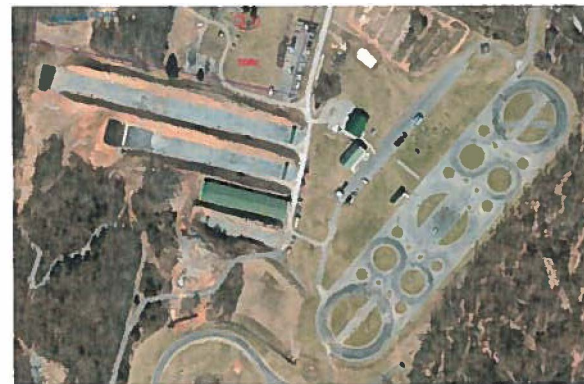
The specific training our customers seek include driver training, firearms training and emergency medical training. Often, once a customer contracts to train at SPTF, they remain and seek to expand. Department of State, Customs and Border Protection, the U.S. Secret Service, and the U.S. Marshals are all examples of organizations that began with a small training request, and grew to encompass large swaths of the training area. Commercial zoning will allow for much more agility to facilitate the needs of our National Security infrastructure where often time



*Racetrack and support buildings*



*Training buildings and tactical scenarios*



*Outdoor shooting ranges and skid track*

# Part 1 – Executive Summary

sensitivity is critical to mission success, and the safety of American citizens.

## Tourism and Motorsports

Separate and apart from training, SPTF is also a commercial motorsports venue, that we call the Summit Point Motorsports Park. The opportunity for Summit Point Motorsports Park to be more versatile in our motorsports offerings will have an immediate and positive effect on our county. Additional events will attract more out-of-state visitors. Many of our events are multi-day and lend themselves to increased spending in Jefferson County. To demonstrate this, recently we hosted a group from the Sports Car Club of America. Of their 70 participants, 68 were out-of-state residents. This was a two-day event, yet many of them arrived a day early and almost all brought additional family and friends. The Summit Point web page and social media accounts encourage these visitors to stay, shop and eat locally, and, similarly to our training operation, we provided a list of lodging opportunities that are here in the county.

Our motorsports events also create unique 'Business to Business' opportunities. Many companies around the country and world create client hospitality events and product release experiences at facilities just like Summit Point. A more versatile offering will allow us to expand on these relationships.

Many of our events are covered by national and international media. This exposure for our region will only grow as we too are allowed to grow.

## Recreation

Finally, there is a recreational aspect to our location. Training is not reserved for only government clients. We have a full curriculum of firearms, driving and emergency medical training available to the public, all listed on our website. These offerings pull a different type of customer to our county, some even come from out-of-state. Furthermore, our current efforts to develop our Bill Scott Visitors Center will create a hub of motorsports history, chronicling the rich history

of racing in Summit Point, and West Virginia as a whole.

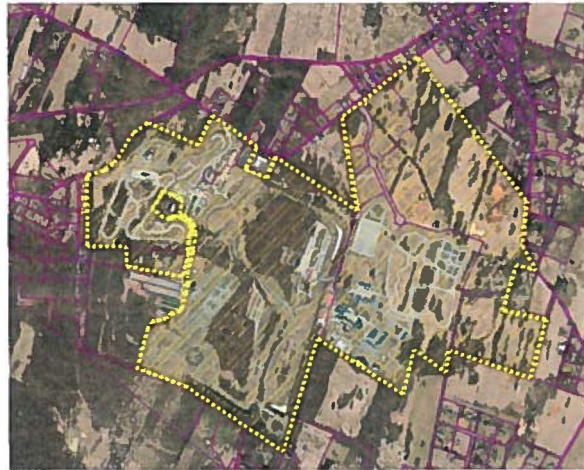
## REQUESTED MAP AMENDMENTS

All properties are owned by Summit Point Automotive Research Center LLC.

The following parcels are included in the zoning map amendment from Rural to General Commercial.

Map 16 – Parcels 11, 11.1, 11.2, 11.11, OSA

Map 17 - Parcels 2, 2.1, 2.2, 3.1, 5, 9



*Land included in the application.*

There are currently several outdoor shooting ranges on Map 17, Parcel 2. Outdoor shooting ranges are not a permitted use in the General Commercial zone. To prevent these existing facilities from becoming non-conforming a boundary line adjustment will be submitted. The boundary line adjustment will increase the size of parcel 3 so that it will include the shooting ranges, the merger adjustment will add 56.3+/- acres to Parcel 3 from Parcel 2



*Proposed boundary line adjustment for Parcel 3*

## Part 2 – Property Information and History

---

11 parcels are included in the zoning map amendment, all parcels are located in the Kabletown District. The total acreage of these parcels (after the merger) is approximately 717 acres.

Remapping of all parcels listed below from Rural to General Commercial is requested.

Map/Parcel 17/2  
Deed Book/Page: 1096/472

Map/Parcel 17/2.1  
Deed Book/Page: 1105/26

Map/Parcel 17/2.2  
Deed Book/Page: 1096/472

Map/Parcel 17/3.1  
Deed Book/Page: 1096/472

Map/Parcel 17/5  
Deed Book/Page: 1145/559

Map/Parcel 17/9  
Deed Book/Page: 1204/24

Map/Parcel 16/11  
Deed Book/Page: 1118/401

Map/Parcel 16/11.1  
Deed Book/Page: 1096/472

Map/Parcel 16/11.2  
Deed Book/Page: 1096/472

Map/Parcel 16/11.11  
Deed Book/Page: 1096/472

Map/Parcel 16/OSA  
Deed Book/Page: 1096/472

All parcels except for Map/Parcel 16/17.9 are part of the current operations and were either historically part of the racing facility of part of the Community Impact Statement and Preliminary Plat approved in 2007.

The property has a long history that predates the adoption of zoning in Jefferson County.

Current uses on the property are permitted in the Rural District and include:

- Automobile racing
- Adult training facilities
- Shooting ranges
- Driver courses

There are dozens of buildings on the property that support the above uses. The expansion of the facilities on the property have been ongoing for the last 15 years with a steady flow of development related to the adult training facilities use.

In 2019 the site lost a major tenant, the Department of States Foreign Affairs Security Training Center was uprooted from West Virginia and moved to Blackstone Virginia. This decision by the Federal government resulted in a difficult time for the company. Faced with the challenge of downsizing the facility or finding ways to expand and find new tenants SPARC worked closely with Jefferson County and the State of West Virginia.

This collaboration has led to new opportunities, some of which are directly aligned with Jefferson County's objective to be the eastern tourism gateway for the State.

The challenge for the facility has always related to its ability to foster small commercial enterprises within the parameters of the Jefferson County Zoning Ordinance.

# Part 3 Proposed Uses

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## DESCRIBE WHY THE ZONING MAP AMENDMENT IS NECESSARY FOR THE PROPOSED USE

The Applicant is requesting the zoning map amendments due to the limitations in the Rural zone and the opportunities found in the General Commercial zone that would support the future success of SPARC.

- Convention facility
- Special event facility

## RURAL USES

Outdoor firing ranges will no longer be a permitted use on any lands rezoned under this map amendment.

## GENERAL COMMERCIAL USES

The requested zoning amendment would allow small commercial uses that would support the training/motorsports/recreational uses on site. These small opportunities will allow the facility to compete with similar venues across the United States who do not face the same restrictions on commercial use.

A possible example of a proposed use would be the development of custom garages storage of car collections and owner amenities during motorsports events. These units could be offered as long-term leases or sales to individuals or clubs to attract more motorsports participants and spectators.

Specialty automotive parts vendors would be able to sell their merchandise from small storefronts and a greater level of services would be provided at the site. These types of spaces would increase tourism dollars spend in the County and have major secondary benefits to hotels restaurants and other business in Jefferson County.

The following is a list of commercial uses that would be permitted by right:

- Art galleries
- Automobile repair, sales and services
- Automobile parts stores
- Restaurants
- Brewpub
- Convenience store
- Gas Station
- Non-Profit Commercial Uses
- Professional Office
- Retail Sales
- Commercial storage
- Electric Vehicle charging station



# Part 4 Supporting Information

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## HOW IS THE ZONING MAP AMENDMENT CONSISTENT WITH THE OBJECTIVES AND POLICIES OF THE COMPREHENSIVE PLAN

The Comprehensive Plan is a tool to be used in the evaluation of zoning map amendments. The following citation provides specific direction as it relates to State Code.

*According to Chapter 8A of the West Virginia State Code, as amended, the County Commission can approve any zoning ordinance map or text amendment by finding that the request is consistent with the Comprehensive Plan.*

*For zoning map amendments in areas outside of growth areas shown on the Future Land Use Guide, this Plan recommends that the County Commission can further determine that a requested zoning map amendment is consistent with the balance of the Plan by receiving evidence and making a finding that the zoning map amendment is:*

- *by finding that there is an error or under scrutinized property on the Future Land Use Guide*
- *for the economic well-being of Jefferson County*
- *a change in the neighborhood; or any other circumstance that may have been missed when considering the Future Land Use Guide*
- *that environmental impacts have been considered.*

### Future Land Use Guide - Under Scrutinized/Error

The Jefferson County Comprehensive Plan is not consistent as it relates to the subject property. The Existing Land Use Map (Exhibit 4) shows the majority of the site as general commercial. This designation in the Comprehensive Plan would have supported its inclusion in the future Preferred Growth Boundaries.

The Future Land Use Map shows the property as agricultural. Given the existence of the racetrack and government training facility during the preparation of the Comprehensive Plan and the support of the facility by Jefferson County it appears that this area was not mapped correctly.

For the subject property the Comprehensive Plan fails to address the existing uses or future potential of the site. The proposed amendment consists entirely of areas shown as general commercial and lands immediately adjacent to these areas.

### Economic Well Being

The continued growth and expansion of SPARC is an important consideration as it relates to the economic well being of Jefferson County. The facility has injected millions of dollars into the local economy and has helped establish Jefferson County as a tourism destination and a preferred location for government training. The rezoning of the property to General Commercial will benefit the economic wellbeing of Jefferson County.

### Goals and Objectives

The following Goals and Objectives found in the comprehensive plan strongly support the proposed zoning map amendment.

#### ***Goal #1 - Objective #1: Recognize the existing vested rights, development entitlements, and permitted density levels on properties in Jefferson County.***

The Comprehensive Plan recognizes the importance of existing vested rights. The map amendment will not significantly change the character, density level or nature of the property. It will strongly support the vested rights and the evolution of business enterprises.

It will also correctly reflect the information shown on the Existing Land Use Map which designates the property as a general commercial use.

---

#### ***Goal #1 - Objective #8: Encourage the adaptive reuse of existing buildings and previously used sites within Jefferson County, paying particular attention to brownfield and grey field sites.***

The map amendment will support the adaptive reuse of the existing buildings on the property. This is a site that is historic and the current zoning restriction make it difficult for existing structures to contribute to their maximum capability.

## Part 4 Supporting Information

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***Goal #6: Encourage the Growth of Jefferson County's Economy and Enable the Creation of High Quality Jobs within the County.***

The zoning map amendment will both protect existing jobs in Jefferson County and enable the creation of new jobs.

---

***Goal #6 - Objective #1: In coordination with the Jefferson County Development Authority (JCDA) and other agencies, work to build and expand existing local businesses and to enable the start-up of new businesses within Jefferson County.***

The facility has always been supported by the Jefferson County Development Authority. The JCDA recognizes the importance of this facility and its ability play a role in a diverse economy.

---

***Goal #6 - Objective #5: Provide opportunities to engage local employers with the existing local workforce to enable county residents to work locally.***

The map amendment will allow a significant local employer to expand their workforce which is largely comprised of Jefferson County residents.

---

***Goal #6 - Objective #8: Work with the state's congressional delegation, federal agencies, and state elected officials to identify opportunities for relocation or expansion of federal or state facilities within Jefferson County.***

The facility has always been supported by the state's congressional delegation, federal agencies and state elected officials. These entities strongly lobbied for the project to be the location of the permanent home for the Foreign Affairs Security Training Center. This facility would have resulted in a major expansion of the uses on the property. These entities continue to support the operations at SPARC.

***Goal #8: Retain, Strengthen, and Enable the Growth of Jefferson County's Rural, Cultural and Artisan Economies.***

Commercial uses on the site will strengthen and grow Jefferson County's Rural economy.

---

***Goal #14 - Objective #6: Encourage the adaptive reuse of existing historic buildings within Jefferson County for a variety of purposes.***

Established in 1969 the facility has passed the threshold of 50 years of existence and can be recognized by Jefferson County as a historically significant site. The above Objective recognizes the importance of our historic areas and supports an adaptive reuse of this campus.

### DISCUSS ANY CHANGES OF THE TRANSPORTATION CHARACTERISTICS AND NEIGHBORHOOD CHARACTERISTICS FROM WHEN THE ORIGINAL ORDINANCE WAS ADOPTED.

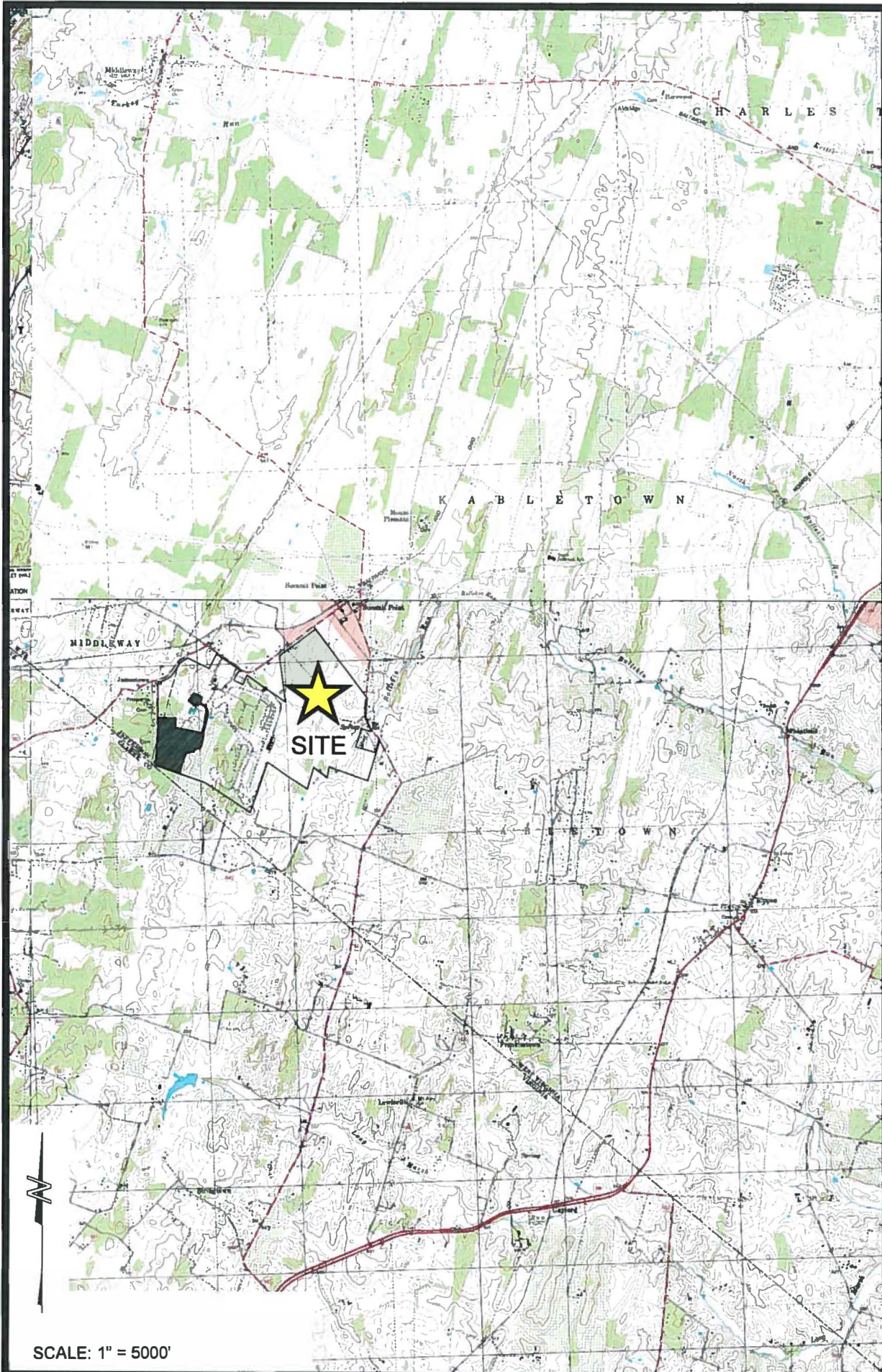
#### Transportation Characteristics

There have been no major changes in the transportation characteristics of the area. The designation of Summit Point Road as a Major Collector by the Comprehensive Plan recognizes this road as regional route. Summit Point Motorsports Park regularly holds successful events ranging from hundreds to thousands of patrons, which access the facility by Summit Point Road. The number of trips which will be generated by the subject property with a map amendment will be limited.

#### Neighborhood Characteristics –

The surrounding area has evolved to provide a unique destination within the County. Both the Summit Point Training Center campus and the expansion of training facilities within Summit Point Motorsports Park provide services for numerous federal, local and international agencies. The proposed Zoning Map Amendment will not have a significant impact on the neighborhood characteristics





SCALE: 1" = 5000'

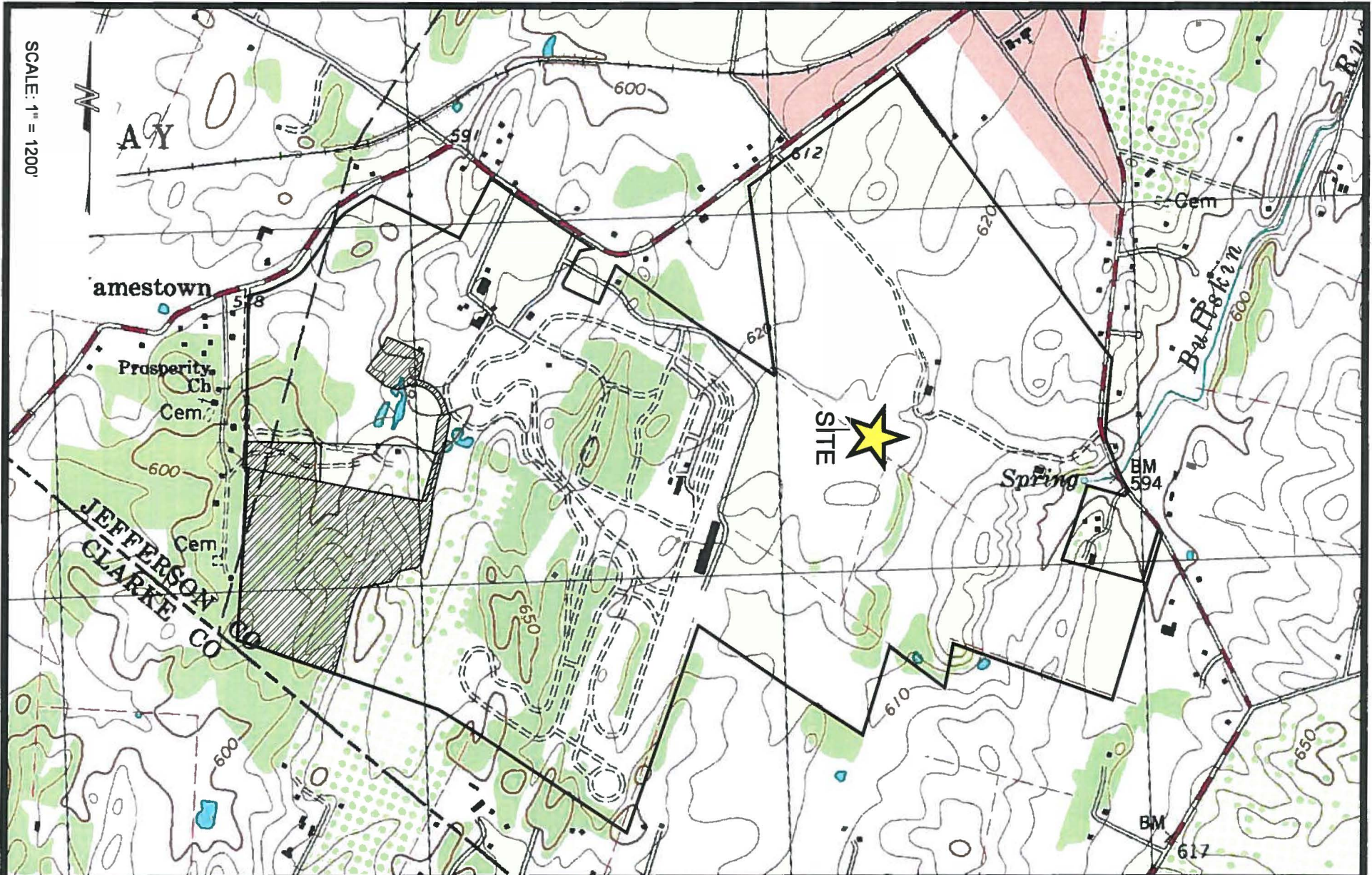
# ZONING MAP AMENDMENT

## EXHIBIT 1 - VICINITY MAP

02-22-2022

**SPARC**  
JEFFERSON COUNTY, WV





SPARC  
JEFFERSON COUNTY, WV

02-22-2022

## ZONING MAP AMENDMENT

### EXHIBIT 2 - EXISTING CONDITIONS





SCALE: 1" = 1200'



**SPARC**  
JEFFERSON COUNTY, WV

02-22-2022

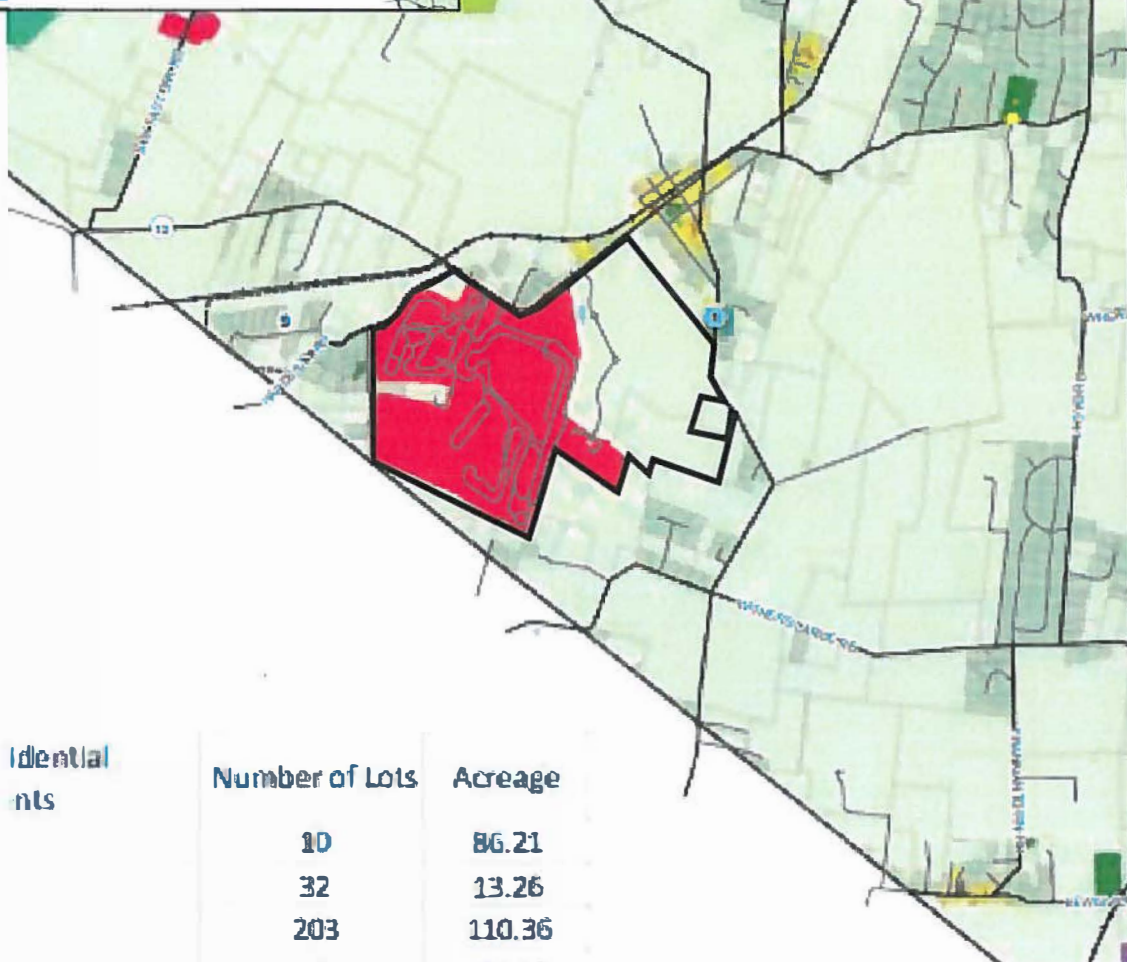
## ZONING MAP AMENDMENT

### EXHIBIT 3 - SKETCH MAP



### Land Use Classification

- Rural/Agriculture
- Rural/Agriculture For Possible Urban Development
- Agricultural Economic Empowerment Area
- Large Lot Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- General Commercial
- Neighborhood Commercial
- Regional Commercial
- Industrial
- Office



Identical  
nts

Number of Lots

Acreage

10

86.21

32

13.26

203

110.36

THE IMAGE ABOVE HAS BEEN TAKEN FROM THE EXISTING LAND USE MAP IN THE JEFFERSON COUNTY COMPREHENSIVE PLAN. IT SHOWS THE MAJORITY OF THE SITE BEING CLASSIFIED AS COMMERCIAL.

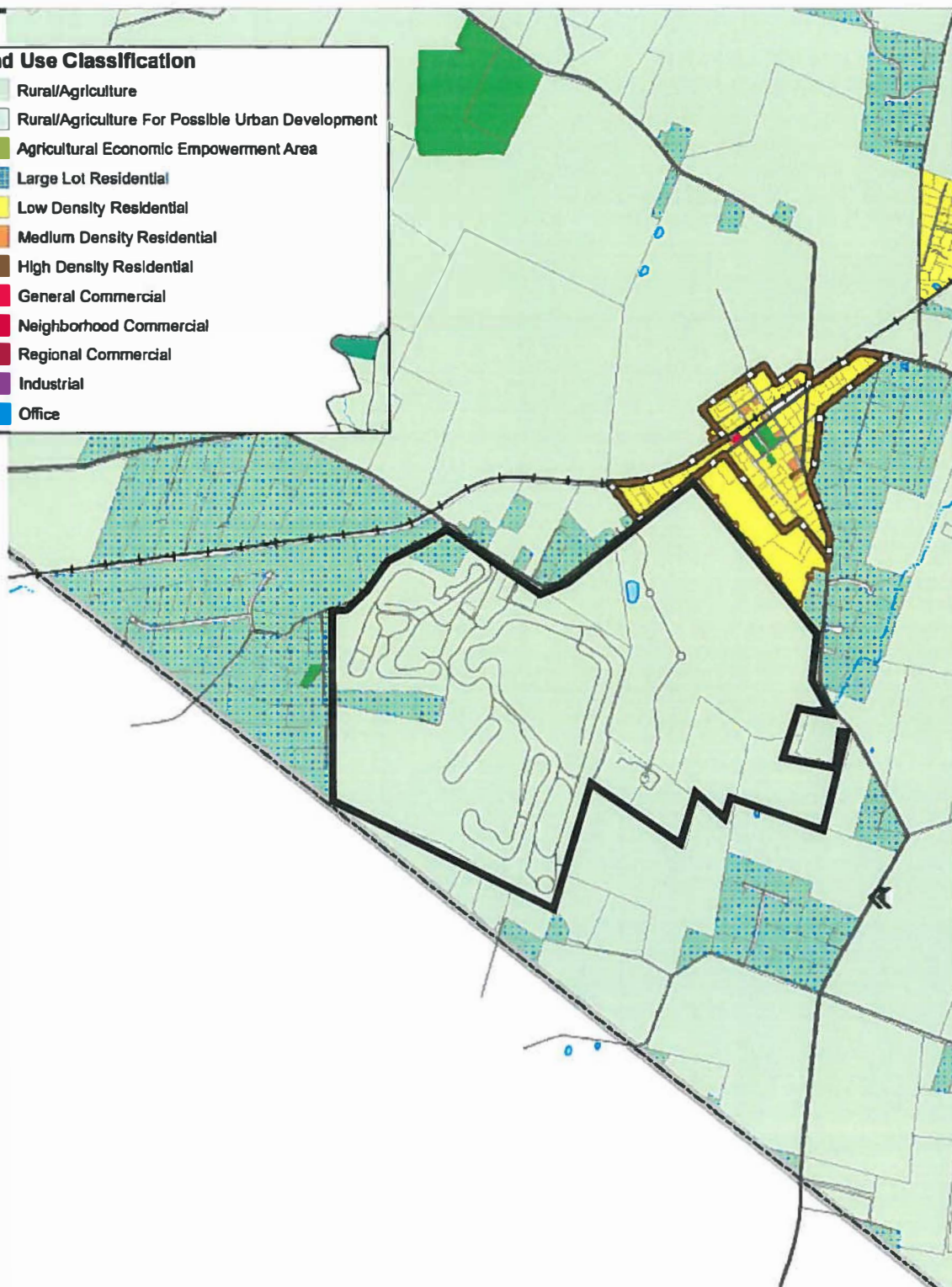
## ZONING MAP AMENDMENT EXHIBIT 4 - EXISTING LAND USE MAP

01-24-2018

**SUMMIT POINT VENTURES**  
JEFFERSON COUNTY, WV

# Land Use Classification

- Rural/Agriculture
- Rural/Agriculture For Possible Urban Development
- Agricultural Economic Empowerment Area
- Large Lot Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- General Commercial
- Neighborhood Commercial
- Regional Commercial
- Industrial
- Office



## ZONING MAP AMENDMENT EXHIBIT 5 - FUTURE LAND USE MAP

01-24-2018

**SUMMIT POINT VENTURES**  
JEFFERSON COUNTY, WV

THE IMAGE ABOVE HAS BEEN TAKEN FROM THE EXISTING LAND USE MAP IN THE JEFFERSON COUNTY COMPREHENSIVE PLAN. IT SHOWS THE MAJORITY OF THE SITE BEING CLASSIFIED AS COMMERCIAL.





#### **TRANSPORTATION**

1. THE PROPERTY IS ACCESSED FROM SUMMIT POINT ROAD.
2. NO IMPACT TO PEAK VOLUME TRAFFIC IS ANTICIPATED.
3. SOME INCREASE TO AVERAGE VOLUMEN MAY BE EXPERIENCED.

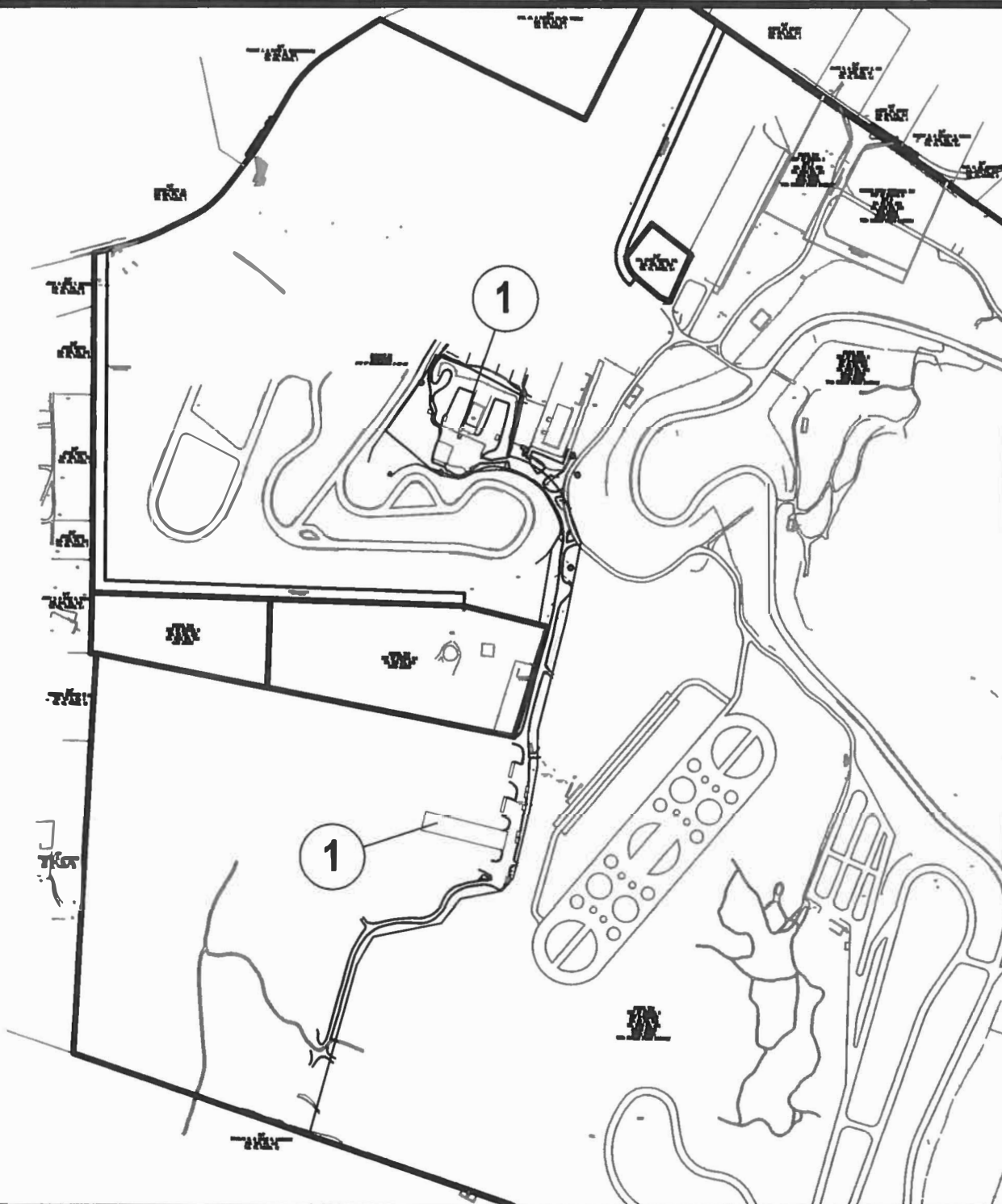
#### **UTILITIES**

1. THE REZONING WILL NOT REQUIRE THE EXTENSION OF PUBLIC UTILITIES.

## **ZONING MAP AMENDMENT EXHIBIT 6 - TRANSPORTATION AND UTILITIES**

01-24-2018

**SPARC**  
JEFFERSON COUNTY, WV



# **ZONING MAP AMENDMENT** **EXHIBIT 7 - BLA SURVEY**

01-24-2018

## **BOUNDARY LINE ADJUSTMENT**

1. A PROPOSED BOUNDARY LINE ADJUSTMENT (MERGER) IS PROPOSED SO THAT EXISTING SHOOTING RANGES REMAIN WITHIN THE RURAL ZONING DISTRICT.

**1 EXISTING SHOOTING RANGE LOCATION**

**SPARC**  
 JEFFERSON COUNTY, WV



# JEFFERSON COUNTY, WEST VIRGINIA

## Departments of Planning and Zoning

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

File Number: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_

[www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html](http://www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html)

Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)  
[zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

Phone: (304) 728-3228

Fax: (304) 728-8126

### Zoning Map Amendment (Rezoning)

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

#### Property owner information

Name: Summit Point Automotive Research Center, LLC  
Mailing Address: PO Box 190; Summit Point WV 25446  
Phone Number: 304-725-6512 Email: jeff.johnson@xatorcorp.com

#### Applicant contact information

Name: Summit Point Automotive Research Center, LLC  
Mailing Address: PO Box 190; Summit Point WV 25446  
Phone Number: 304-725-6512 Email: jeff.johnson@xatorcorp.com

#### Applicant representative

Name: Integrity Federal Services; Mark Dyck  
Mailing Address: 148 S. Queen Street, Suite 201; Martinsburg, WV 25401  
Phone Number: 304-725-8456 Email: mdyck@ifs-ae.com

#### Physical property details

Physical Address: Motorsports Park Circle  
City: Summit Point State: WV Zip Code: 25446  
Tax District: Kabletown (06) Map No: 16 & 17 Parcel No: See Attached  
Parcel Size: 772.45 Deed Book: See Attached Page No: See Attached

#### Current Zoning District (please check one)

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



**Proposed Zoning District (please check one)**

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

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

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

See Attached

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

See Attached

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

See Attached

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

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

☐ ***No, I prefer to present the petition***

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

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

**Is Plat or Sketch Plan attached?**



Yes



No

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



13 MAY 22

Signature of Property Owner

Date

Signature of Property Owner

Date

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

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



Recommended



Not Recommended

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



Approved



Disapproved

**Final Determination/Other Comments**

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**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Robert M. Trainor and Todd Wilt**

Department or Organization: **City of Charles Town**

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

Date Requested – 1<sup>st</sup> Choice: **First Availability**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **City of Charles Town Annexation**

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

**Request of Veritas Properties LLC for annexation of 0.39 acres of land into the City of Charles Town**

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 that the proposed Order Approving and Confirming the Annexation to the City of Charles Town a parcel of real estate containing 0.39 acres, more particularly described as the Subject Property in the municipal corporation's Certificate dated May, 20 2022, presently located in the Charles Town District, Jefferson County, West Virginia, and owned by Veritas Properties LLC as provided by West Virginia Code §§ 8-6-4 & 8-6-4a (Annexation Without an Election).**

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: **Todd Wilt**

Email address: [twilt@charlestownwv.us](mailto:twilt@charlestownwv.us)

Phone Number:     **304-725-2311**

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable





# City of Charles Town

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

May 20, 2022

**MAYOR**

*Robert M. Trainor*

**CITY  
COUNCIL**

*James Krutovil*

*Elizabeth Ricketts*

*Jeff Hynes*

*Kevin Tester*

*Jean Petti*

*Jude Philaboun*

*Michael George*

*Rikki Twyford*

Jefferson County Commission  
ATTN: Mr. John Nissel  
Post Office Box 250  
Charles Town, WV 25414

Re: Request for Inclusion on County Commission Agenda

Dear Mr. Nissel:

Enclosed please find a completed Agenda Request Form along with a Certificate from the City of Charles Town, West Virginia to annex real estate without an election. Also enclosed is a proposed Order Approving and Confirming the Annexation to the City of Charles Town.

I request that this Certificate be included on the first available agenda of the County Commission.

Thank you for reviewing and considering this request. If you have any questions, please do not hesitate to reach out to Todd Wilt by email at [twilt@charlestownwv.us](mailto:twilt@charlestownwv.us) or by phone at 304-725-2311.

**City Clerk**

*Todd Wilt*

Sincerely,

  
Robert M. Trainor  
Mayor

Enclosures

cc: Todd Wilt, Charles Town City Clerk



CERTIFICATE OF THE CITY OF CHARLES TOWN, WEST VIRGINIA TO ANNEX WITHOUT AN ELECTION UNDER THE PROVISIONS OF WEST VIRGINIA CODE §§ 8-6-4 & 8-6-4a A PARCEL OF REAL ESTATE CONTAINING APPROXIMATELY 0.39 ACRES PRESENTLY LOCATED IN THE CHARLES TOWN DISTRICT, JEFFERSON COUNTY, WEST VIRGINIA, DESCRIBED WITH MORE PARTICULARITY IN THE OFFICE OF THE CLERK OF THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA, IN DEED BOOK 951, AT PAGE 514, *et seq.*, AND OWNED BY VERITAS PROPERTIES, LLC.

**WHEREAS**, Veritas Properties, LLC is the owner of a parcel of real estate containing approximately 0.39 acres presently located in the Charles Town District, Jefferson County, West Virginia, and more particularly described as follows (hereinafter, the "Subject Parcel");

Parcel One:

All of that certain parcel of real estate, with the improvements thereon and the appurtenances belonging, situate, lying and being in the Charles Town District, Jefferson County, West Virginia, about one line southeast of Charles Town on the southwest side of West Virginia State Route 9 (formerly the Bloomery turnpike) and more particularly described as follows:

BEING all of Lot No. 3 and the western 30 foot portion of Lot No. 4, as the same are designated and described on the plat of the H. W. Foreman Lots, which said plat is dated February 20, 1948, and made by J. Jas Skinner, S.J.C., recorded in the Office of the clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 173, at Page 347, said lot No. 3 fronting on a distance of 50 feet on the southwest side of West Virginia State Route 9, and the western portion of Lot No. 4 herein conveyed fronting for an additional distance of 30 feet on the southwest side of said State Route 9, for a total frontage of 80 feet thereon, and extending back between parallel lines for a distance of 165 feet to other property to said Grantors.

Parcel Two:

All of that certain tract or parcel of land situate in the Charles Town District, Jefferson County, West Virginia, according to a plat and survey thereof made by Richard U. Good, C.L.S., dated June 4, 19874, attached to a deed recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 532, at Page 238, and more particularly described as follows:



Beginning at (5) an iron peg set on the southwest side of State Highway Route No. 9 and a corner to the Wilt lot; thence with the southwest side of State Highway No. 9, S. 43 degrees 34' 011" E. 20.00 feet to (6) an iron peg set, a corner to the Chapman lot, thence with the Chapman lot, S. 21 degrees 59' 12" W. 167.97 feet to (7) a post; thence with the other land of the Steward M. Payne Estate, N. 44 degrees 09; 35" W. 20.00 feet to (4) a post, a corner to the Wilt lot thence with the Wilt Lo, N. 22 degrees 00' 56" E. 168.15 feet to the point of beginning, containing 3,070 square feet, more or less. Less and Excepting that certain parcel of real estate sold to the West Virginia Department of Highways by deed dated the 17th day of February 1988, recorded in the aforesaid Clerk's Office in Deed Book 598 at Page 366.

CURRENT PROPERTY ADDRESS: 14840 Charles Town Rd, Charles Town, WV 25414

AND BEING the same parcel of real estate conveyed to Veritas Properties, LLC from Gracecurt LLC by deed dated February 9, 2022, and recorded in the aforesaid Clerk's Office in Deed Book 1275, at Page 458 (a copy of which deed is attached hereto as Exhibit A).

**WHEREAS**, Veritas Properties, LLC requested annexation of the Subject Parcel into the City of Charles Town (the "City") as evidenced by a Petition for Annexation and Zoning dated February 24, 2022 (the "Petition"), a copy of which Petition is attached hereto as Exhibit B; and

**WHEREAS**, West Virginia Code ("Code") Section 8-6-4a provides for annexation without election and applies to municipalities in counties that have adopted a countywide zoning ordinance with designated urban growth boundaries and, prior to January 1, 2009, have adopted local impact fees pursuant to the provisions of Code Section 7-2-1, *et seq.*; Jefferson County, West Virginia, has adopted a countywide zoning ordinance with designated urban growth boundaries and has, prior to January 1, 2009, adopted local impact fees; and Code Section 8-6-4a is accordingly applicable to the City; and

**WHEREAS**, Code Section 8-6-4a(c)(1) provides that, if property proposed to be annexed is entirely within a municipality's designated urban growth boundary, the municipality may annex the property without an election pursuant to Code Section 8-6-4 and, in such case, the agreement of the county commission is not required; the Subject Parcel is entirely within the City's Urban Growth Boundary; and the City may accordingly annex the Subject Parcel pursuant to Code Section 8-6-4 without the agreement of the Jefferson County Commission; and

**WHEREAS**, Code Section 8-6-4(a) provides that the governing body of a municipality may, by ordinance, provide for annexation of additional territory without an election if both a majority of the qualified voters of the territory and a majority of all freeholders of the additional territory file a petition to be annexed, Code Section 8-6-4(b) provides that "qualified voters of the additional territory" includes firms and corporations in the additional territory, and Code Sections 8-6-4(d) and 8-6-4(f), respectively, provide that a qualified voter of the additional territory who is also a freeholder of the additional territory may join only one petition and that only a voter's petition is required if all of the eligible petitioners are qualified voters; as represented by Veritas Properties, LLC and verified by the City, Veritas Properties, LLC is the sole owner, sole qualified voter, and sole freeholder of the Subject Parcel; and the single Petition submitted by Veritas Properties, LLC accordingly satisfies the petition requirement of Code Section 8-6-4; and

**WHEREAS**, all boundaries of the Subject Parcel are adjacent to and contiguous with the existing corporate boundary of the City, and the proposed annexation is consistent with the City's Comprehensive Plan; and

**WHEREAS**, Code Section 8-6-4(g) provides that, if satisfied that a petition is sufficient in every respect, the governing body of a municipality shall enter that fact upon its journal and forward to the county commission a certificate to that effect, and the county commission shall thereupon enter an order as described in Code Section 8-6-3, following which the corporate limits of the municipality shall include the annexed property; by Ordinance duly adopted May 2, 2022, a copy of which is attached hereto as Exhibit C, the Council of the City found the Petition to be sufficient in every respect and approved the requested annexation of the Subject Parcel; and, accordingly, the City thereby provided for annexation of the Subject Parcel into the City pursuant to the provisions of Code Sections 8-6-4, Annexation without an election, and 8-6-4a, Annexation without election for municipalities in counties that have an adopted countywide zoning ordinance which includes urban growth boundaries, subject only to the final Order of the Jefferson County Commission recognizing said annexation;

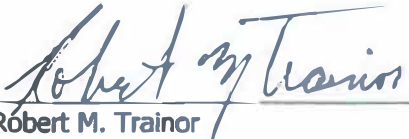
**NOW, THEREFORE**, this Certificate certifies that: (i) the representations set forth herein are true and accurate to the best knowledge, information, and belief of the City; (ii) all of the applicable requirements of Code Sections 8-6-3, 8-6-4, and 8-6-4a have been met with regard to the Petition; (iii) the Petition filed by Veritas Properties, LLC, as the sole owner, qualified voter, and freeholder of the Subject Parcel, is sufficient in every respect in regard to the annexation into the City of the Subject Parcel; (iv) that the Council of the City has by Ordinance provided for annexation of the Subject Parcel; and (v) a copy of this Certificate, together with a copy of said Ordinance, has been filed with the records of the City; and

**AND FURTHER**, as required by Code Sections 8-6-3 and 8-6-4, this Certificate is hereby filed with the Jefferson County Commission for entry of an Order as required pursuant to West Virginia Code Sections 8-6-4(g) and 8-6-4a(h);

**WHEREFORE**, the City of Charles Town prays that the County Commission of Jefferson County, West Virginia, enter an Order, as described in Code Section 8-6-3 and as required by Code Sections 8-6-4(g) and 8-6-4a(h), reflecting the annexation and modification to the corporate limits of the City by addition thereto of the Subject Parcel and ordering that such annexation by the City be approved and confirmed.

Dated this 20 day of May, 2022.

CITY OF CHARLES TOWN, WEST VIRGINIA, a municipal corporation,

  
\_\_\_\_\_  
Robert M. Trainor  
Mayor

Attest:

  
\_\_\_\_\_  
Todd Wilt  
City Clerk

This document was prepared by:

Tasha Keller Catrow, Esq.  
Catrow Law PLLC  
300 Foxcroft Avenue, Suite 200  
Martinsburg, WV 25401

After recording please return to:  
Veritas Properties, LLC  
14840 Charles Town Rd  
Charles Town, WV 25414

THIS DEED, made and entered into this 9th day of February, 2022, by and between **Gracecurt LLC**, a West Virginia limited liability company, hereinafter party of the first part, and **Veritas Properties, LLC**, a West Virginia limited liability company, hereinafter party of the second part.

WITNESSETH: That for and in consideration of payment of \$215,000.00, the receipt of which is hereby acknowledged, the party of the first part does hereby grant, bargain, sell and convey, and by these presents has granted, bargained, sold and conveyed, to and unto the said party of the second part, in fee simple, with covenants of general warranty, all of that certain lot or parcel of real estate, with the improvements thereon and the appurtenances thereunto belonging, situate, lying and being in Charles Town District, Jefferson County, West Virginia, and more particularly described as follows:

**Parcel One:**

**All of that certain parcel of real estate, with the improvements thereon and the appurtenances belonging, situate, lying and being in the Charles Town District, Jefferson County, West Virginia, about one line southeast of Charles Town on the southwest side of West Virginia State Route 9 (formerly the Bloomery turnpike) and more particularly described as follows:**

**BEING all of Lot No. 3 and the western 30 foot portion of Lot No. 4, as the same are designated and described on the plat of the H. W. Foreman Lots, which said plat is dated February 20, 1948, and made by J. Jas Skinner, S.J.C., recorded in the Office of the clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 173, at Page 347, said lot No. 3 fronting on a distance of 50 feet on the**

southwest side of West Virginia State Route 9, and the western portion of Lot No. 4 herein conveyed fronting for an additional distance of 30 feet on the southwest side of said State Route 9, for a total frontage of 80 feet thereon, and extending back between parallel lines for a distance of 165 feet to other property to said Grantors.

**Parcel Two:**

All of that certain tract or parcel of land situate in the Charles Town District, Jefferson County, West Virginia, according to a plat and survey thereof made by Richard U. Good, C.L.S., dated June 4, 19874, attached to a deed recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 532, at Page 238, and more particularly described as follows:

Beginning at (5) an iron peg set on the southwest side of State Highway Route No. 9 and a corner to the Wilt lot; thence with the southwest side of State Highway No. 9, S. 43 degrees 34' 011" E. 20.00 feet to (6) an iron peg set, a corner to the Chapman lot, thence with the Chapman lot, S. 21 degrees 59' 12" W. 167.97 feet to (7) a post; thence with the other land of the Steward M. Payne Estate, N. 44 degrees 09; 35" W. 20.00 feet to (4) a post, a corner to the Wilt lot thence with the Wilt Lo, N. 22 degrees 00' 56" E. 168.15 feet to the point of beginning, containing 3,070 square feet, more or less. Less and Excepting that certain parcel of real estate sold to the West Virginia Department of Highways by deed dated the 17th day of February 1988, recorded in the aforesaid Clerk's Office in Deed Book 598 at Page 366.

**CURRENT PROPERTY ADDRESS: 14840 Charles Town Rd, Charles Town,**

**WV 25414**

And being the same real estate conveyed to Gracecurt LLC by a deed from Mohammad Murtaza dated July 3, 2020 and recorded in the aforesaid Clerk's Office in Deed Book 1243 at Page 647.

THIS CONVEYANCE IS SUBJECT TO and TOGETHER WITH the following: all covenants, restrictions, conditions, easements, reservations, rights-of-way, public utility easements, and other matters of record or in existence, to the extent valid, subsisting, and enforceable, including but not limited to those plat matters of record in the aforementioned Clerk's office in Deed Book 173 at Page 347 and in Deed Book 598 at Page 36; all those restrictions of record in the aforementioned Clerk's Office; and those easements or rights-of-way of record in the aforementioned Clerk's office; any lien of taxes for the current year and

subsequent years, accrued but not yet payable; matters that would be shown by an accurate survey and inspection of the property; zoning requirements, statutes, rules, orders, restrictions, regulations, and ordinances of governmental agencies or their instrumentalities relating to the property, the buildings located thereon, their construction and uses, in force on the date hereof (if any such exist); and, all roads and legal highways.

DECLARATION OF CONSIDERATION OR VALUE

Under the penalties of fine and imprisonment as provided by law, the undersigned party of the first part does hereby declare that the total consideration of the property transferred by the document to which this declaration is appended is Two Hundred Fifteen Thousand Dollars and 00/100 Cents (\$215,000.00).

The party of the first part further hereby does certify that, under the penalties of perjury, this transaction is not subject to the Withholding Tax on West Virginia Source Income of Non-Residents, as the Grantor is a resident of the State of West Virginia, or, alternatively, the property herein conveyed was the principal residence of the Grantor as defined in IRC §121.

WITNESS the following signature and seal:

Gracecurt LLC

  
Tasha Catrow, Manager

STATE OF WEST VIRGINIA,

COUNTY OF BERKELEY, TO-WIT:

I, Herri S. Smith, a notary public in and for the County and State aforesaid, do certify that Tasha Catrow, manager Gracecurt LLC, a limited liability company, on behalf of the limited liability company, whose name is signed to the writing hereto annexed, dated this 9th day of February, 2022, has this day acknowledged the same before me in my said County.

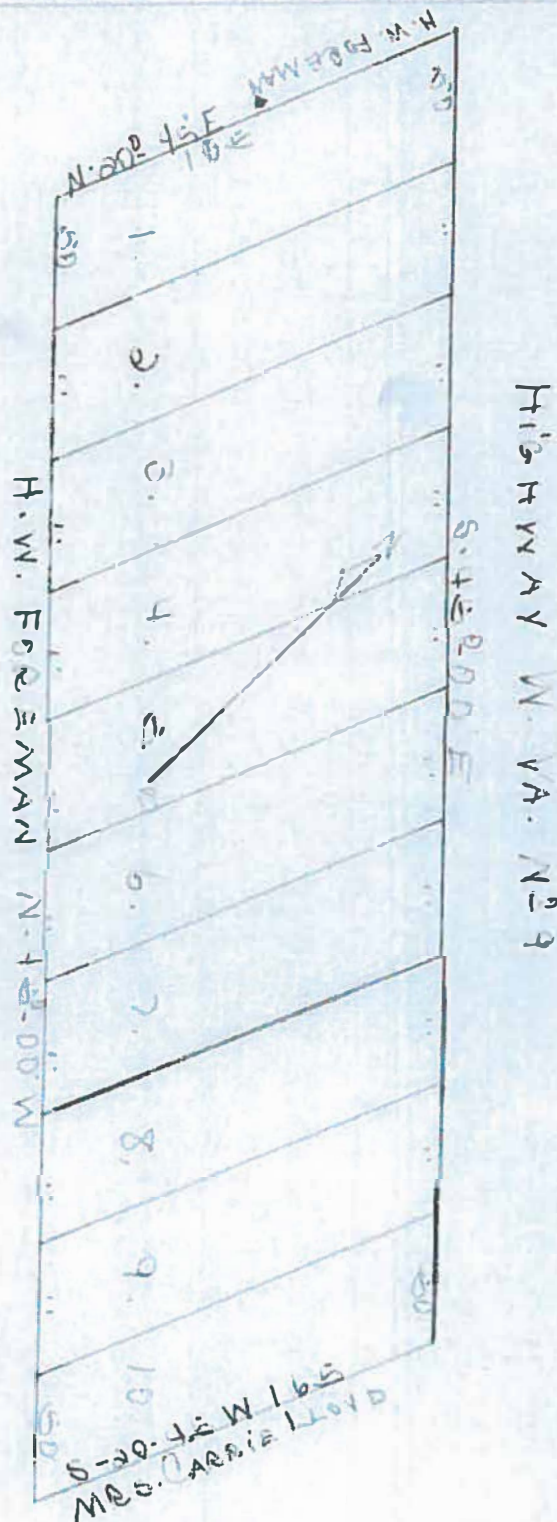
Given under my hand this 9th day of February, 2022.

  
Notary Public

My commission expires: May 9, 2022



Plat  
 H. W. Foreman Lots  
 Charles Town Dist.  
 Jefferson Co., W. Va.  
 1"::50' Feb. 20-1948  
 J. Jas. Skinner  
 S. J. C.



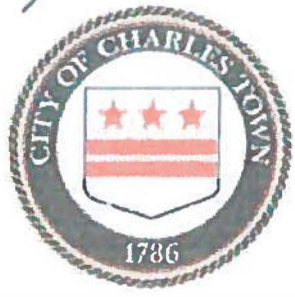
State of West Va., County of Jefferson, ss.

IN THE CLERK'S OFFICE OF COUNTY COURT: AUGUST 9th, 1948





Annexation No. Anax-2022-01/200168



## PETITION FOR ANNEXATION AND ZONING

Annexation petitions shall provide the following information:

1. DATE: February 24, 2022

2. APPLICANT'S NAME\* Veritas Properties, LLC

Address: 9010 Glenbrook Road, Fairfax, VA 22031

Telephone Number (703) 472-3893 Fax Number ( ) N/A

Email Address Robert.Mead2209@GMAIL.COM

3. PROPERTY OWNER'S NAME SAME AS ABOVE

Address: \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

PROPERTY OWNER'S NAME \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

PROPERTY OWNER'S NAME \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

\*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

4. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY: (list all parcels that apply)

Property Address: 14840 Charles Town Road, Charles Town WV

Tax Map # and Parcel(s): 19-02-0017-0012-003

Deed Book and Page: 95/514

Property Area in Square Feet or Acres: .39 Acres

5. PROVIDE SCALED MAP, TO BE ATTACHED, OF THE PROPERTY CLEARLY SHOWING THE PROPERTY'S LOCATION AND PROPERTY AREA IN SQUARE FEET AND/OR ACRES:

see Attached

6. DESCRIPTION OF APPLICANT'S INTEREST IN THE PROPERTY:

Applicant is the Property Owner.  
Veritas Properties, LLC, Robert L. Mead, Member

7. DESCRIPTION OF THE PRESENT USE(S) OF THE PROPERTY AND EXISTING ZONING DISTRICT:

Vacant Residential Building  
Current ZONING District - 02  
Residential-Light Industrial-Commercial

8. REQUESTED ZONING FOR THE PROPERTY:

Annex to City of Charles Town as  
General Commercial

9. DESCRIBE HOW THE REQUESTED ZONING WILL BE CONSISTENT WITH THE OBJECTIVES AND POLICIES OF THE CHARLES TOWN COMPREHENSIVE PLAN:

Next Door Property 14826 Charles Town Road  
is in Charles Town City, zone General Commercial  
and currently in use as a Coffee Shop.

10. DESCRIPTION OF THE PROPOSED USE(S) OF THE PROPERTY, IF KNOWN:

Current property dwelling will be used  
as a Coffee Shop/Cafe

11. PARCEL HISTORY (List all pending or previously approved applications on the subject parcels inventoried above, including previous site plan applications if this application is a site plan amendment)

Application No.	Project Name and Phase	Status	Approval Date
Jefferson County BEA File # 20-15-ZV (see Attached)		Approved	6/22/2020

12. INTERESTED PARTY ADDRESSES, FOR PUBLIC NOTICE: (including across street)  
(Interested parties are defined as adjacent properties within 100 feet)

Owner	# and Street	City, State, Zip
Veritas Properties, LLC	14826 Charles Town Road	Charles Town, WV 25414
Reach Tree Investments LLC	Route 9	Charles Town, WV 25414
Norborne-Glebe Home Owners Assoc, Inc	Farleigh Drive	Charles Town WV 25414
Lawrence W. and Nancy F Lloyd	14819 Charles Town Road	Charles Town WV 25414
June M. and M. Keith Ott	14837 Charles Town Road	Charles Town WV 25414
Joseph M. and Sandra J. Ott	14849 Charles Town Road	Charles Town, WV 25414
Megan C. Curtman	14864 Charles Town Road	Charles Town, WV 25414

NOTES

Additional exhibits may be required by the Zoning Administrator such as a plot plan or site plan showing existing and if applicable, proposed structures, easements, watercourses, curb cuts and description of the uses of adjacent property that are necessary to describe existing or proposed conditions.

Any desire to amend or withdraw this petition must be submitted in writing to the Zoning Administrator. Also, if ownership of any part of or all of the real property subject to the petition shall change during the pendency of the petition, the Petitioner shall be required to immediately advise the Zoning Administrator in writing.

## CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read the City of Charles Town Annexation Policy and relevant provisions of the Charles Town Zoning and Subdivision/Land Development Ordinances outlining applicable procedures.

Signature of Applicant

ate 2-24-2022  
Veritas Properties, LLC

Signature of Owner(s) (If different than Applicant)

Date

Signature of Owner(s) (If different than Applicant)

Date

Signature of Owner(s) (If different than Applicant)

Date

Please submit an original completed petition to the following:

City Planner  
City of Charles Town  
101 E. Washington Street  
Charles Town, WV 25414

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**FOR CITY USE ONLY**

Application Number: \_\_\_\_\_ Date Petition Received: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Check No. \_\_\_\_\_ Receipt No. \_\_\_\_\_

City Council Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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## PROPERTY CARD - JEFFERSON COUNTY WV 2021

GEOGRAPHIC LOCATION: DISTRICT 2 TOWN NAME CHARLES TOWN DISTR MAP 17 PARCEL 12.3

OWNER: GRACECURT LLC  
14841 CHARLES TOWN RD  
CHARLES TOWN, WV 25414

PROPERTY: 14840 CHARLES TOWN ROAD STREET VALIDITY 1  
DESCRIPTION: LTS #3 & 4 FORMAN PLAT

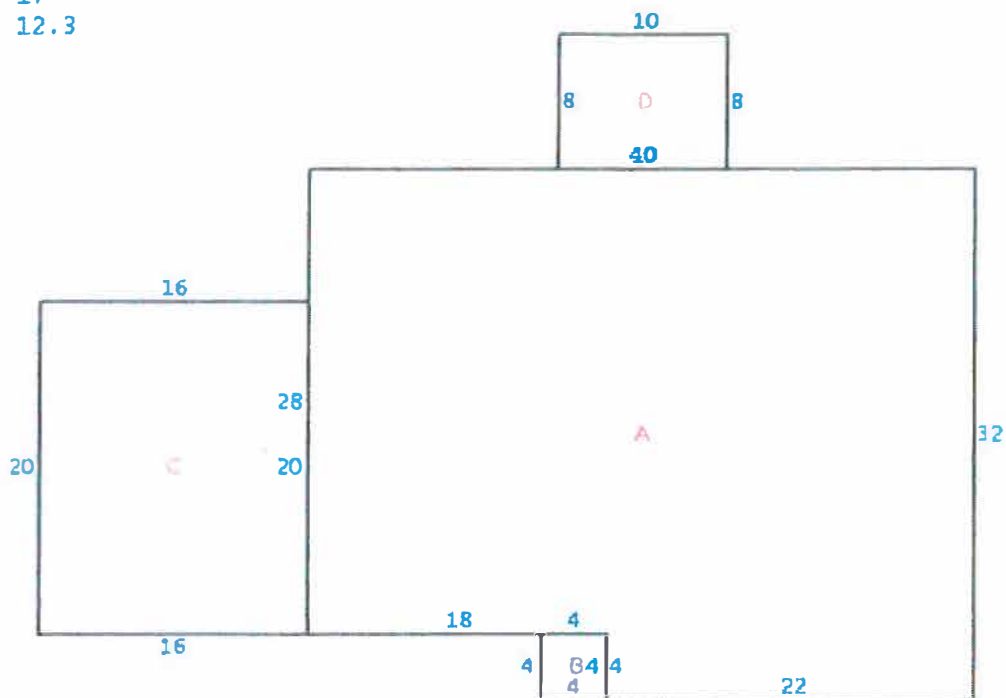
TOTAL VALUE	\$204,200	DEED BOOK/PAGE	951/514
LAND VALUE	\$63,500	ACCOUNT	
BUILDING VALUE	\$140,700	LAND SQ.FT.	
ASSESSED VALUE	\$204,166	ACREAGE	
MAP FILE	02-017--	LAND USE	101
SALE PRICE	\$160,000	NEIGHBORHOOD	017
SALE DATE	7/6/20	PROPERTY TYPE	
RECENT		TAX CLASS	
SALE CODE		VACANT	
		ABSENT	

YEAR BUILT	1968	AIR	
BUILDING AREA	2348	FIREPLACE	1
STORIES	1	BUILDING STYLE	CONV
BASEMENT	FULL	CONDITION	AVERGE
ROOMS	7	SPECIAL ID	0000
BEDROOMS	3	SELLER	MURTAZA MOHAMMAD
BATHS	1.1	SALE PRICE 1	
EXTERIOR WALLS	BRICK	SALES DATE 1	
HEAT TYPE	ELEC	SALES PRICE 2	
FUEL TYPE	ELEC	SALE DATE 2	

SKETCH: A0CU4L18U28R40D32L22A1CL4U4R4D4A2U4L18CU20L16D20R16A3U4L18U28R15CU8R10D8L10



MAP 17  
PARCEL 12.3



14840 CHARLES TOWN ROAD

# WV Real Estate Assessment Data



[About](#) [New Search](#) [Structure Drawing](#)

Parcel ID 19-02-0017-0012-0003 Tax Year 2021 County Jefferson Date 2/23/2022  
Root PID 19020017001200030000

## Property Owner and Mailing Address

Owner(s) MURTAZA MOHAMMAD  
Mailing Address 14841 CHARLES TOWN RD, CHARLES TOWN, WV 25414

## Property Location

Physical Address 14840 CHARLES TOWN RD  
E-911 Address 14840 CHARLES TOWN RD Charles Town WV 25414  
Parcel ID 19-02-0017-0012-0003  
County 19 - Jefferson  
District 2 - Charles Town District  
Map [0017](#) (Click for PDF tax map)  
Parcel No. 0012  
Parcel Suffix 0003  
Map View Link <https://mapwv.gov/parcel/?pid=19-02-0017-0012-0003>

## General Information

Tax Class	Book / Page	Deeded Acres	Calculated Acres	Legal Description
2	951 / 514	0.390	0.39	LTS #3 & 4 FORMAN PLAT
			0.39	

## Cost Value

Dwelling Value \$140,700  
Other Bldg/Yard Values \$0  
Commercial Value ---

## Appraisal Value

Land Appraisal \$63,500  
Building Appraisal \$140,700  
Total Appraisal \$204,200

## Building Information

Property Class R - Residential  
Land Use 101 - Residential 1 Family  
Sum of Structure Areas 2,348

# of Buildings (Cards) 1

Card	Year Built	Stories	CG	Architectural Style	Exterior Wall	Basement Type	Square Footage (SFLA)	Building Value
1	1968	1	2P	Conventional	Brick	Full	2,348	\$140,700
							2,348	\$140,700

Card	Year Built	Attic	Fuel	Heat System	Heat/AC	Bedrooms	Full Baths	Half Baths	Total Rooms
1	1968	None	Electric	Electric	Central A/C	3	1	1	7
						3	1	1	7

#### Flood Zone Information

Learn more at [WV Flood Tool](#)

Acres (c)	Risk	
0.39	Low	This parcel appears not to be within any identified flood hazard zone.

#### Sales History

[Learn More](#)

Sale Date	Price	Sale Type	Source Code	Validity Code	Book	Page
7/6/2020	\$160,000	Land and Buildings	4	0	1243	647
8/1/2001	\$123,000	Land and Buildings	4	0		

#### Parcel History

Tax Year	Tax Class	Owner	Owner Address	Book/ Page	Legal Description	Land	Building	Total
2021	2	MURTAZA MOHAMMAD	14841 CHARLES TOWN RD  , CHARLES TOWN , WV 25414	951 / 514	LTS #3 & 4 FORMAN PLAT	\$63,500	\$140,667	\$204,167
2020	2	MURTAZA MOHAMMAD	14841 CHARLES TOWN RD, CHARLES TOWN, WV 25414	951/ 514	LTS #3 & 4 FORMAN PLAT	\$61,167	\$140,667	\$201,833

Tax Year	Tax Class	Owner	Owner Address	Book/ Page	Legal Description	Land	Building	Total
2019	2	MURTAZA MOHAMMAD	14841 CHARLES TOWN RD, CHARLES TOWN, WV 25414	951/ 514	LTS #3 & 4 FORMAN PLAT	\$58,833	\$142,333	\$201,167
2018	2	MURTAZA MOHAMMAD	14841 CHARLES TOWN RD, CHARLES TOWN, WV 25414	951/ 514	LTS #3 & 4 FORMAN PLAT	\$56,333	\$131,833	\$188,167
2017	2	MURTAZA MOHAMMAD	14841 CHARLES TOWN RD, CHARLES TOWN, WV 25414	951/ 514	LTS #3 & 4 FORMAN PLAT	\$51,667	\$131,833	\$183,500
2016	2	MURTAZA MOHAMMAD	14841 CHARLES TOWN RD, CHARLES TOWN, WV 25414	951/ 514	LTS #3 & 4 FORMAN PLAT	\$58,000	\$133,500	\$191,500
2015	2	MURTAZA MOHAMMAD	14841 CHARLES TOWN RD, CHARLES TOWN, WV 25414	951/ 514	LTS #3 & 4 FORMAN PLAT	\$58,000	\$125,167	\$183,167

[Show/Hide Parcel History Prior to 2015](#)





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

Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)  
[zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

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

Certified Mail #7011 1570 0001 9066 2091

June 26, 2020

Tasha Catrow  
300 Foxcroft Ave, Suite 200  
Martinsburg, WV 25401

Dear Ms. Catrow,

Please find enclosed a copy of the Findings of Fact and Conclusions of Law for Zoning Variance File #20-15-ZV, which the Board of Zoning Appeals took action on at their May 28, 2020 meeting.

Note, any party may appeal any decision of the Board to the Circuit Court of Jefferson County pursuant to Article 6 of the Jefferson County Zoning and Land Development Ordinance.

If you have any questions, please contact our Office.

Sincerely,

  
Alexandra Beaulieu  
Zoning Administrator

Enclosure: As stated

CC: Mohammad Murtaza  
14841 Charles Town Rd  
Charles Town, WV 25414

## **The Board of Zoning Appeals for Jefferson County, West Virginia**

Variance from Sections 4.6B and Appendix B for the following: to reduce the distance requirement from 75' to 32' on the eastern boundary line and to reduce the side setback from 25' to 6.5' on the western boundary line. The requested variance is to allow an existing residential dwelling unit to be converted to a Professional Office for use as a satellite law office. No new buildings or additions are proposed. Owner: Mohammad Murtaza. Applicant: Tasha Catrow (Catrow Law, PLLC). Location: 14840 Charles Town Road, Charles Town, West Virginia. Parcel ID: 02001700120003. Size: .39 acres. Zoning District: Residential-Light Industrial-Commercial.

File: 20-15-ZV

### **VARIANCE APPROVED WITH CONDITION(S)**

On the 28<sup>th</sup> day of May 2020, before the Board of Zoning Appeals (hereinafter "BZA") came the applicant for a variance from Sections 4.6B and Appendix B for the following: to reduce the distance requirement from 75' to 32' on the eastern boundary line and to reduce the side setback from 25' to 6.5' on the western boundary line. The requested variance is to allow an existing residential dwelling unit to be converted to a Professional Office for use as a satellite law office. No new buildings or additions are proposed.

The Board was present by members Jeffrey Bannon, Tyler Quynn, Leeds Corbin, and Matthew McKinney.

Ms. Tasha Catrow with Catrow Law, PLLC was present to address the Board. Ms. Beaulieu provided an overview of her staff report noting that the proposed land use would operate from the existing dwelling unit and that no new structures were being proposed. Ms. Beaulieu explained that the subject property consists of two legal lots. As the existing home is located on the internal property line, Ms. Beaulieu recommended that a condition of approval could be to require the applicant to legally merge the two parcels into one single lot. Ms. Catrow stated that a 1987 deed appears to have already merged the property. Ms. Beaulieu advised that Ms. Catrow submit the relevant deed book and page number reference for staff to confirm this information.

Ms. Catrow added that the residential neighbor has dogs and that she plans to install a fence or shrubbery along the property line for separation.

Mr. Bannon opened the public hearing. Ms. Megan Curfman, the neighboring property owner, stated she would prefer a fence along the property line as opposed to shrubs. Ms. Catrow stated she did not object to installing a fence; however, requested that a specific type of fence not be required. Mr. Bannon closed the public hearing.

Mr. Quynn moved to approve the variance as requested with the condition that the applicant be bound by her testimony. Mr. Bannon called for a vote, which carried unanimously.

The portion of the record of the BZA meeting pertaining to the application and the official minutes thereof are incorporated herein by references as if set forth in full herein.

**Whereupon, in consideration of the foregoing, the BZA made the following conclusions of law:**

1. Based upon the testimony received, the BZA concludes that the Appellant meets the four-part test of a variance more fully set forth in Section 8A-7-11 of the West Virginia Code and the relevant ordinance.
2. Based upon the testimony received, the BZA finds that the variance request should be granted from Sections 4.6B and Appendix B for the following: to reduce the distance requirement from 75' to 32' on the eastern boundary line and to reduce the side setback from 25' to 6.5' on the western boundary line. The requested variance is to allow an existing residential dwelling unit to be converted to a Professional Office for use as a satellite law office. No new buildings or additions are proposed.
3. WHEREFORE, for the reasons set forth herein, the applicant's request for the variance is hereby GRANTED on the condition that the applicant be bound by her testimony.

Jefferson County Board of Zoning Appeals,

By: \_\_\_\_\_

Jeffrey Bannon, Chair

6-22-2020

Date



1 Mr. Quynn moved to come out of deliberative session at 4:03 pm. Mr. Bannon called for a vote,  
2 which carried unanimously.

3 Mr. McKinney moved to approve the conditional use permit with the condition that the applicant is  
4 bound by their verbal and written testimony. Mr. Bannon called for a vote, which carried  
5 unanimously.

6 **ITEM #5 FILE #: 20-19-ZV**

7 Request: Variance from Section 4.6B to reduce the 75' distance requirement to 50' along the  
8 rear property line for the purpose of operating a homebased federal firearms business  
9 from an existing detached garage (see Conditional Use Permit File#20-3-CUP).

10 Applicant: Efstathia Fragogiannis and Jamie Schatteman

11 Owner: Gary Eisner, Et Al

12 Parcel Info: 76 Belleview Lane, Charles Town, WV Parcel ID: 06002800110002; Size: 3 acres;  
13 Zoning District: Rural

14 Ms. Efstathia Fragogiannis was present to address the Board. Ms. Beaulieu's staff report and further  
15 discussion of this item was addressed during Agenda item # 4, File 20-19-ZV.

16 Mr. Corbin moved to approve the variance as requested. Mr. Bannon called for a vote, which  
17 carried unanimously.

18 **ITEM #6 FILE #: 20-14-ZV - Withdrawn**

19 Request: Variance from Section 9.7 to reduce the side setback from 8' to 6' for a 24' x 36'  
20 detached garage.

21 Owner: Patrick Shunney

22 Parcel Info: 11426 Leetown Road, Kearneysville, WV Parcel ID: 07011A00110000; Size: .34  
23 acres; Zoning District: Village

24 This item was withdrawn by the applicant.

25 **ITEM #7 FILE #: 20-15-ZV**

26 Request: Variance from Sections 4.6B and Appendix B for the following: to reduce the  
27 distance requirement from 75' to 32' on the eastern boundary line and to reduce the  
28 side setback from 25' to 6.5' on the western boundary line. The requested variance is  
29 to allow an existing residential dwelling unit to be converted to a Professional Office  
30 for use as a satellite law office. No new buildings or additions are proposed.

31 Owner: Mohammad Murtaza

32 Applicant: Tasha Catrow (Catrow Law, PLLC)

33 Parcel Info: 14840 Charles Town Road, Charles Town, WV Parcel ID: 02001700120003; Size:  
34 .39 acres; Zoning District: Residential-Light Industrial-Commercial

35 Ms. Tasha Catrow with Catrow Law, PLLC was present to address the Board. Ms. Beaulieu  
36 provided an overview of her staff report noting that the proposed land use would operate from the  
37 existing dwelling unit and that no new structures were being proposed. Ms. Beaulieu explained that  
38 the subject property consists of two legal lots. As the existing home is located on the internal  
39 property line, Ms. Beaulieu recommended that a condition of approval could be to require the  
40 applicant to legally merge the two parcels into one single lot. Ms. Catrow stated that a 1987 deed  
41 appears to have already merged the property. Ms. Beaulieu advised that Ms. Catrow submit the  
42 relevant deed book and page number reference for staff to confirm this information. Ms. Catrow

1 added that the residential neighbor has dogs and that she plans to install a fence or shrubbery along  
2 the property line for separation.

3 Mr. Bannon opened the public hearing. Ms. Megan Curfman, the neighboring property owner,  
4 stated she would prefer a fence along the property line as opposed to shrubs. Ms. Catrow stated she  
5 did not object to installing a fence; however, requested that a specific type of fence not be required.  
6 Mr. Bannon closed the public hearing.

7 Mr. Quynn moved to approve the variance as requested with the condition that the applicant is  
8 bound by her testimony. Mr. Bannon called for a vote, which carried unanimously.

9 **ITEM #8 FILE #: 20-17-ZV**

10 Request: Variance from Sections 4.6B, 8.9A.8, and Appendix B to reduce the distance  
11 requirement from 75' to 20' and the side setback from 25' to 20' along the eastern  
12 boundary line to expand existing fuel station (fuel tanks and fuel pumps).  
13 Owner: 270 LLC  
14 Parcel Info: Lot 16, Bardane (Burr Industrial Park); 270 Industrial Blvd, Kearneysville, WV  
15 Parcel ID: 02000200010021; Size: 5.43 acres; Zoning District: Industrial  
16 Commercial

17 Mr. Michael Shepp was present to address the Board. Ms. Beaulieu provided an overview of her  
18 staff report. Ms. Beaulieu explained that the subject parcel has an approved site plan and that as part  
19 of that approval the site was permitted to utilize the 20' setback as listed in the private covenants  
20 recorded in Plat Book 4 at Page 85. Ms. Beaulieu stated that the Office does not enforce private  
21 covenants and restrictions. She also noted that while she understood the justification for the original  
22 determination and found the request to be reasonable, she did not identify any provisions in the  
23 Ordinance which would allow administrative approval for the proposed expansion. Mr. Shepp  
24 explained the nature of the request and provided background on the original site plan approval. Mr.  
25 Shepp cited Section 9.7 of the Zoning Ordinance in which parcels that predate zoning may utilize  
26 setbacks approved by the Planning Commission. It was Mr. Shepp's opinion that since the Burr  
27 Industrial Park was a County subdivision and approved by the Planning Commission, the subject  
28 request to utilize the 20' setback met the intent of Section 9.7.

29 Mr. Bannon opened the public hearing. There were no public comments. Mr. Bannon closed the  
30 public hearing.

31 Mr. Quynn moved to approve the variance as requested. Mr. Corbin seconded the motion. Mr.  
32 Bannon called for a vote, which carried unanimously.

33 **ITEM #9 FILE #: 20-18-ZV**

34 Request: Variance from Section 9.7 to reduce the Rear setback from 50' to 15' for the  
35 construction of a 3,400 square foot new home and a 45' x 16' foot in-ground  
36 swimming pool with surrounding concrete area.  
37 Applicant: Vincent and Kelli Tiong  
38 Owner: Rodney Smith  
39 Parcel Info: Lot 1C Grainlands Vacant parcel located on Earle Road approximately 680' from the  
40 intersection of Earle Road and Undergrace Road, Charles Town, WV Parcel ID:  
41 06000200020010; Size: 3 acres; Zoning District: Rural

42 Ms. Kelli Tiong was present to address the Board. Ms. Beaulieu provided an overview of her staff  
43 report noting that the property had been platted with a storm drainage easement that bisected the

**IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA**

ORDER APPROVING AND CONFIRMING THE ANNEXATION TO THE CITY OF CHARLES TOWN A PARCEL OF REAL ESTATE CONTAINING APPROXIMATELY 0.39 ACRES PRESENTLY LOCATED IN THE CHARLES TOWN DISTRICT, JEFFERSON COUNTY, WEST VIRGINIA, AND OWNED BY VERITAS PROPERTIES, LLC, AS PROVIDED BY WEST VIRGINIA CODE §§ 8-6-4 & 8-6-4a (ANNEXATION WITHOUT AN ELECTION).

This \_\_\_\_\_ day of \_\_\_\_\_, 2022, came the City of Charles Town, West Virginia, a municipal corporation, and moved the County Commission of Jefferson County, West Virginia, to approve and confirm the annexation by the City of Charles Town of one parcel of real estate consisting of 0.39 acres and more particularly described as follow (hereinafter, the "Subject Parcel"):

**Parcel One:**

All of that certain parcel of real estate, with the improvements thereon and the appurtenances belonging, situate, lying and being in the Charles Town District, Jefferson County, West Virginia, about one line southeast of Charles Town on the southwest side of West Virginia State Route 9 (formerly the Bloomery turnpike) and more particularly described as follows:

BEING all of Lot No. 3 and the western 30 foot portion of Lot No. 4, as the same are designated and described on the plat of the H. W. Foreman Lots, which said plat is dated February 20, 1948, and made by J. Jas Skinner, S.J.C., recorded in the Office of the clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 173, at Page 347, said lot No. 3 fronting on a distance of 50 feet on the southwest side of West Virginia State Route 9, and the western portion of Lot No. 4 herein conveyed fronting for an additional distance of 30 feet on the southwest side of said State Route 9, for a total frontage of 80 feet thereon, and extending back between parallel lines for a distance of 165 feet to other property to said Grantors.

**Parcel Two:**

All of that certain tract or parcel of land situate in the Charles Town District, Jefferson County, West Virginia, according to a plat and survey thereof made by Richard U. Good, C.L.S., dated June 4, 19874, attached to a deed recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 532, at Page 238, and more particularly described as follows:

Beginning at (5) an iron peg set on the southwest side of State Highway Route No. 9 and a corner to the Wilt lot; thence with the southwest side of State Highway No. 9, S. 43 degrees 34' 011" E. 20.00 feet to (6) an iron peg set, a corner to the Chapman lot, thence with the Chapman lot, S. 21 degrees 59' 12" W. 167.97 feet to (7) a post; thence with the other land of the Steward M. Payne Estate, N. 44 degrees 09; 35" W. 20.00 feet to (4) a post, a corner to the Wilt lot thence with the Wilt Lo, N. 22 degrees 00' 56" E. 168.15 feet to the point of beginning, containing 3,070 square feet, more or less. Less and Excepting that certain parcel of real estate sold to the West Virginia Department of Highways by deed dated the 17th day of February 1988, recorded in the aforesaid Clerk's Office in Deed Book 598 at Page 366.

CURRENT PROPERTY ADDRESS: 14840 Charles Town Rd, Charles Town, WV 25414

AND BEING the same parcel of real estate conveyed to Veritas Properties, LLC from Gracecurt LLC by deed dated February 9, 2022, and recorded in the aforesaid Clerk's Office in Deed Book 1275, at Page 458 (a copy of which deed is attached hereto as Exhibit A).

It appearing by the Certificate of the City of Charles Town ("Certificate") filed this date with the Jefferson County Commission and by a Petition for Annexation of the Subject Parcel by the property owner dated February 24, 2022 and attached to said Certificate, that the sole owner and freeholder of the Subject Parcel has requested that the hereinabove referred to real estate be annexed to and become a part of the City of Charles Town.

It further appearing that the Certificate of the governing body of the municipality of Charles Town was this day filed showing that the annexation has been made in the manner required by law, to the corporate limits thereof, and that by such annexation the said corporate limits should be increased to include the Subject Parcel more particularly described above.

It further appearing from the said Certificate that all boundaries of the Subject Parcel are adjacent to and contiguous with the existing corporate boundary of Charles Town.

It further appearing that the Subject Parcel is entirely within the City of Charles Town's Urban Growth Boundary, and, according to the governing body of the municipality, the annexation is consistent with the City of Charles Town's Comprehensive Plan.

It is therefore ORDERED that such annexation to said corporate limits be and the same is hereby APPROVED and CONFIRMED, and the Clerk of the Jefferson County Commission is directed to deliver to the governing body of the City of Charles Town a certified copy of this Order as soon as practicable.

This Order shall take effect this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

JEFFERSON COUNTY COMMISSION

By: \_\_\_\_\_  
Caleb Hudson, President

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST:

\_\_\_\_\_  
Clerk of the County Commission of  
Jefferson County, West Virginia

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Steve Stolipher (on behalf of the mayors/municipalities)

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: June 2, 2022

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **County Fireworks Mapping Request**

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

✦ Municipal mayors are requesting a map be created which shows the areas within the county where fireworks are permissible (not within municipalities)

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Martin Burke

Department or Organization: Jefferson County Historic Landmarks Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: June 2, 2022

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

Date Requested – 2<sup>nd</sup> Choice:

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

**Request for funds to repaint the exterior of the Peter Burr House**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**JCHLC seeks funds from the Capital Development account to repaint the exterior of the Peter Burr House. The Peter Burr House is the oldest wood frame in West Virginia circa 1751. It is listed in the National Register of Historic Places. JCHLC's annual budget does not support a major expenditure such as this and there are no grants available for routine maintenance. SEE ATTACHED ESTIMATE and PBF BROCHURE**

Is this a funding request? Y/N Y

If so, how much? \$5,000

Provide exact financial impact/request:

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

I move that \$5,000 from the Capital Development account be transferred to the Jefferson County Historic Landmarks Commission to repaint the exterior of the Peter Burr House.

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

If not attached, explain:

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

Contact information: Martin Burke

Email address: martinburke@frontiernet.net

Phone Number: 304-876-3883

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable





B & M PAINTING INC

92 EAST BURR BLVD  
KEARNEYSVILLE, WV 25430

# Estimate

DATE	ESTIMATE NO.
3/9/2022	9025

NAME / ADDRESS
Jefferson County Historic Landmark Com Martin Burke P.O. Box 23 Charles Town, WV. 25414

			PROJECT
			Burr House ( 2022 )
DESCRIPTION	QTY	COST	TOTAL
EXTERIOR PREP AND PAINTING			
Scope of Work Apply Simple Green and exterior bleach on surfaces to be painted to remove any mildew, pollen and chalking. Scrub as needed the do a soft powerwash or wash to remove. Allow 72 hours drying time or moisture content is below 15%. Scrape and hand sand surfaces needed to remove any loose or flaking paint. Apply 1 coat of Ben Moore Fresh Start Alkyd Long Oil Primer . Allow 48 hours drying time then apply 2 coats of Ben Moore Regal High Build on surfaces listed allowing proper drying time between coats. Apply 2 coats of Old Master Tung Oil on raw exposed log surfaces allowing proper drying time between coats.			
Pricing			
Cleaning Siding	1,703	0.28	476.84
Cleaning Plaster	160	0.28	44.80
Cleaning Old Siding On Rear Under Porch	92	0.28	25.76
Painting Siding	1,703	1.83	3,116.49
Painting Plaster	160	1.83	292.80
Doors	4	68.00	272.00
Rear Post	6	28.00	168.00
Front Post	4	28.00	112.00
Windows			
2 over 2	4	56.00	224.00
6 over 6	2	72.00	144.00
8 Pane	1	56.00	56.00
6 over 1	1	63.00	63.00
3 over 3	1	64.00	64.00
		<b>TOTAL</b>	<b>\$5,059.69</b>





## Peter Burr Farm Origins

The oldest section of the Peter Burr House was constructed by Peter Burr I (1699-1779). He arrived in the area in the 1740's and obtained two Fairfax land grants for 886 acres in 1751. However, Peter Burr I moved back to Connecticut in 1754, leaving the house and farm to his son, Peter Burr II. Peter Burr II, who went on to raise 13 children on the farm, died in 1795 and left the house to his son Peter Burr III. Only three years later in 1798, Peter Burr III migrated to Ohio. In 1803, the property was sold to William Lynne Jr. by Moses Burr, Peter Burr II's son and brother to Peter Burr III.


The Burr family represented an interesting dichotomy between themselves and early Jefferson County. While the majority of people in the area were Church of England, the Burrs were Presbyterian, while the county was largely plantation run, the Burrs were yeoman farmers. A great deal of insight to 18th century life can be gleaned from the study of this site and family.

## Burr Family

The Burrs were a prominent family in Connecticut and boasts some familiar connections. The immigrant ancestor of Peter Burr and his family was Jehue Burr, born about 1600 in England, who arrived in Massachusetts Bay Colony in 1630 with Winthrop. He was settled first in Roxbury then Springfield, and finally at Fairfield. He became a Freeman of the colony a few years after his arrival. Generations later, Peter Burr I was born, the brother of Aaron Burr, Sr. who was the first president of the College of New Jersey (now, Princeton University) and the father to Aaron Burr Jr., the U.S. senator and 3rd Vice President of the United States.

At the time of the Fairfax land grants, present-day Jefferson County was still considered the frontier and prone to attacks during the French and Indian War. Because of this, Peter Burr I, who was the father of 17 children, may not have been too keen on moving his whole family to the area after building his original wood frame house. Peter Burr II took over the house and farm and reared his family here. During his time on the farm, Burr is purported to have supplied provisions to the Berkeley County authorities, which was present-day Jefferson County.

Peter Burr II, the son of the man who built the house, lived there until he died in 1795. He was the cousin of Aaron Burr, whose goals and views were frequently at odds with those of George Washington and his supporters. During the American Revolution, Aaron Burr supported Generals Charles Lee and Horatio Gates in their efforts to depose George Washington. (Both generals settled in Jefferson County after being dismissed by George Washington. Gates' home, Travellers Rest, is located near the Peter Burr farm.) Peter Burr's associations with his cousin and with George Washington's cashiered generals further suggest that he did not share the values of the Washington family members who had settled in the area.






The Peter Burr Living History Farm seeks to restore the site to its late 18th century condition and to use it as a place for heritage education. Activities will include planting, cultivating, and harvesting period and native species as well as performing domestic activities appropriate to the period.

**Contact Us**

118 East Washington St.  
Charles Town, WV, 25414  
(304) 728-3195

VISIT US: [www.jeffersoncountyhlc.org](http://www.jeffersoncountyhlc.org)  
REACH US: [landmarkcommission@jeffersoncountywv.org](mailto:landmarkcommission@jeffersoncountywv.org)  
FOLLOW US: @jeffersoncountyhlc (Facebook & Instagram)

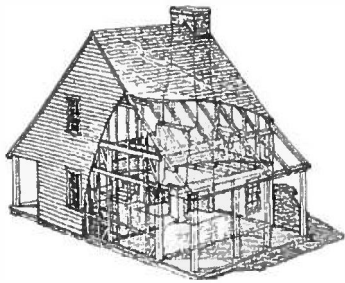
**Peter Burr Farm  
Historic Site**

ARCHITECTURAL AND FAMILY NOTES

The Peter Burr House was nominated in 1976 as a Jefferson County Historic Landmark, and was listed on the National Register of Historic Places in 1982. It is the oldest extant wood frame structure in West Virginia and acts as an example of early settlement period post-and-beam architecture.







## ARCHITECTURE

The Peter Burr House is an 8 room, 2-story building. The house itself was constructed in 3 parts or phases

ca. 1751

The oldest portion of the house is the timber-frame eastern sections, which was built ca. 1751 by Peter Burr I.

ca. 1803

The western side of the house was built as a freestanding log kitchen around 1803 by William Lynn, Jr.

ca. 1816

An intermediate room was added to join the freestanding log kitchen and the original timber frame eastern section by David Moore, the owner at the time.

The original structure, built with techniques common to the northern colonies in the 18th century, is framed with heavy log uprights pinned to horizontal beams. The voids between the vertical posts are in-filled with brick and mortar and plastered. The exterior is clad with hand-riven clapboards. The original roof was made of wooden shingles while the floor of the house was constructed with smooth, wide boards nailed with wrought iron nails. The original doors of the Burr House had long wrought iron hinges, and fastened with a wooden bar. The chimney measures five feet by ten feet, and forms mantels in two rooms.

The western end of the house is typical of local summer kitchens, with a large cooking fireplace and stone hearth.

The stone outbuilding to the west of the residence was built in the early 19th century and served several uses. The first floor of the structure functioned as a spring house, its raised interior water trough stored and secured farm produce. The cool water pumped into the trough would keep perishable items such as butter and milk from spoiling. The upstairs has a small firebox that may have been used to heat a quarter for servants, or to smoke meats that hung from rafters.



1933 Photos of the Peter Burr House from the Historic American Building Survey, courtesy of the Library of Congress

The barn that is presently on the property is a reconstruction of the type of barn that likely existed here in the late 18th century. The four crib log barn is a type that has been documented in the Cumberland Valley, and has a steep pitched wool shingled roof with vertical siding and dirt floors. This reconstruction style is favored because the barn was likely quickly built upon the Burr's arrival on the land out of logs.

Other structures and installations on the property include a kitchen garden that would have been similar to the type maintained by the Burr family in the 18th century, restrooms camouflaged to look like a typical outbuilding, and an orchard in which the trees comes from heritage stock grown at Monticello in the 18th century.



One valuable source of insight to the wealth and life on the Peter Burr Farm comes from Peter Burr II's death inventory. Property was inventoried and valued, all the way down to the amount of pots and cards. Below is an excerpt of the 142 item inventory, totaling in value 215 pound, 1 shilling and 6 pence, which roughly equates to the purchasing power of \$21,500 United States Dollars in 2020.

The Sorel Horse	21 pounds
The Young Bay Colt Shod	18 pounds
The Black Cow	2 pounds
Four Calves	4 pounds
Ten Sheep	3 pounds, 14 shillings
The New Wagon	18 pounds
One Harrow	10 shillings
One Old Plow	6 shillings
One Plow	12 shillings
One Red Beadstead	8 shillings
2 Dozen Old Spoons	4 shillings
Oven and Hooks	6 shillings
Big Kettle	18 shillings
One Hand Saw	2 shillings, 6 pence



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Emily Morrow

Department or Organization: **WVU Extension**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **June 2**

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

Date Requested – 2<sup>nd</sup> Choice: **June 16 before 10:30 AM**

Subject (*Wording to be placed on agenda*): Request to move Secretary position from 70 HR to 80 HR pay schedule

Please provide the County Commission with a description of your request or presentation, including any background information: This employee has been employed part time with the commission since November of 2017, moving full time on June 29, 2018 and has received all allocated merit-based raises from the county. Our budget is largely salary due to the nature of the partnership Jefferson County has with WVU. With agents becoming more experienced, our programming needs have increased and thus the work from county support staff has increased. Amanda has gone above and beyond to meet these needs, which often includes providing support outside of traditional working hours. Our other county paid staff is already on an 80 HR schedule per pay period.

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

If so, how much? **Approximately \$4300**

Provide exact financial impact/request: The financial increase will accommodate the increased salary for 5 extra hours per week and additional FICA, Medicare, and retirement expenses for this employee. Our other county paid staff is already on an 80 HR schedule per pay period.

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

I move to approve the reclassification of Extension Office employee Amanda Masters to an 80 HR pay period schedule.

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

If not attached, explain:

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

Contact information:

Email address: [Emily.Wells@mail.wvu.edu](mailto:Emily.Wells@mail.wvu.edu)

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

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**



not applicable

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name:

Department or Organization: **Jefferson County Development Authority**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **06.02.22**

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

Date Requested – 2<sup>nd</sup> 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:  
The JCDA is seeking approval to post the advertisement seeking applications for the Agricultural Development Coordinator. Staff will seek approval from the County Commission for approval of the candidate to fill the position at the next County Commission meeting.

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 JCDA is seeking approval for the advertisement for the Agricultural Development Coordinator.

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: Dennis Jarvis, II; Director

Email address: [djarvis@jcda.net](mailto:djarvis@jcda.net)

Phone Number: 304-728-3255

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



**Jefferson County  
Draft Job Description**

<b>Position Title:</b>	Agricultural Development Coordinator	<b>Grade Level:</b>	
<b>Department</b>	Jefferson County Development Authority	<b>Date:</b>	
<b>Reports to:</b>	Executive Director	<b>FLSA Status</b>	

**Statement of Duties:** The employee is responsible for ensuring a future for agriculture, increasing the profitability of farming, and expanding the rural economy in Jefferson County by strengthening programs in the areas of economic and business development, workforce development, education and training, marketing and communications and policy, planning and legislation. Employee is required to perform all similar or related duties.

**Supervision Required:** Employee works under the general direction of the Executive Director. The employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve, through experienced judgment, most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Supervisory Responsibility:** Employee may provide immediate supervision over an intern in the same department.

**Confidentiality:** Employee has access to confidential client records.

**Accountability:** Consequences of errors or poor judgment may include adverse public relations, missed deadlines, legal repercussions, jeopardize programs, and danger to public health/safety.

**Judgment:** Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, 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.

**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.

Jefferson County Development Authority  
Agricultural Development Officer  
05/23/2022

**Jefferson County**  
**Draft Job Description**

**Work Environment:** The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee will be required to work beyond normal business hours to attend evening meetings.

**Nature and Purpose of Public Contact:** Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance. The employee may represent to the public a functional area of the county on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

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

**Essential Functions:**

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

1. Serves in an administrative support role for groups engaged in Agriculture Development including, but not limited to local and regional farmers markets,
2. Implements, monitors, and revises as needed, the goals of the Jefferson County Development Authority Strategic Action Plan pertaining to agriculture and agritourism by developing supportive public policy, creating marketing opportunities, increasing economic development support for agriculture, and developing protocols for outreach, education, and training.
3. Assists with product development and marketing for agricultural facilities and assists local producers to market and sell local products.
4. Coordinates agritourism related enterprises in Jefferson County with the Jefferson County and Ranson Convention Visitors Bureau, the West Virginia Office of Tourism, and the West Virginia Commissioner of Agriculture.
5. Networks, develops, and solidifies partnerships; collaborates and works with businesses, lenders, and local, state, and federal agencies to promote agricultural development in Jefferson County.
6. Provides leadership on a regional and statewide basis in organizations that serve the goal of expanding and enhancing agricultural development.
7. Cooperate with the WVU Extension Service, West Virginia Department of Agriculture

Jefferson County Development Authority  
Agricultural Development Officer  
05/23/2022

**Jefferson County  
Draft Job Description**

(WVDA), Small Business Development Center, the West Virginia Farm Bureau, and other organizations coordinated public outreach programs for farmers, elected officials and the public on issues of agricultural development.

8. Works with farmers, farm groups, local and state delegates and governmental agencies on local and state legislative issues to promote agricultural development and advocate for policies and legislation to promote a viable agricultural economy.
9. Prepares grants and proposals and all related tasks to securing and administering grants to ensure the viability of the agriculture sector and the implementation of the Jefferson County Development Authority Strategic Plan.
10. Serves as ombudsman for farmers and agriculture related businesses in dealings with county and state offices.
11. Works with individual landowners to develop marketing and business plans and to assist them in agriculture-related endeavors.
12. Develops and maintains databases of contacts for the use of the agricultural community in successfully achieving agriculture-related promotion, success, and development. Also maintains a database measuring the success of agriculture related programs instituted by the community and JCDA.
13. Makes agricultural related presentations to public groups, local bodies, legislators, and government agencies.
14. Supports land-use planning consistent with providing opportunities for the agriculture community to diversify and be sustainable, and coordinates with the County Planning Department and other agencies to achieve this goal.
15. Provides and maintains a web presence for the office and its clientele.
16. Makes periodic reports to the JCDA and the JCDA Agriculture Committee.

**Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's degree in agriculture from an accredited college or university with three to five (3-5) years of 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. Experience in marketing and social media management, experience with property management databases and GIS programs such as Zoom Prospector and LOIS 1 and a proven record of success in developing and implementing agricultural support projects and a demonstrated commitment to the future survival and enhancement of family farming.

Jefferson County Development Authority  
Agricultural Development Officer  
05/23/2022

**Jefferson County  
Draft Job Description**

**Special Requirements:** A valid driver's license is required for this position.

**Knowledge, Abilities and Skills**

**Knowledge:** Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of the Internet in support of department operations which includes webs development and other social media tools.

**Abilities:** Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information.

**Skills:** Proficient personal computer skills, mathematical skills, recordkeeping, and clerical skills, written and oral communication skills. Outstanding interpersonal skills and attention to detail.

**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 workday.

**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 for general understanding and for analytical purposes. Color vision is required for this position.

AGENDA REQUEST FORM

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 15-30 minutes

DATE REQUESTED: 1<sup>ST</sup> CHOICE June 2<sup>nd</sup>, 2022

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

SUBJECT: PETITION TO PROBATE IN SOLEMN FORM

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

Attached is a petition to probate in solemn form. Terry S. Grant as petitioner and executrix of the last will and testament of Robert D. Grant, Jr., is requesting through counsel that her petition to probate in solemn form be granted. The petition is in proper form, and the probate office has no objections to the copy of the will of Robert D. Grant, Jr. being admitted to record.

ARE DOCUMENTS ATTACHED: yes

IS A PROJECTOR NEEDED?: NO

[ifields@jeffersoncountywv.org](mailto:ifields@jeffersoncountywv.org) (304) 728-3210



## NOTICE OF HEARING

Please take notice that a hearing will be held on **Thursday, June 2<sup>nd</sup>, 2022 at 11am** at the Charles Town Library meeting room located at 200 East Washington Street at the side entrance on Samuel Street in the city of Charles Town, by the Jefferson County Commission to hear the **PETITION PROBATE A WILL IN SOLEMN FORM of the estate of Robert D. Grant, Jr.**

All persons having an interest in said hearing or estate are invited to attend this meeting. For further information, please contact the Jefferson County Clerk's Office, Probate Office at 100 East Washington Street, Charles Town, WV 25414, or you may call at (304) 728-3210.

**Spirit of Jefferson Advocate**

May 11<sup>th</sup>, 2022

May 18<sup>th</sup>, 2022

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IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: ESTATE OF ROBERT D. GRANT, JR.

PETITION TO PROBATE A WILL IN SOLEMN FORM

COMES NOW your Petitioner, Terry S. Grant, and petitions for the admission and probate in solemn form of the Last Will and Testament of Robert D. Grant, Jr. pursuant to the provisions of West Virginia Code Chapter 41, Article 5, Section 5, and represents to the Commission the following:

1. That Terry S. Grant, of 299 River Road, Shepherdstown, Jefferson County, West Virginia, is designated as Executrix in a writing which is the subject of this Petition and which is a photocopy of the purported Last Will and Testament of Robert D. Grant, Jr., deceased, dated June 27, 2013.

2. That Robert D. Grant, Jr. died December 23, 2021, in the City of Washington, District of Columbia.

3. That the last place of residence and the domicile of Robert D. Grant, Jr., at his death was 299 River Road, Shepherdstown, Jefferson County, West Virginia.

4. That at the date of his death the nature of the estate of Robert D. Grant, Jr. consisted of real estate situate in Shepherdstown District, Jefferson County, West Virginia, and tangible and intangible personal property.

5. That at the date of his death, the said Robert D. Grant, Jr. was married to the Petitioner, Terry S. Grant; and that he had four children, all surviving at the time of his death, namely: Robert D. Grant, III, John W. Grant, Jason R. Grant and Leigh Ann Simmons.

6. That the known heirs at law and distributees of Robert D. Grant, Jr. as defined under West Virginia Code Chapter 42, and their relationship to the Decedent are as follows:

a. Terry S. Grant, spouse.

b. Robert D. Grant, III, John W. Grant, Jason R. Grant and Leigh Ann Simmons, children from a prior relationship.

7. That the Petitioner has delivered to the Clerk of this Commission a photocopy of a document entitled, "Last Will and Testament of Robert D. Grant, Jr." executed by the Decedent on June 27, 2013, a copy of which is attached to this Petition as Exhibit 1.

8. That the beneficiary under the Last Will and Testament of Robert D. Grant, Jr. dated June 27, 2013, was Terry S. Grant, and her relationship to the decedent was as his surviving spouse; and that Terry S. Grant was nominated by the Decedent as the Executrix of his Will.

9. That following the death of Robert D. Grant, Jr. on December 23, 2021, the Petitioner believes the original of the Last Will and Testament dated June 27, 2013, was present among the papers of the Decedent at his residence.

10. That following the death of Robert D. Grant, Jr. on December 23, 2021, Petitioner has made a diligent and thorough search for the original Last Will and Testament of Robert D. Grant, Jr. dated June 27, 2013, but has been unable to determine the whereabouts thereof.

11. That Petitioner has no reason to conclude that Robert D. Grant, Jr. revoked his Last Will and Testament dated June 27, 2013.

12. That subsequent to the death of Robert D. Grant, Jr. on December 23, 2021, Petitioner is unable to determine whether the

aforesaid Will has either been misplaced or accidentally destroyed.

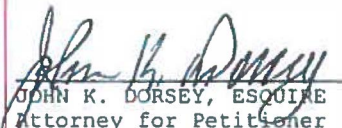
13. Personal jurisdiction over the Respondents is asserted pursuant to West Virginia Code §41-5-1, et seq., West Virginia Code §44-1-1, et seq., and West Virginia Code §56-3-33.

14. Subject matter jurisdiction is asserted pursuant to West Virginia Constitution Article VIII, §6, West Virginia Code §41-1-1, et seq., and West Virginia Code §44-1-1, et seq.

15. Venue lies within this Commission pursuant to West Virginia Code §41-5-4, as said Petition involves the probate of a Will of the Testator who at the time of his death had a mansion house or known place of residence in Jefferson County, West Virginia.

WHEREFORE, the Petitioner respectfully petitions this honorable County Commission to issue process and summons to all those persons known as heirs at law of Robert D. Grant, Jr., and those interested in the probate of the Last Will and Testament of Robert D. Grant, Jr., deceased, to appear at a day named to show cause why the photocopy of the Last Will and Testament of Robert D. Grant, Jr. dated June 27, 2013, should not be admitted to probate pursuant to the provisions of Article 5, Chapter 41, of the West Virginia Code as if an original; to appoint Terry S. Grant as Executrix of said Will; and to take such further action as to this Commission may seem fair and just.

Terry S. Grant  
BY COUNSEL

  
JOHN K. DORSEY, ESQUIRE  
Attorney for Petitioner  
WV State Bar ID No. 1044  
104 West Congress Street  
Charles Town, WV 25414  
(304) 728-6000

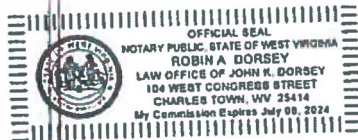
STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON, to-wit:

Terry S. Grant, Petitioner in the foregoing Petition, being first duly sworn, says that the facts and allegations therein contained are true, except insofar as they are therein stated to be upon information and belief, and insofar as they are therein stated to be upon information and belief, she believes them to be true.

Terry S. Grant  
TERRY S. GRANT, EXECUTRIX  
ESTATE OF ROBERT D. GRANT, JR.

Taken, sworn to and subscribed before me this 20<sup>th</sup> day of April, 2022, by Terry S. Grant.



Robin A. Dorsey  
NOTARY PUBLIC

My commission expires: July 8, 2024.

**CERTIFICATION OF VITAL RECORDS**  
**GOVERNMENT OF DISTRICT OF COLUMBIA**  
**DEPARTMENT OF HEALTH**  
**WASHINGTON D.C.**  
**CERTIFICATE OF DEATH**

FILE DATE: JANUARY 05 2022

FILE NUMBER: 108-2021-006733

FULL NAME OF DECEASED: ROBERT DAVID GRANT JR

GENDER: MALE

SSN: 234- 66-4843

DATE OF DEATH: DECEMBER 23 2021

TIME OF DEATH: 1:02 AM

PLACE OF DEATH: GEORGETOWN UNIVERSITY HOSPITAL

DATE OF BIRTH: JUNE 25 1941

BIRTHPLACE: WEST VIRGINIA

MOTHER'S MAIDEN NAME: WINONA MCCLURE

FATHER/PARENT'S NAME: ROBERT GRANT SR

MARITAL STATUS: MARRIED

EDUCATION: BACHELOR'S DEGREE (E.G.  
BA, AB, BS)

SURVIVING SPOUSE: TERRY SPEISER

RESIDENCE: SHEPHERDSTOWN, WEST VIRGINIA

RACE: WHITE

FUNERAL HOME: METROPOLITAN FUNERAL SERVICE - VA

HISPANIC ORIGIN: NO, NOT SPANISH /  
HISPANIC / LATINO

PLACE OF DISPOSITION: BOONE MEMORIAL PARK

DATE OF DISPOSITION: DECEMBER 31, 2021

METHOD OF DISPOSITION: BURIAL

MANNER OF DEATH: NATURAL

CERTIFIER: RAJIV SONTI M.D.

**CAUSE OF DEATH**

A. SEPTIC SHOCK

**ONSET:**

3 DAYS

B. BACTERIAL PNEUMONIA

7 DAYS



CD624882

**OTHER SIGNIFICANT CONDITIONS:**  
AORTIC STENOSIS

This is to certify that this is a true and correct reproduction or abstract of the official record filed with the Vital Records Division, Department of Health, District of Columbia.

DATE ISSUED APRIL 12, 2022

*Terra J. Abrams*  
Terra J. Abrams, MBA  
State Registrar

WARNING: IT IS UNLAWFUL TO MAKE COPIES OF THIS DOCUMENT AND PRESENT THEM AS OFFICIAL COPY OF AN ORIGINAL CERTIFICATE.

ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE



EXHIBIT 1

LAST WILL AND TESTAMENT  
OF  
ROBERT D. GRANT, JR.

I, ROBERT D. GRANT, JR., a resident of Jefferson County, West Virginia, being of sound and disposing mind and memory, do hereby make, publish and declare this as and for my Last Will and Testament, hereby revoking any and all wills and codicils by me at any time heretofore made.

ARTICLE ONE: At the time of the execution of this document I am married to TERRY S. GRANT. I have four (4) children, to-wit: ROBERT D. GRANT, III, JOHN W. GRANT, JASON R. GRANT and LEIGH ANN SIMMONS.

ARTICLE TWO: I direct my Executrix, hereinafter named, to pay from my residuary estate all of my just debts and funeral expenses, including any estate, transfer, succession or other inheritance taxes, as soon after my decease as it may be practicable for her to do so, and to pay the reasonable costs of a suitable marker for my grave and the inscription thereof.

ARTICLE THREE: I hereby give and bequeath such items of my personal estate to the named individuals in a written memorandum attached to this Will, knowing that my Executrix and beneficiaries will honor any memorandum I may leave respecting the disposition of certain of such property.

ARTICLE FOUR: I hereby give and bequeath all my remaining personal and household effects, not otherwise effectively disposed of, such as jewelry, clothing, automobiles, furniture, furnishings, silver, books and pictures, tools, and recreational vehicles, including policies of insurance thereon, to my wife, TERRY S. GRANT.

ARTICLE FIVE: All of the rest, residue and remainder of my estate, real, personal and mixed, of whatsoever nature and wheresoever situate, of which I shall die seized or possessed, or

to which I shall be in anywise entitled at the time of my death, including any legacies which may lapse or be invalid or for any reason fail to take effect, and all property over which I shall have at the time of my death any power of appointment or disposal which I shall not have otherwise exercised and released (my residuary estate), I hereby give, devise, bequeath and appoint to my wife, TERRY S. GRANT, absolutely and in fee simple.

ARTICLE SIX: I confer upon my Executrix and any successors with respect to the management and administration of any property, real or personal, including property held under a power in trust, all powers conferred by law upon executors and trustees, including, without limitation, those powers set forth in the Powers of Fiduciaries statute (West Virginia Code Section 44-5A-1 to 44-5A-3) which are incorporated in this will by reference. In addition thereto, I confer upon my Executrix and any successors the following discretionary powers, without limitation by reason of specification:

1. If the appointment of an Executor of my estate is necessary or desirable in any jurisdiction in which my principal Executrix is unable or unwilling to act, I appoint as my Executor in that jurisdiction such individual or corporation as may be designated in an instrument signed by my principal Executrix, to act without bond and to have all the powers and discretion with respect to my estate in that jurisdiction during administration that my principal Executrix is given with respect to the balance of my estate, to be exercised without court order.

2. To do any and every other act necessary and proper to the execution of my estate.

ARTICLE SEVEN: In the event that any beneficiary under this Will and I shall die in a common accident or disaster or under such circumstances that any such beneficiary does not survive me for the sixty (60) day period following my decease, then I direct that for the purpose of this Will such beneficiary shall be deemed to have

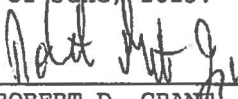


predeceased me.

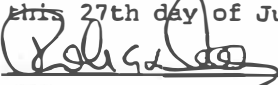
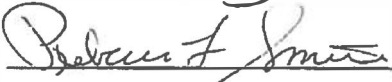
ARTICLE EIGHT: I hereby nominate and appoint my wife, TERRY S. GRANT, as Executrix of this my Last Will and Testament, and direct that she be allowed to qualify and act as such without surety on her official bond. In the event my wife is unable or unwilling to serve, or for any reason shall cease to act, then I nominate, constitute and appoint my brother, RONALD G. GRANT, as Executor of this my Last Will and Testament, and direct that he be allowed to qualify and act as such without surety on his official bond.

ARTICLE NINE: Wherever the context requires or permits the number and gender shall be interchangeable so that the singular includes the plural and the plural includes singular; a female gender includes the male and neuter gender, the neuter gender includes the male and female gender, and the male gender includes the female and neuter gender.

IN WITNESS WHEREOF I have hereunto set my hand and seal, have signed my initials on the two (2) preceding pages and acknowledge the same to be my Last Will and Testament in the presence of the undersigned witnesses this 27th day of June, 2013.

  
ROBERT D. GRANT, JR.

The foregoing instrument was signed, sealed, published and declared by ROBERT D. GRANT, JR., the above named Testator, as and for his Last Will and Testament in our presence, all being present at the same time, and thereupon, we, at his request and in his presence and in the presence of each other, have initialed the two previous pages and have hereunto subscribed our names as witness this 27th day of June, 2013.

 of Winchester VA  
 of Stephens VA

STATE OF WEST VIRGINIA,

COUNTY OF JEFFERSON, to-wit:

We, ROBERT D. GRANT, JR., Rob. A. Dorsey and Rebecca F Smith, the Testator and the witnesses, respectively, whose names are signed to the attached or foregoing instrument being first duly sworn, do hereby declare to the undersigned authority that the Testator signed and executed the instrument as his Last Will and Testament, that he signed willingly or directed another to sign for him, and that he executed it as his free and voluntary act for the purposes therein expressed; and that each of the witnesses in the presence and hearing of the Testator and of each other, signed the Will as witness and that to the best of their knowledge the Testator was at that time 18 or more years of age, of sound mind and under no constraint or undue influence.

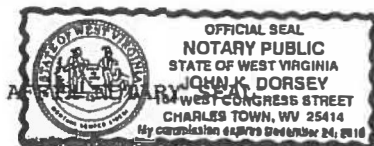
Robert D. Grant, Jr.

ROBERT D. GRANT, JR.

Rob. A. Dorsey  
WITNESS

Rebecca F. Smith  
WITNESS

Subscribed, sworn to and acknowledged before me by ROBERT D. GRANT, JR., the Testator, and subscribed and sworn to before me by Rob. A. Dorsey and Rebecca F Smith, witnesses this 27th day of June, 2013.



My Commission Expires:

John K. Dorsey  
NOTARY PUBLIC  
December 24, 2016

This document was prepared by:  
John K. Dorsey, Attorney at Law  
104 West Congress Street  
P.O. Box 42  
Charles Town, West Virginia 25414



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Russell Burgess

Department or Organization: **Information Technology**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **June 2, 2022**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Bardane Data Center Refresh/Upgrade**

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

Discussion of Bardane Data Center Refresh/Upgrade, Systems Replacement and Request Approval to Purchase Hardware/Software to include Host Infrastructure, Storage Area Network Infrastructure, Distribution and Application Switch Infrastructure, Windows and appropriate Software Licensing. Current infrastructure has aged to the point it will not support software upgrades required to maintain Cyber Security Standards to protect our infrastructure. Hardware/Software to be provided by Dell/EMC, Hewlett Packard Enterprise, Storage Networks, Microsoft

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

If so, how much? \$ 238,338.53

Provide exact financial impact/request: This is a Capital Outlay Project

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

- Motion to Approve the Purchase of the related components to Refresh/Upgrade the Bardane Data Center in the amount of \$238,338.53

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](mailto:rburgess@jeffersoncountywv.org)

Phone Number: 304-728-5605

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Russell Burgess**

Department or Organization: **Information Technology**

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

Date Requested – 1<sup>st</sup> Choice: **June 2, 2022**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Request for Proposal – Multi-Function Digital Copier/Printer/Scanner/Fax to be released for replacement of current Jefferson County Commission equipment.**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**-Attached is a draft Request for Proposal to update and replace the current Jefferson County Equipment that is outdated, current maintenance has or is expiring, and/or other equipment that departments/agencies/Elected Officials would like to have included with this proposal.**

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

If so, how much?                \$

Provide exact financial impact/request: **The cost of the equipment rental/use is included in department/agency/Elected Officials budgets.**

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

**-Motion to approve the release of the Request for Proposal to the general public as of today's date to obtain proposals for the replacement of said equipment detailed in the Request for Proposal.**

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





**Jefferson County Commission, WV**

**DRAFT - Request For Proposal**

**(Unofficial and Pending Jefferson  
County Commission Approval)**

**(2022)**

**Multi-Function Digital  
Copier/Printer/Scanner/Fax**



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## Information

The Jefferson County Commission, West Virginia, (hereinafter referred to as “the Commission”) is hereby soliciting Request for Proposals (“RFP”) to provide multi-function digital copier/printer/scanner/fax machines with related maintenance and support services.

Vendors must submit their proposal(s) via sealed envelope or electronic mail to the Commission, no later than **July 7th, 2022**.

The Commission anticipates all bids will be opened by **July 15th, 2022**.

The Commission anticipates the winning bid will be awarded by **August 12th, 2022**. Proposals not received by the specified date may be rejected.

### **Proposal may be mailed to:**

Jefferson County Commission Attn: RFP MFDCSF  
124 East Washington Street Charles Town, WV 25414

### **Proposals may be submitted via email to:**

[JCRFP@jeffersoncountywv.org](mailto:JCRFP@jeffersoncountywv.org)

### **Questions may be submitted via email to:**

[RBurgess@jeffersoncountywv.org](mailto:RBurgess@jeffersoncountywv.org)

### **Vendor Requirements**

Vendors must have a minimum of three (3) years verifiable leasing, selling and servicing of multi-function copier/printer/scanner/fax machines within West Virginia.

Vendors must be licensed to conduct business within the state of West Virginia.

The purpose of the document is to provide information to submit a proposal. It is not the intent to limit the Vendor to a specific solution.

### **Cost of Preparing Proposals**

The cost of developing and submitting proposal(s) is entirely the responsibility of the vendor. This includes costs for preparation of the proposals, submitting the proposal(s), negotiating the final contract and all other related costs.

### **Proposal Formats**

The Commission would prefer that all proposals follow as closely as possible to the following format. This format is designed to maintain a consistent basis on which to evaluate the proposals.

- Cover Letter
- Table of Contents
- Summary of Proposal
- Hardware Included
- Hardware Specifications
- Software Included
- Software Specifications
- Detailed Explanation of support services included
- Breakout of all Costs included in proposal
- Summary of Costs included in proposal
- Requirements checklist showing vendor has met all requirements
- Vendor Summary and reference list
- Other relevant information

### General and Technical Requirements

All multi-function digital copier/printer/scanner/fax machines shall be newly manufactured with no used or refurbished parts and include the capability for copying, printing, scanning, emailing and some machines will require the ability to fax. The Original Equipment Manufacturer shall provide specification sheets listing all accessories, features, functions, technical requirements, user/administration manuals of each model copier/printer.

Vendor must deliver, install and configure each multi-function digital copier/printer/scanner/fax machine at each location listed for the individual machines. Note that machines will be located at multiple different locations within Jefferson County.

Unless otherwise specified in Appendix A, the Machine Requirement Listing, all multi-function digital copier/printer/scanner/fax machines shall meet the following requirements:

1. Capable of producing double-sided prints/copies.
2. Network connectivity using Ethernet TCP/IP protocol.
3. Machine trays shall hold at a minimum five hundred (500) sheets. This does not include the normal bypass tray.
4. Capable of enlarging and reducing documents.
5. Capable of scanning to email and SMB file shares.
6. Include an automatic document feeder with a minimum 50-sheet capability.
7. Include Job Build capabilities and easy to use touch screen panel.
8. Include Post-Script Kit as standard or as an optional accessory included on all devices
9. Include single, universal print drivers accessible from the County network.
10. Include Auto-Ship of toner and drums for individual machines

### Additional Features: (Please refer to Appendix A)

1. Certain machines must be capable of faxing.
  - Because Analog Fax lines are being phased out, **please detail your fax solution for those departments that still require faxing capability.**
2. Certain machines must be capable of inline or corner stapling and 2-3 hole punching.
3. Certain machines must hold multiple paper trays.
4. Certain machines shall be capable of color.
  - **Vendor may provide two pricing structures, one with a mix of B/W and color machines and another with bulk rate on one color model for all that exceeds minimum base B/W requirements**
5. One machine, Sheriff Processing Room, must be a desktop model due to physical space constraints. Current machine occupies space roughly 22"W x 22"D x 24"H.

## Requirements for Maintenance Support

1. Vendor shall provide a parts and labor warranty for a minimum of 90 days. The Vendor shall identify their warranty period in the Request for Proposal.
2. Vendor shall provide telephone support number for placing service calls, which will be available Monday through Friday, 8:00 AM to 5:00 PM, excluding legal holidays. **The County aims to minimize the practice of self-troubleshooting in favor of robust vendor technical and maintenance support.**
3. The Vendor shall bear all material, travel, and labor costs for repair of equipment defects and failure accruing within the warranty period.
4. The vendor shall maintain a minimum average rate of 95% uptime per copier/printer per calendar quarter. The average uptime rate is based upon the number of business days per calendar quarter, excluding County recognized holidays.
5. Poor performing and/or problematic machines will be replaced with new similar equipment repaired to the manufacturer's specifications and/or repaired to the County's satisfaction within 30 days of notification by the county.
6. If a machine does not perform to the manufacturer's specifications during the warranty period, the OEM shall replace the unit(s) with a new machine of the same model or equivalent within 7 days.
7. Initial training of County personnel shall be conducted upon equipment installation and at no cost to the County.

## Network and Power Requirements

1. The networked multi-function digital copier/printer/scanner/fax machines will be connected to the County's data network, each networked digital copier/printers shall allow printing from any desktop PC or laptop within the County's network.
2. ***All equipment must be rated to use NEMA 5-15 "standard" outlets. Power to be rated at or below 15 AMPS/120VAC. Any other "special" electrical requirements must be specifically spelled, out and will be the responsibility of the vendor to bear all costs of installation of special electrical receptacles, dedicated lines, etc. Each device shall meet the OEM's recommendations for electrical surge protection. If power filters or surge protectors are recommended or required by the manufacturer, the vendor will supply these at no cost to the county.***

## Pricing Requirements

1. Vendors shall provide a one dollar (\$1.00) buyout option at the end of all lease pricing. The lease price shall be based on a 60-month term. The monthly equipment lease payment shall be structured as a base equipment lease payment per digital copier/printer with a separate annual maintenance agreement based on a specified minimum number of prints for each multi-function digital copier/printer/scanner/fax machine, including a reduced per print charge for overages per multi-function digital copier/printer/scanner/fax machine
2. **Maintenance agreement pricing shall include all maintenance, repairs, parts and consumable supplies (except paper and staples). Vendor shall specify what supplies are excluded from the maintenance agreement and not the monthly cost associated with said supplies (based on estimated monthly volumes), per multi-function digital copier/printer/scanner/fax machine. All maintenance agreements WILL include firmware updates at NO ADDITIONAL CHARGE. All Firmware updates shall be automatic and occur outside normal Commission business hours, (Monday to Friday, 8am to 5pm EST).**
3. All bids should be fully itemized with all labor/equipment/travel and shipping cost included.
4. Any warranties, service plans, or optional add-ons that require additional cost should be clearly labeled and listed separately on the bid.
5. Vendor support contracts "MUST" include one (1) day response times for all service calls. All service calls must be resolved within five (5) business days. Any machine service call that is not resolved within the five (5) day time frame can be considered a non- functioning machine and must be replaced within 30 days if requested by the Commission.
6. The County reserves the right to change the number or specifications of machines ordered based on current needs. Vendor shall detail lease agreement terms for alternative scenarios like in-house rentals for additional machine, shorter-term lengths for newly added machines that coincide with end of master contract, upgrading machines or adding Finishers, etc.
7. Vendor may have the ability to collect meter counts from a software based collection system that collects meter reads automatically, dependent upon the Commission Information Technology department's approval of software to be utilized. Meter reads should be easy to read, itemized per unit per usage, and include customer location, serial number, Begin and End reads for B/W and Color, overages, and unit pricing.
8. Vendor must be able to provide billing to each department or agency. One master account with total pricing, breaking out each sub account (department or agency) must be submitted directly to the Commission each month.
9. **No allowance will be made for any rate increase (equipment, supplies, parts or labor) during the term of the contract. The contract shall be fixed pricing with no annual escalations. There shall be no additional property taxes or fees included in the contract.**
10. Machine Removal, Delivery, Set-up and Acceptance charges must be included within the vendors bid. No additional costs will be allowed for any of the above. This will include end of contract return of equipment if the county decides not to purchase the equipment and vendor agrees to remove said equipment within 30 days of the end of the lease. The county will be subject to NO additional costs for the above under any circumstances.
11. Any and all machines or related items that are rejected by the county for working improperly or not up the requirements listed in this request for proposal will be held at the vendors risk and expense.

## **Delivery**

All equipment must be installed, configured, and operational no later than **November 11th, 2022**.

## **Applicable Laws Shall Apply**

The contract awarded shall be governed in all respects by the laws of the State of West Virginia, and any litigation with respect thereto shall be brought in the courts of the State of West Virginia.

## **Contract**

The successful vendor will be required to enter into a written contract that will include the provisions of this Request for Proposal.

## **Reservation of Rights**

The Jefferson County Commission, West Virginia reserves the right to negotiate mutually acceptable project-related conditions and/or costs. The Commission reserves its right to reject any and all proposals, waive irregularities and informalities therein, and further reserves its right to award the contract that is the best value and in the best interest of the Commission. The Commission, specifically reserves the right to select the bid, which will provide the highest quality equipment and service package at a reasonable cost to the county. The Commission hereby notifies Vendors that certain equipment may be removed or exchanged from the contract for any reason deemed viable by the county. The Commission may choose a vendor based on any criteria it so deems appropriate and that the lowest total bid may not be the successful bid if quality, functionality, warranties, service availability, cost, and/or other aspects of the bid do not best meet the needs of the Commission.

**Appendix A - Jefferson County (WV) – 2022 RFP- Individual Machine Requirement Listing**

Location	Approx # Monthly B/W prints?	Approx. # Monthly Color prints?	Color or B/W?	Min # pages per minute?	# of letter trays (8.5x11) required?	# of legal trays (8.5x14) required?	# tabloid trays (11x17) required?	USB required?
911 ECC Lobby	5000	4000	color	35	2	1	1	NO
911 ECC Dispatch	5000	4000	color	35	2	1	1	NO
Assessor's Office	2500	~	B/W	30	2	~	~	NQ
Assessor's Office	2500	1000	color	30	2	~	~	NO
Circuit Clerk Conference Room	12000	~	B/W	55	2	1	~	NO
Circuit Clerk Vault	12000	~	B/W	55	2	1	~	NO
Clerk's Office / PROBATE	2000	1000	color	35	2	2	~	NO
Clerk's Office / VAULT	1000	100	color	35	2	2	~	NO
Clerk's Office / Finance	2800	1000	color	35	2	2	~	NO
Clerks Ofc. / Voter Registration	2500	500	color	35	2	2	~	NO
County Administration	12000	2000	color	55	2	1	1	NO
Engineering (XKP072587)	7500	2500	color	35	2	1	1	NO
Planning & Zoning	1000	1500	color	55	2	1	1	NO
GIS/Addressing	5000	1200	color	30	2	~	1	NO
Fleet & Facilities Mgmt	2000	100	color	30	2	~	~	NO
Public Service Center, Ent. B	2000	100	color	30	2	~	~	NO
PA Ofc Victim Adv 1st Floor	5000	~	B/W	35	2	~	~	NO
Prosecutor Office 2nd Floor	25000	1000	color	55	2	1	1	yes
Prosecutor Office 3rd Floor	25000	1000	color	55	2	1	1	yes
Sheriff Animal Control	500	500	color	20	1	~	~	NO
Sheriff Front Desk	5000	500	color	35	2	1	1	yes
Sheriff Office Deputy Area	2500	~	B/W	35	1	1	~	yes
Sheriff Processing Room (desktop size only)	500	100	color	20	1	~	~	yes
Sheriff Tax Office	2000	~	B/W	30	2	~	~	NO





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Russell Burgess**

Department or Organization: **Information Technology**

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

Date Requested – 1<sup>st</sup> Choice: **June 2, 2022**

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

Date Requested – 2<sup>nd</sup> Choice:

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

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

- **Discussion/Decision on continuing the Fire Departments Response Plan Programming of the Emergency Communications Centers CAD System.**

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

If so, how much?                \$ **Amount to be determined by Commission after discussion**

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 continue the Fire Departments Response Plan Programming of the Emergency Communications Centers CAD System in the amount of \$**

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](mailto:rburgess@jeffersoncountywv.org)

Phone Number: (304) 728-5605

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</u>
not applicable



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Laura Kuhn, Director**

Department or Organization: **Department of Fleet & Facilities Management**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **June 2, 2022**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Approval to advertise to fill Auto Shop Helper position**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**The Central Garage budget received funding for an Auto Shop Helper for FY23. The workload in the auto garage has significantly increased over the past several years. I am requesting to advertise this position in order to have someone in place shortly after July 1, 2022. This is a Grade 4, 80-hour position with a starting salary of \$38,127.**

Is this a funding request?    Y/N    **No – Funds have already been budgeted**

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*):

**Move to approve advertising to fill the new position of Auto Shop Helper at a Grade 4, 80-hour starting salary of \$38,127.**

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

If not attached, explain:

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

Contact information:            Laura Kuhn

Email address:            LKuhn@jeffersoncountywv.org

Phone Number: 304-728-3355

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



**Jefferson County  
Job Description**

<b>Position Title:</b>	Maintenance Shop Helper	<b>Grade Level:</b>	4
<b>Department</b>	Maintenance Department	<b>Date:</b>	January 2022
<b>Reports to:</b>	Maintenance Director	<b>FLSA Status</b>	NE

**Statement of Duties:** The employee is responsible for assisting the Auto Mechanic to ensure all assigned equipment, vehicles, operating supplies, tools and facilities are maintained. Employee is responsible for maintaining cleanliness and organization in auto shop. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general supervision of the Maintenance Director, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. 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.

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

**Confidentiality:** Employee does not have access to confidential information.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include adverse public relations, labor/material costs or danger to public health/safety.

**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:** Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Includes work under typical shop conditions or outdoor work which is suspended when weather conditions are poor. Work may involve general cleaning, occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time.

Maintenance Department  
Maintenance Shop Helper  
1/12/2021

## Jefferson County Job Description

**Nature and Purpose of Public Contact:** Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Ordinary courtesy and tact are required. Contacts with the public may be required on an occasional basis.

**Occupational Risk:** 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. Assists Automobile Mechanic to perform preventative maintenance repair on vehicles and equipment including, but not limited to: oil, transmission and other fluid changes, tire rotations, lubrications, replacement and repair of lights, windshield wipers, brakes, engine and drive train maintenance.
2. Assists Automobile Mechanic with the maintenance and repair of seasonal equipment including, but not limited to: lawn mowers, weed trimmers, and snow plows.
3. Responsible for maintaining shop cleanliness and organization including, but not limited to: sorting recyclables, operating baler, sweeping floors, cleaning restrooms, organizing & putting away supplies.
4. Ensure that safe conditions are being maintained at all times on County vehicles.
5. Perform preventative maintenance and minor equipment repairs as needed.
6. Work alone, or as a member of the Maintenance team, to ensure smooth operations and satisfaction of departments served by the Maintenance Department.
7. Ensures that safety is maintained at all times on the interior/exterior of the buildings for which responsible.
8. Maintains an awareness of security and maintenance deficiencies and correct and/or report such deficiencies to the Director of Maintenance or office staff.
9. Assist other maintenance personnel with snow removal, lawn care, election delivery, etc. on an as-needed basis and take on-site direction.

Maintenance Department  
Maintenance Shop Helper  
1/12/2021

**Jefferson County  
Job Description**

10. Assists in the moving of furniture or equipment.
11. Promote positive relationships with other departments and the public.
12. Refer all requests from other departments to maintenance office staff unless the request is an emergency.
13. Performs other duties as requested by the Maintenance Director.

**Recommended Minimum Qualifications:**

**Education and Experience:** High School degree or equivalent with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** A valid driver's license is required for this position. Must pass a background check.

**Knowledge, Abilities and Skill**

**Knowledge:** Common policies, practices and procedures of the department and vehicle maintenance. Working knowledge of the safety precautions, supplies and materials needed to perform duties.

**Abilities:** Work independently and be self-motivated.

**Skills:** Knowledge in vehicle repair and maintenance to ensure the highest level of operational performance and safety.

**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. Driving in adverse weather and troublesome road conditions may be required.

**Motor Skills:** Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed in making repairs to delicate electronic instruments or complex equipment.

**Visual Demands:** Visual demands include reading documents for general understanding.





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: *Stephen S. Allen, Director*

Department or Organization: *Jefferson County Office of Homeland Security and Emergency Management*

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

Date Requested – 1<sup>st</sup> Choice: *June 2, 2022*

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (Wording to be placed on agenda):

*Program for Public Information (PPI) for the Community Rating System (CRS) of the National Flood Insurance Program (NFIP)*

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

*Jefferson County is a CRS Community. As a part of the 19 sets of activities that we must do annually, we do an annual PPI focused only on flooding. The JCHSEM Public Awareness, Education and Training Committee and staff have developed the PPI for this year. The rules for the CRS include that the plan must be approved by the committee (The committee originally approved this plan on October 12, 2016 and annually and this format for the PPI is still in use today). Every 5 years the plan must be approved by the Jefferson County Commission.*

Is this a funding request? No

If so, how much?

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

*I move to approve the Jefferson County, WV Program for Public Information (PPI), a part of the Community Rating System (CRS) activities for Jefferson County, WV.*

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

If not attached, explain:

Attachment: Copy of the Program for Public Information (PPI)

Is equipment needed?      Projector    ☐ Click here to enter text.      Internet/Wi Fi    ☐ Click here to enter text.      Telephone  
for conference call    ☐ Click here to enter text.

Contact information:

Email address: [sallen@jeffersoncountywv.org](mailto:sallen@jeffersoncountywv.org) Phone Number: 304-728-3290

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# JEFFERSON COUNTY, WV PROGRAM FOR PUBLIC INFORMATION 5-YEAR UPDATE

10/25/2021

Flood Hazard Outreach Plan for CRS

A well-informed public makes better decisions and they take steps to protect themselves from flooding by retrofitting their homes, buying flood insurance, and planning the actions they will take during the next flood. They are also more likely to support local floodplain management efforts and measures to protect the natural functions of their community's floodplain.

# Jefferson County, WV

## Program for Public Information 5-Year Update

### FLOOD HAZARD OUTREACH PLAN FOR CRS

#### **Introduction:**

Jefferson County was named as a FEMA Project Impact Community in 2001. At that time, a Public Awareness Committee was formed that developed an Awareness, Education and Training Strategy each year since. Believing that public awareness, education, and training are critical components of Homeland Security and Emergency Management, one of our ultimate goals is to have a fully prepared community. A fully prepared community is defined as one whose citizens are fully aware of the hazards that they face, who are trained, and who know how to prepare for and respond to emergency situations. While we know that much of our community is aware that threats face our nation and our community, many have not yet participated in available training or awareness efforts. As a result, most are not yet adequately prepared for an emergency at home, at work, at school, where they play and where they pray. The Public Awareness Committee continues to strive towards making the goal of a fully prepared community a reality.

In 2013, Jefferson County developed a report, titled, "Emergency Management, Partnering with the Whole Community," patterned after the Federal Emergency Management Agency (FEMA) report called: "A Whole Community Approach to Emergency Management: Principles, Themes and Pathways to Action." In the FEMA report, the Whole Community approach is defined as, "...a means by which residents, emergency management practitioners, organizational and community leaders, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capabilities, and interests. By doing so, a more effective path to societal security and resilience is built. In a sense, Whole Community is a philosophical approach on how to think about conducting emergency management." Referencing the lessons of past community resilience initiatives like Project Impact and Citizen Corps, this plan offers examples of integrating public-private partnerships and diverse community stakeholders into emergency management, including some specific reference to mitigation and disaster risk-reduction.

As the name of the initiative indicates, it is truly the whole community that must be prepared to respond in ways that extend beyond the normal paradigms in which emergency management has traditionally operated. As a community that has participated in the Community Rating System (CRS) of the National Flood Insurance Program (NFIP) since 2004, Jefferson County wanted to develop and implement a Program for Public Information (PPI). As the committee that has been developing awareness, education and training strategies for the Jefferson County Multi-Jurisdictional All Hazards Risk Assessment and Mitigation Plan, the Jefferson County Homeland Security and Emergency Management's Public Awareness, Education and Training Committee will serve for the CRS PPI process.

The Committee held 1 meeting for 2017, February 8, 2017. In 2018, 3 meetings were held September 12, October 10, and November 14. In 2019, 3 meetings were held January 9, February 13, and May 8, where they worked to develop the PPI. Meeting summaries of the PPI Committee's preparation of this plan are provided in an appendix at the end of this document.

### **The PPI Committee:**

The PPI Committee includes 6 County Government Employees and 6 non-local government representatives from the public and private sector.

Paula Marrone-Reese, Chair, JCHSEM Steering Committee Volunteer, CEO for Good Shepherds Inter-Faith Caregivers.

Stephen Allen, Director, JCHSEM Staff and Chair of the Local Emergency Planning Committee

Dick Myers, Deputy Director/Planner/Program Manager, JCHSEM Staff

Currently VACANT Position, Public Information Officer, Administrative Assistant, and Volunteer Coordinator, JCHSEM Staff

Teresa McCabe, WVU Medical Center-Jefferson Medical Center

Jesse Hott, American Red Cross

Mason Carter, CFM, Jefferson County Engineering Department-Floodplain Manager and Enforcement Officer

D.J. Derringer, Wal-Mart

Michele Goldman, Community Volunteer

Hans Fogle, Public Information Officer, Jefferson County Schools

Jeffrey Polczynski, Jefferson County Emergency Communications

Jane Tabb, Jefferson County Commission



Annual Partnership Meeting held at Hollywood Casino, Jan. 2016

## Community Needs Assessment

Because several of the members of this committee also served on the Risk Assessment and Mitigation Planning Committee that worked on the 2018 Multi-Jurisdictional Hazard Mitigation Plan, it is using the assessments from that document, with additional information as identified during the development of this plan.

### Jefferson County

Jefferson County is one (1) of 55 counties in the State of West Virginia and is located in the midst of the Blue Ridge and Appalachian Mountains in the eastern-most portion of the state's eastern panhandle. It is bordered on the north by the Potomac River and Washington County, MD; on the east by the Potomac and Shenandoah Rivers and Loudoun County, VA; on the south by Clarke County, VA; and on the west by Opequon Creek and Berkeley County, WV. Jefferson County was created by an act of the Virginia General Assembly on January 8, 1801 from parts of Berkeley County. It was named in honor of Thomas Jefferson, who was then President-elect of the United States, the author of the Declaration of Independence and one of America's greatest statesmen. The county contains five (5) incorporated municipalities including the Towns of Bolivar and Harpers Ferry, the Corporation of Shepherdstown, and the Cities of Ranson and Charles Town, which functions as the county seat with a population of 5,259. Jefferson County has a total population of 53,498 (U.S. Census, 2010). The county including the municipalities has a land area of 212 square miles and varies in elevation from a low of 247 feet above sea level at Harpers Ferry to a high of 1,553 feet east of Shannondale. Metropolitan cities located within close proximity to Jefferson County include Washington, DC (58 miles); and Baltimore, MD (67 miles).

Located at the confluence of the Potomac and Shenandoah Rivers, Jefferson County is separated into three (3) major drainage divides by the county's rolling topography. The Shenandoah River has a drainage area of 105 square miles at the downstream county boundary, the Potomac River has a drainage area of 62 square miles, and Opequon Creek has a drainage area of 44 square miles. The majority of the streams in the county flow in a northwest-southeast orientation toward either the Opequon Creek or Shenandoah River, and ultimately flow into the lower Potomac River and the Chesapeake Bay. The topography of Jefferson County is characterized by a series of parallel ridges and valleys pierced by occasional water gaps. The county is

comprised of karst topography that indicates dissolution of underlying rocks by surface water or ground water. There are numerous subdivisions on the eastern side of the Shenandoah River – Shannondale, Blue Ridge Acres, Keyes Ferry Acres, River View Park to name a few. There are 3,265 addressable structures in this area of the county. Raven Rocks Subdivision is only accessible from Virginia and has 50 addressable structures located in that section of the county.

According to the U.S. Census (2011) the county has a total area of 212 square miles and the land area of the unincorporated areas in the county is 196 square miles.

### **Climate**

Jefferson County has a continental-type climate, predominantly influenced by air from the west. There is considerable variation in seasonal temperatures, with none of the temperatures being considered severe. The climate of Jefferson County is seasonal in nature, with warm summers, cold winters, stormy springs and mild fall seasons. The average temperature in January is 29°F, the July average temperature is 73°F, creating a mean average temperature of 51°F. Precipitation is evenly distributed throughout the year, with an annual average of approximately 37 inches. Data from the Sterling, Virginia National Weather Service (NWS) Office indicate that the area experiences approximately 25-30 inches of snowfall per year, usually during the December to March winter season, and relative humidity ranges between 53 percent (53%) and 78% daily.

### **Population Trends**

Demographic information is an integral part of community and mitigation planning. According to the Federal Emergency Management Agency's (FEMA) Risk, Hazard and Value Evaluation, "an awareness of changes in population projections help decision makers anticipate needs before they arise." Jefferson County's population continues to grow primarily due to the county's close proximity to the Washington D.C. Metro Area. Many of the towns in the county are considered bedroom communities for the greater Washington, D.C. area. Jefferson County's population growth is represented in Figure 1.1 above. According to 2020 population data from the U.S. Census Bureau, Jefferson County has a population of approximately 57,701, which is a significant increase from 1970. Census figures also indicate that there are 23,762 housing units in Jefferson County. Housing units include both traditional houses and apartments. The county has an average of 2.65 persons per household. Further, the county's Median Household Income (MHI) is listed at \$82,551. "Jefferson County's population grew slowly in the early part of the 20th century increasing from approximately 16,000 people to 21,280 over the fifty-year period ending in 1970. The county's population increased dramatically throughout the 1970s, growing by 42.4 percent (42.4%) from 21,280 to 30,300 in 1980. While no other decade has since equaled that amount of growth, the county's population continued to increase rapidly throughout the 1980s and 1990s. The population growth rate was 18.56% from 1980 to 1990 and 17.4% from 1990 to 2000. The population totals at the end of those periods were 35,926 and 42,190 respectively. Since 1920, the average population growth has been around 3,776 people per decade." (Jefferson County Comprehensive Plan, 2012) Population projections for Jefferson County are based on information obtained from West Virginia University (WVU) – College of Business and Economics, Bureau of Business and Economic Research (2012). This source predicts the following populations:

Jefferson County Population Projections  
Year Percent Increase over Year  
2010 Population  
Population Projections  
2020 7.9% increase 58,009



2025 20.24% increase 67,075

2030 24.87% increase 71,208

"As all communities exist within a larger network of influences, Jefferson County is noticeably affected by regional influences. Although it has been decades since Jefferson County was relatively independent from the effects of the larger Washington D.C. metropolitan influences, with each decade that passes, the county becomes more intertwined into the ever growing Washington D.C. cosmopolitan environment. The easier it becomes to travel into the urban core and the more quality pay careers come to Jefferson County and surrounding communities just to the east of Jefferson County.

**More information about Jefferson County's Flood Risk and Threat of Flooding, including Flood Profiles and mapping**, can be found in Section 2.2.4 of the Jefferson County Risk Assessment and Mitigation Plan. A-1-92 through A 1-129.

**Dam Failure Profiles, including mapping** are listed in the Jefferson County All Hazards Risk Assessment and Mitigation Plan in Appendix of that plan, pages A 1-2 through A 1-30.

For the purposes of the Hazard Risk Assessment (HRA) and this Program for Public Information (PPI), it is assumed that Jefferson County has a moderate to high flooding risk. The risk of flooding is targeted to several different areas within the county. Identification of floodplain areas within the county and its municipalities is based on Flood Insurance Rate Map (FIRM) data produced by the National Flood Insurance Program (NFIP).

**Flood Policy Information:**

Jefferson County has 140 flood insurance policies in its jurisdictional special flood hazard area. There is much work to be done on promoting flood insurance within our SFHA.

**Flood Hazard Conclusions:**

Throughout the years, progress has been made in protecting the lives and property of Jefferson County's citizens and visitors from flooding, but much work remains to be done to make Jefferson County flood-safe. In addition to other activities, Jefferson County is a Storm Ready Community, a Project Impact Community, a Citizen Corps Community, and a Resilient Neighbors Network County. It is important that citizens of Jefferson County avoid being lulled into a false sense of security that could make them vulnerable to unexpected tragedy.

## Target Audiences

**Target Audience #1** Floodplain residents and businesses. Residents and businesses in Jefferson County's floodplains need to be aware of the flood hazard, flood insurance, and ways they can protect themselves from flooding.

**Target Audience #2** Critical Infrastructure located in floodplains

**Target Audience #3** Repetitive loss area residents and businesses. Properties in these areas have been hit more often by flooding, so they have a greater need for flood protection information. Jefferson County has 20 repetitive loss properties, and Structures within the repetitive loss area.

**Target Audience #4** Residents of areas subject to flooding if an upstream dam fails

**Target Audience #5** Residents of the County who are interesting in becoming volunteer Skywarn StormSpotters.

**Target Audience #6** Spanish speaking residents. According to the most recent census, 4.7% of Jefferson County speaks Spanish as either a first or a second language. Committee members reported that Spanish speaking residents appear to be less aware about flood insurance and flood preparedness and that most of the explanatory materials available are in English.

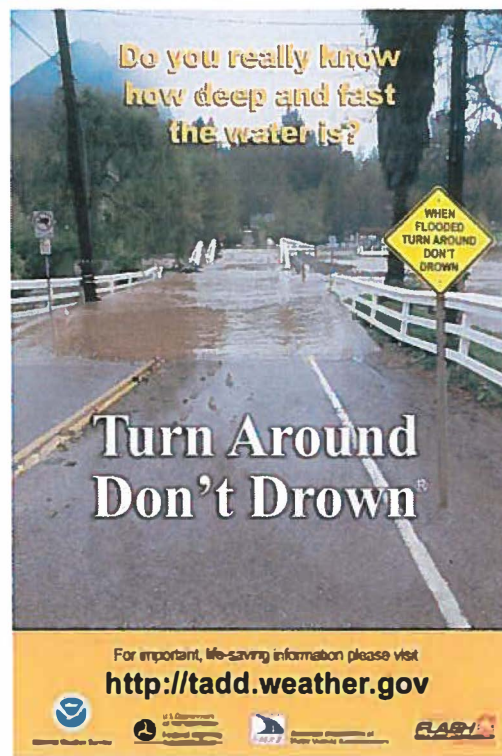
**Target Audience #7** Real estate, lending, and insurance companies: These companies are key to conveying information about flood hazards and flood insurance. The PPI Committee wants to make sure that they understand and have all the information they need about these topics.

**Target Audience #8** Children Ages Pre-School to 18.

**Target Audience #9** Vulnerable Populations, including Senior Citizens

**Target Audience #10** Churches/Faith-based Groups

**Target Audience #11** Tourists/Visitors to the area



## Public Information Efforts

Note that some of the stakeholder organizations listed may be used for future public outreach endeavors identified by the PPI Committee over the coming year.

- American Red Cross pillow case project, website with preparedness information
- Blue Ridge Watershed Group booth at the Jefferson County Fair about Natural and Beneficial Functions of Floodplains
- Boy Scouts do the Backpacks for the Homeless for WATTS Program
- Charles Town Library-Provides space for books and information about flooding
- County Cable TV Channel 17 runs flooding messages when the PIO develops a power point slide and sends it to them.
- Fire Departments-Presentations and booth on public safety, fire and disaster preparedness by their public education volunteers.
- Jefferson County Chamber of Commerce-Sends out information to businesses about flood protection and allows us to put business continuity program information in their office. A representative of the Jefferson County Chamber of Commerce has served as the Chair of the Jefferson County Homeland Security and Emergency Management Steering Committee for 14 years,

- Jefferson County Health Department- provides public information on water safety, disease control, mold, lime use, vaccines before, during, and after flooding.
- Jefferson County Office of Homeland Security and Emergency Management holds disaster exercises with stakeholders on multi-hazard topics, including Flood, hosts Stormspotter Classes with the National Weather Service; Newspaper, TV, and radio interviews about disaster preparedness; holds Lunch-N-Learn activities at municipal staff lunches, businesses, and other venues; participates in PrepareAthon, Exhibit at fairs and festivals; holds training for Business Continuity Planning; teaches the Boy Scout Preparedness Badge presentation; Sends out NIXLE Alerts for all types of weather watches, warnings, advisories; Sends letters to residents that live in or near a floodplain and to areas of repetitive losses from flooding; Participates in the CRS of the NFIP program; Participates in the StormReady Program; works with the Charles Town Library to maintain information about flooding; Maintains a library at the JCHSEM office on topics of flooding, and other disasters; does the Disaster Ready Kids Program, which includes books, such as Miss Twiggley's Tree, I'll Know What to Do, and others that teach age-appropriate information to children about flood safety and disaster risk reduction; maintains an Facebook and Twitter Site to send out a wide variety of safety and disaster risk reduction information. Send letters to floodplain residents, repetitive loss properties, and repetitive loss areas regarding flooding information.
- Jefferson County Local Emergency Planning Committee-Booth at the Jefferson County Fair with Flood Information
- Jefferson County Planning, Zoning, and Engineering Office-Provides information about floodplain delineations, letters to mortgage companies, insurance agents and realtors
- Jefferson County Schools operates Comcast Channel 18. They put up flood alerts, watches, warnings, advisories, emergencies, and information about how to contact the EOC, where shelters and commodity distribution sites are, evacuation routes, and how to call for transportation from an evacuation area if you need it. The BOE sends out Emergency Alerts by telephone to student's parents.
- Jefferson County Sheriff's Department-assists with warnings and evacuation of transient populations along the rivers
- National Weather Service-Hydrology Partners Group; Teaches Skywarn StormSpotters classes on Basic, Flooding, Snowstorm; and helps us with the StormReady Community Program, and Turn Around, Don't Drown Program, sends out watches, warnings, advisories, emergency alerts, and maintains an Emergency Manager website page.
- Nurture Nature Center-Holding a Flood Focus Group to learn how people in the floodplains of Jefferson County use the products from the National Weather Service to make solid decisions related to flooding
- Print and Broadcast Media-Writes articles and stories and op-ed pieces as a part of outreach projects and before, during and after flooding events. The JCOHSEM PIO has developed and maintains the list of media for the area.
- Region 9 Planning and Development Council-Works on projects such as Storm Water Management, the Chesapeake Bay activity, and Source Water Protection Plans, Encourages municipalities to become involved in CRS, Participates in Tree Planting activities on Open Space.
- Salvation Army-presentations on disasters, works on outreach to the transient populations.

- USGS provides a website that uses gauges to forecast flood heights during storms and also has information about flooding history along the rivers.
- West Virginia Extension Service-Provides research-based education on agriculture and natural resources.
- WV211-Provides preparedness information to those who call them.

### **Inclusion of significant outreach activities subject to CRS:**

Activity #320: Publicity of Map Information Service provided by County. See under Projects and Initiatives/Outreach Projects tables.

Activity #320: In addition to Outreach Projects, this activity includes Flood Response during and after a flood. See Flood Response Projects Table.

Activity #350: Floodplain Information (Flood Protection and Safety) provided on the Jefferson County Website <http://www.jeffersoncountywv.org/county-government/departments/homeland-security-and-emergency-management/floodplain-information> See under Outreach Projects table. The website will be reviewed monthly to ensure that all PPI messages are included, all links work, and all information is still valuable and pertinent.

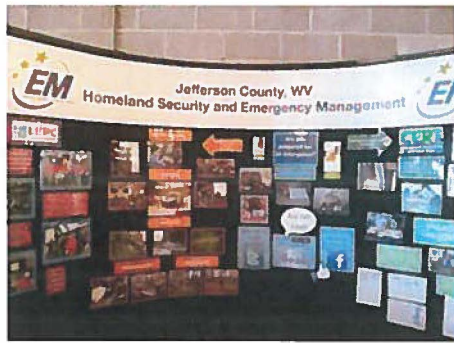
Activity #360: Flood Protection Advice and Assistance, including after a site visit, offered through Jefferson County Engineering. The staff designated to provide this one-on-one assistance to homeowners are familiar with structural/non-structural flood protection and mitigation measures including flood insurance.

Activity #610 Flood Warning and Response. Information on flood warning and response, is included in Outreach Projects for Messages A-F, and are especially included in the Jefferson County website.

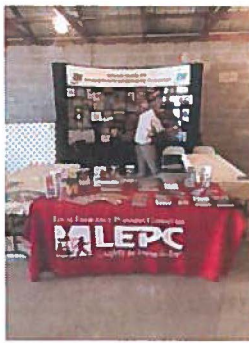
**Messages and Desired Outcomes:**

<b>Message</b>	<b>Outcome</b>	<b>CRS Priority Topics</b>
A. Know your risk of flooding	More requests for flood information and/or elevation certificates	1. Know your flood hazard
B. What are your options if you live in a repetitive loss property?	More requests for information on options for repetitive loss properties	1. Know your flood hazard
C. You Need Flood Insurance!	Increase in the number of flood insurance policies	2. Insure your property for your flood hazard.
D. Turn Around, Don't Drown	Fewer deaths due to drowning, or reports of water rescues or fire responses for drivers that drive through standing water or ignore barricades	3. Protect people from the hazard
E. You can protect your property from flooding	More requests for information on flood-resistant construction and rehabilitation.	4. Protect your property from the hazard
F. Get a building permit.	Fewer floodplain violations	5. Build responsibly
G. Only rain goes down the drain!	Increase in water quality in watershed.	6. Protect Natural floodplain functions.
H. Everyone should have a family disaster plan, communications plan, and emergency supply kit that includes your pets	More residents have family disaster plans and emergency supply kits.	<i>PPI Additional Topic:</i> 7. General Preparedness

I. Every Business Needs a Disaster Plan!	More businesses report they have developed an emergency and business continuity plan after training.	<i>PPI Additional Topic:</i>  8. Business Preparedness
J. Disaster Ready Kids	Kids are empowered to take action with their parents from power outages and emergencies.	<i>PPI 9. Additional Topic:</i>  Kids Preparedness



Jefferson County Fair Booth



Fair Booth



Ranson Hispanic Festival

## **PPI Projects and Initiatives**

Please see the table below for identified outreach projects to be implemented each year, as well as flood response projects to be implemented during and after a flood.

### **Outreach Projects**

OP 1: Annual Notification Mailing to SFHA property owners

OP 2: Put flood information into the Charles Town Library.

OP 3: Brochures and Materials -Handouts on flood insurance, ICC, the National Flood Insurance Program, Protecting your home before, during, and after a flood used for outreach events.

OP 4: Social Media Outreach (Facebook Page and Twitter) with Floodplain Information, Weather Watches and Warnings and general information.

OP 5: Booth at the Jefferson County Fair with outreach materials

OP 6: Booth at Bark in the Park, Jefferson County Humane Society with outreach materials

OP 7: Floodplain Information on the County Website

OP 8: Business Continuity Training-Every Business Needs a Plan!

OP 9: Annual Notification Mailing to Repetitive Loss Property Owners/Repetitive Loss Areas

OP 10: Provide Skywarn Stormspotter Training to residents with National Weather Service

OP 11: Booth at the Ranson Hispanic Cultural Festival providing handouts in Spanish and English

OP 12: Annual Notification Mailing to Real Estate Agents, Mortgage Companies, and Real Estate Agents about services provided by the Engineering Office on floodplain delineations, availability of Elevation Certificates, and other inquiry information.

OP 13: Annual Mailing to Daycare Centers and Schools about the Disaster Ready Kids Program and the availability for our volunteers and staff to do presentations at the schools with age-appropriate materials.

OP 14 Presentations to various senior citizen groups (Jefferson County Council on Aging, the AARP, Harpers Ferry Women's Club), on Senior Disaster Preparedness and Preparedness for individuals with special needs.

OP 15 Blurbs for Church Bulletins

OP 16 Blurbs for Council on Aging Newsletter

OP 17 Monthly JCHSEM Newsletter sent out to over 1,000 email addresses and on County JCHSEM Website, as well as Facebook page.

OP 18 Media releases (Press inquiries, Broadcast Media, Commercials, Public Service Announcements, and Interviews)

OP 19 Public Information Officer Media Day

OP 20 Participation in WV Severe Weather and Flood Awareness Week Activities

OP 21 Send out NWS Watches, Warnings, Advisories, and Emergencies using NIXLE. Also use NIXLE to send out information about where shelters are set up and commodities are being given out after a storm.

Other items under Outreach Projects

The following items, although not outreach projects, are included as part of our PPI and are to be promoted as a resource in the above outreach projects:

Flood Protection Advice and Assistance

Map Information Service

Website

### **Flood Response Projects**

All year, brochures and other printed material advising residents of flood response activities are available in several locations. In anticipation of an event, during an event, and after an event, press releases, PSA's, and other pre-scripted messages will be disseminated to the County's website, media outlets, on social media, NIXLE and other emergency alert systems.



FRP 1 Media releases (Press inquiries, Broadcast Media, Commercials, Public Service Announcements, and Interviews)

FRP 2 Social Media outreach

FRP 3 Use of NIXLE and other Emergency Alert systems

Target Audience	Message (s)	Outcome	Project (s)	Assignment	Schedule/ Description	Stakeholder
1 Floodplain residents and businesses	A-I	A-I	OP1 Send letter annually about risk and the need to purchase flood insurance.	JCHSEM	Annually  Letters describing the risk from flooding and the need to purchase flood insurance.	
1 Floodplain residents and businesses	A-I	A-I	OP2 Place flood information into the Charles Town Library.	JCHSEM	Initial donation of books for the Flood Section, described in CRS Manual. Maintained annually	Charles Town Library
1 Floodplain residents and businesses	A-I	A-I	OP3 Handouts on flood insurance, ICC, the National Flood Insurance Program, How to protect your home before, during and after a flood.	JCHSEM and Jefferson County Engineering Department	Brochures in offices, courthouse, at fairs and festivals, in library	

1 Floodplain residents and businesses	A-I	A-I	OP4 Facebook and Twitter Messages	JCHSEM PIO	At least one message per month on a new topic (Usually more)	
1 Floodplain residents and businesses	A-I	A-I	OP5 Booth at County Fair	LEPC/JCHSEM	Every August	Jefferson County Fair Association
1 Floodplain residents and businesses	A-I	A-I	OP6 Booth at Bark in the Park	JCHSEM/JC Animal Control	Every May	Jefferson County Humane Society
1 Floodplain residents and businesses	A-I	A-I	OP7 Floodplain Information on County Website	JCHSEM	Year Round	
1 Floodplain residents and businesses	A-I	A-I	OP-20	JCHSEM	1 week per year	National Weather Service
2 Critical Infrastructure Located in a floodplain	A-C	A-C	OP8 Business Continuity Training- Every Business Needs A Plan!	JCHSEM	Annually	WV Dept. of Homeland Security and Emergency Management
3 Repetitive Loss Properties	A-I	A-I	OP9 Annual Mailing notification to repetitive loss areas	JCHSEM	Annually	
4 Residents of areas subject to flooding if	A-I	A-I	OP 18- Media	Local Media Outlets	Annually	Local Media Outlets

an upstream dam fails						
5 Residents of the County who want to become NWS Skywarn Stormspotters	A,D	A,D	OP10 Skywarn Stormspotter Training-Flood	National Weather Service-Sterling	Annually	National Weather Service-Sterling
6 Spanish Speaking Residents	A-J	A-J	OP11 Booth at the Ranson Hispanic Cultural Festival	JCHSEM	Annually-October	Ranson Convention and Visitors Bureau
6 Spanish Speaking Residents	A-J	A-J	OP11 Handouts in Spanish	JCHSEM	At fairs and festivals and in Hispanic neighborhoods , library, and courthouse.	
7 Real Estate, Lending, Insurance Agencies	A,C	A,C	OP12 Mailing on County services, including relevant OP 3	Jefferson County Engineering Department	Annually	
8 Children, Ages Pre-school to 18	J	J	OP13 Disaster Ready Kids Presentations	JCHSEM Staff Volunteers	May through September	Schools and Daycare Centers, Jefferson County Parks and Recreation.

8 Children, Ages Pre- school to 18	H	H	OP15 Pillow Case Project	American Red Cross	1 per month	American Red Cross
9 Senior Citizens	A-I	A-I	OP16 Presentation about Senior Citizen Preparednes s to Council on Aging	JCHSEM Staff	Annually	Jefferson County Council on Aging
9 Senior Citizens	A-I	A-I	OP14 Presentation about Senior Citizen Preparednes s to AARP	JCHSEM Staff	Annually	Jefferson County AARP
10 Churches/ Faith-based	A,C,D,F,G , H,J	A,C,D,F,G , H,J	OP15-Blurbs for Church Bulletins	JCHSEM Staff	6 times per year	Area churches and faith-based groups
11 Tourists/ Visitors	A, D	A,D	OP3 Brochures  OP7 Website	JCHSEM PIO	Annually	Jefferson County CVB

### Flood Response Project (FRP)

Target Audience	Messages	Outcomes	Projects	Assignment	Schedule	Stakeholder
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1. Floodplain residents and businesses	A,D,E,H	A,D,E,H	OP3, Brochures and Materials	JCHSEM Staff	In response to flooding event	Print and Broadcast Media
1. Floodplain residents and businesses	A,D,E,H	A,D,E,H	OP 4 Social Media Outreach	JCHSEM Staff	In response to flooding event	
1. Floodplain residents and businesses	A,D,E,H	A,D,E,H	OP 7 Floodplain information on County Website	JCHSEM Staff	In response to flooding event	
1. Floodplain residents and businesses.	A,D,E,H.	A,D,E,H	OP 18 Media Releases, Press inquiries, Broadcast Media, Commercials, PSAs and Interviews	JCHSEM Staff	In response to flooding event	Print and Broadcast Media
9. Vulnerable Populations, including Senior Citizens	A,D,E,H	A,D,E,H	OP3, Brochures and Materials	JCHSEM Staff	In response to flooding event	Print and Broadcast Media
9. Vulnerable Populations, including Senior Citizens	A,D,E,H	A,D,E,H	OP 7 Floodplain information on County Website	JCHSEM Staff	In response to flooding event	
9. Vulnerable Populations, including Senior Citizens	A,D,E,H	A,D,E,H	OP 18 Media Releases, Press inquiries, Broadcast Media, Commercials, PSAs and Interviews	JCHSEM Staff	In response to flooding event	Print and Broadcast Media



JCHSEM PIO, Brandon Vallee, being interviewed at a local radio station.

### **Follow Up:**

The JCHSEM staff will monitor submitted information on projects and initiatives as they are developed and implemented, including input from employees and stakeholders participating in the activities. That information will be share with committee members via email or at scheduled committee meetings.

The Public Awareness, Education, and Training Committee (also serves as the PPI Committee) will meet at least twice each year to review implementation of these projects and initiatives. At that time, the status of the projects will be explained and progress toward the outcomes will be discussed. The Committee may make recommendations for projects to be changed, discontinued, or added to.

At least once a year, staff will draft an update to the table of target audiences and send it to the Committee members. The Committee will meet and review the outcomes of each individual activity to change, add, or approve them. The Messages and Desired Outcomes table will be revised. The outcomes and revisions will be submitted as part of the County's annual recertification package for CRS, and a written report will be submitted to the Committee and the County Commission.

### **Adoption:**

This PPI has been approved by the Jefferson County Homeland Security and Emergency Management's Public Awareness, Education and Training Committee (also serving as the PPI Committee), and the Jefferson County Commission.

### **Appendix A: PPI Committee Meeting Minutes and Sign In Sheets**

## **Appendix B: Glossary of Terms & Acronyms**

**Activity-** A floodplain management activity for which Community Rating System credit has been established.

**American Red Cross (ARC)-** The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. Mission areas are: Disaster Services, Blood Services, Training and Certification, Military Services, and International Services.

**Certified Floodplain Manager (CFM)-** The Association of State Floodplain Managers (ASFPM) has established a national program for certifying floodplain managers. This program recognizes continuing education and professional development that enhances the knowledge and performance of local, state, federal, and private-sector floodplain management professionals.

**Community Rating System (CRS)-**A National Flood Insurance Program (NFIP) that provides incentives for NFIP communities to complete activities that reduce flood hazard risk. When the community completes specified activities, the insurance premiums of policyholders in these communities are reduced.

**CRS Classification-**A rating of a community's floodplain management program according to the CRS Coordinator's Manual. The premium rate credits for each class are listed in Table 110-1. A community that has not applied for a CRS classification is a Class 10 Community.

**Consequences-** The damages, injuries, and loss of life, property, environmental, and business that can be quantified by some unit of measure, often in economic or financial terms.

**Critical Infrastructure-**There are 16 critical infrastructure sectors whose assets, systems, and networks, whether physical or virtual, are considered so vital to the United States that their incapacitation or destruction would have a debilitating effect on security, national economic security, national public health or safety, or any combination thereof. These are: Chemical Sector, Commercial Facilities Sector, Communications Sector, Critical Manufacturing Sector, Dams Sector, Defense Industrial Base Sector, Emergency Services Sector, Energy Sector, Financial Sector, Agriculture and Food Sector, Government Facilities Sector, Health and Public Health Sector, Information Technology Sector, Nuclear Sector, Transportation Sector, and the Water and Wastewater Sector.

**Federal Emergency Management Agency (FEMA)**-The independent agency created in 1978 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

**Flash Flood**-A flood event occurring with little or no warning where water levels rise at an extremely fast rate.

**Flood**-A general and temporary condition of partial or complete inundation of normally dry land areas from (1) the overflow of inland or tidal waters, (2) the unusual and rapid accumulation or runoff of surface waters from any source, or (3) mudflows or the sudden collapse of shoreline land.

**Flood Hazard Area**-The area shown to be inundated by a flood of a given magnitude on a map.

**Flood Insurance Rate Map (FIRM)**-Map of a community, prepared by the Federal Emergency Management Agency, which shows both the special flood hazard areas and the risk premium zones applicable to the community.

**Flood Mitigation Assistance Program (FMA)**-A planning and project implementation grant program funded by the National Flood Insurance Program. Provides pre-disaster grants to State and local governments for both planning and implementation of mitigation strategies. Grant funds are made available from NFIP insurance premiums, and therefore are only available to communities participating in the NFIP.

**Floodplain**-Any land area, including watercourse, susceptible to partial or complete inundation by water from any source.

**Floodway**-A "Regulatory Floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. Communities must regulate development in these floodways to ensure that there are no increases in upstream flood elevations. For streams and other watercourses where FEMA has provided Base Flood Elevations (BFEs), but no floodway has been designated, the community must review floodplain development on a case-by-case basis to ensure that increases in water surface elevations do not occur, or identify the need to adopt a floodway if adequate information is available.

**Flood Response Preparations (FRP)**-FRP credits developing a pre-flood plan for public information projects that will be implemented during and after a flood. An FRP package is a collection of outreach projects prepared in advance, but not delivered until a flood occurs.

**Frequency**-A measure of how often events of a particular magnitude are expected to occur. Frequency describes how often a hazard of a specific magnitude, duration, and/or extent typically occurs, on average. Statistically, a hazard with a 100-year recurrence interval is expected to occur once every 100 years on average, and would have a 1 percent chance—its probability—of happening in any given year. The reliability of this information varies depending on the kind of hazard being considered.

**Hazard**-A source of potential danger or adverse condition. An event or physical condition that has the potential to cause fatalities, injuries, property and infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss. Hazards, as defined in this study, will include naturally occurring events such as floods, dam failures, tornadoes, high winds, hailstorms, lightning, winter storms, extreme heat, drought, expansive soils, urban fires, wildfires that strike populated areas, and earthquakes. A natural event is a hazard when it has the potential to harm people or property.

**Hazard Event**-A specific occurrence of a particular type of hazard.



**Hazard Identification**-The process of defining and describing a hazard, including its physical characteristics, magnitude and severity, probability and frequency, causative factors, and locations or areas affected.

**Hazard Mitigation Plan**-The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society that includes the actions needed to minimize future vulnerability of hazards. Section 409 of the Stafford Act requires the identification and evaluation of mitigation opportunities, and that all repairs be made to applicable codes and standards, as condition for receiving Federal disaster assistance. Enacted to encourage identification and mitigation of hazards at all levels of government. (Note that Jefferson County plan is called the Risk Assessment and Hazard Mitigation Plan.)

**Local Emergency Planning Committee (LEPC)**- A community-based organizations that assist in preparing for emergencies, particularly those concerning hazardous materials. ... The LEPC membership must include (at a minimum): Elected state and local officials. Police, fire, emergency management, and public health professionals.

**Low-impact development (LID)**-According to the U.S. Environmental Protection Agency, "an approach to land development (or re-development) that works with nature to manage storm water as close to its source as possible and treat storm water as a resource rather than a waste product. LID practices include bio-retention facilities, rain gardens, vegetated rooftops, rain barrels, and permeable pavements. Applied on a broad scale, LID can maintain or restore a watershed's hydrologic and ecological functions." ([www.epa.gov/owow/NPS/lid](http://www.epa.gov/owow/NPS/lid))

**Messages**-Messages are specific statements or directions that the community considers important for its audiences. For CRS credit, the messages are based on one or more of six priority floodplain management topics. Communities that have developed a PPI may add up to four additional topics of their own that are particularly pertinent to their communities.

**National Flood Insurance Program (NFIP)**-A federal program created by Congress in 1968 that provides the availability of flood insurance to communities in exchange for the adoption and enforcement of a minimum floodplain management ordinance specified in 44 CFR 60.3. The ordinance regulates new and substantially damaged or improved development in identified flood hazard areas.

**Natural floodplain functions**-The functions associated with the natural or relatively undisturbed floodplain that moderate flooding, retain flood waters, reduce erosion and sedimentation, and mitigate the effects of waves and storm surges from storms; and b. Other significant beneficial functions, which include maintenance of water quality, recharge of ground water, and provision of fish and wildlife habitat.

**Outcomes**-For each message, the PPI Committee is to determine what outcomes it would like to see. Outcomes are changes in behavior. To the extent possible, outcomes need to be objective, developing a plan for contingencies, and practicing the plan.

**Outreach Projects (OP)**- Public Information/Activities to get people to act, i.e., to take flood protection steps, such as buying flood insurance, developing a family emergency plan, retrofitting a building, or complying with floodplain management regulations.

**Preparedness**-Activities to ensure that people are ready for a disaster and respond to it effectively. Preparedness requires figuring out what will be done if essential services break down, developing a plan for contingencies, and practicing the plan.

**Probability**-A statistical measure of the likelihood that a hazard event will occur.

**PPI Committee**-The community's PPI must be developed be a committee of people from both inside and outside the local government. The number of participants and their identities is determined by the community, but the committee must:

- Comprise at lease fire people,
- Include one or more representatives from the community's floodplain management office,
- Include one or more representatives from the community's public information office, if there is one, and
- Have at least half of its members from outside the local government.

**Program for Public Information (PPI)**-The PPI is an ongoing public information effort to design and transmit the messages that the community determines are most important to its flood safety and the protection of its floodplains' natural functions.

**Repetitive Loss Property**-A property that is currently insured for which two or more National Flood Insurance Program losses (occurring more than ten days apart) of at least \$1,000 each have been paid within any 10-year period since 1978. While Repetitive Loss Properties constitute only 2% of insured properties, they account for 40% of flood damage claims against the NFIP.

**Retrofitting**-Modifications to a building or other structure to reduce its susceptibility to damage by a hazard.

**Risk**-The estimated impact that a hazard would have on people, services, facilities, and structures in a community; the likelihood of a hazard event resulting in an adverse condition that causes injury or damage. Risk is often expressed in relative terms such as high, moderate, or low likelihood of sustaining damage above a particular threshold due to a specific type of hazard event. It also can be expressed in terms of potential monetary losses associated with the intensity of the hazard.

**Risk Assessment**-A process or method for evaluating risk associated with a specific hazard and defined in terms of probability and frequency of occurrence, magnitude and severity, exposure and consequences. Also defined as : "The process of measuring the potential loss of life, personal property, housing, public facilities, equipment, and infrastructure; lost jobs, business earnings, and lost revenues, as well as indirect losses caused by interruption of business and production; and public cost of planning, preparedness, mitigation, response, and recovery.

**Special Flood Hazard Area (SFHA)**-An area within a floodplain having a 1 percent or greater chance of flood occurrence in any given year (100-year floodplain); represented on a Flood Insurance Rate Maps by darkly shaded areas with zone designations that include the letter "A" or "V".

**Stafford Act**-The Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-107 was signed into law November 23, 1988 and amended the Disaster Relief Act of 1974, PL 93-288. The Stafford Act is the statutory authority for most Federal disaster response activities, especially as they pertain to FEMA and its programs.

**Stakeholder Delivery (STK)**-Since most messages tend to come from the local government, extra CRS credit is provided for messages that are clearly from stakeholders-someone or some group concerned with the community, but not a part of local government.

**Stakeholders**-Floodplain residents, business leaders, insurance agents, civic groups, academia, non-profit organizations, major employers, managers of critical facilities, farmers, landowners, developers, and others who are affected by flooding or whose actions can help prevent or reduce flood losses.

**Stormwater Management**-Efforts to reduce the impact of stormwater or snowmelt runoff on flooding and water quality.

**Substantial Damage**-Damage of any origin sustained by a structure in a Special Flood Hazard Area whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage.

**Target Area**-Target areas are neighborhoods, districts, or other areas of the community with similar flooding, building, and population characteristics.

**Target Audience**-A target audience is a group of people who need information on flood related topics.

**Vulnerability**-Describes how exposed or susceptible to damage an asset is. Vulnerability depends on an asset's construction, contents, and the economic value of its functions. Like indirect damages, the vulnerability of one element of the community is often related to the vulnerability of another. For example, many businesses depend on uninterrupted electrical power-if an electric substation is flooded, it will affect not only the substation itself, but a number of businesses as well. Often, indirect effects can be much more widespread and damaging than direct ones.

**Zone**-A geographical area shown on a Flood Insurance Rate Map (FIRM) that reflects the severity or type of flooding in an area.



Jefferson County Representatives receiving the 2016 StormReady Designation Letter and Certificate from the National Weather Service-Baltimore Washington Area; Sterling, VA Office. Pictured are: Chris Cross and Jeff Polczynski, Jefferson County Emergency Communications Center; Larry Willingham and Dr. Sheri Hoff, Jefferson County Schools; Barbara Miller, CEM; CFM, Jefferson County Homeland Security and Emergency Management; County Commissioner, Jane Tabb; County Commission President, Patricia Noland, and Chris Strong from the National Weather Service. Jefferson County has been a StormReady Community since 2004.





# *National Flood Insurance Program* **Community Rating System**

A Local Official's Guide to  
Saving Lives, Preventing Property Damage, and  
Reducing the Cost of Flood Insurance

*FEMA B 573 / 2018*



**FEMA**



# The Community Rating System Works

Every year, flooding causes hundreds of millions of dollars' worth of damage to homes and businesses around the country. Standard homeowners and commercial property insurance policies do not cover flood losses. To meet the need for this vital coverage, the Federal Emergency Management Agency (FEMA) administers the National Flood Insurance Program (NFIP).

The NFIP offers reasonably priced flood insurance to all properties in communities that comply with minimum standards for floodplain management.

The NFIP's Community Rating System (CRS) credits community efforts beyond those minimum standards by reducing flood insurance premiums for the community's property owners. The CRS is similar to—but separate from—the private insurance industry's programs that grade communities on the effectiveness of their fire suppression and building code enforcement efforts.

CRS discounts on flood insurance premiums range from 5% up to 45% (see Table 1), based on CRS credit points that are awarded to

communities. The discounts provide an incentive for communities to implement new flood protection activities that can help save lives and property when a flood occurs.

The CRS provides credit under 19 public information and floodplain management activities described in the *CRS Coordinator's Manual*.

You're probably already doing many of these activities. To get credit, community officials will need to prepare documentation that verifies these efforts.

The CRS assigns credit points for each activity. Table 2 lists the activities and the possible number of credit points for each one. The table also shows the average number of credit points communities earn for each activity. These averages may give you a better indication than the maximums of what your community can expect.

To be eligible for a CRS discount, your community must do Activity 310, Elevation Certificates. If you're a designated repetitive loss community, you must also do Activity 510, Floodplain Management Planning. All other activities are optional.





Based on the total number of points your community earns, the CRS assigns you to one of ten classes. Your discount on flood insurance premiums is based on your class.

For example, if your community earns 4,500 points or more, it qualifies for Class 1, and property owners in the in the Special Flood Hazard Area (SFHA) get a 45% discount on their insurance

premiums. If your community earns as little as 500 points, it's in Class 9, and property owners in the SFHA get a 5% discount. If a community does not apply or fails to receive at least 500 points, it's in Class 10, and property owners get no discount.

Table 1, below, shows the number of points required for each class and the corresponding discount.

Table 1.  
**How much discount property owners in your community can get**

Rate Class	Discount for SFHA*	Discount for Non-SFHA**	Credit Points Required
1	45%	10%	4,500 +
2	40%	10%	4,000–4,499
3	35%	10%	3,500–3,999
4	30%	10%	3,500–3,499
5	25%	10%	3,000–2,999
6	20%	10%	2,500–2,499
7	15%	5%	1,500–1,999
8	10%	5%	1,000–1,499
9	5%	5%	500–999
10	0	0	0–499

\* Special Flood Hazard Area

\*\* Preferred Risk Policies are available only in B, C, and X Zones for properties that are shown to have a minimal risk of flood damage. The Preferred Risk Policy does not receive premium rate credits under the CRS because it already has a lower premium than other policies. Although they are in SFHAs, Zones AR and A99 are limited to a 5% discount. Premium reductions are subject to change.

Table 2.

## What You Can Do to Get Credit

The CRS grants credit for 19 different activities that fall into four series:

Series 300	Public Information	Maximum Points*	Average Points *
	This series credits programs that advise people about the flood hazard, flood insurance, and ways to reduce flood damage. The activities also provide data insurance agents need for accurate flood insurance rating.		
310	<b>Elevation Certificates</b> <ul style="list-style-type: none"> <li>• Maintain FEMA elevation certificates for new construction in the floodplain. (At a minimum, a community must maintain certificates for buildings built after the date of its CRS application.)</li> </ul>	116	38
320	<b>Map Information Service</b> <ul style="list-style-type: none"> <li>• Provide Flood Insurance Rate Map information to those who inquire, and publicize this service.</li> </ul>	90	73
330	<b>Outreach Projects</b> <ul style="list-style-type: none"> <li>• Distribute outreach projects with messages about flood hazards, flood insurance, flood protection measures, and/or the natural and beneficial functions of floodplains.</li> </ul>	350	87
340	<b>Hazard Disclosure</b> <ul style="list-style-type: none"> <li>• Real estate agents advise potential purchasers of flood-prone property about the flood hazard.</li> <li>• Regulations require notice of the hazard.</li> </ul>	80	14
350	<b>Flood Protection Information</b> <ul style="list-style-type: none"> <li>• The public library and/or community's website maintains references on flood insurance and flood protection.</li> </ul>	125	38
360	<b>Flood Protection Assistance</b> <ul style="list-style-type: none"> <li>• Give inquiring property owners technical advice on how to protect their buildings from flooding, and publicize this service.</li> </ul>	110	55
370	<b>Flood Insurance Promotion</b> <ul style="list-style-type: none"> <li>• Assess flood insurance coverage within the community and implement a plan to promote flood insurance.</li> </ul>	110	39
<b>Series 300</b>		<b>Total</b>	<b>981</b>
			<b>3448</b>

\*Maximum and average points are subject to change. See the current *CRS Coordinator's Manual* for the latest information.



Series 400	Mapping & Regulations	Maximum Points*	Average Points *
<p>This series credits programs that limit floodplain development or provide increased protection to new and existing development.</p>			
410	<b>Floodplain Mapping</b> <ul style="list-style-type: none"> <li>• Develop new flood elevations, floodway delineations, wave heights, or other regulatory flood hazard data for an area not mapped in detail by the flood insurance study.</li> <li>• Have a more restrictive mapping standard.</li> </ul>	802	60
420	<b>Open Space Preservation</b> <ul style="list-style-type: none"> <li>• Guarantee that currently open public or private floodplain parcels will be kept free from development.</li> <li>• Zone the floodplain for minimum lot sizes of 5 acres or larger.</li> </ul>	2,020	509
430	<b>Higher Regulatory Standards</b> <ul style="list-style-type: none"> <li>• Limit new buildings and/or fill in the floodplain.</li> <li>• Require freeboard.</li> <li>• Require soil tests or engineered foundations.</li> <li>• Require compensatory storage.</li> <li>• Require coastal construction standards in AE Zones.</li> <li>• Have regulations tailored to protect critical facilities or areas subject to special flood hazards (for example, alluvial fans, ice jams, subsidence, or coastal erosion).</li> </ul>	2,042	270
440	<b>Flood Data Maintenance</b> <ul style="list-style-type: none"> <li>• Keep flood and property data on computer records.</li> <li>• Use better base maps.</li> <li>• Maintain elevation reference marks.</li> </ul>	222	115
450	<b>Stormwater Management</b> <ul style="list-style-type: none"> <li>• Regulate new development throughout the watershed to ensure that post-development runoff is no greater than pre-development runoff.</li> <li>• Regulate new construction to minimize soil erosion and protect or improve water quality.</li> </ul>	755	132
Series 400		Total	5,841
			1,086

Series 500	Flood Damage Reduction	Maximum Points*	Average Points *
<p>This series credits programs that reduce the flood risk to existing development.</p>			
<b>510</b>	<b>Floodplain Management Planning</b> <ul style="list-style-type: none"> <li>• Prepare, adopt, implement, and update a comprehensive flood hazard mitigation plan using a standard planning process.</li> <li>• Prepare an analysis of the repetitive flood loss areas within the community.</li> </ul> <p><i>Note: category C repetitive loss communities must receive credit for either the floodplain management plan or the repetitive loss area analysis, above.</i></p> <ul style="list-style-type: none"> <li>• Prepare, adopt, implement, and update a plan to protect natural functions within the community's floodplain.</li> </ul>	<b>622</b>	<b>175</b>
<b>520</b>	<b>Acquisition and Relocation</b> <ul style="list-style-type: none"> <li>• Acquire and/or relocate floodprone buildings so that they are out of the floodplain.</li> </ul>	<b>2,250</b>	<b>195</b>
<b>530</b>	<b>Flood Protection</b> <ul style="list-style-type: none"> <li>• Protect existing floodplain development by floodproofing, elevation, or minor flood control projects.</li> </ul>	<b>1,600</b>	<b>73</b>
<b>540</b>	<b>Drainage System Maintenance</b> <ul style="list-style-type: none"> <li>• Have a program for and conduct annual inspections of all channels and detention basins; remove debris as needed.</li> </ul>	<b>570</b>	<b>218</b>
<b>Series 500</b>		<b>Total</b>	<b>5,042</b>
			<b>661</b>

<b>Series 600</b>	<b>Flood Preparedness</b>	<b>Maximum Points*</b>	<b>Average Points *</b>
This series credits flood warning, levee safety, and dam safety projects.			
<b>610</b>	<b>Flood Warning and Response</b> <ul style="list-style-type: none"> <li>• Provide early flood warnings to the public, and have a detailed flood response plan keyed to flood crest predictions.</li> </ul>	<b>395</b>	<b>254</b>
<b>620</b>	<b>Levees</b> <ul style="list-style-type: none"> <li>• Annually inspect and maintain existing levees; have a system for recognizing the threat of levee failure and/or overtopping, disseminating warnings, and providing emergency response; and coordinate with operators of critical facilities.</li> </ul>	<b>235</b>	<b>157</b>
<b>630</b>	<b>Dams</b> <ul style="list-style-type: none"> <li>• Have a high-hazard-potential dam that could affect the community; have a system for recognizing the threat of dam failure, disseminating warnings, planning and practicing emergency responses; and coordinating with operators of critical facilities.</li> </ul>	<b>160</b>	<b>35</b>
<b>Series 600</b>		<b>Total</b>	<b>790</b>
			<b>446</b>
<b>All Series</b>		<b>Total</b>	<b>12,654</b>
			<b>2,537</b>



# Additional Credit

Your community can get additional credit for regulating development outside the SFHA to the same standards as development inside the SFHA. There is also credit for assessing future flood conditions, including the impacts of future development, urbanization, and changing weather patterns. See the *CRS Coordinator's Manual* for full details.

Many communities can qualify for what the CRS calls “state-based credit,” based on the activities or regulations a state or regional agency implements within communities. For example, some states have disclosure laws eligible for credit under Activity 340 (Hazard Disclosure). Any community in those states can receive the state-based credit.

Your community may want to consider floodplain management activities not listed in the *CRS Coordinator's Manual*. You should evaluate these activities for their ability to increase public safety, reduce property damage, avoid economic disruption and loss, and protect the environment. In addition, you can request a review of these activities to determine whether they could be eligible for CRS credit. FEMA welcomes innovative ways to prevent or reduce flood damage.



# How to Apply

Participation in the CRS is voluntary. If your community is in full compliance with the rules and regulations of the NFIP, you may apply. There's no application fee, and all CRS publications are free.

Your community's chief executive officer (your mayor, city manager, or other top official) must appoint a CRS coordinator to serve as the liaison between the community and FEMA. The coordinator should know the operations of all departments that deal with floodplain management and public information. And the coordinator should be able to speak for the community's chief executive officer.

To begin the application process, your community submits a letter of interest to your FEMA Regional Office and documents that you are implementing floodplain management activities that warrant at least 500 CRS credit points. On the [CRS Resources website](http://www.CRSresources.org) (www.CRSresources.org) you can find a sample letter; the CRS Quick Check, a tool that helps you assess your community's possible credit points; and further instructions.

You may also want to download from that website a copy of the *CRS Coordinator's Manual*, which describes the program in full and provides specific information, including eligible activities, required documentation, and resources for assistance.

Help is also available through the contact information below.

CRS-related materials and many more resources are available at the [CRS Resources website](http://www.fema.gov/national-flood-insurance-program-community-rating-system) and on [FEMA's website](https://www.fema.gov/national-flood-insurance-program-community-rating-system) (https://www.fema.gov/national-flood-insurance-program-community-rating-system).

After your community applies for a CRS classification, the CRS will verify the information and arrange for flood insurance premium discounts.

For more info, write, phone, or fax:

## **NFIP/CRS**

P.O. Box 501016

Indianapolis, IN 46250-1016

(317) 848-2898

Fax: (201) 748-1936

e-mail: [nfipcrs@iso.com](mailto:nfipcrs@iso.com)

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**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **June 2, 2022**

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

Date Requested – 2<sup>nd</sup> Choice:

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

- Review of FY2022 Budget to Actual as of 4/30/22
- Review and Approval of FY2022 State Budget Revision 6 for the General Fund
- Review and Approval of FY2022 State Budget Revision 4 for the Coal Severance Fund

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

- FY2022 Budget to Actual as of 4/30/22-Attached
- FY2022 State Budget Revision 6 for the General Fund-Attached
- FY2022 State Budget Revision 4 for the Coal Severance Fund

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

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

Provide exact financial impact/request:

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

- Motion to accept FY22 State Budget Revision 6 for the General Fund
- Motion to accept FY22 State Budget Revision 4 for the Coal Severance Fund

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**

FY2022 Cash Balances by Fund

As of 04/30/2022

Fund - Description	FY2022 Balance As of 04/30/22	FY2021 Balance As of 04/30/21	FY22-FY21 Variance Favorable/ (Unfavorable)
Fund 001 -GENERAL FUND	9,776,328	10,769,119	(992,791)
Fund 002 -COAL SEVERANCE FUND	232,751	201,321	
Fund 003 -DOG KENNEL FUND	26,743	26,170	
Fund 004 -GENERAL SCHOOL FUND	0	0	
Fund 005 -MAGISTRATE COURT FUND	22,548	28,448	
Fund 006 -WORTHLESS CHECK FUND	35,303	35,190	
Fund 008 -HOME CONFINEMENT FUND	41,207	58,714	
Fund 009 -FEDERAL GRANTS FUND	-97,741	0	
Fund 010 -STATE GRANTS FUND	23,390	2,430	
Fund 011 -OTHER GRANTS	-40,128	0	
Fund 023 -FLOOD HAZARD MITIGATION	34,959	34,959	
Fund 039 -WASTE COAL REALLOCATION	8,642	8,599	
Fund 053 -AMBULANCE SERVICE FEE	41,310	88,706	
Fund 056 -ASSESSOR VALUATION FUND	1,176,832	1,105,678	
Fund 057 -JC FARMLAND PROTECTION FD	3	3	
Fund 058 -FINANCIAL STABALIZATION	0	0	
Fund 059 -CONCEALED WEAPONS	29,902	35,016	
Fund 063 -VOTER REGIST LIST FUND	123	452	
Fund 073 -LAW ENFORCEMNT FORFEITURE	12,376	19,027	
Fund 074 -DRUG FORFEITURE - PAO	28,242	23,449	
Fund 075 -SUBDIVISION FORFEITURE FUND	172	172	
Fund 206 -COVID 19 FUNDS	0	54,319	
Fund 207 -AMERICAN RESCUE PLAN ACT-202	3,273,851	0	3,273,851
Fund 246 -CAPITAL OUTLAY FUND	13,030,708	7,505,084	5,525,624
Fund 249 -IMPACT FEES	9,324,923	7,943,676	
Fund 315 -STATE POLICE FUND	60	60	
Fund 369 -WV DEPUTY SHRF RETIREMENT	1	1	
TOTAL CASH BALANCES - ALL FUNDS	36,982,507	27,940,593	9,041,914



# Jefferson County Commission

FY2022 General Fund Revenues & Expenditures

As of 04/30/2022

Expenditures by Department

As of 04/30/2022					YTD Actual		
Expenditures by Department		FY2022 YTD	Budget		FY2021 YTD	FY2022-FY2021	
		Actual	Variance	%	Actual	Variance	% Var
Description	FY2022	As of	Favorable/	Rec'd/	As of	Favorable/	PY-
	Budget	04/30/22	(Unfavorable)	Exp'd	04/30/21	(Unfavorable)	CY
Beginning Fund Bal-Budget							
Total Beginning Fund Bal-Budget	(7,633,363)						
Revenues							
AD VALOREM TAXES	(15,158,773)	(14,592,653)	(566,120)	96.27%	(14,366,682)	225,971	1.57 %
AMBULANCE FEES	(929,200)	(1,029,452)	100,252	110.79%	(979,782)	49,670	5.07 %
BUILDING PERMIT FEES	(464,400)	(547,374)	82,974	117.87%	(379,550)	167,824	44.22 %
CHARGES FOR SERVICES	-	-	-	0.00%	(91,713)	(91,713)	-100.00 %
CIRCUIT CLERKS EARNINGS	(60,000)	(34,528)	(25,472)	57.55%	(35,757)	(1,229)	-3.44 %
CONTRIBUTIONS FR OTH ENTITIES	-	(2,778)	2,778	100.00%	(217)	2,561	1,180.18 %
COUNTY CLERKS EARNINGS	(211,200)	(223,918)	12,718	106.02%	(238,536)	(14,618)	-6.13 %
EMERGENCY 911 FEES	(1,962,900)	(1,579,379)	(383,521)	80.46%	(1,479,066)	100,313	6.78 %
FEDERAL GRANTS	(60,843)	(42,477)	(18,366)	69.81%	(2,999,417)	(2,956,940)	-98.58 %
FEDERAL PMT IN LIEU OF TAXES	(22,000)	-	(22,000)	0.00%	(9,899)	(9,899)	-100.00 %
FILING FEES	-	-	-	0.00%	(4,915)	(4,915)	-100.00 %
FRANCHISE AGREEMENTS	(577,300)	(291,699)	(285,601)	50.53%	(278,962)	12,737	4.57 %
GAIN/LOSS ON SALE-FIXED ASSETS	-	(8,650)	8,650	100.00%	-	8,650	-100.00 %
GAS & OIL SEVERANCE TAX	(66,330)	(79,146)	12,816	119.32%	(65,027)	14,119	21.71 %
HORSE & DOG RACING TAX	(45,900)	(5,485)	(40,415)	11.95%	(4,421)	1,063	24.05 %
HOTEL OCCUPANCY TAX	(668,220)	(528,826)	(139,394)	79.14%	(345,774)	183,051	52.94 %
INTEREST EARNED	(38,502)	(41,070)	2,568	106.67%	(52,497)	(11,428)	-21.77 %
IRP FEES (INTERST REG PLAN)	(19,000)	(11,435)	(7,565)	60.18%	(11,258)	178	1.58 %
MISCELLANEOUS REVENUE	(4,400)	(5,329)	929	121.11%	(5,279)	51	0.96 %
MISECLLANEOUS REVENUE	(5,600)	(60,308)	54,708	1,076.92%	(33,177)	27,131	81.78 %
OTHER GRANTS	(25,000)	13,171	(38,171)	-52.68%	(48,689)	(61,860)	-127.05 %
PROPERTY TRANSFER TAX	(1,276,870)	(1,431,707)	154,837	112.13%	(1,111,194)	320,512	28.84 %
PROSECUTING ATTY EARNINGS	(1,893)	(1,280)	(613)	67.62%	(1,874)	(594)	-31.71 %
REGIONAL JAIL REIMB	(98,000)	(42,129)	(55,871)	42.99%	(51,559)	(9,430)	-18.29 %
REIMBURSEMENTS	(138,625)	(165,196)	26,571	119.17%	(134,086)	31,109	23.20 %
RENTS	(316,484)	(256,498)	(59,986)	81.05%	(257,179)	(681)	-0.26 %
SHERIFFS COMMISSION	(11,600)	(9,154)	(2,446)	78.91%	(11,488)	(2,334)	-20.32 %
SHERIFFS EARNINGS	(112,300)	(39,979)	(72,321)	35.60%	(75,761)	(35,782)	-47.23 %
SHERIFFS SERVICE OF PROCESS	(15,175)	(12,945)	(2,231)	85.30%	(9,737)	3,207	32.94 %
TABLE GAMES	(365,400)	(534,248)	168,848	146.21%	(353,615)	180,633	51.08 %
TAX PENALTIES	(303,000)	(232,624)	(70,376)	76.77%	(262,696)	(30,072)	-11.45 %
VIDEO LOTTERY	(2,114,800)	(2,590,892)	476,092	122.51%	(2,173,523)	417,369	19.20 %
WASTE COAL	-	-	-	0.00%	(2,900)	(2,900)	-100.00 %
WINE & LIQUOR TAX	(316,200)	(305,854)	(10,346)	96.73%	(327,762)	(21,908)	-6.68 %
Total Revenues	(25,389,915)	(24,693,839)	(696,076)	97.26 %	(26,203,993)	(1,510,155)	-5.76 %
Expenditures							
401- COUNTY COMMISSION	1,794,045	1,424,659	369,386	79.41%	1,575,424	150,765	-9.57 %
402- COUNTY CLERK	650,724	522,647	128,077	80.32%	476,913	(45,734)	9.59 %
403- CIRCUIT CLERK	522,593	408,872	113,721	78.24%	406,990	(1,882)	0.46 %
404- SHERIFF AND TREASURER	492,866	370,412	122,454	75.15%	385,277	14,865	-3.86 %
405- PROSECUTING ATTORNEY	1,732,400	1,315,724	416,676	75.95%	1,315,329	(395)	0.03 %
406- ASSESSOR	439,385	307,727	131,658	70.04%	368,384	60,657	-16.47 %
407- ASSESSORS VALUATION FUND	563,493	468,278	95,215	83.10%	405,122	(63,156)	15.59 %
408- STATEWIDE COMPUTER NET	60,000	33,975	26,025	56.63%	16,807	(17,169)	102.15 %
412- AGRICULTURAL AGENT	116,113	92,688	23,425	79.83%	90,582	(2,105)	2.32 %

**Jefferson County Commission**  
**FY2022 General Fund Revenues & Expenditures**

As of 04/30/2022

**Expenditures by Department**

Description	FY2022 Budget	FY2022 YTD Actual As of 04/30/22	Budget Variance Favorable/ (Unfavorable)	% Rec'd/ Exp'd	YTD Actual		
					FY2021 YTD Actual As of 04/30/21	FY2022-FY2021 Variance Favorable/ (Unfavorable)	% Var PY- CY
413- ELECTIONS COUNTY CLERK	273,953	128,644	145,309	46.96%	226,813	98,169	-43.28 %
415- MAGISTRATE COURT	3,000	1,484	1,516	49.45%	2,389	906	-37.90 %
423- INSURANCE PROGRAM	2,257,807	1,460,667	797,141	64.69%	1,563,732	103,065	-6.59 %
424- COURTHOUSE (MAINTENANCE)	1,062,344	788,281	274,063	74.20%	800,216	11,935	-1.49 %
425- OTHER BUILDINGS	726,300	491,502	234,798	67.67%	537,529	46,027	-8.56 %
428- IT DATA PROCESSING	812,537	580,543	231,994	71.45%	485,582	(94,961)	19.56 %
429- REGIONAL DEVELOPMENT AUTH	29,974	29,973	1	100.00%	29,973	-	0.00 %
431- DEVELOPMENT AUTHORITY	421,229	352,931	68,298	83.79%	401,138	48,207	-12.02 %
440- ENGINEERING	1,071,870	853,744	218,126	79.65%	957,273	103,529	-10.81 %
697- CONT/TRF OTHER STATUTORY ENT	40,000	52,329	(12,329)	130.82%	27,905	(24,424)	87.53 %
700- SHERIFF LAW ENFORCEMENT	3,471,086	2,647,109	823,977	76.26%	3,093,348	446,239	-14.43 %
701- SHERIFF SVC OF PROCESS	15,175	7,008	8,167	46.18%	18,900	11,892	-62.92 %
704- REGIONAL JAIL	850,000	614,367	235,633	72.28%	529,727	(84,641)	15.98 %
711- HOMELAND SECURITY	238,221	125,085	113,136	52.51%	156,475	31,390	-20.06 %
712- COMMUNICATIONS CENTER	1,959,663	1,226,062	733,601	62.56%	1,454,240	228,178	-15.69 %
713- FIRE DEPARTMENTS	490,000	385,409	104,591	78.65%	373,612	(11,796)	3.16 %
715- AMBULANCE AUTHORITY	3,939,138	4,048,590	(109,452)	102.78%	3,699,014	(349,576)	9.45 %
716- ANIMAL CONTROL	238,994	159,643	79,351	66.80%	192,190	32,547	-16.93 %
717- CENTRAL GARAGE	311,394	256,297	55,097	82.31%	201,267	(55,030)	27.34 %
800- LOCAL HEALTH DEPT	81,186	67,655	13,531	83.33%	67,318	(337)	0.50 %
900- PARKS AND RECREATION	704,682	605,849	98,833	85.97%	724,267	118,419	-16.35 %
903- ARTS AND HUMANITIES	12,764	9,608	3,156	75.27%	6,357	(3,250)	51.13 %
909- HISTORICAL COMMISSION	18,901	14,227	4,674	75.27%	9,414	(4,813)	51.13 %
911- VISITORS BUREAU	319,110	240,195	78,915	75.27%	263,033	22,838	-8.68 %
916- LIBRARIES	330,000	330,000	-	100.00%	330,000	-	0.00 %
953- PUBLIC TRANSPORTATION	60,000	60,000	-	100.00%	30,000	(30,000)	100.00 %
<b>Total Expenditures</b>	26,110,947	20,482,185	5,628,762	78.44 %	21,222,541	740,356	-3.49 %

**Transfers To/(From) Other Funds**

698- TRANSFERS TO OTHER FUNDS	3,160,983	1,500,000	1,660,983	47.45%	3,500,000	2,000,000	-57.14 %
GENERAL SCHOOL FUND REIMB	(264,000)	(118,832)	(145,168)	45.01%	(151,545)	(32,713)	-21.59 %
TRANSFERS FROM ASSR VAL FUND	(563,493)	-	(563,493)	0.00%	-	-	0.00 %
TRANSFERS FROM OTHER FUNDS	(4,463)	(54,319)	49,856	1,217.09%	-	54,319	-100.00 %
<b>Total Transfers To/(Fr) Other Funds</b>	2,329,027	1,326,849	1,002,178	56.97 %	3,348,455	2,021,606	-60.37 %

**Fund Balance-Budget**

<b>Total Ending Fund Bal-Budget</b>	4,583,304
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**Fund Balance**

BEGINNING FUND BALANCE	(7,633,363)	(9,869,280)
NET USE OF FUNDS-(SURPLUS)/DEFICIT	(2,884,804)	(1,632,997)
<b>Total Fund Balance</b>	(10,518,167)	(11,502,277)

# Jefferson County Commission

FY2022 General Fund Revenues & Expenditures

As of 04/30/2022

Expenditures by Object

As of 04/30/2022		FY2022 YTD		Budget		FY2021 YTD		YTD Actual	
Expenditures by Object		Actual		Variance		Actual		FY2022-FY2021	
		As of		Favorable/		As of		Favorable/	
		04/30/22		(Unfavorable)		04/30/21		(Unfavorable)	
Description		FY2022			%				%
		Budget			Rec'd/				Rec'd/
					Exp'd				Exp'd
Beginning Fund Bal-Budget									
Total Beginning Fund Bal-Budget		(7,633,363)							
Revenues									
TAX REVENUE	(15,461,773)	(14,825,276)	(636,497)	95.88%	(14,629,378)	195,898	1.34 %		
OTHER TAX REVENUE	(2,373,520)	(2,351,016)	(22,504)	99.05%	(1,857,079)	493,937	26.60 %		
INTERGOVERNMENTAL	(107,843)	(29,307)	(78,536)	27.18%	(3,058,005)	(3,028,698)	-99.04 %		
GAMING REVENUE	(2,480,200)	(3,125,140)	644,940	126.00%	(2,527,137)	598,002	23.66 %		
LICENSES AND PERMITS	(464,400)	(547,374)	82,974	117.87%	(379,550)	167,824	44.22 %		
CHARGES FOR SERVICES	(4,209,852)	(3,485,213)	(724,639)	82.79%	(3,462,966)	22,247	0.64 %		
FINES AND FORFEITURE	(98,000)	(42,129)	(55,871)	42.99%	(51,559)	(9,430)	-18.29 %		
MISCELLANEOUS REV	(155,825)	(243,585)	87,760	156.32%	(178,968)	64,617	36.11 %		
INTEREST REVENUE	(38,502)	(42,299)	3,797	109.86%	(59,351)	(17,052)	-28.73 %		
DONATIONS FR PRIVATE	-	(2,500)	2,500	100.00%	0	2,500	-100.00 %		
Total Revenues	(25,389,915)	(24,693,839)	(696,076)	97.26 %	(26,203,993)	(1,510,155)	-5.76 %		
Expenditures									
PERSONNEL SERVICES									
FICA	801,337	606,881	194,457	75.73%	649,428	42,548	-6.55 %		
HEALTH INSURANCE	2,337,077	1,521,807	815,270	65.12%	1,616,710	94,903	-5.87 %		
RETIREMENT	1,031,735	818,261	213,474	79.31%	867,239	48,978	-5.65 %		
SALARIES	10,904,460	8,247,962	2,656,498	75.64%	8,873,226	625,264	-7.05 %		
PERSONNEL SERVICES	15,074,609	11,194,911	3,879,698	74.26%	12,006,603	811,692	-6.76 %		
CONTRACTUAL SERVICES									
ADVERTISING/LEGAL PUBS	34,800	15,036	19,764	43.21%	16,529	1,493	-9.03 %		
AUDIT COSTS	35,000	-	35,000	0.00%	30,900	30,900	-100.00 %		
BANK CHARGES	850	384	466	45.23%	411	26	-6.43 %		
BLDG/ EQPT RENTAL	23,400	15,266	8,134	65.24%	18,453	3,188	-17.27 %		
CONTRACTED SERVICES	326,532	200,366	126,166	61.36%	253,606	53,240	-20.99 %		
COURT COSTS AND DAMAGES	1,000	5,200	(4,200)	520.00%	10,016	4,816	-48.08 %		
DUES AND SUBSCRIPTIONS	47,568	28,832	18,736	60.61%	16,204	(12,628)	77.93 %		
INSURANCE AND BONDS	488,955	441,528	47,427	90.30%	468,404	26,876	-5.74 %		
INSURANCE PREMIUM RETIREE	89,000	60,489	28,511	67.97%	79,118	18,629	-23.55 %		
INVESTIGATION EXPENSE	3,500	-	3,500	0.00%	-	-	0.00 %		
MAINT/REP AUTO	5,000	80	4,920	1.60%	300	220	-73.34 %		
MAINT/REP BLDG & GROUNDS	55,000	28,631	26,369	52.06%	17,589	(11,042)	62.78 %		
MAINT/REP EQUIPMENT	264,759	180,136	84,623	68.04%	203,788	23,652	-11.61 %		
POSTAGE	123,555	84,248	39,307	68.19%	91,760	7,511	-8.19 %		
PRINTING	23,300	6,984	16,316	29.97%	15,011	8,027	-53.47 %		
PROFESSIONAL SERVICES	368,900	220,402	148,498	59.75%	227,899	7,497	-3.29 %		
REFUNDING ERRONEOUS PMTS	-	4,320	(4,320)	100.00%	300	(4,020)	1,339.88 %		
TELEPHONE	251,886	149,359	102,527	59.30%	178,923	29,564	-16.52 %		
TRAINING AND EDUCATION	78,401	20,667	57,734	26.36%	16,970	(3,697)	21.79 %		
TRAVEL	37,677	15,752	21,925	41.81%	5,470	(10,282)	187.96 %		
UTILITIES	453,000	302,338	150,662	66.74%	322,922	20,584	-6.37 %		
CONTRACTUAL SERVICES	2,712,083	1,780,018	932,065	65.63%	1,974,572	194,554	-9.85 %		

# Jefferson County Commission

FY2022 General Fund Revenues & Expenditures

As of 04/30/2022

Expenditures by Object

As of 04/30/2022		YTD Actual					
Expenditures by Object		FY2022 YTD	Budget	FY2021 YTD	FY2022-FY2021		
		Actual	Variance	%	Actual	Variance	
		As of	Favorable/	Rec'd/	As of	Favorable/	
Description	FY2022	04/30/22	(Unfavorable)	Exp'd	04/30/21	(Unfavorable)	%
	Budget						Rec'd/
							Exp'd
<b>COMMODITIES</b>							
AUTO SUPPLIES	226,000	190,995	35,005	84.51%	132,523	(58,472)	44.12 %
C/F PRISONERS REG JAIL FEE	850,000	614,367	235,633	72.28%	529,727	(84,641)	15.98 %
CHARGES BY OTHER GOV UNITS	60,000	33,975	26,025	56.63%	16,807	(17,169)	102.15 %
COMPUTER HARDWARE	164,240	177,003	(12,763)	107.77%	92,242	(84,761)	91.89 %
COMPUTER SOFTWARE	45,050	1,576	43,474	3.50%	23,761	22,185	-93.37 %
ERROR-NO CATEGORY	-	(1,511)	1,511	100.00%	50	1,561	-3,124.46 %
INFORMATION TECH SUPPORT	90,250	42,324	47,926	46.90%	34,887	(7,437)	21.32 %
LICENSE AND ANNUAL FEES	88,150	129,037	(40,887)	146.38%	133,637	4,600	-3.44 %
MATERIALS AND SUPPLIES	410,211	245,801	164,410	59.92%	435,555	189,754	-43.57 %
RECORD BOOKS	4,500	3,970	530	88.22%	2,297	(1,673)	72.83 %
UNIFORMS	34,675	11,491	23,184	33.14%	41,630	30,140	-72.40 %
COMMODITIES	1,973,076	1,449,028	524,048	73.44%	1,443,115	(5,913)	0.41 %
<b>CAPITAL OUTLAY</b>							
C/O - CONST IN PROGRESS	-	-	-	0.00%	11,900	11,900	-100.00 %
C/O - EQUIPMENT	-	16,592	(16,592)	100.00%	15,461	(1,131)	7.32 %
CAPITAL OUTLAY	-	16,592	(16,592)	100.00%	27,361	10,769	-39.36 %
<b>CONTRIBUTIONS TO OTH</b>							
CONTRIBUTION TO OTH AGENCY	266,189	266,189	-	100.00%	271,689	5,500	-2.02 %
CONTRIBUTION TO OTH GOV UNIT	6,084,990	5,896,523	188,467	96.90%	5,613,467	(283,056)	5.04 %
CONTRIBUTIONS TO OTH	6,351,179	6,162,712	188,467	97.03%	5,885,156	(277,556)	4.72 %
Total Expenditures	26,110,947	20,603,261	5,507,686	78.91 %	21,336,808	733,547	-3.44 %
<b>Transfers To/(Fr) Other Funds</b>							
TRANSFERS IN	(831,956)	(173,151)	(658,805)	20.81%	(151,545)	21,606	14.26 %
TRANSFERS OUT	3,160,983	1,500,000	1,660,983	47.45%	3,500,000	2,000,000	-57.14 %
Total Transfers To/(From) Other Funds	2,329,027	1,326,849	1,002,178	56.97 %	3,348,455	2,021,606	-60.37 %
<b>Fund Balance-Budget</b>							
Total Ending Fund Bal-Budget	4,583,304						
<b>Fund Balance</b>							
BEGINNING FUND BALANCE		(7,633,363)			(9,869,280)		
NET USE OF FUNDS-(SURPLUS)/DEFICIT		(2,884,804)			(1,632,997)		
Total Fund Balance		(10,518,167)			(11,502,277)		

# Jefferson County Commission

FY2022 General Fund Revenues & Expenditures

As of 04/30/2022

Expenditures by Funding Source

As of 04/30/2022		FY2022 YTD		Budget		FY2021 YTD		FY2022-FY2021	
Expenditures by Funding Source		Actual		Variance		Actual		Variance	
	FY2022	As of	Favorable/	%	As of	Favorable/	% Var		
Description	Budget	04/30/22	(Unfavorable)	Rec'd/ Exp'd	04/30/21	(Unfavorable)	PY- CY		
STATUTORY REVENUES & EXPENDITURES									
AD VALOREM TAXES	(15,158,773)	(14,592,653)	(566,120)	96.27%	(14,366,682)	225,971	1.57 %		
EMERGENCY 911 FEES	(1,962,900)	(1,579,379)	(383,521)	80.46%	(1,479,066)	100,313	6.78 %		
Total Revenues	(17,121,673)	(16,172,032)	(949,641)	94.45%	(15,845,748)	326,283	2.06 %		
401- COUNTY COMMISSION	1,794,045	1,424,659	369,386	79.41%	1,575,424	150,765	-9.57 %		
402- COUNTY CLERK	650,724	522,647	128,077	80.32%	476,913	(45,734)	9.59 %		
403- CIRCUIT CLERK	522,593	408,872	113,721	78.24%	406,990	(1,882)	0.46 %		
404- SHERIFF AND TREASURER	492,866	370,412	122,454	75.15%	385,277	14,865	-3.86 %		
405- PROSECUTING ATTORNEY	1,732,400	1,315,724	416,676	75.95%	1,315,329	(395)	0.03 %		
406- ASSESSOR	439,385	307,727	131,658	70.04%	368,384	60,657	-16.47 %		
408- STATEWIDE COMPUTER NET	60,000	33,975	26,025	56.63%	16,807	(17,169)	102.15 %		
413- ELECTIONS COUNTY CLERK	273,953	128,644	145,309	46.96%	226,813	98,169	-43.28 %		
415- MAGISTRATE COURT	3,000	1,484	1,516	49.45%	2,389	906	-37.90 %		
423- INSURANCE PROGRAM	2,257,807	1,460,667	797,141	64.69%	1,563,732	103,065	-6.59 %		
424- COURTHOUSE (MAINTENANCE)	1,062,344	788,281	274,063	74.20%	800,216	11,935	-1.49 %		
429- REGIONAL DEVELOPMENT AUTH	29,974	29,973	1	100.00%	29,973	-	0.00 %		
700- SHERIFF LAW ENFORCEMENT	3,471,086	2,653,681	817,405	76.45%	3,169,197	515,516	-16.27 %		
704- REGIONAL JAIL	850,000	614,367	235,633	72.28%	529,727	(84,641)	15.98 %		
711- HOMELAND SECURITY	238,221	125,085	113,136	52.51%	156,475	31,390	-20.06 %		
712- COMMUNICATIONS CENTER	1,959,663	1,237,433	722,230	63.15%	1,466,997	229,563	-15.65 %		
Total Expenditures	15,838,061	11,423,633	4,414,428	72.13%	12,490,643	1,067,010	-8.54 %		
SUBTOTAL STATUTORY REVENUES & EXPENDITURES									
	(1,283,612)	(4,748,398)	3,464,786	369.92%	(3,355,105)	1,393,293	41.53 %		
AMBULANCE FEE REVENUES & EXPENDITURES									
AMBULANCE FEES	(929,200)	(1,029,452)	100,252	110.79%	(979,782)	49,670	5.07 %		
Total Revenues	(929,200)	(1,029,452)	100,252	110.79%	(979,782)	49,670	5.07 %		
713- FIRE DEPARTMENTS	490,000	385,409	104,591	78.65%	373,612	(11,796)	3.16 %		
715- AMBULANCE AUTHORITY	3,939,138	4,048,590	(109,452)	102.78%	3,699,014	(349,576)	9.45 %		
Total Expenditures	4,429,138	4,433,999	(4,861)	100.11%	4,072,626	(361,373)	8.87 %		
SUBTOTAL AMBULANCE FEE REVENUES & EXPENDITURES									
	3,499,938	3,404,547	95,391	97.27%	3,092,844	(311,703)	10.08 %		
HOTEL OCCUPANCY TAX REVENUES & EXPENDITURES									
HOTEL OCCUPANCY TAX	(668,220)	(528,826)	(139,394)	79.14%	(345,774)	183,051	52.94 %		
Total Revenues	(668,220)	(528,826)	(139,394)	79.14%	(345,774)	183,051	52.94 %		
900- PARKS AND RECREATION	704,682	605,849	98,833	85.97%	724,267	118,419	-16.35 %		
903- ARTS AND HUMANITIES	12,764	9,608	3,156	75.27%	6,357	(3,250)	51.13 %		
909- HISTORICAL COMMISSION	18,901	14,227	4,674	75.27%	9,414	(4,813)	51.13 %		
911- VISITORS BUREAU	319,110	240,195	78,915	75.27%	263,033	22,838	-8.68 %		
Total Expenditures	1,055,457	869,878	185,579	82.42%	1,003,071	133,193	-13.28 %		
SUBTOTAL HOTEL OCCUPANCY TAX REVENUES & EXPENDITURES									
	387,237	341,053	46,184	88.07%	657,297	316,245	-48.11 %		
PERMIT FEE REVENUES & EXPENDITURES									
BUILDING PERMIT FEES	(464,400)	(547,374)	82,974	117.87%	(379,550)	167,824	44.22 %		



# Jefferson County Commission

FY2022 General Fund Revenues & Expenditures

As of 04/30/2022

Expenditures by Funding Source

Description	FY2022 Budget	FY2022 YTD Actual As of 04/30/22	Budget Variance Favorable/ (Unfavorable)	% Rec'd/ Exp'd	YTD Actual		
					FY2021 YTD Actual As of 04/30/21	FY2022-FY2021 Variance Favorable/ (Unfavorable)	% Var PY- CY
<b>Total Revenues</b>	(464,400)	<b>(547,374)</b>	82,974	117.87%	(379,550)	167,824	44.22 %
440- ENGINEERING	1,071,870	<b>853,744</b>	218,126	79.65%	957,273	103,529	-10.81 %
<b>Total Expenditures</b>	1,071,870	<b>853,744</b>	218,126	79.65%	957,273	103,529	-10.81 %
<b>SUBTOTAL PERMIT FEE REVENUES &amp; EXPENDITURES</b>	<b>607,470</b>	<b>306,370</b>	<b>301,100</b>	50.43%	<b>577,723</b>	<b>271,353</b>	-46.97 %
<b>SERVICE OF PROCESS REVENUES &amp; EXPENDITURES</b>							
SHERIFFS SERVICE OF PROCESS	(15,175)	<b>(12,945)</b>	(2,231)	85.30%	(9,737)	3,207	32.94 %
<b>Total Revenues</b>	(15,175)	<b>(12,945)</b>	(2,231)	85.30%	(9,737)	3,207	32.94 %
701- SHERIFF SVC OF PROCESS	15,175	<b>7,008</b>	8,167	46.18%	18,900	11,892	-62.92 %
<b>Total Expenditures</b>	15,175	<b>7,008</b>	8,167	46.18%	18,900	11,892	-62.92 %
<b>SUBTOTAL SERVICE OF PROCESS REVENUES &amp; EXPENDITURES</b>	<b>0</b>	<b>(5,936)</b>	<b>5,936</b>	100.00%	<b>9,163</b>	<b>15,099</b>	-164.79 %
<b>ASSESSOR VALUATION FUND REVENUES &amp; EXPENDITURES</b>							
407- ASSESSORS VALUATION FUND	563,493	<b>468,278</b>	95,215	83.10%	405,122	(63,156)	15.59 %
<b>Total Expenditures</b>	563,493	<b>468,278</b>	95,215	83.10%	405,122	(63,156)	15.59 %
TRANSFERS FROM ASSR VAL FUND	(563,493)	-	(563,493)	0.00%	-	-	0.00 %
<b>Total Transfers To/(Fr) Other Funds</b>	(563,493)	-	(563,493)	0.00%	-	-	0.00 %
<b>SUBTOTAL ASSESSOR VALUATION FUND REVENUES &amp; EXPENDITURES</b>	<b>0</b>	<b>468,278</b>	<b>(468,278)</b>	100.00%	<b>405,122</b>	<b>(63,156)</b>	15.59 %
<b>NON-DEDICATED REVENUES &amp; EXPENDITURES</b>							
CHARGES FOR SERVICES	-	-	-	0.00%	(91,713)	(91,713)	-100.00 %
CIRCUIT CLERKS EARNINGS	(60,000)	<b>(34,528)</b>	(25,472)	57.55%	(35,757)	(1,229)	-3.44 %
CONTRIBUTIONS FR OTH ENTITIES	-	<b>(2,778)</b>	2,778	100.00%	(217)	2,561	1,180.18 %
COUNTY CLERKS EARNINGS	(211,200)	<b>(223,918)</b>	12,718	106.02%	(238,536)	(14,618)	-6.13 %
FEDERAL GRANTS	(60,843)	<b>(42,477)</b>	(18,366)	69.81%	(2,999,417)	(2,956,940)	-98.58 %
FEDERAL PMT IN LIEU OF TAXES	(22,000)	-	(22,000)	0.00%	(9,899)	(9,899)	-100.00 %
FILING FEES	-	-	-	0.00%	(4,915)	(4,915)	-100.00 %
FRANCHISE AGREEMENTS	(577,300)	<b>(291,699)</b>	(285,601)	50.53%	(278,962)	12,737	4.57 %
GAIN/LOSS ON SALE-FIXED ASSETS	-	<b>(8,650)</b>	8,650	100.00%	-	8,650	-100.00 %
GAS & OIL SEVERANCE TAX	(66,330)	<b>(79,146)</b>	12,816	119.32%	(65,027)	14,119	21.71 %
HORSE & DOG RACING TAX	(45,900)	<b>(5,485)</b>	(40,415)	11.95%	(4,421)	1,063	24.05 %
INTEREST EARNED	(38,502)	<b>(41,070)</b>	2,568	106.67%	(52,497)	(11,428)	-21.77 %
IRP FEES (INTERST REG PLAN)	(19,000)	<b>(11,435)</b>	(7,565)	60.18%	(11,258)	178	1.58 %
MISCELLANEOUS REVENUE	(4,400)	<b>(5,329)</b>	929	121.11%	(5,279)	51	0.96 %
MISECLLANEOUS REVENUE	(5,600)	<b>(60,308)</b>	54,708	1,076.92%	(33,177)	27,131	81.78 %
OTHER GRANTS	(25,000)	<b>13,171</b>	(38,171)	-52.68%	(48,689)	(61,860)	-127.05 %
PROPERTY TRANSFER TAX	(1,276,870)	<b>(1,431,707)</b>	154,837	112.13%	(1,111,194)	320,512	28.84 %
PROSECUTING ATTY EARNINGS	(1,893)	<b>(1,280)</b>	(613)	67.62%	(1,874)	(594)	-31.71 %
REGIONAL JAIL REIMB	(98,000)	<b>(42,129)</b>	(55,871)	42.99%	(51,559)	(9,430)	-18.29 %
REIMBURSEMENTS	(138,625)	<b>(165,196)</b>	26,571	119.17%	(134,086)	31,109	23.20 %
RENTS	(316,484)	<b>(256,498)</b>	(59,986)	81.05%	(257,179)	(681)	-0.26 %
SHERIFFS COMMISSION	(11,600)	<b>(9,154)</b>	(2,446)	78.91%	(11,488)	(2,334)	-20.32 %
SHERIFFS EARNINGS	(112,300)	<b>(39,979)</b>	(72,321)	35.60%	(75,761)	(35,782)	-47.23 %
TABLE GAMES	(365,400)	<b>(534,248)</b>	168,848	146.21%	(353,615)	180,633	51.08 %
TAX PENALTIES	(303,000)	<b>(232,624)</b>	(70,376)	76.77%	(262,696)	(30,072)	-11.45 %



# Jefferson County Commission

FY2022 General Fund Revenues & Expenditures

As of 04/30/2022

Expenditures by Funding Source

Description	FY2022 Budget	FY2022 YTD Actual As of 04/30/22	Budget Variance Favorable/ (Unfavorable)	% Rec'd/ Exp'd	YTD Actual		
					FY2021 YTD Actual As of 04/30/21	FY2022-FY2021 Variance Favorable/ (Unfavorable)	% Var PY- CY
VIDEO LOTTERY	(2,114,800)	(2,590,892)	476,092	122.51%	(2,173,523)	417,369	19.20 %
WASTE COAL	-	-	-	0.00%	(2,900)	(2,900)	-100.00 %
WINE & LIQUOR TAX	(316,200)	(305,854)	(10,346)	96.73%	(327,762)	(21,908)	-6.68 %
<b>Total Revenues</b>	<b>(6,191,247)</b>	<b>(6,403,211)</b>	<b>211,964</b>	<b>103.42%</b>	<b>(8,643,402)</b>	<b>(2,240,191)</b>	<b>-25.92 %</b>
412- AGRICULTURAL AGENT	116,113	92,688	23,425	79.83%	90,582	(2,105)	2.32 %
425- OTHER BUILDINGS	726,300	515,052	211,248	70.91%	544,544	29,492	-5.42 %
428- IT DATA PROCESSING	812,537	660,126	152,411	81.24%	504,228	(155,898)	30.92 %
431- DEVELOPMENT AUTHORITY	421,229	352,931	68,298	83.79%	401,138	48,207	-12.02 %
697- CONT/TRF OTHER STATUTORYEN	40,000	52,329	(12,329)	130.82%	27,905	(24,424)	87.53 %
716- ANIMAL CONTROL	238,994	159,643	79,351	66.80%	192,190	32,547	-16.93 %
717- CENTRAL GARAGE	311,394	256,297	55,097	82.31%	201,267	(55,030)	27.34 %
800- LOCAL HEALTH DEPT	81,186	67,655	13,531	83.33%	67,318	(337)	0.50 %
916- LIBRARIES	330,000	330,000	-	100.00%	330,000	-	0.00 %
953- PUBLIC TRANSPORTATION	60,000	60,000	-	100.00%	30,000	(30,000)	100.00 %
<b>Total Expenditures</b>	<b>3,137,753</b>	<b>2,546,721</b>	<b>591,032</b>	<b>81.16%</b>	<b>2,389,172</b>	<b>(157,548)</b>	<b>6.59 %</b>
698- TRANSFERS TO OTHER FUNDS	3,160,983	1,500,000	1,660,983	47.45%	3,500,000	2,000,000	-57.14 %
GENERAL SCHOOL FUND REIMB	(264,000)	(118,832)	(145,168)	45.01%	(151,545)	(32,713)	-21.59 %
TRANSFERS FROM OTHER FUNDS	(4,463)	(54,319)	49,856	1,217.09%	-	54,319	-100.00 %
<b>Total Transfers To/(Fr) Other Funds</b>	<b>2,892,520</b>	<b>1,326,849</b>	<b>1,565,671</b>	<b>45.87%</b>	<b>3,348,455</b>	<b>2,021,606</b>	<b>-60.37 %</b>
<b>SUBTOTAL NON-DEDICATED REVENUES &amp; EXPENDITURES</b>	<b>(160,974)</b>	<b>(2,529,641)</b>	<b>2,368,667</b>	<b>1,571.46%</b>	<b>(2,905,775)</b>	<b>(376,134)</b>	<b>-12.94 %</b>
<b>Total Beginning Fund Bal-Budget</b>	<b>(7,633,363)</b>						
<b>Total Ending Fund Bal-Budget</b>	<b>4,583,304</b>						
BEGINNING FUND BALANCE		(7,633,363)			(9,869,280)		
NET USE OF FUNDS-(SURPLUS)/DEFIC		(2,884,804)			(1,632,997)		
<b>Total Fund Balance</b>		<b>(10,518,167)</b>			<b>(11,502,277)</b>		

Jefferson County Commission  
Table Games Revenue

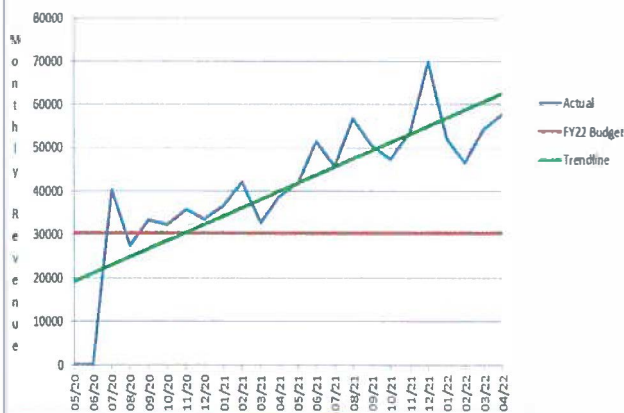
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	Act Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Decrease from FY12	
						%	Cumulative
FY12	1,596,516	1,596,516	920,000	35.2%	133,043		
FY13	1,556,473	1,556,473	1,800,000	-2.5%	129,706		(40,043)
FY14	1,032,251	1,032,251	1,163,539	-33.7%	86,021		(564,265)
FY15	891,153	891,153	943,444	-13.7%	74,263	-44.2%	(705,363)
FY16	853,009	853,009	790,000	-4.3%	71,084	-46.6%	(743,507)
FY17	736,572	736,572	740,000	-13.2%	61,381	-53.9%	(859,944)
FY18	634,044	634,044	617,700	-13.9%	52,837	-60.3%	(962,472)
FY19	635,683	635,683	544,200	0.3%	52,974	-60.2%	(960,833)
FY20	508,749	508,749	536,610	-15.6%	42,396	-68.1%	(1,087,767)
FY21	446,991	446,991	479,400	-12.1%	37,249	-72.0%	(1,149,525)
FY22	534,248	598,630	365,400	33.9%	49,886	-62.5%	(997,886)
FY23			500,000	36.8%			
			Avg Dec FY17-21	-10.9%			(8,071,605)
			Act Dec FY12-21	-7.4%			

Table Games Revenue  
FY22 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY22 Total Revenue	FY22 Budget	Projected Variance	Decrease Over PY
07/21	45,747						13.3%
08/20	56,767						106.2%
09/20	50,314						51.0%
10/20	47,317						46.4%
11/20	53,721						49.7%
12/20	69,808						107.1%
01/21	51,924						41.3%
02/21	46,624						10.5%
03/21	54,238						65.0%
04/21	57,788						49.4%
05/21	-	-28.6%	41,382				
06/21	-	9.6%	23,000				
Totals	534,248		64,382	598,630	365,400	233,230	
PY	353,616	51.1%			Orig Bud 365,400		

Jefferson County Commission  
Table Games Revenue  
G/L Account 001-3700T00  
24 month Period May 2020 - April 2022



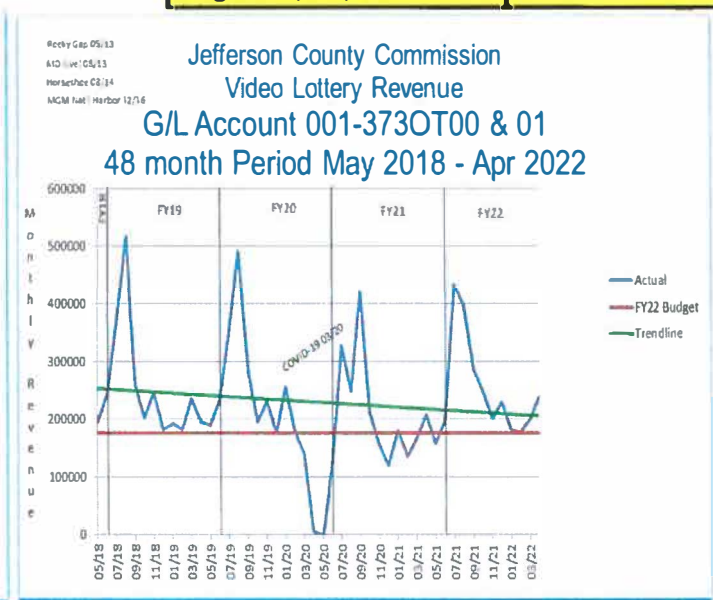
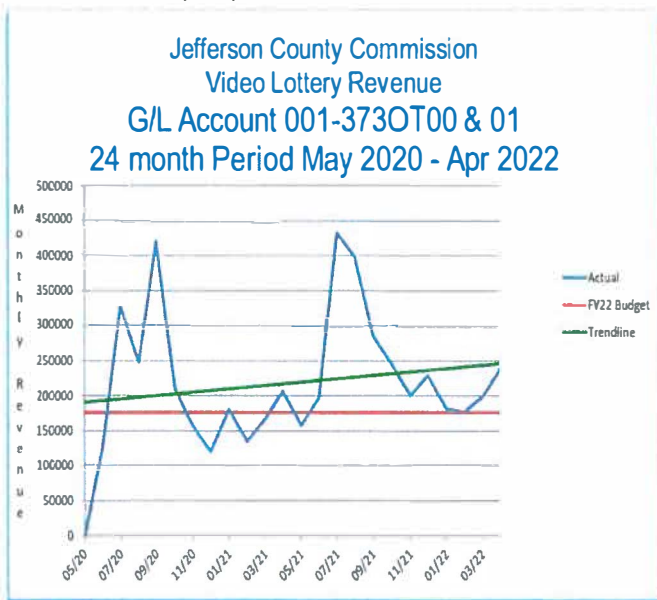
Jefferson County Commission  
Table Games Revenue  
G/L Account 001-3700T00  
48 month Period May 2018 - April 2022



	Actual Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Change from FY12	
						%	Cumulative
FY12	4,269,886	4,269,886	4,700,000	3.6%	355,824		
FY13	3,632,491	3,632,491	4,100,000	-14.9%	302,708		(637,395)
FY14	3,365,543	3,365,543	3,303,301	-7.3%	280,462		(904,343)
FY15	3,237,305	3,237,305	3,224,793	-3.8%	269,775	-24.2%	(1,032,581)
FY16	3,263,264	3,263,264	3,114,553	0.8%	271,939	-23.6%	(1,006,622)
FY17	3,183,192	3,183,192	3,140,000	-2.5%	265,266	-25.5%	(1,086,694)
FY18	3,038,421	3,038,421	3,020,000	-4.5%	253,202	-28.8%	(1,231,465)
FY19	2,999,871	2,999,871	2,941,500	-1.3%	249,989	-29.7%	(1,328,386)
FY20	2,428,347	2,428,347	2,332,432	-22.2%	202,362	-43.1%	(1,937,454)
FY21	2,528,722	2,528,722	2,314,600	4.1%	210,727	-40.8%	(1,955,286)
FY22	2,590,893	2,985,645	2,114,800	18.1%	248,804		(2,155,086)
FY23			2,842,100	12.4%			(1,427,786)
			Avg Dec FY17-21	-5.3%			(14,703,098)
			Act Dec FY12-21	-4.8%			

Video Lottery Revenue  
FY22 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY22 Total Revenue	FY22 Budget	Projected Variance	Decrease Over PY
07/21	432,223						31.8%
08/21	398,442						60.5%
09/21	286,048						-32.0%
10/21	247,646						18.2%
11/21	200,478						27.6%
12/21	229,577						91.0%
01/22	182,194						0.9%
02/22	177,028						30.5%
03/22	198,921						19.0%
04/22	238,336						15.3%
05/22	-	-31.7%	162,728				
06/22	-	42.6%	232,024				
Totals	2,590,893		394,752	2,985,645	2,114,800	870,845	
PY	2,173,515	19.2%			Orig Bud 2,114,800		



Jefferson County Commission  
Engineering & Planning  
001-318LP0 Building Permit Fees

	FY18	FY19	FY20	FY21	FY22		10%	
	Amount	Amount	Amount	Amount	Planning	Engineering	Amount	Estimate
July	21,958.98	23,828.82	27,851.03	39,529.87	3,296.09	46,444.21	49,740.30	-
August	30,788.40	58,414.52	45,241.62	31,750.09	20,150.69	34,932.80	55,083.49	-
September	21,502.16	22,783.84	29,105.33	39,735.65	7,340.27	49,014.28	56,354.55	-
October	19,802.69	19,819.83	31,763.11	60,219.02	6,330.17	63,806.38	70,136.55	-
November	16,008.14	27,681.14	40,364.97	20,999.15	2,850.06	39,069.65	41,919.71	-
December	16,830.07	12,398.10	47,308.03	26,489.07	30,470.84	35,576.10	66,046.94	-
January	34,088.04	22,582.24	32,725.88	52,865.99	71,696.19	24,163.66	95,859.85	-
February	16,785.95	16,896.36	26,307.46	23,597.47	24,031.58	42,882.21	66,913.79	-
March	19,385.42	28,269.91	43,081.02	84,161.30	16,415.07	45,136.55	61,551.62	-
April	22,778.12	26,118.47	33,105.38	42,439.36	3,975.17	45,000.00	48,975.17	-
May	30,493.25	39,616.63	25,511.49	88,672.30			-	28,062.64
June	25,226.47	30,111.67	30,271.22	47,392.25			-	33,298.34
	275,647.69	328,521.53	412,636.54	557,851.52	186,556.13	426,025.84	612,581.97	61,360.98
% of Total					30.5%	69.5%		
\$ Inc/(Dec)	23,067.96	52,873.84	84,115.01	145,214.98		\$ Inc/(Dec)		
% Chg	9.1%	19.2%	25.6%	35.2%		% Chg		
Estimates				-		Estimate Thru June	61,360.98	
Total Revenue	275,647.69	328,521.53	412,636.54	557,851.52		FY22 Projection	673,942.95	
Budget	245,000.00	340,140.00	429,082.00	477,348.00		FY22 Budget	464,160.00	
(Deficit)/Surplus	30,647.69	(11,618.47)	(16,445.46)	80,503.52		(Deficit)/Surplus	209,782.95	
% Change			25.6%	35.2%		Estimated % Chg	20.8%	
NY Budget Est				464,160.00		FY23	556,992.00	
% Inc/(Dec)				-17%		% Inc/(Dec)	-17%	

Jefferson County Commission  
Engineering & Planning  
001-318LP0 Building Permit Fees

Fiscal Year	Actual	% Chg	Cumulative		Revised Budget	YTD
			Amount	% Chg		
FY06	1,043,310				1,000,000	
FY07	635,825	-39.1%	(407,485)	-39.1%	1,000,000	
FY08	577,755	-9.1%	(873,040)	-44.6%	600,000	
FY09	309,435	-46.4%	(1,606,915)	-70.3%	350,000	
FY10	209,482	-32.3%	(2,440,743)	-79.9%	420,000	
FY11	262,478	25.3%	(3,221,575)	-74.8%	150,000	
FY12	163,730	-37.6%	(4,101,155)	-84.3%	195,000	
FY13	182,298	11.3%	(4,962,167)	-82.5%	169,000	
FY14	200,140	9.8%	(5,805,337)	-80.8%	164,000	
FY15	239,528	19.7%	(6,609,119)	-77.0%	170,100	
FY16	241,384	0.8%	(7,411,045)	-76.9%	300,000	
FY17	252,580	4.6%	(8,201,776)	-75.8%	240,000	
FY18	275,648	9.1%	(8,969,438)	-73.6%	245,000	
FY19	328,522	19.2%	(9,684,227)	-68.5%	340,140	
FY20	412,637	25.6%	(10,314,900)	-60.4%	429,082	
FY21	557,852	35.2%	(10,800,358)	-46.5%	477,348	
FY22 Projected	673,943	20.8%	(10,684,267)	-35.4%	464,160	612,582
FY23 Budget	556,992	-17.4%	(11,286,676)	-46.6%		

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

**REQUEST FOR REVISION TO APPROVED BUDGET**

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

Jefferson County Commission

GOVERNMENT ENTITY

CONTROL NUMBER

FY: 2022

Fund: 1

Rev. No: 6

Pages: \_\_\_\_\_

Person To Contact Regarding Request:

P.O. Box 250

Name: **Michelle Gordon**

STREET OR PO BOX

COUNTY

Phone: **304-724-8425**

Government Type

Fax: **304-724-5611**

Charles Town

25414

Email: [mgordon@jeffersoncountywv.org](mailto:mgordon@jeffersoncountywv.org)

CITY

ZIP CODE

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
304	Property Transfer Tax	1,276,870	480,000		1,756,870
306	Gas & Oil Severance Tax	66,330	12,816		79,146
309	Hotel Occupancy Tax	668,220	120,000		788,220
318	Building Permits	464,160	137,000		601,160
322	Federal Grants	60,843	10,430		71,273
323	State Grants	25,000	4,850		29,850

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)**

2,082,213

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

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
424	Courthouse	1,062,344	23,700		1,086,044
425	Other Buildings	726,300	3,200		729,500
428	Data Processing	812,537	35,000		847,537
697	Contributions to Comms/Authorities	40,000	30,000		70,000
698	Transfers/Reim. (Audit Findings)	3,160,983	1,723,120		4,884,103
700	Sheriff-Law Enforcement	3,471,086	22,000		3,493,086
711	Emergency Services/OES	238,221	10,891		249,112
712	Communication Center	1,959,663		35,000	1,924,663
715	Ambulance Authority	3,939,138	109,452		4,048,590
716	Dog Warden/Humane Society	238,994	4,850		243,844
717	Central Garage	311,394	65,000		376,394

**NET INCREASE/(DECREASE) Expenditures**

2,082,213

**APPROVED BY THE STATE AUDITOR**

BY:

Deputy State Auditor, Local Government Services Div.

Date

AUTHORIZED SIGNATURE  
OF ENTITYAPPROVAL  
DATE





**EXPENDITURES (CONT'D)**

Jefferson County Commission

LGSD: BR

Jefferson County Commission CONTROL NUMBER

**2022****1****6**

BUDGET REVISION REQUEST-SUPPLEMENT

FY

FUND

REV#

ACCOUNT	ACCOUNT	PREVIOUSLY			REVISED
NUMBER	CATEGORY	APPROVED AMOUNT	INCREASE	DECREASE	AMOUNT
900	Parks & Recreation	704,682	40,535		745,217
903	Arts & Humanities	12,764	1,800		14,564
909	Historical Commission	18,901	2,665		21,566
911	Visitor's Bureau	319,110	45,000		364,110
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
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	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures (this page)

90,000

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 2nd Day of June 2022, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2022 budget revision number #6 to the General County Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

\_\_\_\_\_, and duly seconded by \_\_\_\_\_  
the vote was as follows:

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

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

\_\_\_\_\_  
**Caleb Wayne Hudson**, President  
Jefferson County Commission



Jefferson County Commission  
State Budget Revision

**Budget Revision #6 of General Fund FY22**

<u>Description</u>	<u>Org</u>	<u>Object</u>	<u>Increase</u>	<u>Decrease</u>	
Record adjustments to revenues and expenditures based on FY22 trends.					
PROPERTY TRANSFER TAX	001	304OT0	(480,000.00)		
GAS AND OIL SEVERANCE TAX	001	306OT0	(12,816.00)		
HOTEL OCCUPANCY TAX	001	309OT0	(90,000.00)		Dedicated Hotel Occ
HOTEL OCCUPANCY TAX-BOLIVAR	001	309OT1	(30,000.00)		Dedicated Hotel Occ
BUILDING PERMIT FEES	001	318LP0	(137,000.00)		
COUNTY CLERK EARNINGS	001	331CS0	(40,000.00)		
CO CLK PRESERVATION FUND	001	331CS2	(1,300.00)		
INTEREST EARNED-COUNTY CLERK	001	365II1	(300.00)		
INTEREST EARNED-VIDEO LOTTERY	001	365II6	(12,000.00)		
MISCELLANEOUS REVENUE	001	366M00	(55,000.00)		
TABLE GAMES	001	370OT0	(233,230.00)		
RECYCLING AND SCRAP REVENUE	001	371M00	(1,350.00)		
VIDEO LOTTERY	001	373OT0	(802,845.00)		
LOCAL - VIDEO LOTTERY	001	373OT1	(68,000.00)		
TRFR/DONATN FR OTHER ENTITIES	001	380M00	(2,500.00)		
CONTRIB-CIRCUIT CLK DUI FEES	001	380M02	(340.00)		
Courthouse -License and Annual Fees	001424	435600	13,700.00		Inflation
Courthosue-ELECTRICITY	001424	421301	5,000.00		Inflation
Courthouse-FUEL OIL	001424	421302	5,000.00		Inflation
Maintenance-FUEL OIL	001425	421302	3,200.00		Inflation
CONTR/TRF BOLIVAR HOTEL OCCUP	001697	456700	30,000.00		Dedicated Hotel Occ
TRANSFER TO CAPITAL OUTLAY FND	001698	456609	1,723,120.00		
LEO-CAPITAL OUTLAY-EQUIPMENT	001700	445900	22,000.00		Approved by Commision 4/7
Federal Grant Revenue	001	322IG0	(10,430.00)		BERP Grant Approved in FY20
Homeland Sec-Equipment	001711	445900	8,351.00		BERP Grant Approved in FY20
Homeland Sec-MATERIALS AND SUPPLIES	001711	434100	2,540.00		BERP Grant Approved in FY20
AMB FEE-IN KIND VOL FIRE DEPTS	001	344CS7	(100,252.00)		
IN-KIND CONTR-FRIENDSHIP VFD	001715	456731	27,899.00		
IN-KIND CONTR-CITIZENS VFD	001715	456732	6,231.00		
IN-KIND CONTR-SHEPHERDSTN VFD	001715	456733	17,039.00		
IN-KIND CONTR-INDEPENDENT VFD	001715	456734		(26,558.00)	
IN-KIND CONTR-BLUE RIDGE VFD	001715	456735	35,241.00		
IN-KIND CONTR-MIDDLEWAY VFD	001715	456736	33,794.00		
IN-KIND CONTR-BAKERTON VFD	001715	456737	15,806.00		
STATE Grant Revenue	001	323IG0	(4,850.00)		Spay & Neuter Grant
Animal Control-PROF SVC WV SPAY NEUTER GRANT	001716	422300	4,850.00		Spay & Neuter Grant
Central Garage-AUTO SUPPLIES- FUEL ONLY	001717	434301	65,000.00		Inflation-Gas Prices Inc 50%
Parks-CONTR/TRSFR OTHR GOV-HOTEL OCC	001900	456700	40,535.00		Dedicated Hotel Occ
AHA-CONTR/TRSFR OTHR GOV UNIT-Hotel Occ	001903	456700	1,800.00		Dedicated Hotel Occ
JCHLC-CONTR/TRSFR OTHR GOV UNIT-Hotel Occ	001909	456700	2,665.00		Dedicated Hotel Occ
CVB-CONTR/TRSFR HOTEL OCC-CVB	001911	456700	45,000.00		Dedicated Hotel Occ
IT Contracted Services	001428	423000	35,000.00		Move Response Plan to IT
911 Contracted Services	001712	423000		(35,000.00)	Move Response Plan to IT
Totals			61,558.00	(61,558.00)	

## FY22 Projected Budget Adjustments Needed

ORG	OBJECT	PROJECT	ACCT DESCRIPTION	CY_REVISED_BUD	CY_MEMO_BAL	Projected FY22	Budget Revision N
001	304OT0	1	PROPERTY TRANSFER TAX	-1,276,870.00	-1,598,727.74	-1,756,870.00	-480,000.00
001	306OT0	1	GAS AND OIL SEVERANCE TAX	-66,330.00	-79,145.63	-79,146.00	-12,816.00
001	309OT0	1	HOTEL OCCUPANCY TAX	-638,220.00	-493,999.27	-728,220.00	-90,000.00
001	309OT1	1	HOTEL OCCUPANCY TAX-BOLIVAR	-30,000.00	-51,896.27	-60,000.00	-30,000.00
001	318LP0	1	BUILDING PERMIT FEES	-464,160.00	-551,166.90	-601,160.00	-137,000.00
001	331CS0	1	COUNTY CLERK EARNINGS	-209,700.00	-242,746.37	-249,700.00	-40,000.00
001	331CS2	1	CO CLK PRESERVATION FUND	-1,500.00	-2,582.10	-2,800.00	-1,300.00
001	344CS7	1	AMB FEE-IN KIND VOL FIRE DEPTS	-929,200.00	-1,029,452.00	-1,029,452.00	-100,252.00
001	365I11	1	INTEREST EARNED-COUNTY CLERK	-1,200.00	-1,475.48	-1,500.00	-300.00
001	365I16	1	INTEREST EARNED-VIDEO LOTTERY	-12,600.00	-21,956.34	-24,600.00	-12,000.00
001	366M00	1	MISCELLANEOUS REVENUE	-5,600.00	-60,307.75	-60,600.00	-55,000.00
001	370OT0	1	TABLE GAMES	-365,400.00	-534,247.89	-598,630.00	-233,230.00
001	371M00	1	RECYCLING AND SCRAP REVENUE	0.00	-1,301.00	-1,350.00	-1,350.00
001	373OT0	1	VIDEO LOTTERY	-2,042,600.00	-2,473,029.02	-2,845,445.00	-802,845.00
001	373OT1	1	LOCAL - VIDEO LOTTERY	-72,200.00	-117,862.79	-140,200.00	-68,000.00
001	380M00	1	TRFR/DONATN FR OTHER ENTITIES	0.00	-2,500.00	-2,500.00	-2,500.00
001	380M02	1	CONTRIB-CIRCUIT CLK DUI FEES	0.00	-333.00	-340.00	-340.00
001424	421301	1	ELECTRICITY	26,000.00	19,078.04	31,000.00	5,000.00
001424	421302	1	FUEL OIL	8,000.00	10,482.92	13,000.00	5,000.00
001424	435600	1	LICENSE AND ANNUAL FEES	0.00	13,700.00	13,700.00	13,700.00
001425	421302	1	FUEL OIL	18,000.00	18,611.19	21,200.00	3,200.00
001697	456700	1	CONTR/TRF BOLIVAR HOTEL OCCUP	40,000.00	52,329.32	70,000.00	30,000.00
001698	456609	1	TRANSFER TO CAPITAL OUTLAY FND	2,903,828.00	1,500,000.00	4,626,948.00	1,723,120.00
001700	445900	1	CAPITAL OUTLAY-EQUIPMENT	0.00	16,592.33	22,000.00	22,000.00
001711	434100	1 G2023	MATERIALS AND SUPPLIES	0.00	2,539.88	2,540.00	2,540.00
001711	445900	1 G2023	CAPITAL OUTLAY-EQUIPMENT	0.00	8,350.96	8,351.00	8,351.00
001715	456731	1	IN-KIND CONTR-FRIENDSHIP VFD	50,000.00	77,899.00	77,899.00	27,899.00
001715	456732	1	IN-KIND CONTR-CITIZENS VFD	190,000.00	196,231.00	196,231.00	6,231.00
001715	456733	1	IN-KIND CONTR-SHEPHERDSTN VFD	170,000.00	187,039.00	187,039.00	17,039.00
001715	456734	1	IN-KIND CONTR-INDEPENDENT VFD	365,000.00	338,442.00	338,442.00	-26,558.00
001715	456735	1	IN-KIND CONTR-BLUE RIDGE VFD	83,000.00	118,241.00	118,241.00	35,241.00
001715	456736	1	IN-KIND CONTR-MIDDLEWAY VFD	48,000.00	81,794.00	81,794.00	33,794.00
001715	456737	1	IN-KIND CONTR-BAKERTON VFD	14,000.00	29,806.00	29,806.00	15,806.00
001716	422300	1 G2130	PROF SVC WV SPAY NEUTER GRANT	0.00	4,847.36	4,850.00	4,850.00
001717	434301	1	AUTO SUPPLIES- FUEL ONLY	200,000.00	184,999.34	265,000.00	65,000.00
001900	456700	1	CONTR/TRSFR OTHR GOV-HOTEL OCC	287,445.00	216,360.33	327,980.00	40,535.00
001903	456700	1	CONTR/TRSFR OTHR GOV UNIT	12,764.00	9,607.80	14,564.00	1,800.00
001909	456700	1	CONTR/TRSFR OTHR GOV UNIT	18,901.00	14,226.75	21,566.00	2,665.00
001911	456700	1	CONTR/TRSFR HOTEL OCC-CVB	319,110.00	240,194.91	364,110.00	45,000.00

Jefferson County Commission  
Table Games Revenue

0013700T000

	Act Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Decrease from FY12	
						%	Cumulative
FY12	1,596,516	1,596,516	920,000	35.2%	133,043		
FY13	1,556,473	1,556,473	1,800,000	-2.5%	129,706		(40,043)
FY14	1,032,251	1,032,251	1,163,539	-33.7%	86,021		(564,265)
FY15	891,153	891,153	943,444	-13.7%	74,263	-44.2%	(705,363)
FY16	853,009	853,009	790,000	-4.3%	71,084	-46.6%	(743,507)
FY17	736,572	736,572	740,000	-13.2%	61,381	-53.9%	(859,944)
FY18	634,044	634,044	617,700	-13.9%	52,837	-60.3%	(962,472)
FY19	635,683	635,683	544,200	0.3%	52,974	-60.2%	(960,833)
FY20	508,749	508,749	536,610	-15.6%	42,396	-68.1%	(1,087,767)
FY21	446,991	446,991	479,400	-12.1%	37,249	-72.0%	(1,149,525)
FY22	534,248	598,630	365,400	33.9%	49,886	-62.5%	(997,886)
FY23			500,000	36.8%			
			Avg Dec FY17-21	-10.9%			(8,071,605)
			Act Dec FY12-21	-7.4%			

Table Games Revenue  
FY22 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY22 Total Revenue	FY22 Budget	Projected Variance	Decrease Over PY
07/21	45,747						13.3%
08/20	56,767						106.2%
09/20	50,314						51.0%
10/20	47,317						46.4%
11/20	53,721						49.7%
12/20	69,808						107.1%
01/21	51,924						41.3%
02/21	46,624						10.5%
03/21	54,238						65.0%
04/21	57,788						49.4%
05/21	-	-28.6%	41,382				
06/21	-	9.6%	23,000				
Totals	534,248		64,382	598,630	365,400	233,230	
PY	353,616	51.1%			Orig Bud 365,400		

Jefferson County Commission  
Video Lottery Revenue

001373OT0

001373OT1

	Actual Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Change from FY12	
						%	Cumulative
FY12	4,269,886	4,269,886	4,700,000	3.6%	355,824		
FY13	3,632,491	3,632,491	4,100,000	-14.9%	302,708		(637,395)
FY14	3,365,543	3,365,543	3,303,301	-7.3%	280,462		(904,343)
FY15	3,237,305	3,237,305	3,224,793	-3.8%	269,775	-24.2%	(1,032,581)
FY16	3,263,264	3,263,264	3,114,553	0.8%	271,939	-23.6%	(1,006,622)
FY17	3,183,192	3,183,192	3,140,000	-2.5%	265,266	-25.5%	(1,086,694)
FY18	3,038,421	3,038,421	3,020,000	-4.5%	253,202	-28.8%	(1,231,465)
FY19	2,999,871	2,999,871	2,941,500	-1.3%	249,989	-29.7%	(1,328,386)
FY20	2,428,347	2,428,347	2,332,432	-22.2%	202,362	-43.1%	(1,937,454)
FY21	2,528,722	2,528,722	2,314,600	4.1%	210,727	-40.8%	(1,955,286)
FY22	2,590,893	2,985,645	2,114,800	18.1%	248,804		(2,155,086)
FY23			2,842,100	12.4%			(1,427,786)
			Avg Dec FY17-21	-5.3%			(14,703,098)
			Act Dec FY12-21	-4.8%			

Video Lottery Revenue

FY22 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY22 Total Revenue	FY22 Budget	Projected Variance	Decrease Over PY
07/21	432,223						31.8%
08/21	398,442						60.5%
09/21	286,048						-32.0%
10/21	247,646						18.2%
11/21	200,478						27.6%
12/21	229,577						91.0%
01/22	182,194						0.9%
02/22	177,028						30.5%
03/22	198,921						19.0%
04/22	238,336						15.3%
05/22	-	-31.7%	162,728				
06/22	-	42.6%	232,024				
Totals	2,590,893		394,752	2,985,645	2,114,800	870,845	
PY	2,173,515	19.2%			Orig Bud 2,114,800		

**AGENDA REQUEST FORM**  
**www.jeffersoncountywv.org**



700- insurance  
check

Name: Tom Hansen

Department or Organization: Sheriff's Office

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice next meeting

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

Date Requested – 2<sup>nd</sup> Choice:

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

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

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

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

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

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

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

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

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

If not attached, explain:

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

Contact information:

Email address: thansen@jeffersoncountywv.org

Phone Number: 304-728-3205

Boyer Vehicle

March 14, 2022

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

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

Dear Sgt. Fletcher:

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

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

Sincerely,

*Kelly Alexander*

Kelly Alexander  
Claims Specialist

Enclosure – Check

4-7 minutes  
700-Ins. Clk ←

TOTAL				\$ 8,860.42

**Motion by Mr. Hudson to approve the Manual Checks for April 8, 2022 in the amount of \$11,068.35. Motion seconded and unanimously approved.**

### **PUBLIC COMMENT**

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

### **PRESENTATIONS**

1. Patricia Rucker, WV State Senator – presented Jennifer Myers, Director of the Jefferson County Parks and Recreation Commission, with a check for the pool feasibility study at Sam Michaels Park.
2. Laura Storm, Circuit Clerk and Laura Kuhn, Director of Fleet and Facilities Management – requested funding for shelving units.

- **Motion by Mr. Stolipher to authorize the Director of Fleet & Facilities Management to purchase shelving units, up to \$10,000 from the Coal Severance Fund, to be utilized in the storage area to be designated for the Magistrate Clerks' use. Motion seconded and unanimously approved.**

3. Tom Hansen, Sheriff

- a. ACO Hire

- **Motion by Mr. Stolipher to approve the hire of Clayton Dehaven at a salary of \$37,750, effective April 11, 2022. Motion seconded and unanimously approved.**

- b. Insurance Check

- **Motion by Mr. Stolipher to approve the transfer of insurance funds in the amount of \$22,000 from received for Sheriff's Office employees into the Auto Supplies budget line item. Motion seconded and unanimously approved.**

- c. Vision Zero/SS4A Funding





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

**REQUEST FOR REVISION TO APPROVED BUDGET**

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

CONTROL NUMBER  
FY: 2022  
Fund: 2  
Rev. No: 4  
Pages: \_\_\_\_\_

Jefferson County Commission

GOVERNMENT ENTITY

Person To Contact Regarding Request:

P.O. Box 250

Name: **Michelle Gordon**

STREET OR PO BOX

COUNTY

Phone: **304-724-8425**

Government Type

Fax: **304-728-5611**

Charles Town

25414

Email: [mgordon@jeffersoncountywv.org](mailto:mgordon@jeffersoncountywv.org)

CITY

ZIP CODE

**REVENUES: (net each acct.)**

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

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

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

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	190,069		15,000	175,069
801	Mental Health	15,000	15,000		30,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR

BY:

Deputy State Auditor, Local Government Services Div.

Date

AUTHORIZED SIGNATURE  
OF ENTITYAPPROVAL  
DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 2nd day of June, 2022, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2022 budget revision number #4 to the Coal Severance Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

\_\_\_\_\_, and duly seconded by \_\_\_\_\_  
the vote was as follows:

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

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

\_\_\_\_\_  
**Caleb Wayne Hudson**, President  
Jefferson County Commission

Jefferson County Commission  
State Budget Revision Entry

Budget Revision #4 of Coal Severance Fund FY22

Description	GL acct	Increase	Decrease
1) Record Adjustment for FY22 based on current year trend			
Mental Health-Trfr Other Gov't	002801.456700	15,000	
Co Comm Prof Services	002401.422300		(15,000)
Totals		15,000	(15,000)

FY22 Projected Budget Adjustments Needed

ORG	OBJECT	PROJECT	ACCT DESCRIPTION	CY_REVISED_BUD	CY_MEMO_BAL	Projected FY22	Budget Revision Nr
002801	456700	1	CONTR/TRSFR OTHR GOV UNIT	15,000.00	19,882.98	30,000.00	15,000.00

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Michelle Gordon, Finance Director  
John Nissel, County Administrator

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: **June 2, 2022**

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

Date Requested – 2<sup>nd</sup> Choice:

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

- WVACO –Spring Board Meeting Reception Hospitality Request

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

The WV Association of Counties is hosting its' spring board meeting in Jefferson County at the Bavarian Inn on June 5, 2022. Elected officials from across the state will be in attendance. Many of the participants will be experiencing and visiting the Eastern Panhandle for the first time. The association is providing Mountaineer Popcorn and has arranged for participants to tour surrounding, historical sites, such as Harpers Ferry. It is customary for the host county commission to provide hospitality funding for this event.

Attached is a copy of the State's Hospitality form that must be filled out if approved.

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

If so, how much? \$ 1,000-2,500

Provide exact financial impact/request: Budget neutral, will absorb the cost in the Commission department

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

- Motion to approve hospitality services for the WVACO Spring Board Meeting Reception up to the amount of \$2,500.

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**

PO Box 250, Charles Town, WV 25414

COMMISSION OFFICE

**REQUEST FOR HOSPITALITY SERVICE**

SPENDING UNIT NAME/ORG # \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

FUNCTION SPONSOR \_\_\_\_\_

LOCATION OF FUNCTION \_\_\_\_\_

DATE(S) OF FUNCTION \_\_\_\_\_

**ESTIMATED EXPENSES**

FOOD AND BEVERAGE

\$ \_\_\_\_\_

MEETING ROOM

\$ \_\_\_\_\_

EQUIPMENT RENTAL

\$ \_\_\_\_\_

LODGING

\$ \_\_\_\_\_

OTHER/

\$ \_\_\_\_\_

OTHER/

\$ \_\_\_\_\_

**TOTAL**

\$ \_\_\_\_\_

**PURPOSE/JUSTIFICATION OF FUNCTION:****FUNCTION ATTENDEES** (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):**AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION**By: \_\_\_\_\_  
FUNCTION REPRESENTATIVE'S SIGNATURE\_\_\_\_\_  
DATEBy: \_\_\_\_\_  
AGENCY HEAD SIGNATURE\_\_\_\_\_  
DATE





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Nathan Cochran**

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

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **June 2, 2022**

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

Date Requested – 2<sup>nd</sup> Choice: **June 16, 2022**

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

1. Discussion of legal issues regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01, including amendment text, bonding, comprehensive plan, and related matters, and discussion of public hearing on proposed text amendment. 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-19-2021-C-109.
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



Please advertise Two (2) Times

May 25, 2022 &

June 1, 2022

**NOTICE OF PUBLIC HEARING**  
**Thursday, June 9, 2022 at 9:30 AM**

The Jefferson County Commission has scheduled a Public Hearing on the proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01, to allow Solar Energy Facilities to process as a Principal Permitted Use in areas located inside the Urban Growth Boundary and Preferred Growth Area as delineated on the Future Land Use Guide in the County's Comprehensive Plan; and as a Conditional Use in areas outside of the Urban Growth Boundary and Preferred Growth Area. The text amendment proposes revisions to Article 2 Definitions; Article 8 Supplemental Use Regulations (creation of Section 8.20 Solar Energy Facilities); and Appendix C Principal Permitted and Conditional Uses Table.

Oral or written comments can be provided during or prior to the hearing, **Thursday, June 9, 2022 @ 9:30 a.m.**, in the Charles Town Library meeting room at 200 E Washington St, accessed at the side entrance on Samuel Street. Information to participate in the virtual meeting option will be provided on the County Commission's meeting agenda. Written comments may be submitted prior to the hearing to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) or to PO Box 250, Charles Town, WV 25414.

A copy of the proposed text amendment is available at the Office of Planning & Zoning and on the County's website at: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org). If you have any questions, please call the Office of Planning & Zoning at 304-728-3228.

By Order of the Jefferson County Commission  
Caleb Hudson, President

## Public Comment for Jefferson County Commission meeting May 19, 2022

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

### **PUBLIC COMMENT –**

I am sure the Jefferson County Commission had a sigh of relief on the evening of May 10, 2022. As normal, I don't quit that easily. I am working on several different proposals to be included on the ballot for the Commission's Charles Town seat for the general election. I received a respectable 45% of the Republican votes; that I am not giving up on. I believe there is a sizable amount of Democrats that would like to see me become a Jefferson County Commissioner. Regardless, I will continue to monitor and challenge the Jefferson County Commission and their anticks such as: the state auditor that is still waiting for the proper procedures to the current volitation of finances under review.

### **PRESENTATION # 5– Andrew Rosen, Jefferson County Information Technology**

This appears to a Home Land Security grant for required cyber security. Paperwork is not clear: is this grant for equipment or software? Who is responsible, if this doesn't work? Who is to be trained to oversee this project? What happens if it doesn't work? If this was required, when was it required? And at whose responsibility? If this grant was already approved by Home Land, then why does the Commission have to approve it also?

### **PRESENTATION #7 – Michelle Gordon, Finance Consultant WVCORP Insurance and Merit/COLA review**

This appears to be, the WVCORP savings of \$166k on insurance. The savings is being requested to be transferred to the employee's Merit/COLA fund. Instead, why doesn't the county take the \$166k and apply it to employee's deductibles; either through a deductible fund or an HSA. This way, the employee does not have to pay more taxes and the county will not be in violation with the State Auditor for transferring money from one account to another.

### **OLD BUSINESS:**

#### **County Administrator Reports:**

This seems to be a request for the hiring of a Finance Director and an Executive Assistance with no paperwork to complete the request.

#### **WVDOT/STIP:**

Why wasn't the public included in this correspondence/information that requires public review and comments, ending on May 20, 2022.

*"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!