JEFFERSON COUNTY COMMISSION

THIRD QUARTERLY SESSION - JULY- SEPTEMBER 2022

THURSDAY, AUGUST 4, 2022

9:30 A.M.

REVISED 8/2/2022

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

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- July 14, 2022 – Special Session – ARPA
- July 21, 2022 Regular Meeting

APPROVAL OF REQUISITIONS

- August 4, 2022

APPROVAL OF ACCOUNTS PAYABLE

- July 28, 2022
- August 4, 2022

APPROVAL OF MANUAL CHECKS

- July 29, 2022
- August 5, 2022

APPROVAL OF PAYROLL

- July 22, 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. Your comments will be included in the minutes and agenda correspondence. Please include your name.*

PRESENTATIONS

1. 9:40 a.m. Angela Banks, Assessor
   - Approval of Exonerations
   - Approval of Part-time Employment
   - Consolidation of Lot Requested by the Taxpayer

2. 9:55 a.m. Tom Hansen, Sheriff
   - ESAC Report
   - Sheriff's Commission
   - Auto Insurance Claim Reimbursements

3. 10:10 a.m. Laura Kuhn, Director, Fleet and Facilities Management
   - Approval of Employment – Facilities Maintenance Helper

4. 10:15 a.m. Dr. Jonathan Hartiens, CEO, Mountaineer Behavioral Health
   - Request Letter of Support for Pittsburgh Federal Home Loan Grant application to assist with Mountaineer Behavioral Health Expansion

5. 10:35 a.m. Keith Lowry, Director, Jefferson County Community Ministries
   - Request Letter of Support for state-based ARPA grant funds for new JCCM Community Services Center

6. 10:45 a.m. Steve Cox, President, Jefferson County Deputy Sheriff's Civil Service Commission
   - Year in Review Presentation

NEW BUSINESS

7. John B. "JB" McCuskey, State Auditor – Presentation – West Virginia Checkbook

COUNTY COMMISISON REPORTS

8. **ADJOURN**

CORRESPONDENCE AND INFORMATION

Jefferson County Department of Fleet & Facilities Management – employment opportunity announcement

E-mail from Scott Faulkner re: fireworks ordinance

Public Comment received from David Tabb during the July 21, 2022 regularly scheduled commission meeting

Public Comment received from Ed Hannon

Correspondence received from Barbara Foster

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

SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held at 100 E. Washington St., Charles Town WV and virtually via GoToWebinar on July 14, 2022, beginning at 9:30 o'clock a.m.

PRESENT: Caleb Hudson, President
Steve Stolipher, Vice President
Clare Ath, Commissioner
Tricia Jackson, Commissioner
Jane Tabb, Commissioner
John Nissel, County Administrator
Michelle Gordon, Finance Director
Jessica Carroll, Executive Assistant
Sorayda Pitts, Administrative Assistant

In re: Special Session – Discussion of ARPA Grant Funds July 2022

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

Michelle Gordon, Finance Director, stated the purpose of the day's meeting was to hear presentations from the following ARPA grant fund applicants: Jefferson County Departments of Information Technology, Communications, Engineering, Planning & Zoning, and Fleet & Facilities Management, Jefferson County Parks and Recreation, Jefferson County Emergency Services Agency, the African American Heritage Festival, and CASA. After hearing all presentations, the Commission proceeded to discuss each request and consider their priorities. The following motions were made:

- **Motion by Mr. Stolipher to approve ARPA 29 in the amount of $322,920 for portable and mobile radios for the Jefferson County Emergency Services Agency. Motion seconded and unanimously approved.**

- **Motion by Mr. Stolipher to approve ARPA 20 in the amount of $217,056 for a CAD Administrator for the Communications Department. Motion seconded and unanimously approved.**

- **Motion by Mr. Stolipher to approve ARPA 10 in the amount of $66,000 for technology upgrades to the Commission Meeting Room. Motion seconded and unanimously approved.**

- **Motion by Mr. Stolipher to approve ARPA 7 in the amount of $50,000 for an email system upgrade for communications to the public. Motion seconded and unanimously approved.**

- **Motion by Mr. Stolipher to approve ARPA 27 in the amount of $15,000 for a digital screen & permitting software for the public use permit process in the Department of Engineering, Planning & Zoning. Motion seconded and unanimously approved.**

- **Motion by Mr. Stolipher to approve ARPA 24 in the amount of $600,000 for county broadband infrastructure. Motion seconded and unanimously approved.**

- **Motion by Mr. Stolipher to approve ARPA 43A in the amount of $243,000 for upgrades to the HVAC in the Bardane Public Services building. Motion seconded and unanimously approved.**

- **Motion by Mr. Stolipher to approve ARPA 11 in the amount of up to $300,000 for a tie in to the public sewer facilities for Jefferson County Parks and Recreation and suggest that JCPRC apply for the remaining $300,00 through HB4566. Motion seconded and unanimously approved.**

- **Motion by Ms. Tabb to approve ARPA 40 in the amount of $10,000 for CASA. Motion seconded and unanimously approved.**

- **Motion by Mr. Mr. Stolipher to approve ARPA 41 in the amount of $80,000 for Jefferson County Community Ministries. Motion seconded and unanimously approved.**

- **Motion by Mr. Stolipher to approve ARPA 16 in the amount of $12,000 for the Jefferson County African American Heritage Festival. Motion seconded and unanimously approved.**

Ms. Gordon stated the Commission had allocated $1.89 million after the day's decisions and now had a remainder of $1.6 million. The Commission then selected their next priorities and provided unanimous consent to meet on Thursday, August 11, 2022 at 9:30 am to hear presentations regarding the selected requests.

There being no further business, the meeting adjourned at 11:35 am.

_____

Caleb Hudson, PRESIDENT

Respectively Submitted:
Jessica Carroll
Executive Assistant

REQUISITIONS TO BE APPROVED

August 4, 2022

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
COUNTY COMMISSION	23009	$ 40,000.00	Engage Strategies	Communications and PR Contract
IT	23010	$ 13,260.00	SCPDC	MGO Yearly License Fee
GRAND TOTAL		**$ 53,260.00**		

Requisitions

Back | Add | Excel | Mass Allocate | Duplicate | Custom Interface | Notes | Actions/ Approvers | Release | Activate | My Approvals | (5) Attach

Requisition: 2023/23009

Released, Michelle Gordon, 07/22/2022

Total Cost: $40,000.00

Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year*: 2023
Requisition Number*: 23009
Created Date*: 07/22/2022

Type: (N) NORMAL

Department*: (401) COUNTY COMMISSION ... View

Purchase order:

Commodity: ... View

Review:

Description: COMMUNICATION AND PUBLIC RELATIONS CONTRACT RELATE

Needed by:

Buyer: ...

PO Expiration:

- [ ] Project Accounts Applied
- [x] Notify Originator When Converted or Rejected
- [ ] Notify Originator of Overages
- [x] Receive by Amount
- [ ] Three Way Match Required
- [ ] Inspection Required

by: ...

Items (1)

Add Item

Line	Description	Qty	Unit Price	Line Total	GL Account
1	COMMUNICATION AND PUBLIC RELATIONS CONTRACT RELATE	1.00	$40,000.00000	$40,000.00	E (001401-422300) PROFESSIONAL SERVICES

Notifications (1) | Save | Cancel

Jefferson County, West Virginia

Bill To	Requisition 00023009-00 FY 2023
COUNTY COMMISSION 124 EAST WASHINGTON ST PO BOX 250 CHARLES TOWN, WV 25414 INFO@JEFFERSONCOUNTYWV.ORG	Acct No: 001401.422300 Review: Buyer: Status: Released

Vendor	Ship To
ENGAGE STRATEGIES, LLC 1736 SHEPHERD STREET NW WASHINGTON, DC 20011	COUNTY COMMISSION 124 EAST WASHINGTON ST PO BOX 250 CHARLES TOWN, WV 25414 INFO@JEFFERSONCOUNTYWV.ORG

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
07/22/22	100048				COUNTY COMMISSION

LN	Description / Account	Qty	Unit Price	Net Price
001	COMMUNICATION AND PUBLIC RELATIONS CONTRACT RELATED TO EMERGENCY MEDICAL SERVICES PLAN. TO BE FUNDED BY GENERAL FUND AND A REDUCTION TO C/O FUND TRANSFERS	1.00 EACH	40000.00000	40000.00
1	001401.422300		40000.00	

Requisition Link

Requisition Total 40000.00

***** General Ledger Summary Section *****

Account		Amount	Remaining Budget
001401.422300		40000.00	29850.00
COUNTY COMMISSION	PROFESSIONAL SERVICES		

***** Approval/Conversion Info *****

Activity	Date	Clerk	Comment
Forward	07/22/22	JOHN NISSEL	Automatic Forward to mgordon
Forward	07/22/22	Sandra McDonald	Automatic Forward to mgordon
Approved	07/22/22	Michelle Gordon	
Approved	07/22/22	Michelle Gordon	
Forward	07/22/22	JOHN NISSEL	Automatic Forward to mgordon
Forward	07/22/22	Sandra McDonald	Automatic Forward to mgordon
Approved	07/22/22	Michelle Gordon	
Queued	07/22/22	Vivian Fields	
Pending		Jessica Carroll	

Requisitions

Back | Add | Excel | Mass Allocate | Duplicate | Custom Interface | Notes | Actions/ Approvers | Release | Activate | My Approvals | (1) Attach

Requisition: 2023/23010

Released, RHONDA GREENHOLTZ, 07/22/2022

Total Cost: $13,260.00

Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year*: 2023
Requisition Number*: 23010
Created Date*: 07/22/2022

Type: (N) NORMAL

Department*: (428) IT DATA PROCESSING ... View

Purchase order:

Commodity: ... View

Review:

Description: MGO Yearly license fee

Needed by: 08/10/2022

Buyer: ...

PO Expiration:

- [ ] Project Accounts Applied
- [x] Notify Originator When Converted or Rejected
- [ ] Notify Originator of Overages
- [x] Receive by Amount
- [ ] Three Way Match Required
- [ ] Inspection Required

by ...

Items (1)

Add Item

Line	Description	Qty	Unit Price	Line Total	GL Account
1	MGO Yearly license	1.00	$13,260.00000	$13,260.00	E (001428-435600) LICENSE AND ANNUAL FEES

Notifications (1) | Save | Cancel

SCPDC
South Central Planning & Development Commission

5058 W. Main St., Houma, LA 70360-4900 • P.O. Box 1870, Gray, LA 70359
Phone: (985) 851-2900 • Fax: (985) 851-4472

Parishes: Assumption • Lafourche • St. Charles • St. James • St. Mary • St. John • Terrebonne
Municipalities: Baldwin • Berwick • Franklin • Golden Meadow • Gramercy • Lockport • Lutcher • Morgan City • Napoleonville • Patterson • Thibodaux

INVOICE NUMBER:	**23T-002**
INVOICE DATE:	**07/15/22**

577

TO: **Jefferson County Commission**
116 E. Washington St
Charles Town, WV 25414

Attn: Russell Burgess, IT Manager

As per Cooperative Endeavor Agreement, all invoices are payable within 30 days of invoice date

MyGovernmentOnline.org	
Pre-Paid Reserve Funding:	
To be drawn from monthly, based on the below software packages.	
(September 1, 2022 - August 31, 2023)	
My Permit Now and Inspection Anywhere	
Software and License Fees	
501-1,000 Permits @ $6,000.00 Annually	$ 6,000.00
Planning & Zoning	
Software and License Fees	
$3,600.00 Annually	3,600.00
My Address Now	
Software and License Fees	
$2,760.00 Annually	2,760.00
Solution Center/Code Enforcement	
Software and License Fees	
$900.00 Annually	900.00
Current Amount Due	**$ 13,260.00**

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	$421,055.64		$421,055.64
6.2% Tax Payable OASDI	$24,993.68		$24,993.68
1.45% Tax Payable HI	$5,845.27		$5,845.27
Fed Withholding	$36,036.79		$36,036.79
WV State Withholding	$17,706.62		$17,706.62
PERS Retirement Deduct 4.5%	$9,132.24		$9,132.24
PERS Retirement Deduct 6%	$7,288.87		$7,288.87
Hosp. Pre-Taxed	$15,750.00		$15,750.00
AFLAC Pre-Taxed	$388.07		$388.07
AFLAC Post-Taxed	$818.92		$818.92
Optional Life Post-Taxed	$1,673.87		$1,673.87
Christmas Club	$4,210.00		$4,210.00
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%	$6,705.21		$6,705.21
457 - Nationwide	$834.00		$834.00
457I - Empower	$4,579.17		$4,579.17
457R - Roth	$1,225.00		$1,225.00
MD State Tax	$778.02		$778.02
D/VF	$1,793.53		$1,793.53
VA State Tax	$295.68		$295.68
Colonial(Plus)	$47.84		$47.84
Uniforms	$0.00		$0.00
Total Deductions	$140,745.71	$0.00	$140,745.71
Net Wages Total	$280,309.93	$0.00	$280,309.93
Payroll Date	July 22, 2022		

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name:

Department or Organization: Assessor

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: August 4th, 2022

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

Date Requested – 2nd Choice:

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

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

Is this a funding request? Y/N NO

If so, how much? $

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address: Phone Number:

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

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name:

Department or Organization: Assessor

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: August 4th, 2022
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Approval of part-time help

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

Is this a funding request? Y/N NO
If so, how much? $
Provide exact financial impact/request:

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

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

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

Contact information:
Email address: Phone Number:

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

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name:

Department or Organization: Assessor

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice:
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Consolidation of lot Requested by the Tax payer

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

Is this a funding request? Y/N NO
If so, how much? $
Provide exact financial impact/request:

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

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

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

Contact information:
Email address: Phone Number:

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

REQUEST FOR REAL ESTATE CHANGE

APPRAISAL CHANGE ☐ MAPPING CHANGE ☐ BOTH (SPLIT) ☒

COUNTY	DISTRICT/ CORPORATION	MAP NO.	PARCEL NO.	SUFFIX NO.
Jeff	KD	8F	15	

OWNER Maxey, John + Theresa Chiotos

LAND BOOK DESCRIPTION River Sec #5 6 7 8 9 John Brown Farm

REQUESTED BY

SALES PRICE $

TRANS. DATE MO. / YR.

DEED BOOK

PAGE NO.

APPRAISAL INFORMATION		MAPPING INFORMATION	
New Construction		Split from what map and parcel?	
Remodeling Cost $		Amended Legal Description/ Remaining Acreage Of Parent Tract As Listed In Land Book.	
Price Land Split			
Class Change To			
Establish Exempt Status		Remarks	
Building Razed		Deact pcl 11 + cons w/ 15	
Mobile Home On Owner's Land			
County Comm. Consolidation/Split			
Other (Explain on Back of Card)			
Appraiser's Name / Date Appraised / /		Mapper's Name / Date Mapped / /	

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.
REAL	JEFFERSON	06-KABLETOWN DIST	00018913	2022	18459

PROPERTY DESCRIPTION	RATE	CLASS	ASSESSMENT	ASSESSMENT LESS EXEMPTION	HALF YEAR TAX
RIVER SEC PT LT #9 JOHN BROWN FARMS MAP/PARCEL: 8F 0011 0000 0000	2.383200	3	28500	28500	339.61

MAXEY JOHN & THERESA CHIOTOS
335 OLD SHENANDOAH TRL
HARPERS FERRY WV 25425

RETAIN THIS SECTION FOR YOUR RECORDS

PLEASE REFER TO PAYMENT SCHEDULE BELOW WHEN MAKING PAYMENT

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF JEFFERSON COUNTY
P.O. BOX 9
CHARLES TOWN, WV 25414-0009

PLEASE READ THE BACK OF THIS STATEMENT CAREFULLY.
JEFFERSON COUNTY, WEST VIRGINIA
304-728-3220

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
MAXEY JOHN & THERESA CHIOTOS MAP/PARCEL: 8F 0011 0000 0000	JEFFERSON	00018913		2022 18459

PAYMENT SCHEDULE - SECOND HALF

IF PAID BY:	2ND HALF	FULL YEAR
March 1, 2023	331.12	686.01
March 31, 2023	339.61	694.50
April 1, 2023	39.6	697.05
April 30, 2023	342.16	699.60

DISTRICT	PROPERTY TYPE
06-KABLETOWN DIST	REAL

IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED

STATE	2.85
COUNTY CURRENT	158.01
SCHOOL CURRENT	221.16
SCHOOL PER IMPROVE.	35.57
SCHOOL EXCESS LEVY	261.63

IS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON OPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION THE COUNTY ASSESSOR.

SH OR ONE CHECK PER PAYMENT

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
AXEY JOHN & THERESA CHIOTOS MAP/PARCEL: 8F 0011 0000 0000	JEFFERSON	00018913		2022 18459

PAYMENT SCHEDULE - FIRST HALF

F PAID BY:	1ST HALF	FULL YEAR
September 1, 2022	331.12	662.24
September 30, 2022	339.61	670.73
October 31, 2022	342.16	673.28
November 30, 2022	344.70	675.82
December 31, 2022	347.25	678.37
January 31, 2023	349.80	680.92
February 28, 2023	352.35	683.47
March 1, 2023	354.89	686.01
March 31, 2023	354.89	694.50

DISTRICT	PROPERTY TYPE
06-KABLETOWN DIST	REAL

TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES

PLEASE CIRCLE THE AMOUNT PAID

TO AVOID INTEREST CHARGES
PAY THE 1ST HALF BY OCTOBER 1
AND THE 2ND HALF BY APRIL 1

PLEASE INDICATE ANY ADDRESS CHANGES BELOW.

S STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON OPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION THE COUNTY ASSESSOR.

2.09Ac
38
1.960Ac
39
2.169Ac
40
1.347Ac
41
1.402Ac
42
1.269Ac
43
1.208Ac
44
1.221Ac
45
1.417Ac
46
1.387Ac
1.09Ac
ECHO VALLEY
SHENANDOAH
6
1.18Ac
7
1.18Ac
8
1.29Ac
9
1.88Ac
40' ROADWAY
15
5.10Ac
11
.9Ac
17
2.65Ac
18
1.33Ac
19
1.71Ac
20
1.11Ac
339
335
315
RIVER
Adding Deact + add To Parcel 15

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Tom Hansen

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

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice next meeting
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): ESAC Report
K-9 Program Reconsideration
Sheriff's Commission

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

The annual Equaitable Sharing Agreement and Certification report is due by the end of August. The report is attached. We need you to designate the Commission President as the authorized representative and to grant permission for us to digitally sign and submit the report on his behalf.

Requesting reconsideration of funding for the expansion of the K-9 program. Presentation (this is not a request for more employees, but a request for funding that was removed from our budget request).

The Sheriff's Commission report is now available for your approval.

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 appoint the Commission President as the authorized representative and authorize the Sheriff's Office to digitally sign and submit the report.

I move to approve the full expansion of the K-9 program and authorize the budget be increased

I move to approve the Sheriff's Commission report and authorize payment.

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

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

Contact information:
Email address: thansen@jeffersoncountywv.org Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

OMB Number 1123-0011
Expires: December 31, 2024

Equitable Sharing Agreement and Certification

NCIC/ORI/Tracking Number: WV0190000
Agency Name: Jefferson County Sheriff's Office **Type:** Sheriff's Office
Mailing Address: 102 Industrial Blvd
Kearneysville, WV 25430

Agency Finance Contact
Name: Gordon, Michelle
Phone: 3047248425 **Email:** mgordon@jeffersoncountywv.org

Jurisdiction Finance Contact
Name: Gordan, Michelle
Phone: 304-724-8425 **Email:** mgordan@jeffersoncountywv.org

ESAC Preparer
Name: Lowe, Deborah
Phone: 3047283205 **Email:** dlowe@jeffersoncountywv.org

FY End Date: 06/30/2022 **Agency FY 2023 Budget:** $2,231,037.00

Annual Certification Report

	Summary of Equitable Sharing Activity	Justice Funds [1]	Treasury Funds [2]
1	Beginning Equitable Sharing Fund Balance	$56,729.38	$0.00
2	Equitable Sharing Funds Received	$0.00	$0.00
3	Equitable Sharing Funds Received from Other Law Enforcement Agencies and Task Force	$20,000.00	$2,201.77
4	Other Income	$0.00	$0.00
5	Interest Income	$14.77	$0.00
6	Total Equitable Sharing Funds Received (total of lines 2-5)	$20,014.77	$2,201.77
7	Equitable Sharing Funds Spent (total of lines a - n)	$56,156.30	$2,201.77
8	Ending Equitable Sharing Funds Balance (difference between line 7 and the sum of lines 1 and 6)	$20,587.85	$0.00

[1]Department of Justice Asset Forfeiture Program Investigative Agency participants are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA
[2]Department of the Treasury Asset Forfeiture Program participants are: IRS-CI, ICE, CBP and USSS.

	Summary of Shared Funds Spent	Justice Funds	Treasury Funds
a	Law Enforcement Operations and Investigations	$41,884.30	$2,201.77
b	Training and Education	$0.00	$0.00
c	Law Enforcement, Public Safety, and Detention Facilities	$0.00	$0.00
d	Law Enforcement Equipment	$14,272.00	$0.00
e	Joint Law Enforcement/Public Safety Equipment and Operations	$0.00	$0.00
f	Contracts for Services	$0.00	$0.00
g	Law Enforcement Travel and Per Diem	$0.00	$0.00
h	Law Enforcement Awards and Memorials	$0.00	$0.00
i	Drug, Gang, and Other Education or Awareness Programs	$0.00	$0.00
j	Matching Grants	$0.00	$0.00
k	Transfers to Other Participating Law Enforcement Agencies	$0.00	$0.00
l	Support of Community-Based Programs	$0.00	
m	Non-Categorized Expenditures	$0.00	$0.00
n	Salaries	$0.00	$0.00
	Total	$56,156.30	$2,201.77

Equitable Sharing Funds Received From Other Agencies

Transferring Agency Name	Justice Funds	Treasury Funds
Eastern Panhandle Drug & Violent Crimes Task Force - WV002	$20,000.00	$2,201.77

Other Income

Other Income Type	Justice Funds	Treasury Funds
Other		

Matching Grants

Matching Grant Name	Justice Funds	Treasury Funds

Transfers to Other Participating Law Enforcement Agencies

Receiving Agency Name	Justice Funds	Treasury Funds

Support of Community-Based Programs

Recipient	Justice Funds	

Non-Categorized Expenditures

Description	Justice Funds	Treasury Funds

Salaries

Salary Type	Justice Funds	Treasury Funds

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Money Laundering and Asset Recovery Section at 1400 New York Avenue, N.W., Washington, DC 20005.

Privacy Act Notice

The Department of Justice is collecting this information for the purpose of reviewing your equitable sharing expenditures. Providing this information is voluntary; however, the information is necessary for your agency to maintain Program compliance. Information collected is covered by Department of Justice System of Records Notice, 71 Fed. Reg. 29170 (May 19, 2006), JMD-022 Department of Justice Consolidated Asset Tracking System (CATS). This information may be disclosed to contractors when necessary to accomplish an agency function, to law enforcement when there is a violation or potential violation of law, or in accordance with other published routine uses. For a complete list of routine uses, see the System of Records Notice as amended by subsequent publications.

Single Audit Information

Independent Auditor

Name:
Company: Perry and Associates
Phone: 7403730056 **Email:** mrichards@perrycpas.net

Were equitable sharing expenditures included on the Schedule of Expenditures of Federal Awards (SEFA) for the jurisdiction's Single Audit for the prior fiscal year? If the jurisdiction did not meet the threshold to have a Single Audit performed, select Threshold Not Met.

YES [X] NO [ ] THRESHOLD NOT MET [ ]

Prior Year Single Audit Number Assigned by Federal Audit Clearinghouse:

Affidavit

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations under the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. The undersigned officials certify that the information submitted on the Equitable Sharing Agreement and Certification form (ESAC) is an accurate accounting of funds received and spent by the Agency.

The undersigned certify that the Agency is in compliance with the applicable nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the Agency, and (3) the Agency's governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited funds, property, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By submitting this form, the Agency agrees that it will be bound by the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. Submission of the ESAC is a prerequisite to receiving any funds or property through the Equitable Sharing Program.

1. Submission. The ESAC must be signed and electronically submitted within two months of the end of the Agency's fiscal year. Electronic submission constitutes submission to the Department of Justice and the Department of the Treasury.

2. Signatories. The ESAC must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body head is the head of the agency that appropriates funding to the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, administrator, commissioner, and governor. The governing body head cannot be an official or employee of the Agency and must be from a separate entity.

3. Uses. Shared assets must be used for law enforcement purposes in accordance with the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations.

4. Transfers. Before the Agency transfers funds to other state or local law enforcement agencies, it must obtain written approval from the Department of Justice or Department of the Treasury. Transfers of tangible property are not permitted. Agencies that transfer or receive equitable sharing funds must perform sub-recipient monitoring in accordance with the Code of Federal Regulations.

5. Internal Controls. The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury, funds from state and local forfeitures, joint law enforcement operations funds, and any other sources must not be commingled with federal equitable sharing funds.

The Agency certifies that equitable sharing funds are maintained by its jurisdiction and the funds are administrated in the same manner as the jurisdictions's appropriated or general funds. The Agency further certifies that the funds are subject to the standard accounting requirements and practices employed by the Agency's jurisdiction in accordance with the requirements set forth in the *Guide,* any subsequent updates, and the Code of Federal Regulations, including the requirement to maintain relevant documents and records for five years.

The misuse or misapplication of equitably shared funds or assets or supplantation of existing resources with shared funds or assets is prohibited. The Agency must follow its jurisdiction's procurement policies when expending equitably shared funds. Failure to comply with any provision of the *Guide*, any subsequent updates, and the Code of Federal Regulations may subject the Agency to sanctions.

6. Single Audit Report and Other Reviews. Audits shall be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. The Agency must report its equitable sharing expenditures on the jurisdiction's Schedule of Expenditures of Federal Awards (SEFA) under Assistance Listing Number 16.922 for Department of Justice and 21.016 for Department of the Treasury. The

Department of Justice and the Department of the Treasury reserve the right to conduct audits or reviews.

7. Freedom of Information Act (FOIA). Information provided in this Document is subject to the FOIA requirements of the Department of Justice and the Department of the Treasury. Agencies must follow local release of information policies.

8. Waste, Fraud, or Abuse. An Agency or governing body is required to immediately notify the Department of Justice's Money Laundering and Asset Recovery Section and the Department of the Treasury's Executive Office for Asset Forfeiture of any allegations or theft, fraud, waste, or abuse involving federal equitable sharing funds.

Civil Rights Cases

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?

☐ **Yes** ☒ **No**

Agency Head

Name: Hansen, Thomas H.
Title: Sheriff
Email: thansen@jeffersoncountywv.org

Signature: _____ Date: _____

To the best of my knowledge and belief, the information provided on this ESAC is true and accurate and has been reviewed and authorized by the Law Enforcement Agency Head whose name appears above. Entry of the Agency Head name above indicates his/her agreement to abide by the Guide, any subsequent updates, and the Code of Federal Regulations, including ensuring permissibility of expenditures and following all required procurement policies and procedures.

Governing Body Head

Name: Hudson, Caleb
Title: President
Email: calebhudsonforjeffersonwv@gmail.com

Signature: _____ Date: _____

To the best of my knowledge and belief, the Agency's current fiscal year budget reported on this ESAC is true and accurate and the Governing Body Head whose name appears above certifies that the agency's budget has not been supplanted as a result of receiving equitable sharing funds. Entry of the Governing Body Head name above indicates his/her agreement to abide by the policies and procedures set forth in the Guide, any subsequent updates, and the Code of Federal Regulations.

☐ I certify that I have obtained approval from and I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.

Office of Sheriff and Treasurer of Jefferson County

Law Enforcement Office
102 Industrial Blvd.
Kearneysville, WV 25430
304-728-3205
Fax 304-728-3299

Tax Office
PO Box 9
Charles Town, WV 25414
304-728-3220
Fax 304-728-4034

August 1, 2022

Jefferson County Commission
124 East Washington St
Charles Town WV 25414

Re: Sheriff's Commission

Dear Commissioners:

Attached is a copy of the computation of the 2022 Sheriff's Commission report for your approval.

Should you have any questions or are in need of additional information, please don't hesitate to ask.

Sincerely,

Thomas H. Hansen
Sheriff and Treasurer
Jefferson County

08/01/2022
09.34.17

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2021-06/30/2022
Total Sheet

Current Year Taxes	36,902,194.32
Additional Levies	103,187.82
A. Total Taxes Levied	37,005,382.14
Less: Exoneration without refund & Bankruptcy	-9,569.78
Exoneration with refund	-1,723.98
B. Total Net Levy	36,994,088.38
Less: Ending Accounts Receivable	-1,718,804.84
C. Net Current Year Taxes	35,275,283.54
Less: 85% of Net Levy	-31,444,975.12
D. Current Year Taxes over 85%	3,830,308.42
Less: 5% of Net Levy	-1,849,704.42
E. Collections over 90% Level	1,980,604.00
Less: 5% of Net Levy	-1,849,704.42
F. Collections over 95% Level	130,899.58
2.5% of Collections over 85% Level	95,757.71
1.0% of Collections over 90% Level	19,806.04
1.5% of Collections over 95% Level	1,963.49
Total	117,527.24
Total Sheriff's Commission ($15,000 or less)	15,000.00

08/01/2022
09.34.17

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2021-06/30/2022
Levying Body-STATE

Current Year Taxes	249,029.94
Additional Levies	701.09
A. Total Taxes Levied	249,731.03
Less: Exoneration without refund & Bankruptcy	-63.45
Exoneration with refund	-11.51
B. Total Net Levy	249,656.07
Less: Ending Accounts Receivable	-11,593.42
C. Net Current Year Taxes	238,062.65
Less: 85% of Net Levy	-212,207.66
D. Current Year Taxes over 85%	25,854.99
Less: 5% of Net Levy	-12,482.80
E. Collections over 90% Level	13,372.19
Less: 5% of Net Levy	-12,482.80
F. Collections over 95% Level	889.39
2.5% of Collections over 85% Level	646.37
1.0% of Collections over 90% Level	133.72
1.5% of Collections over 95% Level	13.34
Total	793.43
Portion of Sheriff's Commission paid	101.25

08/01/2022
09.34.17

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2021-06/30/2022
Levying Body-COUNTY CURRENT

Current Year Taxes	14,244,516.64
Additional Levies	40,100.18
A. Total Taxes Levied	14,284,616.82
Less: Exoneration without refund & Bankruptcy	-3,632.06
Exoneration with refund	-661.24
B. Total Net Levy	14,280,323.52
Less: Ending Accounts Receivable	-663,148.95
C. Net Current Year Taxes	13,617,174.57
Less: 85% of Net Levy	-12,138,274.99
D. Current Year Taxes over 85%	1,478,899.58
Less: 5% of Net Levy	-714,016.18
E. Collections over 90% Level	764,883.40
Less: 5% of Net Levy	-714,016.18
F. Collections over 95% Level	50,867.22
2.5% of Collections over 85% Level	36,972.49
1.0% of Collections over 90% Level	7,648.83
1.5% of Collections over 95% Level	763.01
Total	45,384.33
Portion of Sheriff's Commission paid	5,791.57

08/01/2022
09.34.17

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2021-06/30/2022
Levying Body-SCHOOL CURRENT

Current Year Taxes	19,324,728.90
Additional Levies	54,401.60
A. Total Taxes Levied	19,379,130.50
Less: Exoneration without refund & Bankruptcy	-4,927.44
Exoneration with refund	-897.07
B. Total Net Levy	19,373,305.99
Less: Ending Accounts Receivable	-899,656.65
C. Net Current Year Taxes	18,473,649.34
Less: 85% of Net Levy	-16,467,310.09
D. Current Year Taxes over 85%	2,006,339.25
Less: 5% of Net Levy	-968,665.30
E. Collections over 90% Level	1,037,673.95
Less: 5% of Net Levy	-968,665.30
F. Collections over 95% Level	69,008.65
2.5% of Collections over 85% Level	50,158.48
1.0% of Collections over 90% Level	10,376.74
1.5% of Collections over 95% Level	1,035.13
Total	61,570.35
Portion of Sheriff's Commission paid	7,857.09

08/01/2022
09.34.17

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2021-06/30/2022
Levying Body-Municipal-BOLIVAR CORP

Current Year Taxes	120,295.79
Additional Levies	456.01
A. Total Taxes Levied	120,751.80
Less: Exoneration without refund & Bankruptcy	.00
Exoneration with refund	.00
B. Total Net Levy	120,751.80
Less: Ending Accounts Receivable	-6,035.63
C. Net Current Year Taxes	114,716.17
Less: 85% of Net Levy	-102,639.03
D. Current Year Taxes over 85%	12,077.14
Less: 5% of Net Levy	-6,037.59
E. Collections over 90% Level	6,039.55
Less: 5% of Net Levy	-6,037.59
F. Collections over 95% Level	1.96
2.5% of Collections over 85% Level	301.93
1.0% of Collections over 90% Level	60.40
1.5% of Collections over 95% Level	.03
Total	362.36
Portion of Sheriff's Commission paid	47.30

08/01/2022
09.34.17

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2021-06/30/2022
Levying Body-Municipal-CHARLES TOWN CORP

Current Year Taxes	1,301,349.36
Additional Levies	3,313.51
A. Total Taxes Levied	1,304,662.87
Less: Exoneration without refund & Bankruptcy	-173.67
Exoneration with refund	-153.98
B. Total Net Levy	1,304,335.22
Less: Ending Accounts Receivable	-64,718.68
C. Net Current Year Taxes	1,239,616.54
Less: 85% of Net Levy	-1,108,684.94
D. Current Year Taxes over 85%	130,931.60
Less: 5% of Net Levy	-65,216.76
E. Collections over 90% Level	65,714.84
Less: 5% of Net Levy	-65,216.76
F. Collections over 95% Level	498.08
2.5% of Collections over 85% Level	3,273.29
1.0% of Collections over 90% Level	657.15
1.5% of Collections over 95% Level	7.47
Total	3,937.91
Portion of Sheriff's Commission paid	512.75

08/01/2022
09.34.17

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2021-06/30/2022
Levying Body-Municipal-HARPERS FERRY CORP

Current Year Taxes	75,523.69
Additional Levies	132.38
A. Total Taxes Levied	75,656.07
Less: Exoneration without refund & Bankruptcy	.00
Exoneration with refund	.00
B. Total Net Levy	75,656.07
Less: Ending Accounts Receivable	-3,958.15
C. Net Current Year Taxes	71,697.92
Less: 85% of Net Levy	-64,307.66
D. Current Year Taxes over 85%	7,390.26
Less: 5% of Net Levy	-3,782.80
E. Collections over 90% Level	3,607.46
Less: 5% of Net Levy	-3,782.80
F. Collections over 95% Level	-175.34
2.5% of Collections over 85% Level	184.76
1.0% of Collections over 90% Level	36.07
1.5% of Collections over 95% Level	.00
Total	220.83
Portion of Sheriff's Commission paid	28.94

08/01/2022
09.34.17

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2021-06/30/2022
Levying Body-Municipal-RANSON CORP

Current Year Taxes	1,361,552.04
Additional Levies	3,972.80
A. Total Taxes Levied	1,365,524.84
Less: Exoneration without refund & Bankruptcy	-68.57
Exoneration with refund	.00
B. Total Net Levy	1,365,456.27
Less: Ending Accounts Receivable	-61,056.28
C. Net Current Year Taxes	1,304,399.99
Less: 85% of Net Levy	-1,160,637.83
D. Current Year Taxes over 85%	143,762.16
Less: 5% of Net Levy	-68,272.81
E. Collections over 90% Level	75,489.35
Less: 5% of Net Levy	-68,272.81
F. Collections over 95% Level	7,216.54
2.5% of Collections over 85% Level	3,594.05
1.0% of Collections over 90% Level	754.89
1.5% of Collections over 95% Level	108.25
Total	4,457.19
Portion of Sheriff's Commission paid	562.99

08/01/2022
09.34.17

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2021-06/30/2022
Levying Body-Municipal-SHEPHERDSTOWN CORP

Current Year Taxes	225,197.42
Additional Levies	110.39
A. Total Taxes Levied	225,307.81
Less: Exoneration without refund & Bankruptcy	-704.23
Exoneration with refund	.00
B. Total Net Levy	224,603.58
Less: Ending Accounts Receivable	-8,637.08
C. Net Current Year Taxes	215,966.50
Less: 85% of Net Levy	-190,913.04
D. Current Year Taxes over 85%	25,053.46
Less: 5% of Net Levy	-11,230.18
E. Collections over 90% Level	13,823.28
Less: 5% of Net Levy	-11,230.18
F. Collections over 95% Level	2,593.10
2.5% of Collections over 85% Level	626.34
1.0% of Collections over 90% Level	138.23
1.5% of Collections over 95% Level	38.90
Total	803.47
Portion of Sheriff's Commission paid	98.11

08/01/2022
09.34.17

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2021-06/30/2022
Levying Body-Undistributed

Current Year Taxes	.54
Additional Levies	-.14
A. Total Taxes Levied	.40
Less: Exoneration without refund & Bankruptcy	-.36
Exoneration with refund	-.18
B. Total Net Levy	-.14
Less: Ending Accounts Receivable	.00
C. Net Current Year Taxes	-.14
Less: 85% of Net Levy	.12
D. Current Year Taxes over 85%	-.02
Less: 5% of Net Levy	.01
E. Collections over 90% Level	-.01
Less: 5% of Net Levy	.01
F. Collections over 95% Level	.00
2.5% of Collections over 85% Level	.00
1.0% of Collections over 90% Level	.00
1.5% of Collections over 95% Level	.00
Total	.00
Portion of Sheriff's Commission paid	.00

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: **Laura Kuhn**

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

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

Date Requested – 1st Choice: **August 4th**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval of Employment – Facilities Maintenance Helper**

Please provide the County Commission with a description of your request or presentation, including any background information:
I have an open position for a Maintenance Helper and have interviewed several applicants. I am requesting approval of the applicant that I have selected. This would be a Grade 4, 80-hour position with a starting salary of $38,693.

Is this a funding request? Y/N **no**
If so, how much? $
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
Motion to approve the employment of _____ for the position of Facilities Maintenance Helper at a Grade 4, 80-hour position with a starting salary of $38,693.

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

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Dr. Jonathan Hartiens, CEO Mountaineer Behavioral Health

Department or Organization: **Mountaineer Behavioral Health**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice:
If a specific date is needed, please provide reason for specific date: ***August 4, 2022; timing of grant request to be discussed***

Date Requested – 2nd Choice:

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

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

Brief overview of Mountaineer Behavioral Health's recent expansions and need for community partner support. Request to sign letter/form of support for MBH's application for the Pittsburgh Federal Home Loan Grant.

Is this a funding request? Y/N NO
If so, how much? $N/A
Provide exact financial impact/request:

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

The commission moves to support Mountaineer Behavioral Health's recent expansions and is supportive of their application to the Federal Home Loan Grant

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

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

Contact information: Dr. Jonathan Hartiens and Tiffany Lawrence
Email address: DrH@Mountaineer.pro tlawrence@orion-strategies.com
Phone Number: Jonathan 304.839.5329 Tiffany 304.676.7316

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

Thank you so much, I'll be sure to have this scheduled on the August 4 commission agenda. I've attached the County's agenda request form – if you or Dr. Hartiens would be willing to complete the form and return it back to me by COB tomorrow, that would be great.

Staff from the Commission office will be in touch on Monday, August 1 once the agenda has been published to let all parties know of the time certain for the appointment and provide the meeting link.

Please feel free to contact me should you have any questions.

Best regards,
Jessica

From: Tiffany Lawrence <tlawrence@orion-strategies.com>
Sent: Wednesday, July 27, 2022 6:07 PM
To: Jessica Carroll <jcarroll@jeffersoncountywv.org>
Cc: Steve Stolipher <stevestolipher@hotmail.com>; Frank Craddock <fcraddock@orion-strategies.com>; Matt Mullin <mmullin@orion-strategies.com>; Brooke Dillow <bdillow@orion-strategies.com>
Subject: Mountaineer Behavioral Health - Mountaineer Recovery Village Project Support

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

I hope this finds you well! I spoke with Commissioner Stolipher and he asked me to send this request to your attention so it may be placed on next week's commission agenda.

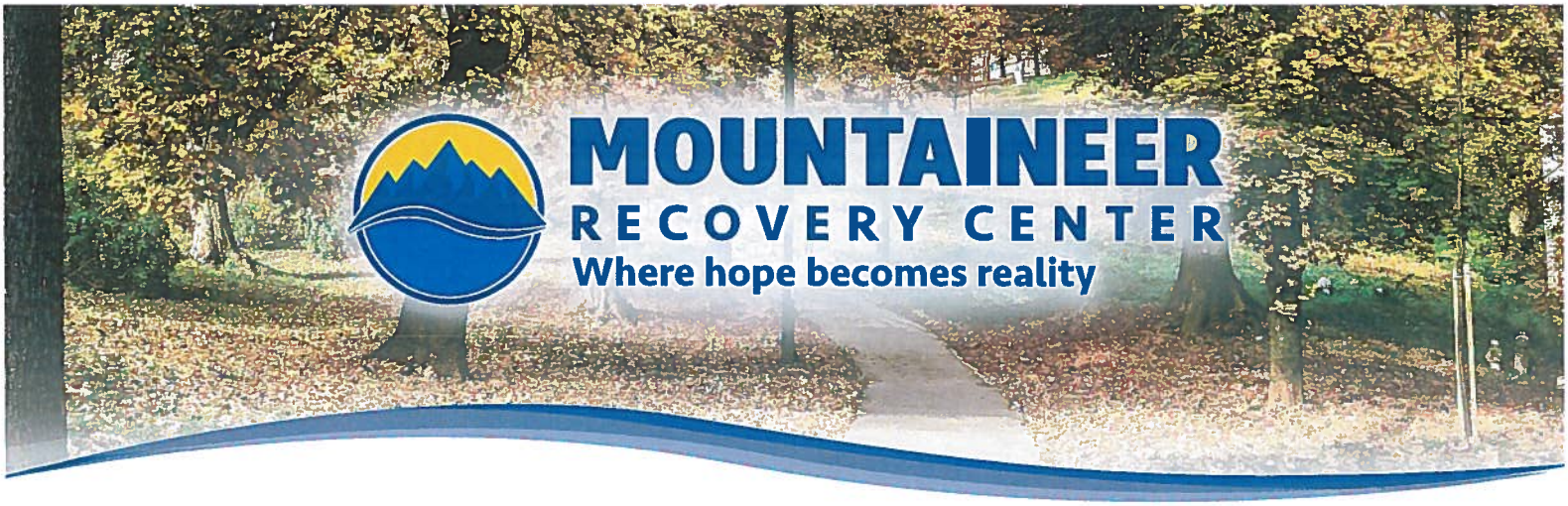
On behalf of my client, Mountaineer Behavioral Health and Dr. Jonathan Hartiens, CEO, and his team, we are asking for formal support of the Mountaineer Recovery Village project (see attached fact sheet). MBH has purchased the land and is beginning Phase 1. They are applying to the Pittsburgh Federal Home Loan Grant Program and need community leaders of support in order to be awarded the grant.

We would ask that the commission formally support this initiative with a formal letter and also complete the required form.

Dr. Hartiens will be available via Zoom next Thursday, August 4th should there be any questions.

Many thanks!

Tiffany Lawrence, DEL, MBA
Shenandoah Valley Lead Director
Orion Strategies
Office: 844.982.6050 (Toll Free) Ext. 401
Mobile: 304.676.7316
Email: tlawrence@orion-strategies.com
www.orion-strategies.com



"Residential treatment presents the opportunity to begin a path to long-term recovery, where your first step is the best step you will ever take."

– Cece Brown, mother of Ryan Brown

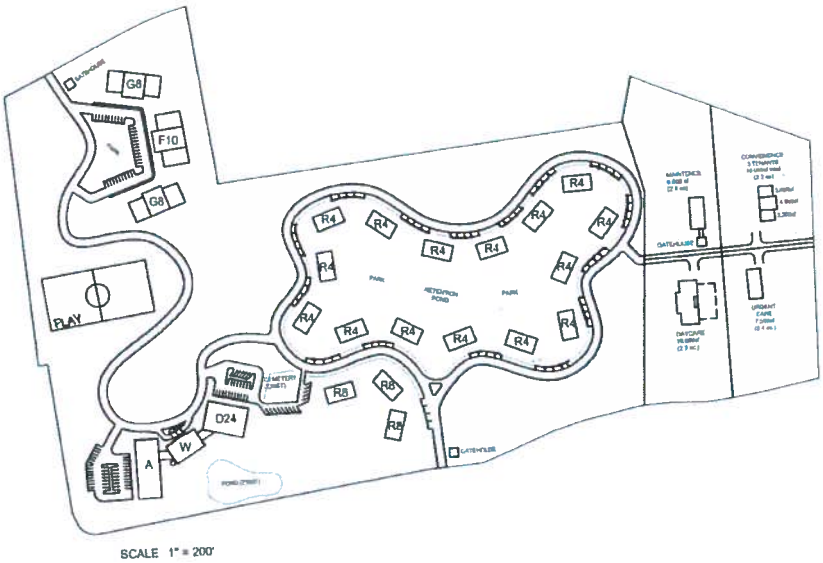
About Mountaineer Recovery Village

Mountaineer Recovery Center is seeking to purchase approximately 50 acres in close proximity to its main treatment facility on which to construct Mountaineer Recovery Village (MRV): a covenant-based community where 200+ families will live in a sober neighborhood.

The village will offer diverse housing units that will allow those in early recovery to live with family members in a neighborhood setting. Residences would be self-paid through leasing agreements, and there is no proposed time limit for living on-site. Amenities shall include park features, playgrounds, walking trails, and a fellowship hall which will facilitate daily 12-step meetings.

More than just housing, MRV will also offer vocational rehabilitation opportunities and transportation services to and from places of work. Transportation is one of the main barriers to sustained employment in the state of West Virginia; by providing linkage to employers, MRV will mitigate that obstacle for residents.

Living in this community would provide stability and sustained connection with others in recovery, working together to increase individuals' chances at adopting recovery as a way of life.



The village will offer diverse housing units that will allow those in early recovery to live with family members in a neighborhood setting.

PHASE 1
$4.5 million

Phase 1 will consist of three large 3-story homes which will provide housing for approximately 30 residents. The homes will include individual bedrooms, a community kitchen where people can gather to eat and cook together, as well as common areas for congregation. This phase also accounts for parking, water/sewer connectivity and infrastructure, and an outdoor recreational area.

PHASE 2
$11.2 million

Phase 2 proposes two apartment-style buildings comprised of approximately 100 units total. These 2-bedroom units will contain their own kitchenettes and living rooms. Each building will house a women's wing on one side with a men's wing on the other, and a multipurpose area in the center for hosting community dining and other fellowship activities.

PHASE 3
$6.5 million

Phase 3 is the first half of the main village circle and consists of ten single family homes. There will be a retention pond created in the center of the loop, which will also be utilized for fishing and other recreational opportunities.

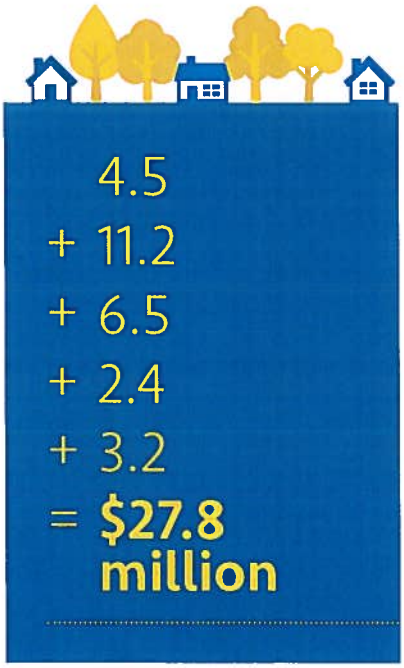
PHASE 4
$2.4 million

Completing the main loop, Phase 4 offers eight single-family homes for residents.

PHASE 5
$3.2 million

Phase 5 is a commercial support area, which will consist of an urgent care run by a top regional provider, daycare center, a convenience store, and maintenance facilities. Both the daycare and convenience store will be available for use by the general public in addition to MRV residents.

Requiring just under $28 million to build, Mountaineer Recovery Village stands to be a groundbreaking example of what those in early recovery can accomplish when supported by a community setting. Furthermore, this campus-based continuum of care is primed to become a new national model of treatment in the Mountain State.



Why Residential Treatment Works

Nationally, statistics indicate that the first three-month period post treatment is the most vulnerable time for relapse. Studies indicate that about 50% of those who complete residential treatment relapse within the first 90 days after discharge.

The top external triggers of substance use relapse are:

- Maintaining contact with people who still use or sell substances
- Living in the presence of substances or related paraphernalia

When one returns to a living environment where these factors are present, relapse is much more likely to occur. That's why a sober living community and the continuum of care it offers can make all the difference on the path to recovery.

Beyond saving lives, this model saves West Virginia money:

- West Virginia's economic burden from the opioid crisis comes out to $4,793 per every man, woman, and child
- The opioid epidemic is costing West Virginia's economy an estimated $8.8 billion a year
- The US Government projects that for every one dollar spent on substance abuse services, twelve dollars are saved

Contact Us

- Visit mountaineerrecovery.com
- Call us at (304) 901-2070
- Mountaineer Recovery Center is located at:
  3094 Charles Town Rd.
  Kearneysville, WV 25430

DATE

XXX
XXX
XXX

Dear XXX:

I am writing to express my strong support of Mountaineer Behavioral Health's application for grant funding through the Pittsburgh Federal Home Loan Bank, for the RISE Program Restorative Justice Men's Facility (RJMF). The construction of the RJMF, which will be a part of the Mountaineer Recovery Village in Martinsburg, WV, will ensure that those that have been recently incarcerated are afforded opportunities to rehabilitate and rejoin the community from a safe place. Mountaineer Behavioral Health (MBH) has been a leader in West Virginia's Eastern Panhandle in providing transitional resources to those in early recovery with a specific emphasis on housing, vocational rehabilitation, education, and transportation.

Specifically, the RJMF will house 12 individuals who have been recently released from incarceration at both local jails and WV state prisons. Safe housing, away from the conditions and social pressure of prior residences, is a critical component of recovery, enhanced sobriety, employment, and an opportunity to contribute to society.

Since COVID, and with the highest inflation rates in decades, affordable housing is virtually non-existent in the Eastern Panhandle region, and in the country in general. In addition, COVID has exacerbated the already deadly and dire addiction epidemic that is especially problematic in Appalachia. Finally, graduates from recovery programs are often sent back into the workplace at low paying jobs, making their housing options even more scarce.

MBH, with its non-profit partner Semper Liberi, is seeking to address both of these problems at the same time with the creation of the Mountaineer Recovery Village. The Mountaineer Recovery Village is a groundbreaking endeavor that will ensure that the individuals in recovery have a complete wrap-around social services network to aid in their reentry with the help of safe, secure, and affordable housing in a sober neighborhood.

In conclusion, please accept my heartfelt support for this proposal as a meaningful and effective strategy to help those that have been incarcerated get healthy and a chance at reintegration back into the community.

Thank you for your consideration of my support for this critical societal program in our Eastern Panhandle. Please feel free to contact me with any questions.

Sincerely,

XXXX

BUILDING REQUIREMENTS

FOR JCCM RELOCATION

Intake Office (1) 15' X 15'

The requirements for intake include one private, separate office connected to a larger outer office with the capacity for three desks/work spaces. As well, a medium sized closet with space for three large shelving units.

Waiting Room (1) 12' X 10' (adjacent to the intake office)

The requirements for the waiting room would be a medium sized open office with adequate space for 8-10 folding chairs.

Administrative Offices (5) 10' X 10'(and adjacent meeting room)

The requirements for all four administrative offices will be a medium sized office space, adequate for a desk with two adjacent conference chairs, file cabinet, and 2 shelving units. And an adjacent small conference room adequate for a meeting of 4 people.

Case Management Offices (7) 10' X 10 '

The requirements for the Case Management offices will be a medium sized office space, adequate for a desk with two adjacent conference chairs, file cabinet, and 2 shelving units.

Medical Office (2) 10' X 10'

The requirements for the medical office necessitate a large sized office space, adequate for two desks with two (each) adjacent conference chairs, examination table, and 2-3 folding chairs. And an adjacent small office with sufficient space for a desk and 2 chairs.

Dental Office (1) 10' X 10'

The requirements for the dental office necessitate a large sized office space, adequate for one desk with two conference chairs, examination table, and 2-3 folding chairs.

BUILDING REQUIREMENTS

FOR JCCM RELOCATION

(page 2)

Shelter Manager's Office (1) 15' X 15'

The requirements for the Shelter Manager's office will be a medium sized office space, adequate for a desk with two adjacent conference chairs, file cabinet, and 2 shelving units.

Shelter Storage Room (1) 8' X 12'

The requirements for the shelter storage room would be a medium sized open office with adequate space for 4 industrial grade shelving units.

Clothing Store Room (1) 35' X 25'

The requirements for the clothing store room would be a large sized open office with adequate space for industrial grade shelving units.

Food Pantry with separate USDA room, scale area (1 each) 25' X 45'FP, 10' X 10' USDA

The requirements for the food pantry would be a very large sized open office with adequate space for 22 industrial grade shelving units, 10 large chest freezers and refrigerators (or 2 walk in units), a small outer office space adequate for a desk and six chairs, a separate large closet (USDA), and an adjacent area for a large industrial scale. Must have a front, and back door, and plumbing for a sink.

Food Pantry Overstock (1) 43' X 40'

The requirements for the pantry overstock room would be a large sized open office with adequate space for 16 industrial grade shelving units.

Food Pantry Office (1) 10 X 10

The requirements for the Food pantry office will be a medium sized office space, adequate for a desk with two adjacent conference chairs, file cabinet, and 2 shelving units.

BUILDING REQUIREMENTS

FOR JCCM RELOCATION

(page 3)

Rest Rooms (3)

The requirements for each of the three restrooms (men's, women's, staff) would be sink and commode.

Security Office (1) (adjacent to building entrance) 12' X 12'

The requirements for the printer room will be a medium sized office space, adequate for 2 desks, and 4 file cabinets.

Kitchen (1) 20' X 20'

Medium to size commercial kitchen facility.

Dining Area (1) 45' X 25" (adjacent to kitchen)

40-person seating capacity

Laundry (1) 20' X 20' (adjacent to rear door for receiving, and clothing store room)

The requirements for the laundry facility would be a very large sized open office with adequate space for 6 sorting tables, 2 storage shelves, and a separate room with outside venting, adequate for 3 washers and dryers.

Conference Room (1) 25' X 25'

The requirements for the printer room will be a very large sized office space, adequate for a large boardroom table with 8 chairs surrounding, 20 meeting chairs, and one desk for A/V purposes.

Smaller Meeting Rooms (2) 15' X 15'

The requirements for the two smaller meeting rooms room will be a large sized office space, adequate for a medium boardroom table with 8 chairs surrounding

Janitorial Closet (1) 10' X 10' The requirements for the janitorial closet will be a medium closet space, adequate for 3 shelving units.

BUILDING REQUIREMENTS

FOR JCCM RELOCATION

(page 4)

Large Family Shelter Rooms (4) 18' X 30' (with kitchenette)

The requirements for the large family shelter rooms will be similar to a studio apartment; with adequate space for 2 beds, fold out couch, closet space, dresser, bathroom, small dining table and chairs, and a small kitchenette.

Medium Family Shelter Rooms (2) 18' X 20' (with kitchenette)

The requirements for the medium family shelter rooms will be similar to a studio apartment; with adequate space for 1 bed, fold out couch, closet space, dresser, bathroom, small dining table and chairs, and a small kitchenette.

Men's Shelter (1) 40' X 65'

The requirement for the men's shelter requires a very large open bay, adequate for 20 single beds, and 20 accompanying lockers/individual storage areas.

Men's Shelter Bathroom (1) 10' X 30'

The requirements for the men's shelter bathroom would be a large sized restroom with adequate space for 4 toilet stalls, 4 sinks, and 4 shower stalls (not enclosed)

Women's Shelter (1) 40' X 65'

The requirement for the women's shelter requires a very large open bay, adequate for 20 single beds, and 20 accompanying lockers/individual storage areas.

Common Area (1) adjacent to shelters 15' X 25'

The requirement for the common area requires a very large open bay, adequate for 20 single beds, and 20 accompanying lockers/individual storage areas.

Women's Shelter Bathroom (1) 10' X 30'

The requirements for the women's shelter bathroom would be a large sized restroom with adequate space for 4 toilet stalls, 4 sinks, and 4 shower stalls (not enclosed)

Service Elevator (1) 10' X 10' One large service elevator for the two-story building

BUILDING REQUIREMENTS

FOR JCCM RELOCATION

(page 5)

Covered Walkway Between Buildings (1)

A covered walkway connecting the two buildings

Fencing for Perimeter

Fencing enclosing the entire perimeter of the

Parking

Adequate space for 30 vehicles, and a loading zone, with covered parking for 2 ministry vehicles.

Office Supply/Printer Room (1) 15' X 15'

The requirements for the printer room will be a medium sized office space, adequate for a large printer, and 5-6 shelving units.

IT Room (1) 12' X 12'

The requirements for the printer room will be a medium sized office space, adequate for 8 file cabinets, and 3 shelving units.

FHLBank PITTSBURGH

Affordable Housing Program: 2022 Community Planning Certification Form

Application Name: Mountaineer Recovery Village

Application Number: 6611

Instructions: This form is to be completed for submission of points under the Community Stability section of the Affordable Housing Program (AHP) application. **Please review the 2022 AHP Application Guidebook and AHP 2022 Implementation Plan for further instructions.**

Note: This form is to be completed by the Plan Author, a representative of the Plan Approval Committee or the Plan Manager. This form is not to be completed by the sponsor, unless the sponsor is also the Plan Author, a representative of the Plan Approval Committee or the Plan Manager.

Note: Projects seeking scoring points for Serving Low Income Minority Areas and New Homeownership Opportunities in Low Income Minority Areas must also qualify for Community Planning points.

Section I

Title of plan: _____

Date plan approved (must be within 10 years from Aug. 9, 2022): _____

Date plan update approved (must be within 10 years from Aug. 9, 2022, if applicable): _____

The project is consistent with and meets targeted priorities in the plan: ☐ Yes ☐ No

Include the project address(es) located within the area covered by the plan. Attach additional pages if necessary.

Community Planning Property Address(es)	

Are at least 75% of the project's total properties listed above located within the boundaries of the plan's consideration?
☐ Yes ☐ No

If the project is an owner-occupied rehabilitation project, will at least 75% of the project's properties be located within the area covered by the plan? ☐ Yes ☐ No

Section II

Indicate who is signing this form:

- ☐ Plan Author
- ☐ Plan Approval Committee representative
- ☐ Plan Manager

Please explain how you are authorized to sign this form on behalf of the referenced plan:

Certification

I, the undersigned, hereby certify that: (1) I am a duly authorized representative of the Plan Author, Plan Approval Committee or Plan Manager as specified in the check box above; (2) I possess the requisite legal authority to provide this certification pursuant to the explanation provided above; (3) I have met with the project sponsor and discussed this form, and the statements included herein; (4) I have reviewed the property address(es) within the project's plan, and at least 75% of the project's properties are within the boundaries of the community plan; (5) as of the date listed beside my signature below, the community plan noted on this form is in effect; and (6) all the information and statements contained in this form are true, complete and accurate.

Signature

Date

Name (Typed)

Phone Number

Title

Organization

DATE

XXX
XXX
XXX

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Thank you for your consideration of my support for this critical societal program in our Eastern Panhandle. Please feel free to contact me with any questions.

Sincerely,

XXXX

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Clare Ath on behalf of JCCM

Department or Organization: **Jefferson County Community Ministries**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **August 4th**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Letter of Support for JCCM

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

Jefferson County Community Ministries is asking the county to sign a letter of support for them to send to Gov. Justice requesting that some of the state-based ARPA funds be used to fund their "The Neighbor Project" to build a new "Community Services Center."

Their draft letter is attached and JCCM Director Keith Lowry will make a presentation.

Is this a funding request? Y/N No
If so, how much? $
Provide exact financial impact/request:

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

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

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

Contact information:
Email address: Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

The Honorable Jim Justice
Governor, West Virginia

The Honorable Craig Blair
West Virginia Senate President - Lt. Governor

The Honorable Roger Hanshaw
West Virginia Speaker of the House of Delegates

Dear Governor Justice, Lt. Governor Blair, and Speaker Hanshaw,

We write on behalf of Jefferson County residents to convey our strong support for the request from Jefferson County Community Ministries, Inc., (JCCM) for your support to secure funding for "The Neighbor Project" to build a new "Community Services Center". We are happy to stand with JCCM to address the crises of homelessness and family distress, and we are pleased to support this game-changing effort for the benefit of the greater region.

Jefferson County and its municipalities have seen the challenges of homelessness and families and individuals at risk, which have been made worse by crises in mental health, substance abuse, domestic violence, the COVID pandemic, and other related issues. JCCM is on the front lines dealing with these situations, supporting people who are homeless or at-risk of homelessness, and trying to reduce, mitigate, and eliminate these problems. Recently, the City of Ranson donated a parcel of land to JCCM for the purpose of building the new Community Services Center.

The Center will supply emergency housing, health and medical care, food and clothing, case management and life skills training, and other aid to vulnerable citizens, children, and families in Jefferson County. Currently, JCCM's Cold Weather Shelter is hosted by several rotating Jefferson County churches and faith-based organizations. The proposed Community Services Center will also serve as our official Cold Weather Shelter in the winter months to alleviate these churches and provide a fixed location for the shelter moving forward.

At present day, there is no homeless shelter or family shelter established in the region. The proposed Center will be the first of its kind, allowing JCCM to better serve individuals in the region. The current facility is located in the center of Charles Town's downtown commercial district, making it challenging for most people to readily access services. The new center will be located on the border of Ranson and Charles Town, in the heart of Jefferson County, where it will be well-situated for its intended use. This location will be central and walkable to downtown, close to WV DHHR and other local social service agencies. Appropriately, the location will not be placed in a residential neighborhood for protection of clients.

JCCM is pleased to have multiple partners in this venture including: the Cities of Ranson and Charles Town, West Virginia University Medicine, Shenandoah Community Health, Partnership of African American Churches, Appalachian Partnership Fund, and many others. JCCM appreciates that both Senator Joe Manchin and Senator Shelley Moore Capito have requested

$1.25 million in the FY2023 congressional appropriations process for a HUD Economic Development Initiative Grant that shall look to fund design, architecture, and engineering of the future center.

At this time, we are requesting your help in securing West Virginia State American Rescue Plan Act (ARPA) funds to fund additional components of the build the new Center. JCCM has outlined the following costs and is happy to provide additional documentation.

Estimated Costs

Phase 1: Design & Permitting *(As requested by Senators Manchin and Capito)*

$1.25 Mil

Phase 2: Site Work, Demolition, and Construction

$8.65 Mil

Phase 3: Furniture, Fixtures, and Equipment

$2.15 Mil

The 26,000 square feet building rehabilitation, JCCM outfitting, and equipment upgrades at this future Community Services Center are expected to cost a total of $12,000,000 upon completion.

Please let me know if you wish to discuss our support of this proposal. Thank you for your consideration. We look forward to follow-up conversations.

Sincerely,

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Steve Cox

Department or Organization: **Civil Service Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **August 4, 2022**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Per State Code, year in review presentation

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

Is this a funding request? Y/N NO
If so, how much? $
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
Not Applicable

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

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

Contact information:
Email address: Phone Number:

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

Jefferson County Deputy Sheriffs Civil Service Commission

Steve Cox, President
Will Liston, Vice President
Jean Vezzosi, Commissioner

Jacki Shadle, County Clerk
Bessie Nelson, Administrative Support

ESTABLISHED 1971

Annual Report to the Jefferson County Commission
August 4, 2022

1. New Commission Board Appointed:
    a. Steve Cox – County Commission Representative ; term expires 09/29/2025
    b. Will Liston – Deputy Sheriff Association Representative; unexpired term of Chris Jackson (resigned) expires 09/29/2023
    c. Jean Vezzosi - Bar Association Representative; term expires 09/29/2025

2. County Clerk, Jacqueline Shadle has assigned Bessie Nelson to provide administrative support in January

3. Hosted a course, West Virginia Civil Service for Law Enforcement in January
    a. 8 continued education credits (CEU's) for Law Enforcement Training (LET)
    b. John Tier, Instructor
    c. Area law enforcement agencies and the County Commission was invited
    d. 21 attendees

4. Budget approved for FY23
    a. New department created under the County Clerk
    b. Approved $10,000 for FY23

5. Rules and Regulations
    a. Hiring Process was approved March 7, 2022
        i. Previous revision was October 5, 2002
    b. Most recent copy was approved September 10, 1993

6. Began formally recording meeting minutes and test results into permanent record at the Courthouse with the November 10, 2021
    a. 9 meetings since November
    b. 1 public hearing (refusal to certify)

7. Webpage
    a. Created under the County Clerk page
    b. Fillable application online

8. Email
    a. IT created county emails for commissioners
    b. IT created a general email account for the civil service commission

9. Testing
    a. Administered 14 written exams – 13 Passed
    b. Administered 14 physical ability exams – 11 Passed
    c. Refused to certify 1 applicant

10. Current Eligibility List
    a. 5 candidates who have passed the exams
    b. 4 candidates eligible for testing

11. The previous Commission approved the following rank structure on 08/05/21
    a. 1 Captain, 2 Lieutenants, 7 Sergeants, 8 Corporals, Deputies as hired

12. Hired 3 deputies

13. Vacancies
    a. 3 deputies resigned
    b. 1 corporal retired

14. Man hours
    a. Volunteer (3 Commissioners – 6 hours / week)
    b. Elected Official (County Clerk – 1 hour / week)
    c. Paid Staff (Deputy Clerk – 15 hours / week)

15. FY2023 goals
    a. Approve the promotional process
    b. Approve the disciplinary process
    c. Develop a Mission Statement
    d. Establish a regular monthly meeting day and time
    e. Establish quarterly testing for new hires

Facilities Maintenance Helper

The Jefferson County Commission is seeking a Maintenance Helper to work in the Department of Fleet and Facilities Management. This is a full time position with County benefits. Applicants must have a high school diploma or equivalent and a minimum of one to three years related work experience. Essential functions of the position include, but are not limited to, light maintenance, minor electrical, plumbing, carpentry, grounds keeping, snow removal, oncall rotations and HVAC projects as required for the maintenance and upkeep of County facilities and grounds. Applicants must possess a valid driver's license and be able to pass a criminal background investigation inquiry.

Applications and job description are available at the Jefferson County Department of Fleet and Facility Management, 128 Industrial Blvd, Kearneysville, WV 25430 or online at www.jeffersoncountywv.org. Please email your application to LKuhn@jeffersoncountywv.org. You can also mail or drop off your application at the above address. Position will remain open until filled.

Jessica Carroll

From:	smf53@aol.com
Sent:	Sunday, July 24, 2022 6:32 PM
To:	John Nissel; Sandra McDonald; Jessica Carroll; Sorayda Pitts
Cc:	irene@sandersco.com; linda_thernova@hotmail.com; garydungan@hotmail.com; robdav1223@comcast.net; joebruce185@gmail.com; jhutt4@yahoo.com; huntrgrp@aol.com; Thomas Hansen; clareath.wv@gmail.com; Steve Stolipher; calebhudsonforjefferson@gmail.com; Jane Tabb; patricia.rucker@wvsenate.gov; jill.s.upson@wv.gov; matt_harv@yahoo.com; Tricia Jackson Commissioner
Subject:	COUNTY FIREWORKS ENFORCEMENT

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

To: Jefferson County Commission

Re: Fireworks Enforcement

From: Scot Faulkner, 253 Prospect Avenue, Harpers Ferry, WV 25425

Date: July 22, 2022

This follows-up on my June 2, 2022 presentation before the Jefferson County Commission relating to restricting the use of fireworks in neighborhoods.

Since the June 2 presentation, there have been multiple violations of existing Jefferson County and West Virginia laws within the Bolivar Heights neighborhood.

These violations occurred on June 7, June 20, June 25, and July 13.

Each instance disrupted sleep, caused emotional damage to humans and animals, caused physical damage to property, and created health and safety hazards.

[1] Jefferson County Ordinances prohibit "excessive noise" between 10:00 p.m. and 6:00 a.m. 635738587295800000 (jeffersoncountywv.org)

[2] Jefferson County Ordinances prohibit "littering" [Ordinances #1188 & 1223]. This includes the still burning cinders and toxic debris that rains down on adjoining properties from Mr. Braswell's rockets. WeedRegs-121190.pdf (jccal.org)

[3] West Virginia's Department of Environmental Protection prohibits release of toxic solid waste. Standard Operating Procedures for Litter Control (wv.gov)

[4] West Virginia's Code [Chapter 22; Article 15A] makes it a criminal act to "cause to be placed, deposited, dumped, or thrown any litter as defined in §22-15A-2 of this code, in or upon any…public highway…; any private property;" West Virginia Code | §22-15A-4 (wvlegislature.gov)

A neighbor's ongoing fireworks activities have broken multiple laws by launching explosives during the prohibited period and causing harmful toxic debris to be deposited on a public roadway and private property.

These illegal activities continue because the perpetrator has not faced actual consequences for these repeated violations.

This lack of enforcement is undermining the rule of law and our neighborhood's peace, safety, and wellbeing.

Respectfully submitted by:

Scot Faulkner
253 Prospect Avenue
Harpers Ferry, WV 25425
Home: 304-535-2757
Mobile: 304-716-6235
smf53@aol.com

Public Comment for Jefferson County Commission meeting July 21, 2022

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

PUBLIC COMMENT –

This is the first regular JCC meeting since June 16, 2022, of which, five (5) weeks have pasted. If the county can operate on its own, for some five (5) weeks or more, why don't we just have regular County Commission Meetings once every other month and cut the Commissioner's salary by 80%. Also, within the regular meetings, extensive executive sessions occurred, which are to be reserved for employee related matters only. (Possible ethics violations).

It appears the four "Special Session" held during June 22 through July 8, 2022, with only 72 hours' notice, were held when most of the Jefferson County residents/taxpayers could not attend. Within these "Special Sessions" multiple employment positions were approved that include possible violations to the proper public notification requirements. Also included was the authorization of two ambulances, at the purchase price of $293,089.00. Where is the Department or Agency within the FY23 budget, with the assignment of use?

The June 30, 2022, Special Session, The County Commission approved another Special Session for July 14, 2022, for ARPA. At this meeting Parks and Recs requested additional funding, above and beyond their original ARPA request. One of these requests was for $100,000 for a study for an infrastructure plan ARP-28 (James Hite Park). I will be presenting a very large document that includes the topography with infrastructure planning, including landscaping. My consulting fees should be considered.

NEW BUSINESS-

PRESENTATION # 13– Ambulance Service Proposal and potential action

It appears the agenda packet has multiple ambulance and equipment offers for purchase by the JCC. The bigger problem is: the County does not have a department or an ambulance authority in place with a FY23 budget to even make purchases that has already occurred for three ambulances; at the cost of approximately half a million dollars.

The JCC has stated in the past, if a project is not in the budget, then it is not going to happen. This brings to mind the phrase: "Do as I say, not as I do.". I have recently learned that the Ethics Commission is making numerous attempts to participate within agencies and departments to present the updated requirements to hold meetings and approve appropriations of disbursement. I will be contacting the Ethic Commission to see if they can schedule a seminar to inform the Jefferson County resident/taxpayers of the procedural requirements.

PRESENTATION #14- Contracting a consultant for the Bureau of Public Health Office (DHHR) of Emergency Services

It appears the JCC has overstepped the procedures to purchase ambulances in conjunction with the requirements set forth by DHHR departments. This JCC has put the cart in front of the horse and an investigation, concerning this matter, is being structured as I speak. Instead of asking for a consultant, you might want to retain an attorney. Keep in mind, none of these expenditures have been properly

budgeted within the requirements set forth by state legislators, thus allowing a consideration for an ethics complaint!

PRESENTATION #15- Discussion of Permitting and approvals by the WV Fire Marshall/Commission and the WV Office of Emergency Medical Services (OEMS).

Previously the JCC made motion to seek guidance from the Fire Marshall and Emergency Medical Services. I called the JCC office on July 20, 2022, asking for the communication to the above listed agencies. I was refused to receive said requests. I promptly called both agencies and received a prompt response. It appears that no written requests have been received but phone conversations did occur. In short, the Fire Marshall's office stated: if an organization does not have fire listed, then the Fire Marshall has no role to play! The OEMS referred the caller to their compliance officer, where discussion have only occurred. Within this discussion (with the OEMS), a formal investigation has been issued.

"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 Governor has ordered the Government to be "open for business" and not deprived the public of notice and comments that would violate ethic provisions."

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

Have a nice day!

Ed Hannon - Charles Town, WV

A concerned friend forwarded me this post from the Jefferson County Perspective Facebook page on June 18th. I am sharing this today for public transparency.

A question was asked:

What does Jefferson County Commissioner and Jefferson County Republican Executive Committee Chair really think about our brave Fire Fighters and EMS. You be the judge.

Steve Stoh liper

After ~~this was~~ posted:

Can you post something snarky about Ed Hannon. Perhaps the reason he was fired because he is bad with math the CC eliminated only 4 meetings not one third the CC has the ability to call special meetings anytime. Be careful because his position was eliminated It was easier than firing his sorry ass.

As Taylor Swift put it:

If you say it in the street it's a knockout. If you say it in a tweet it's a cop out.

****

This sounds like a post a 14-year-old would do, not an elected County Commissioner who should have the ethics and professionalism to rise above such threatening inappropriate behavior.

928 Helene Street
St. Albans, WV 25177

To: Jefferson County Commission
Caleb Hudson, President
Jefferson County Courthouse
100 E Washington St.
Charles Town, WV 25414

RECEIVED
JUL 19 2022
County Commission
of Jefferson County, WV

Dear President Hudson,

I saw the photo of Tricia Jackson, one of the Jefferson County Commissioners, happily posing with two Proud Boys on a Facebook post. The two men are making "white power" signs with their hands.

I'm sure you know the part that members of this hate group played in the insurrection in Washington DC on January 6, 2021, in which our nation's Capitol Building was defaced and in which people, both those marching and those defending the building, were seriously injured or killed. Additionally, they committed acts of violence in Charlottesville VA August 12 2017.

There was nothing whatsoever patriotic about the actions of the Proud Boys and the mob on that day. There is nothing to celebrate.

Tricia Jackson, if she has any decency, should immediately resign with apologies to the citizens of Jefferson County, of the Harper's Ferry District, and to the citizens of the State of West Virginia. The photograph is disgraceful. While some actions can be excused as a lapse of good judgment, this cannot be.

Respectfully,

Barbara W. Foster

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