

JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION - JULY- SEPTEMBER 2022
THURSDAY, AUGUST 18, 2022
6:00 P.M.
County Commission Meeting Room located
at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- August 4, 2022 Regular Meeting
- August 11, 2022 Special Session - ARPA
- August 11, 2022 Special Session - EMS Topics

APPROVAL OF REQUISITIONS

- August 18, 2022

APPROVAL OF ACCOUNTS PAYABLE

- August 11, 2022
- August 18, 2022

APPROVAL OF MANUAL CHECKS

- August 12, 2022
- August 19, 2022

APPROVAL OF PAYROLL

- August 5, 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. 6:10 p.m. Angela Banks, Assessor
- Approval of Exonerations
2. 6:20 p.m. Tom Hansen, Sheriff
- Approval of New Hire
3. 6:30 p.m. Nikki Painter, Voter & Elections, County Clerk's Office
- Approval of Extended Emergency Absentee Policy
4. 6:40 p.m. Roger Goodwin, Chief County Engineer
- Complete Construction Bond Release for the Shepherdstown Public Library (File #S15-05)
5. 6:45 p.m. Steve Allen, Director, Jefferson County Homeland Security & Emergency Management
- Approval of Hire for Administrative Assistant/Public Information Officer/Volunteer Coordinator Position
6. 6:55 p.m. Dennis Jarvis, II, Director, Jefferson County Development Authority
- Request for Assistance from the County Commission for Economic Development Projects
7. 7:10 p.m. Laurel Ziemianski, Hill Top House Hotel
- Hill Top House Hotel TIF Workshop
8. 7:45 p.m. Nathan Cochran, Assistant Prosecuting Attorney
 - a. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01, including bonding, comprehensive plan, and related matters. Discussion of public hearing on proposed text amendment, review and consideration of amendment text, adoption of amendment and/or modification of amendment text and/or Planning Commission review and associated fees. 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, Jefferson County Circuit Court Civil Action No. 2022-C-81, 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).

OLD BUSINESS

9. Discussion of permitting and approvals by the West Virginia Fire Marshall/Fire Commission and West Virginia Office of Emergency Medical Services.

COUNTY ADMINISTRATOR REPORTS

- Approval to Hire HealthNet as Consultant for Ambulance Service Transition process
- Approval of Employee Reclassification
- County Administrator 6 month review

COUNTY COMMISSION REPORTS

13. ADJOURN

CORRESPONDENCE AND INFORMATION

Notice of Intent to Appoint – Jefferson County Farmland Protection Board

Ambulance Purchase Financials (as presented and approved Thursday, August 11, 2022)

Public Comments received from resident David Tabb

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

Minutes

Jefferson County Commission

Thursday, August 4, 2022

A meeting of the Jefferson County Commission was held on Thursday, August 4, 2022 during the third quarterly session at 9:30a.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolipher, Vice President, and Commissioners Clare Ath, Tricia Jackson, and Jane Tabb. John Nissel, County Administrator, Sorayda Pitts, Administrative Assistance and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, August 4, 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 July 14, 2022 Special Session Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the July 21, 2022 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Hudson to approve the Requisitions for August 4, 2022 in the amount of \$53,260.00. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Hudson to approve the Payroll for July 22, 2022 in the amount of \$280,309.93
Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

| CHECK# | | VENDOR NAME | | AMOUNT |
|--------------|--------|--|--|---------------------|
| 86629 | | ALBERT HOCKMAN | | \$ 1,100.00 |
| 86630 | | APRIL BLAKER | | \$ 117.59 |
| 86631 | | DR. ROBERT E. JONES III | | \$ 1,000.00 |
| 86632 | | ELIZABETH WHEELER | | \$ 55.00 |
| 86633 | | GUTTMAN OIL CO | | \$ 6,641.49 |
| 86634 | | HD MEDIA CO. | | \$ 54.87 |
| 86635 | | HIRERIGHT | | \$ 51.25 |
| 86636 | | JEFFERSON COUNTY SOLID WASTE AUTHORITY | | \$ 14.63 |
| 86637 | | JEFFERSON CENTER | | \$ 100.00 |
| 86638 | | JOYCE A. JOHNS | | \$ 4,200.00 |
| 86639 | | MARY K THOMPSON | | \$ 2,026.74 |
| 86640 | | MILLENIUIM INSURANCE GROUP | | \$ 900.00 |
| 86641 | | MONROE SYSTEMS FOR BUSINESS | | \$ 260.56 |
| 86642 | | NEOPOST USA INC. | | \$ 397.90 |
| 86643 | | US POSTAL SERVICE | | \$ 20,000.00 |
| 86644 | | WV STATE BAR | | \$ 2,500.00 |
| 86645 | FG/009 | BERKELEY SHERIFF'S OFFICE | | \$ 5,991.51 |
| 86646 | FG/009 | RANSON POLICE DEPT | | \$ 1,759.24 |
| 86647 | FG/009 | MOOREFIELDS POLICE DEPT | | \$ 1,881.34 |
| 86648 | SG/010 | SHERIFF OF JEFFERSON CO | | \$ 23,003.66 |
| | | | | |
| TOTAL | | | | \$ 72,055.78 |

Motion by Mr. Hudson to approve the Accounts Payable for July 28, 2022 in the amount of \$72,055.78. Motion seconded and unanimously approved.

| CHECK# | VENDOR NAME | AMOUNT |
|--------|--|---------------|
| 86650 | 84 LUMBER | \$ 23.25 |
| 86651 | AHA-ARTS & HUMANITIES ALLIANCE | \$ 1,996.81 |
| 86652 | AMERICAN FAMILY LIFE INSURANCE COMPANY ICU | \$ 2,413.98 |
| 86653 | BATTERY MART | \$ 29.90 |
| 86654 | BUREAU OF CHILD SUPPORT | \$ 492.93 |
| 86655 | CAPITAL ELECTRIC | \$ 101.81 |
| 86656 | CASTO & HARRIS INC | \$ 1,032.50 |
| 86657 | CITY OF CHARLES TOWN | \$ 60.00 |
| 86658 | COLONIAL LIFE | \$ 95.68 |
| 86659 | COMPILED TECHNOLOGIES LLC | \$ 1,000.00 |
| 86660 | COMPTROLLER OF MARYLAND | \$ 779.86 |
| 86661 | CORMAC QUINN | \$ 22.42 |
| 86662 | DARRELL COX | \$ 226.50 |
| 86663 | DARYLL WIMER | \$ 32.05 |
| 86664 | DELTA DENTAL OF WV | \$ 6,290.84 |
| 86665 | EFTPS IRS TAXES | \$ 94,941.10 |
| 86666 | EMPOWER RETIREMENT | \$ 5,902.58 |
| 86667 | ESI ELECTRONIC SYSTEMS INC | \$ 942.51 |
| 86668 | ESRI | \$ 2,975.00 |
| 86669 | ESS ELECTION SYSTEMS & SOFTWARE | \$ 11,366.62 |
| 86670 | FBI NCCA | \$ 50.00 |
| 86671 | FIDELITY POWER SYSTEMS | \$ 7,201.68 |
| 86672 | GUTTMAN OIL CO | \$ 4,643.28 |
| 86673 | HIGHCOM ARMOR SOLUTIONS INC | \$ 10,922.96 |
| 86674 | HIGHMARK WV | \$ 192,968.76 |
| 86675 | J.C. EHRLICH | \$ 370.04 |
| 86676 | JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION | \$ 2,956.78 |
| 86677 | JEFFERSON CO CONVENTION AND VISITORS BUREAU | \$ 49,920.36 |

| | | | | |
|-------|--------|---|----|-----------|
| 86678 | | JEFFERSON CO CONVENTION AND VISITORS BUREAU | \$ | 3,041.78 |
| 86679 | | JEFFERSON COUNTY FAIR ASSOCIATION | \$ | 200.00 |
| 86680 | | JEFF CO PARKS & RECREATION COMMISSION | \$ | 44,966.76 |
| 86681 | | JEFFERSON SECURITY BANK | \$ | 4,190.00 |
| 86682 | | JOSHUA WEAVER | \$ | 226.50 |
| 86683 | | LANGUAGE LINE SERVICES | \$ | 176.86 |
| 86684 | | NATIONAL VISION ADMIN. | \$ | 1,678.80 |
| 86685 | | NATIONWIDE RETIREMENT SOLUTIONS | \$ | 834.00 |
| 86686 | | OLD CHARLES TOWN LIBRARY | \$ | 1,500.00 |
| 86687 | | RICE TIRES CO | \$ | 812.65 |
| 86688 | | SPIRIT OF JEFFERSON | \$ | 605.12 |
| 86689 | | STATE TAX DEPARTMENT | \$ | 150.00 |
| 86690 | | TEK ADVISORS LLC | \$ | 4,200.00 |
| 86691 | | THE JOURNAL | \$ | 686.82 |
| 86692 | | THOMAS HANSEN | \$ | 68.38 |
| 86693 | | TOWN OF BOLIVAR | \$ | 3,041.79 |
| 86694 | | WILLIAM WILHEIM | \$ | 226.50 |
| 86695 | | WV DEPUTY SHERIFF RETIREMENT SYSTEM | \$ | 16,247.60 |
| 86696 | | WV PUBLIC EMPLOYEE RETIREMENT SYSTEM | \$ | 44,528.05 |
| 86697 | | WV PUBLIC EMPLOYEE RETIREMENT SYSTEM | \$ | 166.49 |
| 86698 | | XEROX CORPORATION | \$ | 989.06 |
| 86699 | | XEROX FINANCIAL SERVICES | \$ | 249.81 |
| 86700 | FG/009 | BERKELEY CO SHERIFF | \$ | 468.04 |
| 86701 | FG/009 | RANSON POLICE DEPT | \$ | 1,344.62 |
| 86702 | FG/009 | SHERIFF OF JEFFERSON CO | \$ | 4,347.56 |
| 86703 | FG/009 | MOOREFIELD POLICE DEPT | \$ | 1,192.39 |
| 86704 | BS/011 | SHERIFF OF JEFFERSON CO | \$ | 7,114.67 |
| 86705 | AM/053 | SHERIFF OF JEFFERSON CO | \$ | 1,630.80 |
| | | | | |

| | | | | | |
|-------|--|--|--|----|------------|
| TOTAL | | | | \$ | 544,645.25 |
|-------|--|--|--|----|------------|

Motion by Mr. Hudson to approve the Accounts Payable for August 4, 2022 in the amount of \$544,645.25. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

| MANUAL CHECKS | | | | |
|---------------|--------|------------------------------|--|------------------------|
| Check# | Fund | VENDOR | | Amount |
| 993 | AV/56 | MONROE | | \$ 449.98 |
| 116 | AR/207 | BLUE RIDGE MOUNTAIN VOL FIRE | | \$ 290,000.00 |
| 117 | AR/207 | INDEPENDENT FIRE CO | | \$ 569,104.00 |
| 1782 | CO/246 | JEFF CO EMS | | \$ 4,432.50 |
| 1784 | CO/246 | JEFF CO EMS | | \$ 27,000.00 |
| 145 | IP/249 | JEFF CO PARKS/REC | | \$ 116,477.37 |
| 153 | IP/249 | JEFF CO EMS | | \$ 64,000.00 |
| TOTAL | | | | \$ 1,071,463.85 |

Motion by Mr. Hudson to approve the Manual Checks for July 28, 2022 in the amount of \$1,071,463.85. Motion seconded and unanimously approved.

| MANUAL CHECKS | | | | |
|---------------|--------|--------------------------|--|---------------------|
| Check# | Fund | VENDOR | | Amount |
| 558 | CS/OO2 | BENDA HINKLE | | \$ 294.46 |
| 557 | CS/OO2 | EASTRIDGE HEALTH SYSTEM | | \$ 1,600.00 |
| 806 | HD/OO8 | SHERIFF OF JEFFERSON CO | | \$ 2,672.86 |
| 994 | AV/O56 | PRINT-O-STAT | | \$ 190.00 |
| 118 | AR/207 | JEFF CO AFRICAN AMERICAN | | \$ 12,000.00 |
| 119 | AR/207 | SHERIFF OF JEFFERSON CO | | \$ 5,143.34 |
| 1785 | CO/246 | INSIGHT PUBLIC SECTOR | | 14618.8 |
| 940 | CW/O59 | SHERIFF OF JEFFERSON CO | | \$ 25.00 |
| 392 | WV/369 | WVDSRF | | \$ 675.00 |
| TOTAL | | | | \$ 37,219.46 |

Motion by Mr. Hudson to approve the Manual Checks for August 5, 2022 in the amount of \$37,219.46. Motion seconded and unanimously approved.

PUBLIC COMMENT

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

PRESENTATIONS

1. Angela Banks-Assessor- a. Requested approval of exonerations, b. approval of Part-time hire and c. Consolidation of lot requested by the tax payer.

| NAME | TYPE | DISTRICT | AMOUNT | TICKET NO. |
|--------------|------|----------|---------|------------|
| Nicole White | PP | CT | \$52.44 | 304431 |

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 304431 As presented by Ms. Banks. Motion seconded and unanimously approved.**

| NAME | TYPE | DISTRICT | AMOUNT | TICKET NO. |
|--------------------------|------|----------|---------|------------|
| Travis & Kendra Randshaw | PP | MD | \$63.16 | 312904 |

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 312904 As presented by Ms. Banks. Motion seconded and unanimously approved.**

| NAME | TYPE | DISTRICT | AMOUNT | TICKET NO. |
|----------------|------|----------|---------|------------|
| Michael Bodmer | PP | CTD | \$12.00 | 300703 |

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 300703 As presented by Ms. Banks. Motion seconded and unanimously approved.**

| NAME | TYPE | DISTRICT | AMOUNT | TICKET NO. |
|------------------------------------|------|----------|----------|------------|
| Alec W Carroll Carroll Contracting | PP | HFD | \$332.80 | 309155 |

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 309155 As presented by Ms. Banks. Motion seconded and unanimously approved.**

| NAME | TYPE | DISTRICT | AMOUNT | TICKET NO. |
|---------------------------|------|----------|----------|------------|
| Stephen & Shelley Rozakis | RE | CT | \$191.85 | 5829 |

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 5829 As presented by Ms. Banks. Motion seconded and unanimously approved.**

| NAME | TYPE | DISTRICT | AMOUNT | TICKET NO. |
|---------------------------------|------|----------|---------|------------|
| David E & Vivian M Fields | PP | CT | \$79.98 | 305472 |

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 305472 As presented by Ms. Banks. Motion seconded and unanimously approved.**

| NAME | TYPE | DISTRICT | AMOUNT | TICKET NO. |
|-------------------------------|------|----------|----------|------------|
| Dillow Suzanna & Daniel | RE | CT | \$238.32 | 2249 |

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 2249 As presented by Ms. Banks. Motion seconded and unanimously approved.**

| NAME | TYPE | DISTRICT | AMOUNT | TICKET NO. |
|----------------|------|----------|---------|------------|
| Christine Dole | PP | HFD | \$14.00 | 307327 |

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 307327 As presented by Ms. Banks. Motion seconded and unanimously approved.**

| NAME | TYPE | DISTRICT | AMOUNT | TICKET NO. |
|--------------|------|----------|----------|------------|
| Donald Smoot | PP | CT | \$433.74 | 303912 |

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 303912 As presented by Ms. Banks. Motion seconded and unanimously approved.**

b. Approval of Hire

- **Motion by Mrs. Tabb to approve the hiring of Anna Park as part-time help at \$16 per hour with an effective starting date of August 1, 2022. Motion seconded and unanimously approved.**

c. Consolidation of Lots

Motion by Mrs. Tabb to approve the deactivation of Parcel 11 and consolidate with of lots 5, 6, 7, 8, and 9 in Parcel 15 – Kabletown District, Map 8F, John Brown Farm, as requested by tax payers John Maxey and Teresa Chiotos . Motion seconded and unanimously approved

2. Debbie Lowe, Jefferson County Sheriff's Office -

- a. Equitable Sharing Agreement & Certification Report (ESAC)
- **Motion by Mr. Stolipher to appoint Commission President Hudson as the authorized representative and authorize the Sheriff's Office to digitally sign and submit the ESAC report. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to approve the Sheriff's Commission Report and authorize payment of \$15,000. Motion seconded and unanimously approved.**
3. Laura Kuhn, Director, Fleet & Facilities Management- Requested approval to hire for the position of Maintenance Helper.
- **Motion by Mr. Stolipher to approve the hire of Michael Lee for the position of Facilities Maintenance Helper at a Grade 4, 80-hour position with a starting salary of \$38,693 with a starting date of August 22, 2022 or thereafter. Motion seconded and unanimously approved.**
4. Dr. Jonanthan Hartiens, CEO, Mountaineer Behavior Health, and Tiffany Lawrence, Orion Strategies Requested support of their application to the Pittsburgh Federal Home Loan Grant for the Mountaineer Recovery Village expansion
- **Motion by Mr. Stolipher to provide a letter of support to Mountaineer Behavioral Health for a Pittsburg Federal Home Grant Loan application to assist with the expansion of Mountaineer Behavioral Health, including the development of the Mountaineer Recovery Village Motion seconded and unanimously approved.**
5. Keith Lowry-Director, Jefferson County Community Ministries- Requested the letter of support for state-based ARPA grant funds to assist with the Ministries' "The Neighbor Project" to build a new Community Services Center
- **Motion by Mr. Stolipher to provide a letter of support to the State on behalf of Jefferson County Community Ministries requesting ARPA grant funds to assist with the development of a new Community Services Center in Jefferson County." Motion Seconded and unanimously approved.**
6. Steve Cox- President, Jefferson County Sheriff's Deputy Civil Service Commission -
– provided the Commission with a year-in-review presentation as dictated by State Code.

NEW BUSINESS

John B. “JB” McCuskey, State Auditor- Presentation- West Virginia Checkbook – Mr. McCuskey and staff presented the Commission with a demonstration of West Virginia Checkbook, a transparency tool that allows taxpayers to view county financials in real time

ADJOURN

The Commission adjourned at 11:34am. On a motion by Mr. Hudson. Motion was seconded and unanimously approved.

Caleb Hudson, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant

SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held at 100 E. Washington St., Charles Town WV and virtually via GoToWebinar on August 11, 2022, beginning at 9:30 o'clock a.m.

PRESENT: Caleb Hudson, President
Steve Stolipher, Vice President
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 August 2022

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

Michelle Gordon, Finance Director, began the meeting by reviewing the ARPA funds that have been granted, stating the Commission has a remaining \$1.639 million left to allocate. The Commission then heard presentations from the following ARPA grant fund applicants: Jefferson County Health Department, Bakerton Fire Department (presented by Ms. Gordon), Jefferson County Council on Aging, the City of Charles Town, Charles Town Utility Board, Jefferson County Emergency Communications, the Charles Town Horsemen's Benevolent Protective Association, and the Corporation of Harpers Ferry. After hearing all presentations, the Commission proceeded to discuss the requests and consider their priorities. The following motions were made:

- **Motion by Mr. Stolipher to approve ARPA 6 in the amount of \$750,000 for Next Generation 911 ESINet for Jefferson County Emergency Communications. Motion seconded and unanimously approved.**
- **Motion by Ms. Jackson to approve ARPA 13 in the amount of \$18,000 for the Jefferson County Council on Aging for a replacement walk-in cooler. Motion seconded and unanimously approved.**

The Commission then provided unanimous consent to meet on Thursday, September 1, 2022 at 1:00 pm to discuss lost revenue and hear the remaining ARPA grant request presentations.

There being no further business, the meeting adjourned at 11:37 am.

Caleb Hudson, PRESIDENT

Respectively Submitted:

Jessica Carroll

Executive Assistant

SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held at 100 E. Washington St., Charles Town WV and virtually via GoToWebinar on August 11, 2022, beginning at 1:00 o'clock p.m.

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

In re: Special Session – Discussion of Ambulance Service Transition Topics

The meeting was called to order at 1:00 p.m. by President Hudson.

President Hudson stated the purpose of the afternoon special session was to discuss several topics related to the county-owned & operated transition of ambulance/emergency medical services.

1. Approval of Ambulance Purchases
 - **Motion by Mr. Stolipher to approve Requisition No. 23014 in the amount of \$230,000 from ARPA funds for the purchase of a 2016 Ram 4500 Ambulance. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to approve Requisition No. 23015 in the amount of \$643,544 from ARPA funds for the purchase of a 2015 Ford F450 Type I Ambulance & powerlift and a 2021 Ford F550 Ambulance, including associated supplies and equipment. Motion seconded and unanimously approved.**
2. Approval of Ambulance Vehicle Lease Agreement
 - **Motion by Mr. Stolipher to approve the Ambulance Vehicle Lease Agreement as presented, with the following edits: permit the vehicles to be transported out of the county, if necessary and also permit the use of vehicles in public engagement activities; and to authorize County Administrator Nissel to make minor changes to the agreement when necessary and sign the document on behalf of the County Commission. Motion seconded and unanimously approved.**
3. Consideration of organizational and operational status of the Emergency Services Agency as an agency, ambulance authority, or county department with a priority on staff retention and development – Mr. Nissel provided the Commission with three options for the organizational structure of the Emergency Services Agency as described below:

Option 1

Keep moving towards a rewrite of the current by-laws in ESA to reflect language that assures a well-balanced Board with checks and balances in place to keep both you and our constituents informed of how funds are being spent and revenues generated. At the same time we would work to establish a departmental status and create a "First Due Area" eventually moving everything under the Commission as a department.

Option 2

Move to maintain the ESA structure and have Director Burner and his staff facilitate the paperwork to move billing under his direction, develop the appropriate MOU'S with the individual VFD's for shared space, maintain the ambulance fleet and supply inventory along with any other necessary paperwork needed to facilitate the move. I would also recommend that the current Board structure and bylaws evaluated to reflect a well-balanced Board with checks and balances in place to keep both you and our constituents informed of how funds are being spent and revenues generated.

Option 3

Move to maintain the ESA structure and have Director Burner and his staff facilitate the paperwork to move billing under his direction, develop the appropriate MOU'S with the individual VFD's for shared space, maintain the ambulance fleet and supply inventory along with any other necessary paperwork needed to facilitate the move. I would also recommend that the current Board structure and bylaws evaluated to reflect a well-balanced Board with checks and balances in place to keep both you and our constituents informed of how funds are being spent and revenues generated. This scenario would also have the ESA create a "First Due Area" and establish themselves as a fire department under the current ESA structure.

- **Motion by Mr. Stolipher to accept Option 1 as presented by Mr. Nissel to transition the Emergency Services Agency from an agency to a County department. Motion seconded and passes on a vote of 3-2 with Commissioners Ath and Jackson opposing.**

There being no further business, the meeting adjourned at 2:13 pm.

Caleb Hudson, PRESIDENT

Respectively Submitted:

Jessica Carroll

Executive Assistant

| DESCRIPTION | FUND 001 CO. | | TOTAL |
|-----------------------------|----------------|--------|--------------|
| Gross Wages | \$412,962.11 | | \$412,962.11 |
| 6.2% Tax Payable OASDI | \$24,485.11 | | \$24,485.11 |
| 1.45% Tax Payable HI | \$5,726.37 | | \$5,726.37 |
| Fed Withholding | \$34,518.14 | | \$34,518.14 |
| WV State Withholding | \$17,235.06 | | \$17,235.06 |
| PERS Retirement Deduct 4.5% | \$9,091.27 | | \$9,091.27 |
| PERS Retirement Deduct 6% | \$6,901.70 | | \$6,901.70 |
| Hosp. Pre-Taxed | \$15,862.00 | | \$15,862.00 |
| AFLAC Pre-Taxed | \$388.07 | | \$388.07 |
| AFLAC Post-Taxed | \$818.92 | | \$818.92 |
| Optional Life Post-Taxed | \$1,831.91 | | \$1,831.91 |
| Christmas Club | \$4,190.00 | | \$4,190.00 |
| Wage Attach #1 | \$492.93 | | \$492.93 |
| Wage Attach #2 | \$150.00 | | \$150.00 |
| Wage Attach #3 | \$166.49 | | \$166.49 |
| DSRS Retirement Deduct 8.5% | \$6,423.47 | | \$6,423.47 |
| 457 - Nationwide | \$834.00 | | \$834.00 |
| 457I - Empower | \$4,717.58 | | \$4,717.58 |
| 457R - Roth | \$1,185.00 | | \$1,185.00 |
| MD State Tax | \$779.86 | | \$779.86 |
| D/VF | \$1,792.52 | | \$1,792.52 |
| VA State Tax | \$251.38 | | \$251.38 |
| Colonial(Plus) | \$47.84 | | \$47.84 |
| Uniforms | \$0.00 | | \$0.00 |
| Total Deductions | \$137,889.62 | \$0.00 | \$137,889.62 |
| Net Wages Total | \$275,072.49 | \$0.00 | \$275,072.49 |
| Payroll Date | August 5, 2022 | | |

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **August 18, 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 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: 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*): New Hire

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

The Sheriff has 4 vacancies available. Therefore we are requesting to hire WV Certified officer Ty Carroll to fill one of those positions. As a certified officer, his starting salary would be 49,626 effective August 29, 2022

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 Ty Carroll, effective August 29, 2022 with a starting salary of 49,626.

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

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**

Department or Organization: **Voter & Elections**

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

Date Requested – 1st Choice: **August 18, 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 the Extended Emergency Absentee Voting Policy**

Please provide the County Commission with a description of your request or presentation, including any background information: **WV Code §3-3-5 allows the County Commission to extend emergency absentee voting to hospitals or duly registered medical facilities in an adjacent county or within 35 miles of the county seat. This policy must be approved prior to each election.**

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*):

To approve the Extended Emergency Absentee Voting Policy as presented.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Extended Emergency Absentee Voting Policy General Election – November 8, 2022

Policy

The Jefferson County Commission will extend emergency absentee voting to voters who have been admitted to an approved hospital or duly licensed health care facility no earlier than three (3) days preceding the election and no later than noon on Election Day.

Provisions

The emergency absentee policy is extended to the following:

- Jefferson Medical Center
- Berkeley Medical Center
- Martinsburg VA Medical Center
- Winchester Medical Center
- Hospice of the Panhandle Inpatient Facility

Procedures

The voter or immediate family member requests an emergency absentee ballot from the County Clerk's Office no later than noon on Election Day.

The clerk's office will provide two (2) employees of opposite political party the *Application for Voting an Emergency Absentee Voter's Ballot, Declaration of Emergency Absentee Ballot Commissioners*, ballot and all absentee materials needed to vote.

The team of two (2) will deliver the materials to the voter and will await the completion of the application and ballot. If the voter is assisted in voting, the clerk employees or a person of the voter's choice must sign the *Absent Voter's Ballot Envelope No. 2* on the line provided for the "Name of Person Giving Assistance".

The voter must be able to sign the application. Power-of-attorney is not valid for voting.

The application and voted ballot will be returned to the courthouse and the clerks must sign an oath that no person other than the voter voted the ballot.

The Jefferson County Commission approved the policy on the 18th day of August, 2022.

Commission President

County Clerk

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin
Department or Organization: Engineering
Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: August 18, 2022
If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)
Date Requested – 2nd Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): Complete Construction Bond Release for the Shepherdstown Public Library (File #S15-05)

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of construction bond security for the Shepherdstown Public Library (File #S15-05) – Cash-In-Escrow with United Bank, Shepherdstown, WV.

Is this a funding request? Y/NO
If so, how much? \$[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
I authorize a complete release of the remaining \$535,042.00 from the construction bond for the Shepherdstown Public Library (File #S15-05).

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

Construction Bond Release Letter

Bond Release Request Report

Site Map

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Caleb Hudson

August 18, 2022

VICE PRESIDENT
Steve Stolpher

Mr. Christopher S. Colbert, Senior Vice President
United Bank

COMMISSIONER
Clare Ath

7867 Martinsburg Pike
Shepherdstown, West Virginia 25443

COMMISSIONER
Tricia Jackson

RE: Cash in Escrow dated October 30, 2020 Construction Bond Surety for the
Shepherdstown Public Library (File #S15-05).

COMMISSIONER
Jane Tabb

Dear Mr. Colbert:

The Jefferson County Commission authorizes a complete release of the remaining \$535,042.00 from the construction bond amount for the Shepherdstown Public Library (File #S15-05). This project is located at 145 Higbee Lane. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount of the above referenced Cash in Escrow, originally issued in the amount of \$535,042.00. Please contact the Jefferson County Department of Engineering, Planning & Zoning at (304)-728-3257 if you have any questions.

Sincerely,

Caleb Hudson, President
Jefferson County Commission

CB:rfb

cc: Mr. Terrence Kramer, President
Shepherdstown Library Board of Trustees
P. O. Box 278
Shepherdstown, WV 25443
Department of Engineering, Planning & Zoning

County Administrator
John Nissel

Email engineering@jeffersoncountywv.org

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 07 / 26 / 2022

J.C.P.C. File No. S15 - 05

Consultant/Engineer/Firm Name: INTEGRITY FEDERAL SERVICES

Mailing Address: 198 S. QUEEN ST.

City: MARTINSBURG State: WV Zip: 25401

Contact Person: RYAN PERKS Phone: 304-725-8456

Project/Subdivision Name: SHEPHERDSTOWN LIBRARY

Section/Phase: _____ Lots: _____

Review Comments:

The bond release reduction is Approved as Submitted. _____ The bond release/reduction request is Denied.

_____ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

_____ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

_____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: ALL WORK NOW APPEARS C.P.E. COMPLETE.

Approved for:
BOND RELEASE
By [Signature] 08/08/2022
County Engineer Date

Original Bond Amt. \$ 465,254 + 15% Cont. \$ 69,788 = Total Original Bond Amt. \$ 535,042

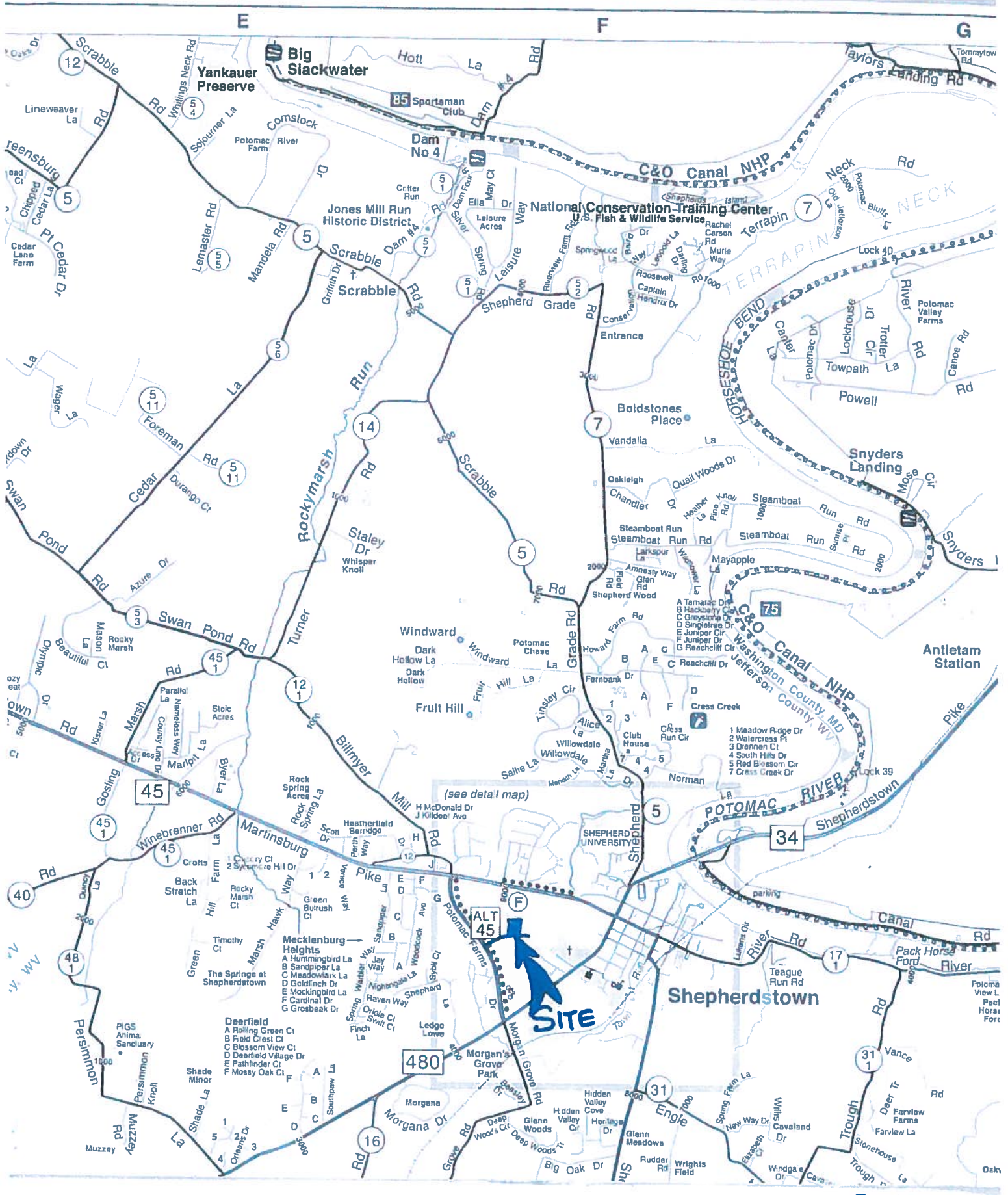
Total Current Bond Amount \$ 535,042.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: JOSEPH L. KENT Title: L.D.I.

Signature: [Signature] Date: 08 / 09 / 2022



15-5-SP

AGENDA REQUEST FORM
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: 10 minutes

Date Requested – 1st Choice: August 18, 2022

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

Date Requested – 2nd Choice: [Click here to enter text.](#)

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

Approval to hire Administrative Assistant/Public Information Officer/Volunteer Coordinator at \$39,500 (Grade 4). After 6 months of satisfactory performance and completion of training in emergency management required by EMPG, her salary will increase to \$40,500 annually.

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

Is this a funding request? Yes, the \$39,500.00, is within our current budget but the salary budget will need to be increased to meet the \$1,000 incentive for training and education after 6 months of employment and associated costs of benefits accordingly.

If so, how much? See above

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

I move to approve hiring Jennifer M. Walters for the position of Administrative Assistant/Public Information Officer/Volunteer Coordinator for the Office of Homeland Security and Emergency Management at the rate of \$39,500 annually. This is with the understanding that after 6 months of satisfactory performance and completion of training in emergency management required by EMPG, her annual salary will increase to \$40,500.

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

If not attached, explain:

Attachment:

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. Phone Number: 304-728-3290

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

JEFFERSON COUNTY COMMISSION PERSONNEL ACTION FORM

Name:

STATUS: A - Active
 B - Benefits Only
 I - Inactive
 P - Pension

Effective Date:

Employee Number:

Action Type: N100- New Hire

Reason: N100-New Hire

Other Information:

Section A

| | Part 1: From Position or New Hire/ Re-Hire | Part 2: To Position |
|---------------------------|---|------------------------|
| Location | 711-Homeland Security | N/A |
| Job Class | 0414 | |
| Position Number | 71101 | |
| Position Start / End Date | 9/1/22 / | |
| Hours Per Day | 8 | |
| Work Days Per Year | | |
| Status FT or PT | Full-Time 80HR | N/A |
| Temporary Position | No | N/A |
| Employee Being Replaced | Brianna Gustafon | |
| Grade | 04 | N/A |
| Annual Pay | 39,500 | |
| Hourly Rate (4 digits) | 18.99 | |

Section B

| | |
|---|--|
| Retirement Program | Leave Status |
| DSRS Member <input type="text" value="N/A"/> | Started Leave Date: <input type="text"/> |
| PERS Member <input type="text" value="New Enrollee"/> | Ended Leave Date: <input type="text"/> |

Section C

Separation Reason:


Last Date Worked: Eligible for Rehire:

Vacation/Annual Leave Days Remaining:

Compensatory Leave Days Remaining:

Holiday Leave Days Remaining:

Verify correct address is on file for W-2 purposes:

| | | | |
|----------------------------|---|------|---|
| Elected Official Signature | <input type="text"/> | Date | <input type="text"/> |
| Commission Approval | <input type="text"/> | Date | <input type="text"/> |
| Hiring Manager Signature |  | Date | <input type="text" value="August 5, 2022"/> |

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Dennis Jarvis, II**

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

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

Date Requested – 1st Choice: **August 18, 2022**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **The JCDA requests assistance from the JCC for economic development projects.**

Please provide the County Commission with a description of your request or presentation, including any background information: **The JCDA is requesting assistance to offset costs associated with the development of engineering projects for the JCDA to develop three projects for economic development property development in the community.**

Is this a funding request? Y/N Yes

If so, how much? \$ 145,000.00

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 authorize the disbursement of \$145,000 from the JCC for the development of engineering services with RK&K, \$65,000 from the Coal Severance fund and \$80,000 from ARPA.**

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**

Email address: djarvis@jcda.net

Phone Number: Ext 3102 or 304-728-3255

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not applicable



JEFFERSON COUNTY
DEVELOPMENT
AUTHORITY

WHERE BUSINESS FEELS AT HOME

1948 Wiltshire Rd., Suite #4
Kearneysville, WV 25430

304.728.3255
jcda.net

Memo

To: Jefferson County Commission
From: Dennis Jarvis, II; Director JCDA
Cc: John Nissel, Michele Gordon, JCDA Board of Directors
Re: Engineering Project
Attachments: RK&K Task Orders, Chris Ross, Realtor Milestone Group Marketing report June 2022

August 11, 2022

The JCDA is requesting assistance from the Jefferson County Commission for the development of engineering plans for the Burr Industrial Park and the development of a site analysis/evaluation for options for a new publicly owned business park.

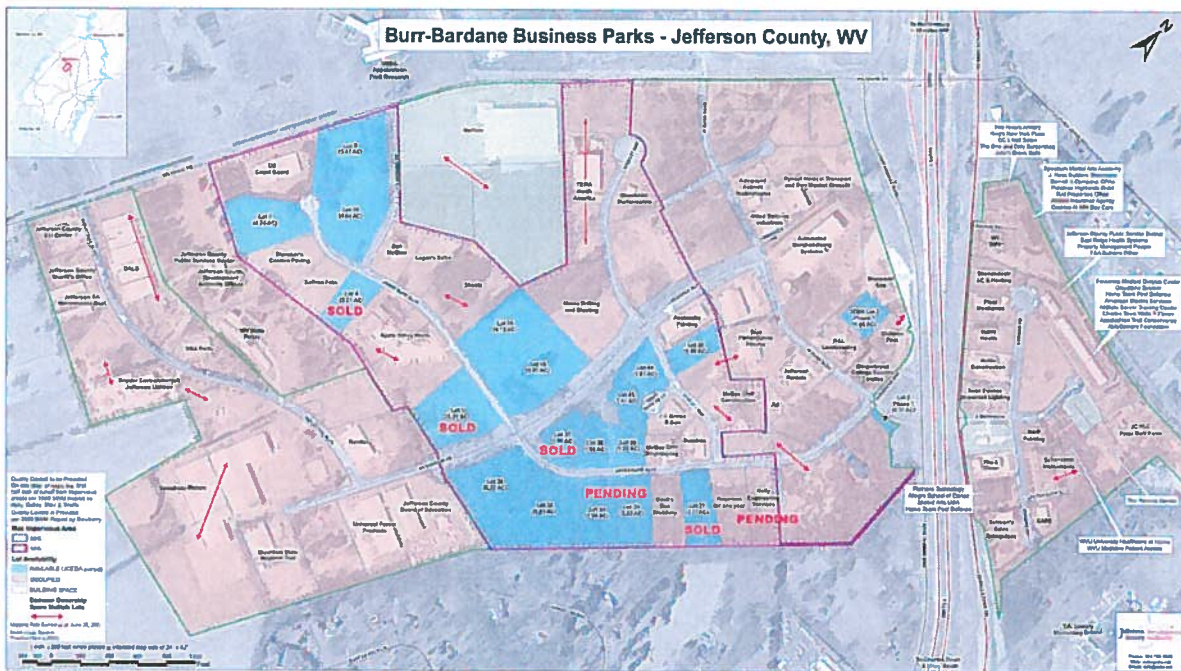
At the April 19, 2022, JCDA board of directors meeting, the board agreed to contract with RK&K Engineering from Keyser, WV to develop three task orders for the JCDA pertaining to:

1. New business park evaluation study
2. Redesign the current master plan for the Burr Industrial Park
3. Prepare site 9&10 in the Burr Industrial Park for pad ready sites

The JCDA identified this project as a high priority, due to the brisk sales and investment in the current industrial park. The county will need to review opportunities for new investment and enhance the current park to meet market demands and increase value due to regional coemption. Sales in the Burr Industrial Park have increased significantly starting in the last quarter of 2021.

To date the JCDA has completed six transactions in the Burr Industrial Park:

- Lot 4- sold to Apple Valley Waste on 10.8.21- Apple Valley Waste required growth for a regional training center and an expansion of their maintenance facilities.
- Lot 31- sold to Fontana Holdings, LLC on 1.28.22. The investment is a local expansion with A-Zone Environmental from Charles Town, WV.
- Lot 1- sold to Fontana Holdings, LLC on 02.01.22 - Will be the national office for a health insurance supplement company.
- Lot 37- Shubhangini, LLC on 3.25.22- Will be a distribution center for an Indian company distributing plastic dinnerware etc.
- Lot 31- Miramar Enterprises, LLC- New Orleans based company designs and manufactures specialty parts for commercial refrigerated vending machines.
- Pending contracts on lots: 33-34-44.



To date the Burr IP has a net 31.88 acres left for new investment and job creation. Given the current sales the JCDA will sell the remaining lots in the Burr IP within the next 16 months. In 2020 the JCDA developed an operational strategic plan identified these projects as a priority for the JCDA staff and the board to develop. The board identified three projects or goals related to marketing, site development in the Burr Industrial Park, and a site selection study.

Goal #1 Recruit new business to Jefferson County
Strategy 1.4. Continue active sales of Burr Business Park parcels and consider other land or property acquisitions to meet the needs of new industries and businesses considering a move to Jefferson County.

- **Engage a commercial real estate agent to marketing the park-** The JCDA released an RFP for services and engaged Chris Ross, with the Milestone Group.
- **Set a goal of selling three lots per year-** currently the JCDA is averaging a sale per month in 2022.
- **Conduct a feasibility study to develop a shell building and site readiness pad site-** The JCDA board issued an RFI for engineering services and contracted RK&K to develop the three projects outlined in the memo.

Regional Competition:

Jefferson County competes with three states, Virginia, Maryland, and Pennsylvania for economic development projects. Within the state of West Virginia, we compete with three counties that comprise the Eastern Panhandle Economic Alliance consisting of: Berkeley, Morgan, and Hampshire Counties.

For comparison we are providing an overview of the industrial land sites available in the greater Eastern Panhandle and two regions of Virginia:

- Berkeley County- Has 20 industrial properties with the West Virginia Development Office- totaling 3,397.84 acres, with an average property size of 170 acres.
- Morgan County-Has three sites totaling 147 acres listed with the West Virginia Development Office.
- Hampshire County- Has three industrial properties totaling 315 acres listed with the West Virginia Development Office.

The Virginia Economic Development Partnership (VEDP)- has defined two regions adjacent to Jefferson County. Northern Virginia and the Northern Shenandoah Valley:

- Northern Virginia Region- is represented with the following communities: Cities of: Alexandria, Manassas, Fairfax, Falls Church, and Manassas Park. Included are the counties of: Loudon, Rappahannock, Arlington, Fairfax, and Prince William. This region has 29 sites listed with VEDP totaling 515 acres.
- Northern Shenandoah Valley- is represented by the City of Winchester and the counties of: Clarke, Warren, and Fredrick. This region has 19 sites listed with VEDP totaling 714 acres.

The development and completion of the business park evaluation study combined with the engineering services for the Burr IP will ensure Jefferson County is competitive for future investment opportunities and job creation.

Funding options/final overview:

The completion of the engineering projects will enable the JCDA to develop a working plan for marketing, recruitment, and retention of existing business and industry. Furthermore, the completed work will enable the JCDA staff to identify the costs for development of the projects, allowing the JCDA to identify funding sources for the completion of the three projects.

Funding request

Task order #1-\$119,000.00

Task order #2-\$41,200.00

Task order #3- \$10,900.00

Total \$171,100

JCDA Contribution - \$26,000

Coal Bed Methane \$15,000.00

JCDA-\$11,000

JCC Contribution- \$145,000

Coal Severance-\$65,000.00

ARPA- \$80,0000

**AGREEMENT BETWEEN OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES—
TASK ORDER EDITION**

PART 2 OF 3: TASK ORDER NO. 1

Prepared by



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TASK ORDER NO. 1

This is Task Order No. 1,
consisting of 4 pages.

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated July 1, 2022, Owner and Engineer agree as follows:

1. TASK ORDER DATA

| | | |
|----|---|---|
| a. | Effective Date of Task Order: | TBD Based Upon Receipt of Notice to Proceed |
| b. | Owner: | Jefferson County Development Authority |
| c. | Engineer: | RK&K, LLP |
| d. | Specific Project (title) | New Industrial Park Site Selection |
| e. | Specific Project (description): | Developing an analysis of two (2) possible industrial sites between 100 and 500 acres |
| f. | Related Task Orders Supplemented by this Task Order: Superseded by this Task Order: | None |

2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

Specific Project Title: New Industrial Park Site Selection

Description of Improvements: Selection of two (2) possible 100-to-500-acre industrial park sites

Prior Studies, Reports, Plans: None provided

Facility Location(s): Jefferson County

Task Order.

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Page 1 of 4

Current Specific Project Budget: \$119,000

Funding Sources: TBD

Other Pertinent Information: Work anticipated to take eight (8) months from effective date

3. SERVICES OF ENGINEER (“SCOPE”)

- A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are:
1. The Team will work with the Jefferson County Development Authority (JCDA) to establish a site suitability matrix and undertake a GIS-based analysis of parcels within the county to identify potentially suitable industrial sites between 100 and 500 acres.
 2. Upon completion of the site suitability matrix and GIS-based analysis, multiple iterations shall be analyzed to maximize efficiency of the newly identified developable properties.
 3. Various site configurations including a variety of lot dimensions, roadway layouts, along with utility service connections shall be evaluated within the proposed sites.
 4. Numerous meetings and workshops shall be held with the JCDA to review findings of the new development. Feedback from the JCDA is encouraged and requested during this process to enhance and further potential site studies.
 5. For the purposes of these analysis and workshops, lidar files downloaded from WVU GIS data website shall be utilized. More detailed analysis shall take place in future tasks.
 6. The Team will conduct an extensive market analysis of potential sectors and/or businesses that:
 - a. have established local demand for expansion in Jefferson County
 - b. sectors and industries best fit for Jefferson County’s workforce, and
 - c. require sites that match the characteristics of those discovered through our GIS analysis
 7. Findings from this market analysis will be provided to the JCDA in a written report that will include strategy recommendations for engaging relevant industries.
 8. Our Team will conduct a thorough analysis of funding opportunities that are appropriate for this JCDA. Potential funding sources include both State and Federal Grants, as well as investment vehicles including but not limited to Opportunity Zones, Tax Increment Financing Districts and Bonds.
- B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.
- C. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in Paragraph 8.05.B.2 of the Main

Task Order.

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Agreement, with compensation for such other Additional Services as set forth in the amending instrument. Additional Services excluded from this Task Order include:

1. Economic Impact Analysis by Employer Candidate
2. Public Meeting(s)

4. ADDITIONS TO OWNER'S RESPONSIBILITIES

- A. Owner shall have those responsibilities set forth in Article 2 of the Main Agreement, and the following supplemental responsibilities that are specific to this Task Order: **None**

5. TASK ORDER SCHEDULE

- A. The work described in Basic Services under Paragraph 3.A will be completed within eight (8) months from the Effective Date of this Task Order.

6. ENGINEER'S COMPENSATION

- A. The terms of payment are set forth in Article 4 of the Main Agreement.
 B. Owner shall pay Engineer for services rendered under this Task Order as follows:

| Description of Service | Amount |
|--|------------|
| 1. Basic Services | \$ 119,000 |
| a. Project Kick Off Meeting | \$ 4,900 |
| b. Site Characteristic Priority Matrix Dev. | \$ 5,000 |
| c. Stakeholder Input Facilitation | \$ 6,300 |
| d. GIS Site Analysis | \$ 10,200 |
| e. Local Expansion Research | \$ 12,100 |
| c. Demographic Analysis | \$ 11,700 |
| a. Site Characteristic Analysis | \$ 11,500 |
| d. Best Fit Sector / Industry Recommendations | \$ 12,300 |
| a. Funding and Financing Strategy | \$ 11,200 |
| g. Site Optimization | \$ 9,100 |
| h. Final Report Development | \$ 13,300 |
| i. Review/ Collaboration Meetings | \$ 11,400 |
| | |
| 2. Additional Services under Section 2.C above | (N/A) |

- C. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only.

7. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER:

- A. Downstream Strategies, 911 Greenbag Road, Morgantown, WV 26508

8. EXHIBITS AND ATTACHMENTS:

- A. Exhibit A to Task Order— **Not Applicable**
- B. Exhibit B to Task Order— **Not Applicable**
- C. Exhibit C – Amendment to Main Agreement – **Not Applicable**
- D. Exhibit D to Task Order—Duties, Responsibilities, and Limitations of Authority of Resident Project Representative Under Task Order – **Not Applicable**
- E. Exhibit E to Task Order – Notice of Acceptability of Work – **Not Applicable**
- F. Exhibit G to Task Order – Insurance

Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER:

By: _____

Print Name: Dennis Jarvis

Title: Executive Director

Address: 1948 Wiltshire Road, Suite 4
Kearneysville, WV 25430

Phone: 304.728.3255

Date: _____

ENGINEER:

By:  _____

Print Name: John W. Cole, PE

Title: Senior Manager, Municipal Engineering

Address: 159 Plaza Drive
Keyser, WV 26726

Phone: 304.788.3370

Date: _____

Task Order.

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**AGREEMENT BETWEEN OWNER AND ENGINEER
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TASK ORDER EDITION**

PART 3 OF 3: EXHIBITS TO TASK ORDER NO. 1

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EXHIBITS TO TASK ORDER NO. 1

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EXHIBIT G—INSURANCE

APPENDIX 1: REIMBURSABLE EXPENSES SCHEDULE

Exhibits to Task Order.

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TOC Page 1 of 1

EXHIBIT G—INSURANCE

ARTICLE 1— INSURANCE

Paragraph 6.04 of the Main Agreement, Insurance, is supplemented to include the following Exhibit G Paragraphs 1.01 and 1.02:

1.01 Insurance Policies and Limits

- A. In accordance with Paragraph 6.04.A of the Main Agreement, the insurance that Engineer must procure and maintain, and the policy limits of such insurance, are as follows:

| Coverage | Policy limits of not less than: |
|---|---------------------------------|
| Workers' Compensation | |
| State | Statutory |
| Employer's Liability | |
| Each accident | \$500,000 |
| Each employee | \$ |
| Policy limit | \$ |
| Commercial General Liability | |
| General Aggregate | \$2,000,000 |
| Personal and Advertising Injury | \$ |
| Bodily Injury and Property Damage—Each Occurrence | \$1,000,000 |
| Automobile Liability | |
| Bodily Injury | |
| Each Person | \$ |
| Each Accident | \$ |
| Property Damage | |
| Each Accident | \$ |
| Or | |
| Combined Single Limit | |
| Combined Single Limit (Bodily Injury and Property Damage) | \$1,000,000 |
| Excess or Umbrella Liability | |
| Each Occurrence | \$2,000,000 |
| General Aggregate | \$2,000,000 |
| Professional Liability | |
| Each Claim | \$1,000,000 |
| Annual Aggregate | \$1,000,000 |
| Unmanned Aerial Vehicle Liability Insurance | |
| Each Claim | \$ |
| General Aggregate | \$ |
| Other Insurance [Specify] | |
| Each Claim | \$ |
| General Aggregate | \$ |

Exhibit G—Insurance.

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- B. In accordance with Paragraph 6.04.C of the Main Agreement, the insurance that Owner must procure and maintain, and the policy limits of such insurance, are as follows:

| Coverage | Policy limits of not less than: |
|---|---------------------------------|
| Workers' Compensation | |
| State | Statutory |
| Employer's Liability | |
| Each accident | Statutory |
| Each employee\$ | Statutory |
| Policy limit | Statutory |
| Commercial General Liability | |
| General Aggregate | Statutory |
| Personal and Advertising Injury | Statutory |
| Bodily Injury and Property Damage—Each Occurrence | Statutory |
| Automobile Liability | |
| Bodily Injury | |
| Each Person | \$ |
| Each Accident | \$ |
| Property Damage | |
| Each Accident | \$ |
| Or | |
| Combined Single Limit | |
| Combined Single Limit (Bodily Injury and Property Damage) | Statutory |
| Excess or Umbrella Liability | |
| Each Occurrence | Statutory |
| General Aggregate | Statutory |
| Unmanned Aerial Vehicle Liability Insurance | |
| Each Claim | \$ |
| General Aggregate | \$ |
| Other Insurance [Specify] | |
| Each Claim | \$ |
| General Aggregate | \$ |

1.02 Additional Insureds

- A. Owner shall cause Engineer, its Subconsultants, and its Engineer's Subcontractors to be listed as additional insureds on any of Owner's general liability policies that are applicable to the Project. The following individuals or entities are to be listed on Owner's general liability policies of insurance (and on Contractor's policies required under Paragraph 6.04.D of the Main Agreement) as additional insureds:

| Name of Additional Insured | Address |
|-----------------------------|--|
| Rummel, Klepper & Kahl, LLP | 700 E Pratt Street, Suite 500, Baltimore, MD 21202 |
| Downstream Strategies | 911 Greenback Road, Morgantown, WV 26508 |

- B. During the term of this Main Agreement the Engineer shall notify Owner of any other Subconsultant or Engineer's Subcontractor to be listed as an additional insured on Owner's and applicable Contractor's general liability policies of insurance.

Exhibit G—Insurance.

- C. The Owner must be listed on Engineer's general liability policy as provided in Paragraph 6.04.B.
- D. For applicable Contractor's general liability policies of insurance, the additional insured endorsements will include both ongoing operations and products and completed operations coverage through ISO Endorsements CG 20 10 10 01 and CG 20 37 10 01 (together). If Contractor demonstrates to Owner that the specified ISO endorsements are not commercially available, then Contractor may satisfy this requirement by providing equivalent endorsements.

For applicable Contractor's general liability policies of insurance, Contractor shall provide ISO Endorsement CG 20 32 07 04, "Additional Insured—Engineers, Architects or Surveyors Not Engaged by the Named Insured" or its equivalent for Engineer, Subconsultants, and other design professional additional insureds.

APPENDIX 1: REIMBURSABLE EXPENSES SCHEDULE

Reimbursable Expenses are subject to review and adjustment on an annual basis. Rates and charges for Reimbursable Expenses as of the Effective Date of the Main Agreement are:

| | |
|------------------------|---------------|
| Mileage (auto) | IRS Allowable |
| Meals and Lodging | at cost |
| Engineer's Consultants | Cost + 15% |

Appendix 1: Reimbursable Expenses Schedule.

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**AGREEMENT BETWEEN OWNER AND ENGINEER
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PART 2 OF 3: TASK ORDER NO. 2

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TASK ORDER NO. 2

This is Task Order No. 2,
consisting of 4 pages.

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated July 1, 2022, Owner and Engineer agree as follows:

1. TASK ORDER DATA

| | | |
|----|---|--|
| a. | Effective Date of Task Order: | TBD Based Upon Receipt of Notice to Proceed |
| b. | Owner: | Jefferson County Development Authority |
| c. | Engineer: | RK&K, LLP |
| d. | Specific Project (title) | Redevelopment of Burr Industrial Park |
| e. | Specific Project (description): | Review of existing lots within the industrial park and preparation of redevelopment options |
| f. | Related Task Orders Supplemented by this Task Order: Superseded by this Task Order: | None |

2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

| | |
|--------------------------------|---|
| Specific Project Title: | Redevelopment of the Burr Industrial Park |
| Description of Improvements: | Review of the existing lots 9 and 10 |
| Prior Studies, Reports, Plans: | None provided |
| Facility Location(s): | Lots 9 and 10 within the existing industrial park |

Task Order.

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Current Specific Project Budget: \$41,200

Funding Sources: Jefferson County Development Authority

Other Pertinent Information: Work anticipated to take 6 months to complete from effective date

3. SERVICES OF ENGINEER (“SCOPE”)

- A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are:
1. Survey and mapping of the existing Park shall occur including:
 - a. Drone imagery and contouring/surveying
 - b. Conventional surveying to verify drainage, utilities, etc.
 - c. Utilizing lidar files obtained from the WVU GIS database
 2. Multiple iterations shall be analyzed to maximize efficiency in developing lots 9 and 10.
 3. Development of a single site configuration including lot dimensions and roadway layout, along with utility service connections shall be evaluated incorporating existing sites to proposed single marketable site based market analysis.
 4. Our Team will conduct a thorough analysis of funding opportunities that are appropriate for this task. Potential funding sources include both State and Federal Grants, as well as investment vehicles including but not limited to Opportunity Zones, Tax Increment Financing Districts and Bonds.
 5. Numerous meetings and workshops shall be held with the JCDA to review findings of the redevelopment. Collaboration with JCDA is encouraged during this effort.
- B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.
- C. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in Paragraph 8.05.B.2 of the Main Agreement, with compensation for such other Additional Services as set forth in the amending instrument. Additional Services excluded from this Task Order include:
1. Site Characteristics Priority Matrix Development
 2. Stakeholder Input Facilitation
 3. GIS Site Analysis
 4. Site Characteristics Analysis
 5. Economic Impact Analysis by Employer Candidate
 6. Market Analysis, including:
 - a. Local Expansion Research

Task Order.

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Page 2 of 4

b. Best Fit Sector / Industry Recommendations

4. ADDITIONS TO OWNER'S RESPONSIBILITIES

- A. Owner shall have those responsibilities set forth in Article 2 of the Main Agreement, and the following supplemental responsibilities that are specific to this Task Order: **None**

5. TASK ORDER SCHEDULE

- A. The work described in Basic Services under Paragraph 3.A will be completed within six (6) months from the Effective Date of this Task Order.

6. ENGINEER'S COMPENSATION

- A. The terms of payment are set forth in Article 4 of the Main Agreement.
B. Owner shall pay Engineer for services rendered under this Task Order as follows:

| Description of Service | Amount |
|--|-----------|
| 1. Basic Services | \$ 41,200 |
| a. Project Kick Off Meeting | \$ 2,900 |
| b. Drone Mapping | \$ 4,800 |
| c. Conventional Survey | \$ 3,900 |
| d. Site Optimization | \$ 7,000 |
| e. Funding and Financing Strategy | \$ 11,200 |
| f. Review/ Collaboration Meetings | \$ 11,400 |
| | |
| 2. Additional Services under Section 2.C above | (N/A) |

- C. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only.

7. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER:

- A. Downstream Strategies, 911 Greenbag Road, Morgantown, WV 26508

8. EXHIBITS AND ATTACHMENTS:

- A. Exhibit A to Task Order— **Not Applicable**
B. Exhibit B to Task Order— **Not Applicable**
C. Exhibit C – Amendment to Main Agreement – **Not Applicable**

Task Order.

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- D. Exhibit D to Task Order—Duties, Responsibilities, and Limitations of Authority of Resident Project Representative Under Task Order – **Not Applicable**
- E. Exhibit E to Task Order – Notice of Acceptability of Work – **Not Applicable**
- F. Exhibit G to Task Order – Insurance

Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER:

By: _____

Print Name: Dennis Jarvis

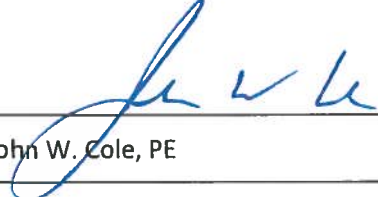
Title: Executive Director

Address: 1948 Wiltshire Road, Suite 4
Kearneysville, WV 25430

Phone: 304.728.3255

Date: _____

ENGINEER:

By:  _____

Print Name: John W. Cole, PE

Title: Senior Project Delivery Leader

Address: 159 Plaza Drive
Keyser, WV 26726

Phone: 304.788.3370

Date: 08/08/2022

**AGREEMENT BETWEEN OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES—
TASK ORDER EDITION**

PART 3 OF 3: EXHIBITS TO TASK ORDER NO. 2

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EXHIBIT G—INSURANCE

ARTICLE 1— INSURANCE

Paragraph 6.04 of the Main Agreement, Insurance, is supplemented to include the following Exhibit G Paragraphs 1.01 and 1.02:

1.01 Insurance Policies and Limits

- A. In accordance with Paragraph 6.04.A of the Main Agreement, the insurance that Engineer must procure and maintain, and the policy limits of such insurance, are as follows:

| Coverage | Policy limits of not less than: |
|---|---------------------------------|
| Workers' Compensation | |
| State | Statutory |
| Employer's Liability | |
| Each accident | \$500,000 |
| Each employee | \$ |
| Policy limit | \$ |
| Commercial General Liability | |
| General Aggregate | \$2,000,000 |
| Personal and Advertising Injury | \$ |
| Bodily Injury and Property Damage—Each Occurrence | \$1,000,000 |
| Automobile Liability | |
| Bodily Injury | |
| Each Person | \$ |
| Each Accident | \$ |
| Property Damage | |
| Each Accident | \$ |
| Or | |
| Combined Single Limit | |
| Combined Single Limit (Bodily Injury and Property Damage) | \$1,000,000 |
| Excess or Umbrella Liability | |
| Each Occurrence | \$2,000,000 |
| General Aggregate | \$2,000,000 |
| Professional Liability | |
| Each Claim | \$1,000,000 |
| Annual Aggregate | \$1,000,000 |
| Unmanned Aerial Vehicle Liability Insurance | |
| Each Claim | \$ |
| General Aggregate | \$ |
| Other Insurance [Specify] | |
| Each Claim | \$ |
| General Aggregate | \$ |

Exhibit G—Insurance.

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- B. In accordance with Paragraph 6.04.C of the Main Agreement, the insurance that Owner must procure and maintain, and the policy limits of such insurance, are as follows:

| Coverage | Policy limits of not less than: |
|---|---------------------------------|
| Workers' Compensation | |
| State | Statutory |
| Employer's Liability | |
| Each accident | Statutory |
| Each employee\$ | Statutory |
| Policy limit | Statutory |
| Commercial General Liability | |
| General Aggregate | Statutory |
| Personal and Advertising Injury | Statutory |
| Bodily Injury and Property Damage—Each Occurrence | Statutory |
| Automobile Liability | |
| Bodily Injury | |
| Each Person | \$ |
| Each Accident | \$ |
| Property Damage | |
| Each Accident | \$ |
| Or | |
| Combined Single Limit | |
| Combined Single Limit (Bodily Injury and Property Damage) | Statutory |
| Excess or Umbrella Liability | |
| Each Occurrence | Statutory |
| General Aggregate | Statutory |
| Unmanned Aerial Vehicle Liability Insurance | |
| Each Claim | \$ |
| General Aggregate | \$ |
| Other Insurance [Specify] | |
| Each Claim | \$ |
| General Aggregate | \$ |

1.02 Additional Insureds

- A. Owner shall cause Engineer, its Subconsultants, and its Engineer's Subcontractors to be listed as additional insureds on any of Owner's general liability policies that are applicable to the Project. The following individuals or entities are to be listed on Owner's general liability policies of insurance (and on Contractor's policies required under Paragraph 6.04.D of the Main Agreement) as additional insureds:

| Name of Additional Insured | Address |
|-----------------------------|--|
| Rummel, Klepper & Kahl, LLP | 700 E Pratt Street, Suite 500, Baltimore, MD 21202 |
| Downstream Strategies | 911 Greenback Road, Morgantown, WV 26508 |

- B. During the term of this Main Agreement the Engineer shall notify Owner of any other Subconsultant or Engineer's Subcontractor to be listed as an additional insured on Owner's and applicable Contractor's general liability policies of insurance.

- C. The Owner must be listed on Engineer's general liability policy as provided in Paragraph 6.04.B.
- D. For applicable Contractor's general liability policies of insurance, the additional insured endorsements will include both ongoing operations and products and completed operations coverage through ISO Endorsements CG 20 10 10 01 and CG 20 37 10 01 (together). If Contractor demonstrates to Owner that the specified ISO endorsements are not commercially available, then Contractor may satisfy this requirement by providing equivalent endorsements.

APPENDIX 1: REIMBURSABLE EXPENSES SCHEDULE

Reimbursable Expenses are subject to review and adjustment on an annual basis. Rates and charges for Reimbursable Expenses as of the Effective Date of the Main Agreement are:

| | |
|------------------------|---------------|
| Mileage (auto) | IRS Allowable |
| Meals and Lodging | at cost |
| Engineer's Consultants | Cost + 15% |

**AGREEMENT BETWEEN OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES—
TASK ORDER EDITION**

PART 2 OF 3: TASK ORDER NO. 3

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TASK ORDER NO. 3

This is Task Order No. 3,
consisting of 4 pages.

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated July 1, 2022, Owner and Engineer agree as follows:

1. TASK ORDER DATA

| | | |
|----|---|--|
| a. | Effective Date of Task Order: | TBD Based Upon Receipt of Notice to Proceed |
| b. | Owner: | Jefferson County Development Authority |
| c. | Engineer: | RK&K, LLP |
| d. | Specific Project (title) | Burr Industrial Park Advanced Site Development |
| e. | Specific Project (description): | Further develop existing Burr Industrial Park sites upon Task 2 results |
| f. | Related Task Orders Supplemented by this Task Order: Superseded by this Task Order: | Task 2 |

2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

Specific Project Title: Burr Industrial Park Advanced Site Development

Description of Improvements: Further develop existing Burr Industrial Park sites upon Task 2 results

Prior Studies, Reports, Plans: None provided

Facility Location(s): TBD

Task Order.

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Page 1 of 4

| | |
|----------------------------------|--|
| Current Specific Project Budget: | \$10,900 |
| Funding Sources: | TBD |
| Specific Project Assumptions: | Efforts from Task 2 shall be utilized and incorporated into Task 3 |
| Other Pertinent Information: | Work anticipated to take two (2) months from effective date |

3. SERVICES OF ENGINEER (“SCOPE”)

- A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are:
1. Upon findings from Task 2, any additional detailed survey to accompany the existing mapping from Task 2 shall occur including:
 - a. Any additional conventional surveying to verify features determined significant for lot(s) build out.
 - b. Along with utilizing lidar files downloaded from WVU GIS data
 2. Upon completion of survey multiple iterations shall be analyzed to maximize efficiency in developing the single and/or multiple property layout.
 3. Various site configurations including a variety of lot dimensions, roadway layouts, along with utility service connections shall be evaluated within the site.
 4. Numerous meetings and workshops shall be held with the JCDA to review and further discuss possibilities. Feedback from the JCDA is encouraged and requested during this process to enhance site potential.
- B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.
- C. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in Paragraph 8.05.B.2 of the Main Agreement, with compensation for such other Additional Services as set forth in the amending instrument. Additional Services excluded from this Task Order include:
1. Site Characteristics Priority Matrix Development
 2. Stakeholder Input Facilitation
 3. GIS Site Analysis
 4. Local Expansion Research
 5. Demographic Analysis
 6. Site Characteristics Analysis
 7. Best Fit Sector / Industry Recommendations
 8. Funding and Financing Strategy

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- 9. Final Report Development
- 10. Public Meetings
- 11. Site Characteristics Analysis

4. ADDITIONS TO OWNER'S RESPONSIBILITIES

- A. Owner shall have those responsibilities set forth in Article 2 of the Main Agreement, and the following supplemental responsibilities that are specific to this Task Order: **None**

5. TASK ORDER SCHEDULE

- A. The work described in Basic Services under Paragraph 3.A will be completed within two (2) months from the Effective Date of this Task Order.

6. ENGINEER'S COMPENSATION

- A. The terms of payment are set forth in Article 4 of the Main Agreement.
- B. Owner shall pay Engineer for services rendered under this Task Order as follows:

| Description of Service | Amount |
|--|-----------|
| 1. Basic Services | \$ 10,900 |
| a. Project Kick Off Meeting | \$ 1,800 |
| b. Conventional Survey | \$ 2,000 |
| c. Site Optimization | \$ 4,600 |
| d. Review/ Collaboration Meetings | \$ 2,500 |
| | |
| 2. Additional Services under Section 2.C above | (N/A) |

- C. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only.

7. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER:

- A. None

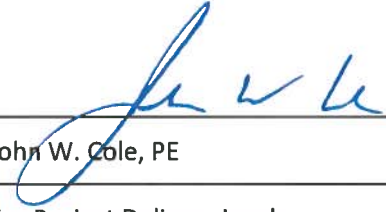
8. EXHIBITS AND ATTACHMENTS:

- A. Exhibit A to Task Order— **Not Applicable**
- B. Exhibit B to Task Order— **Not Applicable**

- C. Exhibit C – Amendment to Main Agreement – **Not Applicable**
- D. Exhibit D to Task Order—Duties, Responsibilities, and Limitations of Authority of Resident Project Representative Under Task Order – **Not Applicable**
- E. Exhibit E to Task Order – Notice of Acceptability of Work – **Not Applicable**
- F. Exhibit G to Task Order – Insurance

Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER:
 By: _____
 Print Name: Dennis Jarvis
 Title: Executive Director
 Address: 1948 Wiltshire Road, Suite 4
 Kearneysville, WV 25430
 Phone: 304.728.3255
 Date: _____

ENGINEER:
 By: 
 Print Name: John W. Cole, PE
 Title: Senior Project Delivery Leader
 Address: 159 Plaza Drive
 Keyser, WV 26726
 Phone: 304.788.3370
 Date: 08/08/2022

**AGREEMENT BETWEEN OWNER AND ENGINEER
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EXHIBIT G—INSURANCE

ARTICLE 1— INSURANCE

Paragraph 6.04 of the Main Agreement, Insurance, is supplemented to include the following Exhibit G Paragraphs 1.01 and 1.02:

1.01 Insurance Policies and Limits

- A. In accordance with Paragraph 6.04.A of the Main Agreement, the insurance that Engineer must procure and maintain, and the policy limits of such insurance, are as follows:

| Coverage | Policy limits of not less than: |
|---|---------------------------------|
| Workers' Compensation | |
| State | Statutory |
| Employer's Liability | |
| Each accident | \$500,000 |
| Each employee | \$ |
| Policy limit | \$ |
| Commercial General Liability | |
| General Aggregate | \$2,000,000 |
| Personal and Advertising Injury | \$ |
| Bodily Injury and Property Damage—Each Occurrence | \$1,000,000 |
| Automobile Liability | |
| Bodily Injury | |
| Each Person | \$ |
| Each Accident | \$ |
| Property Damage | |
| Each Accident | \$ |
| Or | |
| Combined Single Limit | |
| Combined Single Limit (Bodily Injury and Property Damage) | \$1,000,000 |
| Excess or Umbrella Liability | |
| Each Occurrence | \$2,000,000 |
| General Aggregate | \$2,000,000 |
| Professional Liability | |
| Each Claim | \$1,000,000 |
| Annual Aggregate | \$1,000,000 |
| Unmanned Aerial Vehicle Liability Insurance | |
| Each Claim | \$ |
| General Aggregate | \$ |
| Other Insurance [Specify] | |
| Each Claim | \$ |
| General Aggregate | \$ |

Exhibit G—Insurance.

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- B. In accordance with Paragraph 6.04.C of the Main Agreement, the insurance that Owner must procure and maintain, and the policy limits of such insurance, are as follows:

| Coverage | Policy limits of not less than: |
|---|---------------------------------|
| Workers' Compensation | |
| State | Statutory |
| Employer's Liability | |
| Each accident | Statutory |
| Each employee\$ | Statutory |
| Policy limit | Statutory |
| Commercial General Liability | |
| General Aggregate | Statutory |
| Personal and Advertising Injury | Statutory |
| Bodily Injury and Property Damage—Each Occurrence | Statutory |
| Automobile Liability | |
| Bodily Injury | |
| Each Person | \$ |
| Each Accident | \$ |
| Property Damage | |
| Each Accident | \$ |
| Or | |
| Combined Single Limit | |
| Combined Single Limit (Bodily Injury and Property Damage) | Statutory |
| Excess or Umbrella Liability | |
| Each Occurrence | Statutory |
| General Aggregate | Statutory |
| Unmanned Aerial Vehicle Liability Insurance | |
| Each Claim | \$ |
| General Aggregate | \$ |
| Other Insurance [Specify] | |
| Each Claim | \$ |
| General Aggregate | \$ |

1.02 Additional Insureds

- A. Owner shall cause Engineer, its Subconsultants, and its Engineer's Subcontractors to be listed as additional insureds on any of Owner's general liability policies that are applicable to the Project. The following individuals or entities are to be listed on Owner's general liability policies of insurance (and on Contractor's policies required under Paragraph 6.04.D of the Main Agreement) as additional insureds:

| Name of Additional Insured | Address |
|-----------------------------|--|
| Rummel, Klepper & Kahl, LLP | 700 E Pratt Street, Suite 500, Baltimore, MD 21202 |
| | |

- B. During the term of this Main Agreement the Engineer shall notify Owner of any other Subconsultant or Engineer's Subcontractor to be listed as an additional insured on Owner's and applicable Contractor's general liability policies of insurance.

Exhibit G—Insurance.

- C. The Owner must be listed on Engineer's general liability policy as provided in Paragraph 6.04.B.
- D. For applicable Contractor's general liability policies of insurance, the additional insured endorsements will include both ongoing operations and products and completed operations coverage through ISO Endorsements CG 20 10 10 01 and CG 20 37 10 01 (together). If Contractor demonstrates to Owner that the specified ISO endorsements are not commercially available, then Contractor may satisfy this requirement by providing equivalent endorsements.

Exhibit G—Insurance.

**Exhibits to Task Order. EJCDC® E-505, Agreement between Owner and Engineer for Professional Services—Task Order Edition.
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APPENDIX 1: REIMBURSABLE EXPENSES SCHEDULE

Reimbursable Expenses are subject to review and adjustment on an annual basis. Rates and charges for Reimbursable Expenses as of the Effective Date of the Main Agreement are:

| | |
|------------------------|---------------|
| Mileage (auto) | IRS Allowable |
| Meals and Lodging | at cost |
| Engineer's Consultants | Cost + 15% |

Appendix 1: Reimbursable Expenses Schedule.

Exhibits to Task Order. EJCDC® E-505, Agreement between Owner and Engineer for Professional Services—Task Order Edition.
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JUNE 22, 2022

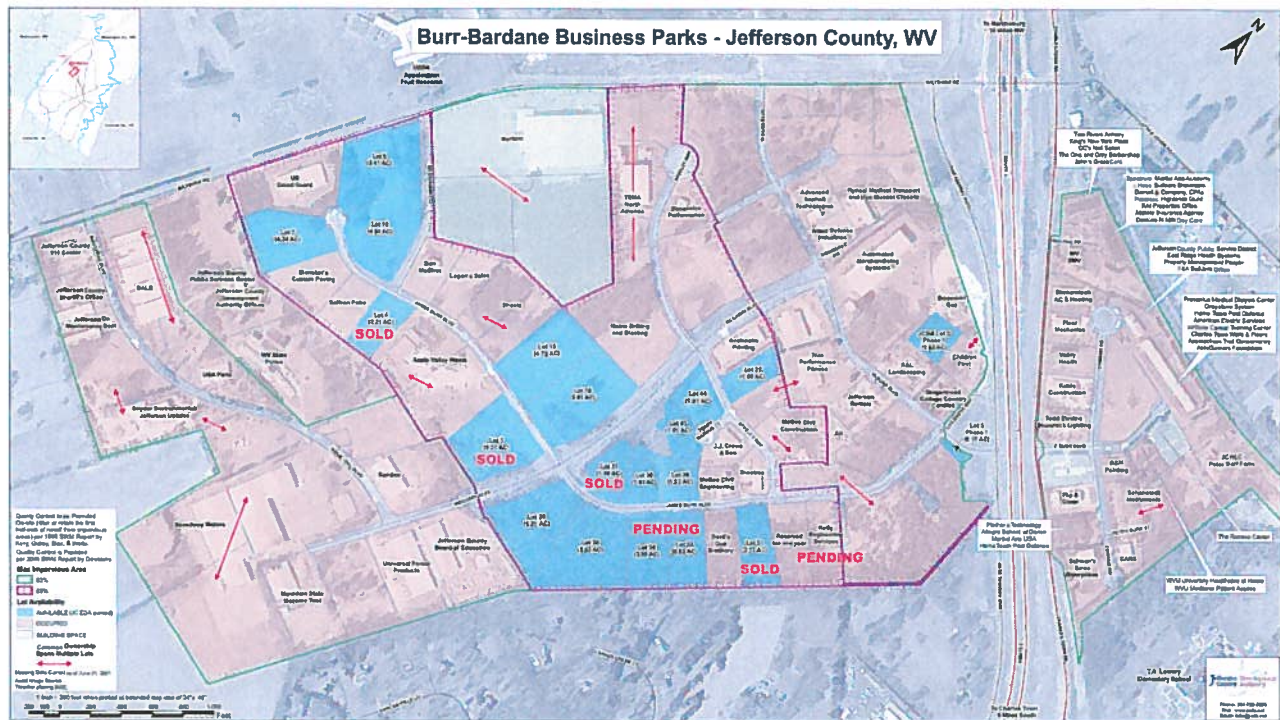
SALES & MARKETING REPORT FOR THE JCDA

BROUGHT TO YOU BY

CHRIS ROSS

& THE MILESTONE REAL ESTATE GROUP





Sold & Pending Properties

BURR BUSINESS PARK

CLOSED SALES WITH CHRIS ROSS

4TH QUARTER OF 2021

LOT 4 - CLOSED ON 10/8/21 - APPLE VALLEY WASTE

1ST QUARTER OF 2022

LOT 31 - CLOSED ON 01/28/22 - MIRAMAR ENTERPRISES, LLC

LOT 1 - CLOSED ON 02/01/22 - FONTANA HOLDINGS, LLC

LOT 37 CLOSED ON 03/25/22 - SHUBHANGINI, LLC

LOT 31 CLOSED ON 05/31/22 - MIRAMAR ENTERPRISES, LLC

PENDING SALES WITH CHRIS ROSS

LOT 44 - LOI - ELITE TOWING AND RECOVERY

LOTS 33/34 - PENDING - DEVILS DUE - 33 CLOSING END OF THE YEAR
34 CLOSING END OF 2023

MARKETING UPDATE

ALL THE REMAINING LOTS ARE BEING MARKETED PRIMARILY THE
FOLLOWING SITES:

BRIGHT MLS - LOOPNET/COSTAR - CREXI

COMMERCIAL WEBSITES HITS

| LOT # | LOOPNET/COSTAR | CREXI |
|-------|----------------|-------|
| 7 | 34 | 17 |
| 9 | 43 | 18 |
| 10 | 57 | 11 |
| 15 | 116 | 39 |
| 16 | 122 | 23 |
| 33 | 96 | 21 |
| 36 | 129 | 55 |
| 38 | 130 | 20 |
| 39 | 131 | 13 |

SALES & MARKETING REPORT FOR THE JCDA

| LOT # | LOOPNET/COSTAR | CREXI |
|-------|----------------|-------|
| 43 | 92 | 33 |
| 44 | 36 | 32 |

Burr Business Park Price List

| Lot # | Availability | Total Legal Acreage | Usable Acreage after 25' Set Back | Usable Acreage after 75' Set Back | Usable Acreage after 200' Set Back | Unit Cost Per Buildable Acre 25' | Unit Cost Per Buildable Acre 75' | Unit Cost Per Buildable Acre 200' | Lot Price Per Acreage | Asking Price |
|-------|-----------------------------------|---------------------|-----------------------------------|-----------------------------------|------------------------------------|----------------------------------|----------------------------------|-----------------------------------|-----------------------|--------------|
| 1 | Pending (EvoCare, LLC) | 5.31 | 3.77 | 2.05 | 2.05 | | | | | \$199,000 |
| 2 | Sold (Apple Valley Waste) | | | | | | | | | |
| 3 | Sold (Apple Valley Waste) | | | | | | | | | |
| 4 | Sold (Apple Valley Waste) | 2.21 | 1.50 | 1.29 | 1.29 | | | | | |
| 5 | Sold | | | | | | | | | |
| 6 | Sold (Blonakers Custom Paving) | | | | | | | | | |
| 7 | Available | 4.24 | 3.28 | 3.28 | 3.28 | 112,500 | 112,500 | 112,500 | 112,500 | \$387,900 |
| 8 | Sold (US Coast Guard) | | | | | | | | | |
| 9 | Available | 5.47 | 4.09 | 4.39 | 4.39 | 119,567 | 119,567 | 119,567 | 119,567 | \$549,900 |
| 10 | Available | 4.85 | 3.85 | 3.85 | 3.85 | 108,831 | 108,831 | 108,831 | 108,831 | \$439,900 |
| 11 | Sold (Dan McGinn) | | | | | | | | | |
| 12 | Sold (Lugans Rates) | | | | | | | | | |
| 13 | Sold (Sheetz) | | | | | | | | | |
| 14 | Sold (Sheetz) | | | | | | | | | |
| 15 | Available | 4.72 | 3.69 | 1.44 | 1.44 | 37,670 | 96,528 | 96,528 | 96,528 | \$144,900 |
| 16 | Available | 5.82 | 4.70 | 3.01 | 3.01 | 61,681 | 96,312 | 96,312 | 96,312 | \$304,900 |
| 17 | Sold(Maine Drilling and Blasting) | | | | | | | | | |
| 18 | Sold (T&M) | | | | | | | | | |
| 19 | Sold (T&M) | | | | | | | | | |
| 20 | Sold (T&M) | | | | | | | | | |
| 21 | Sold (Obsession Performance) | | | | | | | | | |
| 22 | Sold | | | | | | | | | |
| 23 | Sold (Obsession Performance) | | | | | | | | | |
| 24 | Sold | | | | | | | | | |
| 25 | Available | 1.69 | 1.07 | 1.07 | 1.07 | 115,794 | 115,794 | 115,794 | 115,794 | \$129,900 |
| 26 | Sold | | | | | | | | | |
| 27 | Sold | | | | | | | | | |
| 28 | Sold | | | | | | | | | |
| 29 | Pending (Shur Solutions) | | | | | | | | | |
| 30 | Reserved for 1 Year | | | | | | | | | |
| 31 | Pending (A-Zone Environmental) | 2.77 | 1.96 | 1.74 | 1.21 | 60,714 | 68,391 | 96,347 | 96,347 | \$119,000 |
| 32 | Sold (Devils Due Ditchery) | | | | | | | | | |
| 33 | Pending (Devils Due) | 2.83 | 2.03 | 1.81 | 1.25 | 69,606 | 66,951 | 96,800 | 96,800 | \$121,000 |
| 34 | Pending (Devils Due) | 3.01 | 2.19 | 1.96 | 1.36 | 60,274 | 67,892 | 97,778 | 97,778 | \$132,000 |
| 35 | Available | 5.84 | 4.69 | 4.06 | 2.60 | 54,371 | 62,808 | 98,077 | 98,077 | \$266,900 |
| 36 | Available | 5.21 | 4.11 | 4.11 | 3.92 | 62,214 | 62,214 | 96,684 | 96,684 | \$396,900 |
| 37 | Available | 1.97 | 1.29 | 1.26 | 1.26 | 93,796 | 96,032 | 96,032 | 96,032 | \$129,900 |
| 38 | Available | 1.93 | 1.23 | 1.23 | 1.23 | 96,374 | 96,374 | 96,374 | 96,374 | \$129,900 |
| 39 | Available | 1.53 | 0.99 | 0.96 | 0.96 | 84,848 | 97,674 | 97,674 | 97,674 | \$87,900 |
| 40 | Sold | | | | | | | | | |
| 41 | Sold | | | | | | | | | |
| 42 | Sold | | | | | | | | | |
| 43 | Available | 1.62 | 0.99 | 0.99 | 0.99 | 100,000 | 100,000 | 100,000 | 100,000 | \$107,900 |
| 44 | Available | 1.81 | 1.21 | 1.21 | 1.21 | 109,917 | 109,917 | 109,917 | 109,917 | \$138,900 |

BURR PRICE LIST

JEFFERSON COUNTY LAND ONLY MARKET STATS FOR 2022

49 - SOLD PROPERTIES IN JEFFERSON COUNTY

5.14 - AVERAGE ACREAGE

\$70,705 AVERAGE PRICE PER ACRE

IN CONCLUSION:

WE HAVE CLOSED ON 4 PROPERTIES SINCE I TOOK OVER IN JULY OF 2021 WITH 3 MORE PENDING.

WE HAVE SEEN A LITTLE BIT OF A SLOW DOWN IN THE OVERALL MARKET DUE TO INCREASES IN RATES AND INFLATION.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Laurel Ziemianski

Department or Organization: Hill Top House Hotel

Estimation of amount of time needed for appointment: 45 mins

Date Requested – 1st Choice: **August 18, 2022**

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

Date Requested – 2nd Choice: **Next mtg**

Subject (*Wording to be placed on agenda*): Hill Top House Hotel TIF Workshop

Please provide the County Commission with a description of your request or presentation, including any background information:
Overview of TIF infrastructure and evaluation methodology

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: We will have shared screen exhibits on Zoom mtg

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

Contact information: Laurel Ziemianski

Email address: lziemianski@swaninvestors.com

Phone Number: 703-728-4160

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, September 1, 2022, or as soon thereafter as the Commission may decide:

Jefferson County Farmland Protection Board - two 4-year terms ending September 7, 2026.

Positions available

- Conservation District representative
- one non-farmer/public representative

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

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

Ambulance Purchases - Citizens : Shepherdstown - approved Aug. 11, 2022

Financial Breakdown

| Citizens | | 2015 Ford F450 VIN 7361 | | A2 | |
|---------------------|----------------------------|--------------------------|----------------------|------------|-------|
| Line | Description | Replacement (new retail) | Value | Offer | Notes |
| 1 | Ambulance | \$ 153,667 | \$ 157,573 | \$ 157,573 | |
| 2 | PowerLoad System | \$ 25,976 | \$ 20,781 | \$ 20,781 | |
| 3 | Stretcher | \$ 28,454 | \$ 17,072 | \$ 17,072 | |
| 4 | Monitor | \$ 45,314 | \$ 27,188 | \$ 27,188 | |
| 5 | Lucas | \$ 17,649 | \$ 10,589 | \$ 10,589 | |
| 6 | Stair Chair | \$ 4,046 | \$ 2,428 | \$ 2,428 | |
| 7 | Supplies / Small Equipment | \$ 14,369 | \$ 14,369 | \$ 14,369 | |
| Adjustments | | | | | |
| Total | | \$ 246,094 | \$ 250,000 | | |
| PowerLoad valued at | | 80% | of replacement cost. | | |
| Equipment valued at | | 60% | of replacement cost. | | |
| Supplies valued at | | 100% | of replacement cost. | | |

| Citizens | | 2021 Ford F550 VIN 9682 | | A2-1 | |
|---------------------|----------------------------|--------------------------|----------------------|------------|--------------------------|
| Line | Description | Replacement (new retail) | Value | Offer | Notes |
| 1 | Ambulance | \$ 251,500 | \$ 269,837 | \$ 269,837 | In service since 12/1/21 |
| 2 | PowerLoad System | \$ 25,976 | \$ 20,781 | \$ 20,781 | In service since 12/1/21 |
| 3 | Stretcher | \$ 28,454 | \$ 17,072 | \$ 17,072 | In service since 12/1/21 |
| 4 | Monitor | \$ 45,314 | \$ 27,188 | \$ 27,188 | In service since 12/1/21 |
| 5 | Lucas | \$ 17,649 | \$ 10,589 | \$ 10,589 | In service since 12/1/21 |
| 6 | Stair Chair | \$ 4,046 | \$ 2,428 | \$ 2,428 | In service since 12/1/21 |
| 7 | Supplies / Small Equipment | \$ 14,369 | \$ 14,369 | \$ 14,369 | |
| Adjustments | | | | | |
| Total | | \$ 343,927 | \$ 362,264 | | |
| PowerLoad valued at | | 80% | of replacement cost. | | |
| Equipment valued at | | 60% | of replacement cost. | | |
| Supplies valued at | | 100% | of replacement cost. | | |

| Citizens | | Supplies/Equip In Stockroom | | |
|--------------|-----------------------|-----------------------------|-----------|----------------------------|
| Line | Description | Replacement (new retail) | Value | Notes |
| 1 | Supply room inventory | \$ - | \$ 31,280 | \$ 31,280 **Need this info |
| Adjustments | | | | |
| Total | | \$ 31,280 | \$ 31,280 | |

Grand Total \$ 643,544

| Shepherdstown | | 2016 Ram 4500 Chasis | | A3 VIN 1607 | |
|---------------|----------------------------|-----------------------------|------------|----------------------|---------------------------|
| Line | Description | Replacement (new retail) | Value | Offer | Notes |
| 1 | Ambulance | | \$ 125,000 | \$ 150,500 | Upgraded Hydraulic Shocks |
| 2 | PowerLoad System | \$ 25,976 | \$ 20,781 | \$ 60,000 | Orig Value 75k |
| 3 | Stretcher | \$ 28,454 | \$ 17,072 | \$ 17,072 | Includes Cot |
| 4 | Monitor | \$ - | \$ - | \$ - | Not Included in sale |
| 5 | Lucas | \$ 17,649 | \$ 10,589 | \$ - | Not Included in sale |
| 6 | Stair Chair | \$ 4,046 | \$ 2,428 | \$ 2,428 | Includes Stair Chair |
| 7 | Supplies / Small Equipment | \$ 14,369 | \$ 14,369 | \$ - | Not Included in sale |
| Adjustments | | | | | |
| Total | | | \$ 190,239 | \$ 230,000 | Purchase A3 Only |
| | | PowerLoad valued at | 80% | of replacement cost. | |
| | | Equipment valued at | 60% | of replacement cost. | |
| | | Supplies valued at | 100% | of replacement cost. | |

| Shepherdstown | | 2016 Ram 4500 Chasis | | A3-1 VIN 1608 | |
|---------------|----------------------------|-----------------------------|------------|----------------------|----------------------------|
| Line | Description | Replacement (new retail) | Value | Notes | |
| 1 | Ambulance | | \$ 125,000 | | |
| 2 | PowerLoad System | \$ 25,976 | \$ 20,781 | | |
| 3 | Stretcher | \$ 28,454 | \$ 17,072 | | |
| 4 | Monitor | \$ - | \$ - | | Not Included in sale |
| 5 | Lucas | \$ 17,649 | \$ 10,589 | | Confirm whether included ? |
| 6 | Stair Chair | \$ 4,046 | \$ 2,428 | | |
| 7 | Supplies / Small Equipment | \$ 14,369 | \$ 14,369 | | |
| Adjustments | | | | | |
| Total | | | \$ 190,239 | | Not for Sale |
| | | PowerLoad valued at | 80% | of replacement cost. | |
| | | Equipment valued at | 60% | of replacement cost. | |
| | | Supplies valued at | 100% | of replacement cost. | |

| Shepherdstown | | Supplies/Equip in Stockroom | | |
|---------------|-----------------------|-----------------------------|-------|------------------|
| Line | Description | Replacement (new retail) | Value | Notes |
| 1 | Supply room inventory | \$ - | \$ - | **Need this info |
| Adjustments | | | | |
| Total | | | \$ - | |

not on 8/14/22

Buy this one

Client & Claim Information

Client: **Jefferson County Emergency Services Agency**
Account #: **6597**
Adjuster: **Bob Burner**
Submitted By: **Bob Burner**
Requested: **Jun 22, 2022 2:56 AM**

Valuator: **Mike Didrickson**

Claim: **A3**
Customer Ref: **Ambulance 3**
Owner: **Shepherdstown FD**
Location: **Shepherdstown, WV 25443**
Vehicle: **2016 Ram Ram 4500 Chassis**
VIN: **3C7WRLCL3GG261607**
Mileage: **65573**
Loss Date: **Jun 22, 2022**
Type: **Appraisal**

Valuation Summary

Fair Market Valuation **\$125,000.00**
+ Unique Customizations:
- Prior Damage/Other Deductions:
- Deductible:
Adjusted Market Valuation **\$125,000.00**

\$230,000

Valuation Comments

Loss is a 2016 Ram Ram 4500 Chassis 2 Door Regular Cab.
DCI used Standard/Average for options/equipment not provided.
No additional repairs, refurbishments, or accessories were submitted for the loss.
Search limited to like make, and model.
Search expanded beyond local markets, and model years, to find comparable units for sale.
*Furthest comparable/quoted asset used is 990 miles from the loss.
Due to limited or no availability of comparable vehicles for sale, DCI contacted qualified licensed Dealer(s) for Price Quotation(s).

Valuation Methodology

DCI Solution's *Valu-Rite®* Report reflects its opinion as to the market value of the loss vehicle/asset based upon the information provided by client and/or insured and does not warrant the accuracy of such information as provided. This valuation and said process meets the *Uniform Standards of Professional Appraisal Practices (USPAP)*.

Our methodology to determine such market value incorporates the search and comparison to "like" vehicle/assets, for sale or having recently been sold, and/or dealer quotations, and/or previously valued vehicle/assets in the DCI Solution database, in the market area. "Like" vehicle/assets are determined by a number of factors including but not limited to year, make, and model.

Adjustments (Price Factors) are made for variances between the Loss vehicle/asset and Comparable vehicle/assets, which may include but are not limited to Mileage/Hours, Equipment/Accessories, Model Year, Condition, Refurbishments, and Unique Customizations. These Price Factor adjustments are made on a line-by-line basis, calculated so that each vehicle is adjusted to a "standard/average" vehicle for comparison purposes. This includes mileage and all standard equipment.

If no information has been provided on certain price factors, DCI Solution will use average/standard options. When model year variances are necessary, adjustments will be made at each non-standard option level and at the Model level for all standard options. Industry standards and resources are used for all valuations.

The valuation does not include tax or prior damage unless so stated and provided or requested by client. The sales tax rate, if provided by DCI Solution, is the general sales tax rate and DCI makes no representations or warranties concerning the accuracy of such sales tax information. Title and licensing fees are not included.

This report contains proprietary information of DCI Solution and shall not be disclosed to any third party (other than the insured or claimant) without DCI Solution's prior written consent.

DCI Solution certifies, to the best of its knowledge and belief: 1) the statements of fact contained in this report are true and correct; 2) the reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and our impartial and unbiased professional analyses, opinions, and conclusions; 3) it has no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved; 4) it has no bias with respect to the property that is the subject of this report or to the parties involved with this assignment; 5) engagement in this assignment was not contingent upon developing or reporting predetermined results; 6) compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal; 7) analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice; 8) it has not made a personal inspection of the property that is the subject of this report; 9) Name(s) and signature(s) are on file.



Vehicle Description & VIN Decoding

Vehicle/Asset

Overview

| | |
|-------------------|-------------------------------------|
| Model Year | 2016 |
| Make | Ram |
| Model | Ram 4500 Chassis |
| Overall Condition | 4 - Above Average |
| GVWR Class | Incomplete Vehicle |
| Odometer | Miles |
| Trim Level | ST |
| Series | 4500 |
| Body Type | 2 Door Cab; Regular; Long Wheelbase |

Emergency Make/Model/Type

| | |
|--------------|------------------|
| Type | Ambulance Type I |
| Manufacturer | PL Custom |

Powertrain

Engine

| | |
|---------------------|-----------------------|
| Engine Manufacturer | Cummins |
| Engine Type | L6, 6.7L; Turbo |
| Fuel Type | Diesel |
| Drive Line Type | 4WD; Dual Rear Wheels |
| Engine Condition | 5 - Excellent |

Transmission

| | |
|------------------------|---------------|
| Transmission Type | Automatic |
| Transmission Condition | 5 - Excellent |

Tires/Axles

Tires

| | |
|----------------------------|---------------|
| Front Tire Tread Remaining | 90% (2 Tires) |
| Rear Tire Tread Remaining | 90% (4 Tires) |

Interior Features

Trim and Interior Extras

| | |
|--------------------|-------------|
| Interior Condition | 3 - Average |
|--------------------|-------------|

Electronics/Power Accessories

Sound System/Communications

| | |
|--------------|-----------------------|
| Audio System | Standard Audio System |
|--------------|-----------------------|



| | |
|---------------------------------------|-------------------------|
| 2 Way Radio | 2 Way Radio |
| Power Accessories | |
| Backup Camera Systems | Rear View Camera |
| Other Vehicle Options/Upgrades | |
| Other Options/Upgrades | |
| Other Options/Upgrades | Comments |

Comparable Vehicles

| | <i>Appraised Vehicle</i> 3C7WRLCL3GG261607 | <i>Comp</i> {UNKNOWN} | <i>Comp</i> {UNKNOWN} | <i>Comp</i> {UNKNOWN} |
|------------------------|--|---------------------------------|---------------------------------|-----------------------------------|
| Location | Shepherdstown, WV 25443 | Camp Hill, PA 17011 (73 mi) | Union Grove, AL 35175 (590 mi) | Rock Rapids, IA 51246 (990 mi) |
| Owner | Shepherdstown FD | Pilip Ambulances (267) 243-3697 | (Unspecified) (256) 498-0188 | Arrow Manufacturing (800)743-3157 |
| Source | DCI Solution | <i>Dealer Quotes</i> | <i>Dealer Quotes</i> | <i>Dealer Quotes</i> |
| Stock Number | | Ross Pilip | Johnathan Watts | Mark Radtke |
| Market Value: | \$125,000.00 | \$127,000.00 | \$123,000.00 | \$125,000.00 |
| Total Adjustments: | | (\$130.84) | \$130.84 | \$0.00 |
| Adjusted Value: | | \$126,869.16 | \$123,130.84 | \$125,000.00 |

Vehicle/Asset

Overview

| | 2016 | 2016 | 2016 | 2016 |
|-------------------|--|--|--|--|
| Model Year | 2016 | 2016 | 2016 | 2016 |
| Make | Ram | Ram | Ram | Ram |
| Model | Ram 4500 Chassis | Ram 4500 Chassis | Ram 4500 Chassis | Ram 4500 Chassis |
| Overall Condition | 4 - Above Average | 4 - Above Average (\$93.46) | 4 - Above Average \$93.46 | 4 - Above Average |
| GVWR Class | Incomplete Vehicle | Incomplete Vehicle | Incomplete Vehicle | Incomplete Vehicle |
| Odometer | 65573 Miles | 65573 Miles | 65573 Miles | 65573 Miles |
| Trim Level | ST | ST | ST | ST |
| Series | 4500 | 4500 | 4500 | 4500 |
| Body Type | 2 Door Cab; Regular; Long Wheelbase | 2 Door Cab; Regular; Long Wheelbase | 2 Door Cab; Regular; Long Wheelbase | 2 Door Cab; Regular; Long Wheelbase |

Emergency Make/Model/Type

| | | | | |
|--------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Type | Ambulance Type I | Ambulance Type I | Ambulance Type I | Ambulance Type I |
| Manufacturer | PL Custom | PL Custom | PL Custom | PL Custom |

Powertrain

Engine

| | Cummins | Cummins | Cummins | Cummins |
|---------------------|------------------------------|-----------------------------------|---------------------------------|------------------------------|
| Engine Manufacturer | Cummins | Cummins | Cummins | Cummins |
| Engine Type | L6, 6.7L; Turbo | L6, 6.7L; Turbo | L6, 6.7L; Turbo | L6, 6.7L; Turbo |
| Fuel Type | Diesel | Diesel | Diesel | Diesel |
| Drive Line Type | 4WD; Dual Rear Wheels | 4WD; Dual Rear Wheels | 4WD; Dual Rear Wheels | 4WD; Dual Rear Wheels |
| Engine Condition | 5 - Excellent | 5 - Excellent (\$37.38) | 5 - Excellent \$37.38 | 5 - Excellent |

Transmission

| | | | | |
|------------------------|----------------------|----------------------|----------------------|----------------------|
| Transmission Type | Automatic | Automatic | Automatic | Automatic |
| Transmission Condition | 5 - Excellent | 5 - Excellent | 5 - Excellent | 5 - Excellent |



| | <i>Appraised Vehicle</i> 3C7WRLCL3GG261607 | <i>Comp</i> {UNKNOWN} | <i>Comp</i> {UNKNOWN} | <i>Comp</i> {UNKNOWN} |
|------------------------|--|------------------------------------|-----------------------------------|--------------------------------------|
| Location | Shepherdstown, WV 25443 | Camp Hill, PA 17011 (73 mi) | Union Grove, AL 35175 (590 mi) | Rock Rapids, IA 51246 (990 mi) |
| Owner | Shepherdstown FD | Pilip Ambulances (267) 243-3697 | (Unspecified) (256) 498-0188 | Arrow Manufacturing (800)743-3157 |
| Source | DCI Solution | <i>Dealer Quotes</i> | <i>Dealer Quotes</i> | <i>Dealer Quotes</i> |
| Stock Number | | Ross Pilip | Johnathan Watts | Mark Radtke |
| Market Value: | \$125,000.00 | \$127,000.00 | \$123,000.00 | \$125,000.00 |
| Total Adjustments: | | (\$130.84) | \$130.84 | \$0.00 |
| Adjusted Value: | | \$126,869.16 | \$123,130.84 | \$125,000.00 |

Tires/Axles

Tires

| | | | | |
|----------------------------|----------------------|----------------------|----------------------|----------------------|
| Front Tire Tread Remaining | 90% (2 Tires) | 90% (2 Tires) | 90% (2 Tires) | 90% (2 Tires) |
| Rear Tire Tread Remaining | 90% (4 Tires) | 90% (4 Tires) | 90% (4 Tires) | 90% (4 Tires) |

Interior Features

Trim and Interior Extras

| | | | | |
|--------------------|--------------------|--------------------|--------------------|--------------------|
| Interior Condition | 3 - Average | 3 - Average | 3 - Average | 3 - Average |
|--------------------|--------------------|--------------------|--------------------|--------------------|

Electronics/Power

Accessories

Power Accessories

| | | | | |
|-----------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Backup Camera Systems | Rear View Camera | Rear View Camera | Rear View Camera | Rear View Camera |
|-----------------------|-------------------------|-------------------------|-------------------------|-------------------------|

Sound System/Communications

| | | | | |
|--------------|------------------------------|------------------------------|------------------------------|------------------------------|
| Audio System | Standard Audio System | Standard Audio System | Standard Audio System | Standard Audio System |
| 2 Way Radio | 2 Way Radio | 2 Way Radio | 2 Way Radio | 2 Way Radio |

Other Vehicle Options/Upgrades

Other Options/Upgrades

Other Options/Upgrades

Comments

Jcc

Public Comment for Jefferson County Commission meeting August 4, 2022

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

PUBLIC COMMENT –

I will first review the July 14, 2022 ARPA Special Session minutes that include eleven ARPA application with identification numbers totaling \$1,915,976.00. The minutes for the July 14, 2022 meeting indicates \$1.89 million approved with a discrepancy of \$25,976.00. Is this what the Jefferson County Commission is calling accounting? I would say it's pretty creative! The July 14, 2022, minutes are misinforming the Jefferson County resident/taxpayer of a differential of \$25,976.00. By not disclosing the full total of funding listed, and only rounding off the figures, has hidden a major discrepancy.

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 ARPA-28 (James Hite Park). I presented, on July 21, 2022, a very large document that includes the topography with infrastructure planning, including landscaping. My consulting fees should be considered.

I would like to thank the Commission for receiving my presentation above the other public comment participators of July 21, 2022, that was very intense.

NEW BUSINESS-

PRESENTATION # 7 John B. McCuskey, State Auditor – Presentation – WV Checkbook

I have spoken to the State Auditor's office and have been informed, that if this procedure is adopted, the Jefferson County resident/taxpayer can review expenditures of the JCC, at any given time. The question that I have presented to the State Auditor's office is whether the resident/taxpayers can review ALL available funds? Including grants or other funding mechanism and its status.

I have also enclosed my letter to Mr. McCuskey, State Auditor of some of my additional concerns.

"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!

David C. Tabb
107 Tabb Lane
Harpers Ferry, WV 25425
304-725-0423 (O)
304-676-5976 (C)

John B. McCuskey
West Virginia State Auditor
1900 Kanawha Blvd East, Building 1 Room W-100
Charleston, WV 25305

August 3, 2022

RE: The Jefferson County Commission Meeting Agenda

Dear Mr. McCuskey,

I, David Tabb, have reviewed the agenda for the Jefferson County Commission meeting for August 4, 2022, at 9:30AM. I saw that your name appears on the agenda as New Business item #7, presentation West Virginia Checkbook. I would like to know, if you have time to meet before or after this County Commission meeting to discuss on-going financial issues within Jefferson County. I have already filed some of my concerns with Andrew Woods and Kelly Snyder. The latest update from Mr. Snyder is that my concerns are still being reviewed within his limited resources.

I have been informed that the West Virginia Checkbook will give the public access to the revenue disbursements. The question is, will this give total access to the funds available? i.e., Bank accounts.

I am a Jefferson County life-long resident/taxpayer and have assisted the county within their time of need. I have also donated tens of thousands of dollars of materials, not to mention my time. The major crisis, at this time, is the Jefferson County Volunteer Fire Companies. The Jefferson County Commission is defunding the fire companies instead of fulfilling the financial requirement of funding. The County Commission is attempting a hostile takeover of the ambulance service within the county. The Jefferson County Commission has set aside \$5 million of the ARPA money, in the attempt, to create a countywide ambulance service. I am concerned if it is legal to use the ARPA money in that capacity.

Impact fees have been cut in half, by the Jefferson County Commission, by removing the county's school portion. I believe the Commission should have given that portion to the Volunteer Fire Companies instead. The Commission choose to reduce the impact fee cost, to the builders, by over 50%. The impact fee reduction came at a crucial time; it is needed for more infrastructure due to the impact of new housing with commercial construction at a standstill. (Large source of taxable property).

I would appreciate any time you can spare to meet with me to review the information that I have sent to Mr. Woods and Mr. Snyder.

Thank you,

A handwritten signature in black ink, appearing to read 'D. Tabb', written in a cursive style.

David C. Tabb

Public Comment for Jefferson County Commission ARPA Special Meeting August 11, 2022 at 9:30AM

I, David Tabb, a lifelong resident/taxpayer make the following comments regarding the August 11, 2022 ARPA Special Meeting at 9:30AM.

I, David Tabb, first would like to know where is the in person public comments? This is a meeting... all meetings are to have "in person" public comments.

Secondly, the session has no agenda pack. It is required for the public to have access to the agenda information.

Thirdly, the selection of possible disbursement appears to be overwhelming on the side of government departments or agencies. I know for a fact that other departments and groups have asked for funding and you, the JCC, said they could not apply or they were too late.

Fourth, West Virginia Auditor J.B. McCuskey, made the announcement at the August 4, 2022 Jefferson County Commission meeting, "The 40% under budgeting is at an end." The "open government" website on the first page shows 2019-2020 budget of \$4,360,931. (reserve); 2020-2021 \$11,448,700. (reserve); 2021-2022 \$8,330,195. (reserve). This totals \$24,139,826.00. This is \$24.1 million of under budgeting accounting is over the past three (3) years. The previous years have yet to be discovered! Keep in mind, the millions of dollars spent in manual checks excludes the \$24.1 million.

Inclosing, I believe this JCC should not disburse any more funds and the previous ARPA money be put on hold until an "oversight" committee, be put into place to ensure the transparency of "who" is receiving funding. Recalling, the recent announcement from the State Auditor, McCuskey, is keeping any eye on the JCC's accounting practices. That is why McCuskey encouraged the JCC to voluntarily have their accounting placed into the "open government" website, in lieu of other actions that the state auditor could enforce. At this point in time, it is impossible to fathom or understand how much money, the Jefferson County Commission over many years, has falsified the actual budget in relation to the actual funds received.

Once again, the JCC should not make any disbursements of the ARPA funding at this time without oversight.

Have a nice day!

Public Comment for Jefferson County Commission Special Meeting August 11, 2022

I, David Tabb, a lifelong resident/taxpayer make the following comments regarding the August 11, 2022 Special Meeting:

I, David Tabb, believe this Special Session is improper and erroneous since the County Commission ignored their fiduciary responsibility to obtain a license to operate an emergency vehicle through the Office of Emergency Medical Services. Within this special notice, the County Commission has failed to provide an agenda packet and the allowance for public comment; either in person or by written statement.

The issue to consider organizational and operational status of the ESA¹ should be put before the county taxpayers and residents and voted upon by the public since this cost will be placed on the resident/taxpayer. This issue should and could go before the resident taxpayers to be voting upon during the November 8th, 2022, general election. The JCC lacks the authority to make such a lifelong drastic change since the community has been accustomed to the current ambulance service.

The JCC has already spent hundreds of thousands of dollars to get this point under the authority of the Fitch Study that was compiled by a consulting firm. The JCC has ignored the Volunteer Fire Companies and the public's concerns. Once again, the JCC has no authority to impose such a drastic change to reduce the lifesaving emergency response that Jefferson County has been accustomed to.

In closing, I believe this notice of this Special Session is not proper and should have included the proper documentation to be included in an agenda packet. This drastic change to an emergency service should have been given at least a two week notice to the public, as required by the JCC, when one wants to address the County Commission.

Have a nice day!

¹ The ESA, at this point in time, only has a rapid response license for three rapid response units. This does not give the ESA the authority to run an ambulance/transport unit under the Office of Emergency Medical Service.

David C. Tabb
Shenandoah Sales & Service, Inc.
107 Tabb Lane
Harpers Ferry, WV 25425
304-676-5976

Jefferson County Commission
Ambulance Fee
P.O. Box 206
110 N. George St
Charles Town, WV 25414

August 9, 2022

Dear Commissioners;

Once again, I am writing to you about *Account# 55120 and 54442*.

Regardless of the assignment of an account number, since they have changed, the *Ambulance Fee* for the years of: 2015, 2016, 2017, 2018, 2019, 2020, 2021 and 2022 is a continual violation in charging these accounts. Since 2017, including now, I have requested a hearing in accordance with Section 4 of the *Jefferson County Ambulance Fee Ordinance*. To date, you still have not properly addressed and/or followed the rules set forth in the *Ambulance Fee Ordinance*.

The Jefferson County Commission had a full opportunity to address the ambulance fees once and for all, by the way, of an order "Granting request for Jury Trial and Setting Scheduling Conference" of July 19, 2018 at 2:30 by Circuit Court Judge Hammer.

It appears, by the way of your counsel on July 9, 2018, declined the opportunity to have a jury trial, where I could show the world how you, the Jefferson County Commission harassed the taxpayer and fail to obey by your own rules.

The Jefferson County Commission relished the right to pursue any further charges on an already illegal fee that one cannot deduct from annual taxes.

This matter is at an end.

After reviewing the statement form, it appears, once you detach remittance stub, customer account number no longer appears for customer record.

Any other correspondences on this matter will be considered harassment at the highest level.

Sincerely,



David C. Tabb

P.S. Your "late fees added after" September 30, 2022 is another example of how the fee is not enforceable.