

**AGENDA  
JEFFERSON COUNTY COMMISSION  
FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2022  
THURSDAY, OCTOBER 6, 2022  
6:00 P.M.**

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

---

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- October 6, 2022 Regular Meeting

**APPROVAL OF REQUISITIONS**

- October 20, 2022

**APPROVAL OF ACCOUNTS PAYABLE**

- October 13, 2022
- October 20, 2022

**APPROVAL OF MANUAL CHECKS**

- October 14, 2022
- October 21, 2022

**APPROVAL OF PAYROLL**

- October 14, 2022

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

*\*\*You may participate in public comment virtually by raising your hand in the GoToWebinar control panel. Please submit comments via email to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org). Your comments will be included in the minutes and agenda correspondence. Please include your name.*

**PRESENTATIONS**

1. 6:10 p.m. Tom Hansen, Sheriff
  - Animal Control - New Hire
  - Governor's Highway Safety Patrol Grant
  
2. 6:20 p.m. Russ Burgess, Director, Jefferson County IT Department
  - Approval to submit grant application for State Records Management and Preservation Board grant program

3. 6:30 p.m. Jennie Brockman, County Planner, Office of Planning and Zoning
  - Community Planning Month Proclamation
4. 6:40 p.m. Amy Gore, Family Court Awareness Month Committee
  - Approval of Proclamation to Declare November as Family Court Awareness Month in Jefferson County, WV
5. 6:45 p.m. Michelle Gordon, Finance Director
  - Approval of the FY22 Financial Statements
  - Review and Approval of FY2023 State Budget Revision 2 for the General Fund
  - Review and Approval of FY2023 State Budget Revision 2 for the Coal Severance Fund
6. 7:00 p.m. Roger Goodwin, Chief County Engineer, Jefferson County Department of Engineering, Planning, and Zoning
  - Hilltop House Hotel TDD Project – Inspection Services Intergovernmental Agreement Extension with West Virginia Department of Economic Development
7. 7:15 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. Report on Jefferson County Circuit Court case number 2022-C-48
  - c. Report as assigned to counsel on the Jefferson County School Board Impact Fees
  - d. Report by counsel on opioid case. (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP 45170).

#### **UNFINISHED BUSINESS**

8. EMS Transition Update

#### **COUNTY ADMINISTRATOR REPORTS**

- E911 Salary Adjustments
  - Consideration of Employee Promotion
  - Consideration of Position Upgrades: Dispatchers, Supervisors/Trainers, and Deputy Director
  - Consideration of Shift Differential
  - Consideration of Signing Bonus
  - Consideration of Referral Bonus
  - Consideration of the Elimination of three (3) full-time, vacant Dispatcher positions
- Approval to advertise and interview for Finance Director position
- Holiday Potluck

**COUNTY COMMISSION REPORTS**

**9. ADJOURN**

**CORRESPONDENCE/INFORMATION**

Office of Planning and Zoning – Memo and FY23 1<sup>st</sup> Quarterly Report

Harpers Ferry-Bolivar PSD Minutes – August 12, 2022 Regular Meeting

Public Comment received from David Tabb during October 6, 2022 County Commission meeting

E-mail received from citizen regarding litter

*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.*



## **Pre-Minutes**

### **Jefferson County Commission**

**Thursday, October 06, 2022**

---

A meeting of the Jefferson County Commission was held on Thursday, October 06, 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. Also present were John Nissel, County Administrator, Cindy Rezmer, Deputy County Administrator, Michelle Gordon, Finance Director, Jessica James, Assistant Deputy County Administrator and Sorayda Pitts, Administrative Assistant. (The archived meeting of the Thursday, October 06, 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 September 15, 2022 regular Meeting Minutes as presented. Motion seconded and unanimously approved.

#### **APPROVAL OF PAYROLL**

Motion by Mr. Hudson to approve the Payroll for September 30, 2022 in the amount of \$298,899.77 Motion seconded and unanimously approved.

#### **APPROVAL OF REQUISITIONS**

Motion by Mr. Hudson to approve the Requisitions for October 6, 2022 in the amount of \$95,451.35. Motion seconded and unanimously approved.

**APPROVAL OF ACCOUNTS PAYABLE**

CHECK#		VENDOR NAME		AMOUNT
86881		ANDREW ROSEN		\$ 367.12
86882		AWVA-ASSOCIATION OF WV ASSESSORS		\$ 100.00
86883		DARYLL WIMER		\$ 12.37
86884		DIANN BROWN		\$ 52.08
86885		DODSON SEPTIC SERVICE LLC		\$ 285.00
86886		FEDEX		\$ 33.74
86887		FRANKLIN & PROKOPIK P.C.		\$ 2,205.00
86888		G.WARREN MICKEY		\$ 50.00
86889		GARY DUNGAN		\$ 50.00
86890		GUTTMAN OIL CO		\$ 4,848.60
86891		PANSCH INVESTIGATIONS LLC		\$ 275.00
86892		R.E. MICHEL CO. LLC		\$ 658.75
86893		RICE TIRES CO		\$ 134.93
86894		ROBERT S. SELL		\$ 296.00
86895		RONALD DANTZIC		\$ 13.10
86896		SHERIFF OF JEFFERSON COUNTY		\$ 2,000,000.00
86897		SOFTWARE SYSTEMS INC		\$ 85.70
86898		TERESA HENDRICKS		\$ 21.38
86899		THOMAS HANSEN		\$ 75.50
86900		WV STATE TAX DEPARTMENT		\$ 6,972.66
86901		WV TAX DEPUTIES ASSOCIATION		\$ 35.00
86902	GS/004	GENERAL CO FUND -004		\$ 13,176.20
86903	FG/009	BERKELEY CO SHERIFF		\$ 2,834.55
86904	FG/009	RANSON POLICE DEPT		\$ 1,180.36
86905	FG/009	MOOREFIELD POLICE DEPT		\$ 539.45
86906	SG/010	JEFFERSON DAY REPORT CENTER		\$ 38,750.00
86907	AM/053	JEFFERSON CO EMERGEN JCESA		\$ 225,000.00
<b>TOTAL</b>				<b>\$ 2,298,052.49</b>

**Motion by Mr. Hudson to approve the Accounts Payable for September 22, 2022 in the amount of \$2,298,052.49. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
86909		AHA-ARTS & HUMANITIES ALLIANCE		\$ 2,320.11
86910		AMERITEL CORP		\$ 289.55
86911		ASHLEY NOONAN		\$ 1,292.15
86912		BOLAND TRANE SERVICES INC		\$ 8,541.09
86913		BUREAU OF CHILD SUPPORT		\$ 373.39
86914		CITY OF CHARLES TOWN		\$ 20.00

86915		CITY OF CHARLES TOWN		\$ 68.00
86916		CITY OF CHARLES TOWN		\$ 70.00
86917		COLONIAL LIFE		\$ 143.52
86918		COMPTROLLER OF MARYLAND		\$ 822.41
86919		DELTA DENTAL OF WV		\$ 6,104.05
86920		DOING BETTER BUSINES		\$ 80.16
86921		DR. ROBERT E. JONES III		\$ 2,000.00
86922		EFTPS IRS TAXES		\$ 104,358.33
86923		EMPOWER RETIREMENT		\$ 5,928.78
86924		ESS ELECTION SYSTEMS & SOFTWARE		\$ 1,141.10
86925		GUTTMAN OIL CO		\$ 3,968.08
86926		HIGHMARK WV		\$ 189,403.52
86927		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		\$ 3,435.51
86928		JEFFERSON CO CONVENTION AND VISITORS BUREAU		\$ 58,002.87
86929		JEFF CO PARKS & RECREATION COMMISSION		\$ 52,247.25
86930		JEFFERSON SECURITY BANK		\$ 4,140.00
86931		JEFFREY POLCZYNSKI		\$ 62.00
86932		MILLENIUM INSURANCE GROUP		\$ 900.00
86933		NAPA AUTO PARTS		\$ 227.21
86934		NATIONAL VISION ADMIN.		\$ 1,671.54
86935		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
86936		OLD CHARLES TOWN LIBRARY		\$ 1,500.00
86937		RICE TIRES CO		\$ 1,017.44
86938		SPIRIT OF JEFFERSON		\$ 153.00
86939		STATE TAX DEPARTMENT		\$ 150.00
w86940		US POSTAL SERVICE		\$ 20,000.00
86941		VA DEPT OF TAXATION		\$ 1,689.34
86942		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 16,959.49
86943		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 44,780.71
86944		WV STATE TAX DEPARTMENT		\$ 55,409.04
86945		WVCORP WV COUNTIES SELF INSURANCE RISK POOL		\$ 197,891.25
86946		XEROX FINANCIAL SERVICES		\$ 249.81
86947	FG/009	SHERIFF OF JEFFERSON CO		\$ 4,427.02
86948	BS/011	SHERIFF OF JEFFERSON CO		\$ 5,833.39
86949	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,605.73
<b>TOTAL</b>				<b>\$ 800,110.84</b>

**Motion by Mr. Hudson to approve the Accounts Payable for September 29, 2022 in the amount of \$800,110.84. Motion seconded and unanimously approved.**

**CHECK REGISTER  
6-Oct-22**

CHECK#		VENDOR NAME		AMOUNT
86950		BRIAN NEELEY		\$ 182.25
86951		DAVID WILSON		\$ 182.25
86952		KEITH JOHNSON		\$ 182.25

<b>TOTAL</b>				<b>\$ 546.75</b>

**Motion by Mr. Hudson to approve the Accounts Payable for October 06, 2022 in the amount of \$546.75. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

**23-Sep-22**

<b>MANUAL CHECKS</b>				
<b>Check#</b>	<b>Fund</b>	<b>VENDOR</b>		<b>Amount</b>
1008	AV/56	PRINT-O-STAT		\$ 1,169.01
1357	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 9.00
1358	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 2,658.95
1359	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 9,076.81
1360	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 959.38
1361	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 421.59
<b>TOTAL</b>				<b>\$ 14,294.74</b>

**Motion by Mr. Hudson to approve the Manual Checks for September 23, 2022 in the amount of \$14,294.74. Motion seconded and unanimously approved.**

**30-Sep-22**

<b>MANUAL CHECKS</b>				
<b>Check#</b>	<b>Fund</b>	<b>VENDOR</b>		<b>Amount</b>
561	CS/002	EASTRIDGE HEALTH SYSTEM		\$ 1,800.00
814	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,018.63
1009	AV/56	MONROE		\$ 328.97
1010	AV/56	ESRI		\$ 22,000.00
1789	CO/246	STORAGE NETWORK		\$ 83,695.00
128	AR/207	SHERIFF OF JEFFERSON CO		\$ 4,660.62
944	CW/059	WV STATE AUDITURU		\$ 225.00
943	CW/059	WV STATE POLICE		\$ 30.00
393	WV369	WVDSRF		\$ 578.00
<b>TOTAL</b>				<b>\$ 114,336.22</b>

**Motion by Mr. Hudson to approve the Manual Checks for September 30, 2022 in the amount of \$114,336.22. Motion seconded and unanimously approved.**

## ANNOUNCEMENTS

**PUBLIC COMMENT:** David Tabb, Mark Petitpierre.

## PRESENTATIONS

1. Angela Banks- Assessor-

a. Requested approval for exonerations

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Robert J. & Stephanie Willingham	PP	CTD	\$72.88	304498

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No.304498 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Brenda R. Creamer	PP	SD	\$204.96	315659

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 315659 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Harry Johnson	PP		\$502.86	302282

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 302282 as presented by Ms. Banks. Motion seconded and unanimously approved.**

b. Acknowledgement of Assessors Certificate of Compliance

- **Motion by Mrs. Tabb to approve the acknowledgement of Assessors Certificate of Compliance provided by the West Virginia Department of Agriculture and authorize the payment of the Assessor's compensation as outline in Chapter 7, Section 7, Article 6C of WV State Code.**

2. Rebecca Hall-Jefferson County Prosecuting Attorney's Office Victim Assistance Program- Requested approval for the Supplemental VOCA Grant Contract.

- **Motion by Mr. Stolipher to approve the Supplemental VOCA Grant Contract for 2022-2023. Motion seconded and unanimously approved.**
3. Lynn Fields- Probate- Requested quarterly review of Estates.
- **Motion by Mr. Stolipher to approve estates opened since last quarterly review in July, and close estates that have met all the requirements of the probate office. Motion seconded and unanimously approved.**
4. Roger Goodwin-Chief County Engineer, Jefferson County Department of Engineering, Planning & Zoning
- A-Complete bond release request for Slonaker's Custom Paving, LLC-Burr Business Park Lot 6 (File # 21-2-SP)
- **Motion by Mr. Stolipher to authorize and complete release of Performance Bond No. RCB0034619 with RIL Insurance Company, Peoria, IL construction bond security for Slonaker's Custom Paving, LLC- Burr Business Park Lot 6 (File #21-2SP). Motion seconded and unanimously approved.**
- B- Requested approval to offer employment for the County Planner position.
- **Motion by Mr. Stolipher to approve the hire Luke Seigfried as County Planner in the Department of Engineering, Planning & Zoning with a salary at \$60,000/year with a start date of October 31, 2022. Motion seconded and unanimously approved.**
- C- Requested approval of Amendment No. 1 to the schools Impact Fees FY 2023 Capital Improvement Plan – referred to counsel for a report back.
5. Jeff Polczynski- Director, Jefferson County Emergency Communications- Requested appointment for two Full-Time Public Safety Dispatchers
- **Motion by Mr. Stolipher to approve the hire of Kaitlyn Dunn with a salary of \$21.50/hr (\$44,720) with a start date of October 11, 2022 and Michelle Caddell with a salary of \$19.54/hr for the public safety dispatchers positions; with a start date of October 11, 2022 with their notated salary and salary increase post training.**

6. Russell Burgess- Director IT- Requested approval for The Audio/Visual Equipment and Software Solutions bid in reference to the RFP that was released in August 2022.

- **Motion by Mr. Stolipher to approve the bid submitted by VIBE Design Group in respond to The Audio/Visual Equipment and Software Solutions RFP that was released in August 2022. Total cost of the project to be \$65,678.50 paid for with ARPA funding. Motion seconded and unanimously approved.**

7. Interviews and Appointments to the Jefferson County Emergency Service Agency

EMS: Craig Simpson (Currently Serving)  
Marshall DeMerritt  
Doug Snowden

- **Motion by Mr. Stolipher to re-appoint Craig Simpson to the Jefferson County Emergency Services Agency as the EMS Representative for an unexpired term ending June 30, 2025.**

FIRE: John Paul Jones (Currently Serving)  
Scott Cooper  
Steve Harris

- **Motion by Mr. Stolipher to re-appoint John Paul Jones to the Jefferson County Emergency Services as the Fire Representative for an unexpired term ending June 30, 2025.**

8. Laurel Ziemianki- Hill Top House Hotel- Requested consideration on proposed approval of the submission of Hill Top House Hotel EODD TIF.

- **Motion by Mr. Stolipher to consider and act upon a proposed Resolution regarding the public hearing on November 03, 2022, with respect to the proposed creation of an Economic Opportunity Development District to be known and designated as ‘Hill Top House Hotel Economic Opportunity Development District,’ approving the form of public hearing notice to be published in connection with the same and matters related thereto. Motion seconded and unanimously approved.**

9. 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, Jefferson County Circuit Court Civil Action No. 2022-C-103 and WV Supreme Court No.'s 21-0727, 21-0728, and 21- 0731.

- b. Report on Jefferson County Circuit Court case number 2022-C-85.
  - c. Report on Jefferson County Circuit Court case number 2022-C-48.
  - d. Report on WVHRC EREP-49-21.
  - e. Consider matters involving or affecting the construction, planning, or purchase, sale, or lease of property.
  - f. Report by counsel on opioid case and consideration of recent developments in the case (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170).
- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice status and updates on items 9 a,b,d and e. Motion seconded and unanimously approved.**
  - **Motion by Mrs. Tabb to come out of Executive Session and reconvene in regular session. Motion seconded and unanimously approved.**

## **UNFINISHED BUSINESS**

### 10. EMS Transition Update

- Bob Burner-Director of the Jefferson County Emergency Services Agency-provided an update to the commission concerning the EMS Transition.

## **NEW BUSINESS**

### 11. Adoption of Proclamation- WV Breast Cancer Awareness Day and declaration of October as WV Breast Cancer Awareness Month.

- **Motion by Mrs. Tabb to adopt the Proclamation as presented and declare October 6, 2022 as WV Breast Cancer Awareness Day and designate October as Breast Cancer Awareness Month in Jefferson County. Motion seconded and unanimously approved.**

12. Approval and Signature of Certificate of Achievement for Local Girl Scout Council Gold Award Recipient

- **Motion by Mr. Stolipher to approve the Certificate of Achievement for Rosalyn Lavelle and authorize the Commission to President and sign the County Administrator to sign the document. Motion seconded and unanimously approved.**

**FINANCIAL DIRECTORS UPDATE**

- ARPA Funding for 12 EMS Positions
- **Motion by Mr. Stolipher to approve ARPA funding for FY23 of \$671,627, for FY24 of \$743,774 and to give JCESA the permission to advertise and hire 9 medics and 3 EMT positions, effective October 15, 2022. Motions seconded and unanimously approved.**
- ARPA EMS Summary

13. The Commission adjourned at 11:30 am on a motion by Mr. Hudson. Motion was seconded and unanimously approved.

---

Caleb Hudson, PRESIDENT

Respectfully submitted  
Sorayda Pitts  
Administrative Assistant



**REQUISITIONS TO BE APPROVED**

**October 20, 2022**

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
SHERIFF - LAW	22073	\$ 10,122.78	Superior Autobody	Car Repair
	23032	\$ 11,534.86	10-42 Tactical LLC	uniform equipment, patrol vests, etc.
<b>GRAND TOTAL</b>		<b>\$ 21,657.64</b>		



DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$422,937.24		\$422,937.24
6.2% Tax Payable OASDI	\$25,123.48		\$25,123.48
1.45% Tax Payable HI	\$5,875.67		\$5,875.67
Fed Withholding	\$36,316.92		\$36,316.92
WV State Withholding	\$17,881.29		\$17,881.29
PERS Retirement Deduct 4.5%	\$9,468.24		\$9,468.24
PERS Retirement Deduct 6%	\$6,889.72		\$6,889.72
Hosp. Pre-Taxed	\$15,570.00		\$15,570.00
AFLAC Pre-Taxed	\$388.07		\$388.07
AFLAC Post-Taxed	\$818.92		\$818.92
Optional Life Post-Taxed	\$1,851.49		\$1,851.49
Christmas Club	\$4,615.00		\$4,615.00
Wage Attach #1	\$373.39		\$373.39
Wage Attach #2	\$316.49		\$316.49
Wage Attach #3	\$0.00		\$0.00
DSRS Retirement Deduct 8.5%	\$6,721.54		\$6,721.54
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,759.34		\$4,759.34
457R - Roth	\$1,170.00		\$1,170.00
MD State Tax	\$797.40		\$797.40
D/VF	\$1,759.93		\$1,759.93
VA State Tax	\$206.94		\$206.94
Colonial(Plus)	\$47.84		\$47.84
Uniforms	\$0.00		\$0.00
Total Deductions	\$141,785.67	\$0.00	\$141,785.67
Net Wages Total	\$281,151.57	\$0.00	\$281,151.57
Payroll Date	October 14, 2022		



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



Name: Tom Hansen

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

Estimation of amount of time needed for appointment: 5 minutes

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

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

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

Subject (*Wording to be placed on agenda*): AC New Hire  
GHSP Grant

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

Animal Control has 2 vacancies for Animal Control Officers. We would like to fill one of those vacancies with the hire of Robert Smith. Mr. Smith would be eligible to start working October 24, 2022 as an 80 hour employee with a salary of 38,693.

The Sheriff's Office has received the award documents for the GHSP grant and is requesting acceptance of the award.

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 Robert Smith for the 80 hour position as an Animal Control Officer, starting October 24, 2022 at a salary of 38,693.00.

I move to approve the acceptance of GHSP grant award and authorize the Commission President to sign the associated documents.

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](mailto:thansen@jeffersoncountywv.org)

Phone Number: 304-728-3205

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

not applicable





**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**

**Division of Motor Vehicles**

5707 MacCorkle Avenue, Southeast

Post Office Box 17300

Charleston, West Virginia 25317-0010 • (304) 558-3900

TDD: (800) 742-6991 • (800) 642-9066

**Everett J. Frazier**  
Commissioner  
Division of Motor Vehicles

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

September 19, 2022

Jefferson County Commission  
Mr. Caleb Hudson  
Commission President  
Post Office Box 250  
Charles Town, West Virginia 25414

Dear President Hudson:

Your Highway Safety Grant has been approved for \$193,000. This award may be used to continue the Jefferson County EP Traffic Safety Enforcement Program.

I am pleased to see a continued commitment to improving the safety of West Virginians as they travel our State's roadways. Projects such as this are a significant step toward achieving our common goal of reducing traffic crashes, injuries, and fatalities statewide.

Please let me know if my Highway Safety program staff or I can be of further assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "E. Frazier".

Everett Frazier  
Governor's Representative  
for Highway Safety

EF/ta



**GRANT CONTRACT AGREEMENT**  
**BETWEEN THE**  
**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**  
**DIVISION OF MOTOR VEHICLES**  
**AND**  
**Jefferson County Commission**  
**F23-HS-06**

This **AGREEMENT**, entered into this **30<sup>th</sup>** day of **September 2022**, by the Commissioner of the Division of Motor Vehicles, for and on behalf of the State of West Virginia, Department of Transportation, Division of Motor Vehicles, hereinafter referred to as "DMV," and **Jefferson County Commission** hereinafter referred to as "Subgrantee."

**Whereas**, DMV is the recipient of a National Highway Traffic Safety Administration appropriation from the United States Department of Transportation, and

**Whereas**, the Subgrantee is an eligible applicant, who is desirous of receiving funds **to continue the Jefferson County EP Traffic Safety Enforcement Program**.

**Now, Therefore**, the parties hereto mutually agree as follows:

1. The Subgrantee agrees to comply with all applicable federal and state laws and rules, regulations, and policies promulgated thereunder.
2. DMV agrees to assist the Subgrantee to perform such tasks and functions as set forth in the attached application.
3. The Subgrantee shall do, perform, and carry out in a satisfactory manner as determined by DMV all duties, tasks, and functions necessary to implement the attached application.
4. The Subgrantee will commence its duties under the Agreement on **October 1, 2022**, and to continue those services/activities until **September 30, 2023**. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.
5. In consideration of the services rendered by the Subgrantee, the sum of up to **\$193,000** shall be obligated by DMV and said amount shall be deemed to be the maximum compensation to be received for this agreement unless a written modification is entered into between the parties amending the Agreement.

6. It is the understanding of all parties to this Agreement that DMV, by joining in the Agreement, neither pledges, nor promises to pledge, the credit of the State of West Virginia, nor does it promise payment of the compensation hereunder from monies from the "Treasury of the State of West Virginia."

7. To be eligible for any and all payments of the grant amount, the Subgrantee shall submit a Request for Reimbursement no more frequently than once a month to DMV. Upon receipt of said request, DMV shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of the attached application unless written approval of modification of the budget is signed by the parties hereto. The Subgrantee shall submit both a fiscal report detailing expenditures and a narrative progress report on a monthly basis by the 20<sup>th</sup> day of the following month.

8. The Subgrantee hereby represents that it possesses the legal authority to contract for this Agreement. Furthermore, attached and made a part of is a certified copy of the resolution, or motion of similar action, which the Subgrantee's governing body has clearly adopted or passed; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Subgrantee is a State agency, the completed application signed by the agency head is sufficient.

9. The Subgrantee agrees to abide by the grant conditions, terms, assurances, and certifications which are a part of the application and such other special terms and conditions that DMV has set forth in the Special Conditions, which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.

10. If, through any cause, the Subgrantee shall fail to fulfill in a necessary and proper manner his obligations under this Agreement, the DMV may withhold payments to the Subgrantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the DMV reasons for taking said action.

11. DMV and Subgrantee may from time to time require changes in the scope of services performed hereunder. Subgrantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation here-under or work to be performed, which are mutually agreed upon between the parties shall be in writing.

12. If for any reason funds received by DMV are suspended or terminated, in whole or in part, funding for this agreement shall cease.

13. The Subgrantee shall, within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DMV a final report on forms provided by DMV. Said reports shall reflect actual costs incurred during the terms of this Agreement.

14. The parties hereto agree that notice shall be given by personal service or served when mailed certified US Mail, postage prepaid, return receipt requested to the following addresses:

- a. Governor's Highway Safety Program  
5707 MacCorkle Avenue, SE  
Post Office Box 17600  
Charleston, West Virginia 25317-0010
  
- b. **Subgrantee Mailing Address:**  
**Jefferson County Commission**  
**Post Office Box 250**  
**Charles Town, West Virginia 25414**

15. The Subgrantee shall hold and save DMV and its officers, agents, and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent, or representative of the Subgrantee.

**IN WITNESS WHEREOF**, the parties hereto attach their signatures representing that each is acting with full authority.

---

**Mr. Caleb Hudson**  
**Commission President**  
**Jefferson County Commission**

---

**Everett Frazier**  
**Commissioner**  
**Division of Motor Vehicles**

**GRANT CONTRACT AGREEMENT**  
**BETWEEN THE**  
**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**  
**DIVISION OF MOTOR VEHICLES**  
**AND**  
**Jefferson County Commission**  
**F23-HS-06**

This **AGREEMENT**, entered into this **30<sup>th</sup>** day of **September 2022**, by the Commissioner of the Division of Motor Vehicles, for and on behalf of the State of West Virginia, Department of Transportation, Division of Motor Vehicles, hereinafter referred to as "DMV," and **Jefferson County Commission** hereinafter referred to as "Subgrantee."

**Whereas**, DMV is the recipient of a National Highway Traffic Safety Administration appropriation from the United States Department of Transportation, and

**Whereas**, the Subgrantee is an eligible applicant, who is desirous of receiving funds **to continue the Jefferson County EP Traffic Safety Enforcement Program**.

**Now, Therefore**, the parties hereto mutually agree as follows:

1. The Subgrantee agrees to comply with all applicable federal and state laws and rules, regulations, and policies promulgated thereunder.
2. DMV agrees to assist the Subgrantee to perform such tasks and functions as set forth in the attached application.
3. The Subgrantee shall do, perform, and carry out in a satisfactory manner as determined by DMV all duties, tasks, and functions necessary to implement the attached application.
4. The Subgrantee will commence its duties under the Agreement on **October 1, 2022**, and to continue those services/activities until **September 30, 2023**. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.
5. In consideration of the services rendered by the Subgrantee, the sum of up to **\$193,000** shall be obligated by DMV and said amount shall be deemed to be the maximum compensation to be received for this agreement unless a written modification is entered into between the parties amending the Agreement.

6. It is the understanding of all parties to this Agreement that DMV, by joining in the Agreement, neither pledges, nor promises to pledge, the credit of the State of West Virginia, nor does it promise payment of the compensation hereunder from monies from the "Treasury of the State of West Virginia."

7. To be eligible for any and all payments of the grant amount, the Subgrantee shall submit a Request for Reimbursement no more frequently than once a month to DMV. Upon receipt of said request, DMV shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of the attached application unless written approval of modification of the budget is signed by the parties hereto. The Subgrantee shall submit both a fiscal report detailing expenditures and a narrative progress report on a monthly basis by the 20<sup>th</sup> day of the following month.

8. The Subgrantee hereby represents that it possesses the legal authority to contract for this Agreement. Furthermore, attached and made a part of is a certified copy of the resolution, or motion of similar action, which the Subgrantee's governing body has clearly adopted or passed; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Subgrantee is a State agency, the completed application signed by the agency head is sufficient.

9. The Subgrantee agrees to abide by the grant conditions, terms, assurances, and certifications which are a part of the application and such other special terms and conditions that DMV has set forth in the Special Conditions, which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.

10. If, through any cause, the Subgrantee shall fail to fulfill in a necessary and proper manner his obligations under this Agreement, the DMV may withhold payments to the Subgrantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the DMV reasons for taking said action.

11. DMV and Subgrantee may from time to time require changes in the scope of services performed hereunder. Subgrantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation here-under or work to be performed, which are mutually agreed upon between the parties shall be in writing.

12. If for any reason funds received by DMV are suspended or terminated, in whole or in part, funding for this agreement shall cease.

13. The Subgrantee shall, within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DMV a final report on forms provided by DMV. Said reports shall reflect actual costs incurred during the terms of this Agreement.

14. The parties hereto agree that notice shall be given by personal service or served when mailed certified US Mail, postage prepaid, return receipt requested to the following addresses:

- a. Governor's Highway Safety Program  
5707 MacCorkle Avenue, SE  
Post Office Box 17600  
Charleston, West Virginia 25317-0010
  
- b. **Subgrantee Mailing Address:**  
**Jefferson County Commission**  
**Post Office Box 250**  
**Charles Town, West Virginia 25414**

15. The Subgrantee shall hold and save DMV and its officers, agents, and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent, or representative of the Subgrantee.

**IN WITNESS WHEREOF**, the parties hereto attach their signatures representing that each is acting with full authority.

---

**Mr. Caleb Hudson**  
**Commission President**  
**Jefferson County Commission**

---

**Everett Frazier**  
**Commissioner**  
**Division of Motor Vehicles**

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



Name: Russell Burgess

Department or Organization: Information Technology

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **Oct 20, 2022**

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

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

Subject (*Wording to be placed on agenda*): **Request to submit Grant Application to the State Records Management and Preservation Board grant program**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**Request to submit Grant Application to the State Records Management and Preservation Board grant program to hire a temporary, full time summer intern for approximately six months. The intern will be dedicated to scanning documents, reviewing for quality assurance and entry into the online permitting system. The total estimated cost is \$15,000 of which 90% is covered by the grant the the remaining 10% is a County Commission match**

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

If so, how much? \$1,500 depending on how much is approved by RMPB.

Provide exact financial impact/request:

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

- **Motion to approve the RMPB grant application in the amount of \$15,000 and pass the associated Resolution of Support.**

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

If not attached, explain:

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

Contact information: Russell Burgess

Email address: [rburgess@jeffersoncountywv.org](mailto:rburgess@jeffersoncountywv.org)

Phone Number: 304-728-5605

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

not applicable



**West Virginia**  
**Records Management and Preservation Board**  
**Grant Guidelines**  
**For Fiscal Year 2023-24**  
**Due: November 1, 2022**

The Records Management and Preservation Board awards grants to county commissions to assist office holders in the management and preservation of county records. Applications may be submitted in behalf of the office of the assessor, circuit clerk, county clerk, prosecuting attorney, sheriff, and/or county commission. Grant applications must demonstrate the willingness of the applicant office and the county commission to comply with all grant reporting deadlines and budget, purchasing, and reporting requirements; and to provide internal staff support to ensure the success of the project and the improvement of the management and preservation of the records addressed in the grant. Grant recipients must provide at least a ten percent (10%) cash match for each dollar expended by the RMPB. Grant funds are awarded on a reimbursement basis, which requires submission of the official Request for Reimbursement or invoice form. Multiple projects (projects representing two or more specific county offices, such as the County Clerk and Circuit Clerk) require separate applications, with priority ranking clearly designated by the County Commission.

The application (pages 4-8) and required supporting documentation are to be typed and on letter-size paper. An ORIGINAL signed application and thirteen complete copies must be submitted. Please see Page 3 for a list of Supporting Materials necessary to complete the application.

Applications must be completed and sent via certified mail with a postmark on or before November 1, 2022, or hand delivered by this date to: RMPB, c/o Denise Ferguson, West Virginia Archives and History, 1900 Kanawha Boulevard East, Building 9, Charleston, WV 25305-0300. Faxed or other electronic submissions will NOT be accepted. All grant applications submitted by the deadline will be reviewed for completeness and applicants contacted no later than November 15, 2022, if there are any omissions or irregularities in the submitted application. The RMPB will review all qualified grant applications and may request applicants to present details of their proposed project.

The Records Management and Preservation Board may approve total, partial, or no funding. Applicants approved for partial funding or not approved for funding will be informed in writing by February 1, 2023, and may submit within fifteen (15) days a written appeal documenting why the RMPB's denial of application should be reconsidered. Successful applicants are to perform and complete project work during Fiscal Year 2023-24 (July 1, 2023, through June 30, 2024).

Applicants are encouraged to contact Denise Ferguson, county records archivist, or Aaron Parsons, director of Archives and History, at (304) 558-0230, to discuss potential projects, the general requirements of the grant or review draft proposals in advance of the November 1 deadline for submission.

## **Eligible Projects:**

### **Personnel Costs (\$10,000 maximum)**

- To conduct inventory of records and remove non-records, duplicates, and accumulations of records that have reached or exceeded required retention periods.
- To scan and index records using the county's existing records management software.

Current employees may be used for hours in excess of regular work hours if devoted totally to work approved in the proposal.

### **Records Storage and Shelving (\$15,000 maximum)**

To provide for physical storage units and systems for records, such as manually operated mobile track shelving systems, roller shelving, open steel shelving, map cabinets and/or Mylar map sleeves, and standard archives records boxes (10"x12"x15").

### **Reformatting (\$10,000 maximum)**

To improve access and preservation of records through digitization or microfilming of permanent records which exist only in digital format. Counties are required to verify that all digital images are exact duplicates of the original records and are to provide copies of all images in TIFF format to Archives and History. The images provided to Archives and History will not be retained beyond the life of the storage device.

### **Equipment (\$10,000 maximum)**

To purchase computer terminals and single function printers for public access use in the records room, and/or scanners for county government employees to use for digitizing long term and/or permanent records. The scanner must be compatible with the county's existing records management software. Funding for these projects is contingent on the county's commitment to provide installation, technology support, upgrades, and maintenance necessary to network the computer(s) and scanner(s) to existing database or software programs. Eligible equipment purchases may also include micro-cut shredders for destruction of confidential records that have met their retention requirement.

### **Conservation (\$5,000 maximum)**

To restore, mend, encapsulate, rebind or recover original permanent records, record books or original maps. Counties should consider digitizing the original records during any restoration project as this sometimes provides the best opportunity to reformat the records to enhance accessibility.

## **Ineligible Projects:**

Furniture

Software programs, storage devices, or servers

Personnel costs for new permanent positions

Personnel costs to refund or supplement salaries of staff for regular work hours

Climate control projects such as dehumidifiers, heating/cooling and fire suppression systems

## **Key Information:**

- ❖ Applications are due no later than November 1, 2022
- ❖ Applications are to be sent by certified mail or hand delivered
- ❖ Applications are for Fiscal Year 2024 (July 1, 2023-June 30, 2024)
- ❖ Eligible projects are listed on page 2
- ❖ County Commission must indicate priority ranking for multiple submissions
- ❖ Include original and thirteen copies of the application (only pages 4-8)

## **Checklist of Required Supporting Materials:**

**The materials listed below must be included with the application:**

1. \_\_\_\_\_ Priority ranking (Page 8) as determined by the County Commission for counties submitting applications from multiple offices
2. \_\_\_\_\_ Resolution of support for the project, with original signature of the President of the County Commission in blue ink
3. \_\_\_\_\_ Letter of support with original signature of specific office holder participating in the records project
4. \_\_\_\_\_ Certification Form (Page 8) with original signature in blue ink of President of the County Commission agreeing to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, and the stated application requirements. This form must also be signed in blue ink by the applicable office holder (assessor, circuit clerk, county clerk, prosecuting attorney, and/or sheriff) whose records are involved in the project.
5. \_\_\_\_\_ Photographs, floor plans, etc., which may demonstrate or document the need for the project
6. \_\_\_\_\_ Estimates, bids, proposals, job descriptions, qualifications and/or resumes, supplies, equipment, floor plans, and drawings for proposed work to be purchased or contracted services must be dated within 60 days of the application
7. \_\_\_\_\_ Original and thirteen copies of the application (only pages 4-8) with supporting materials
8. \_\_\_\_\_ Other relevant information, if applicable

**West Virginia  
Records Management and Preservation Board  
Grant Application  
2023-2024**

**Please complete and return only pages 4-8 of this application with supporting materials (see page 3) and thirteen copies. You do not need to submit pages 1-3.**

**Applicant Contact Information:**

County:	Jefferson County, WV
County Office:	County Commission
Name of Office Holder:	Caleb Hudson, Commission President
Mailing Address:	124 E. Washington Street, P.O. Box 250 Charles Town, WV 25414
Telephone Number	304-728-3284
E-Mail Address:	<a href="mailto:info@jeffersoncountywv.org">info@jeffersoncountywv.org</a>

County Commission President:	Caleb Hudson
Mailing Address:	124 E. Washington Street, P.O. Box 250 Charles Town, WV 25414
Telephone Number:	304-728-3284
E-Mail Address:	<a href="mailto:chudson@jeffersoncountywv.org">chudson@jeffersoncountywv.org</a>

Grant Administrator:	Russell Burgess, Director of Information Technology
Telephone Number:	304-728-5605
E-Mail Address:	<a href="mailto:rburgess@jeffersoncountywv.org">rburgess@jeffersoncountywv.org</a>

## **Activity Description:**

Provide detailed explanation of the project. Identify internal and external staff or vendor necessary to complete work on the project. Include time frame and schedule for project completion.

Since 1975, the Office of Building Permits and Inspections, under the Jefferson County Commission, has kept paper copies of all building permits, officially known as Improvement Location Permits (ILPs). Since Subdivision Regulations were adopted in 1979 and Zoning Ordinance adopted in 1988, the Planning and Zoning Office has similarly maintained paper copies of all land development projects. As of January 2013, the Department of Engineering, Planning & Zoning (DEPZ) had stored over 1.15 million documents in 145 file cabinet drawers and boxes covering nearly 1200 sq. ft. of office space. That total continued to grow until we adopted the MyGovernmentOnline (MGO) <https://www.mygovernmentonline.org/> permitting system in November 2017. Since then, we have been scanning ILP documents into this new system and maintaining a duplicate, hardcopy archive.

This year, the Commission would like to hire a temporary, full-time, intern to dedicate time on back-scanning archival records and indexing into the records management software. The Department has had great success in the past hiring student workers for summer internships (4 month periods) and it is our intention to follow that model in this case.

Identify specific record titles, date spans, and quantity (example: Will Books, 1846-1884, Volumes 1-20).

This paper records digitization project will apply only to the Jefferson County Engineering, Planning & Zoning Department (JCEPZ) and those land development applications processed by JCEPZ staff since 1975. Land Development applications and related records include, but may not be limited to, Building Permits, Impact Fees, Use & Occupancy certificates, Conditional Use Permits, Easements, Mergers, Boundary Line Adjustments, Planning Commission Waivers, Seasonal Use Permits, Special Exception Permits, Subdivisions, Zoning Appeals, Zoning Certificates, Zoning Map Amendments, Zoning Variances, Bond Agreements, Ordinance Compliance Complaints, or Property Safety Cases.

We will work backwards chronologically, from 1996 to 1975, in order to complete the backlog scanning project for building permits

## **Activity Description (continued):**

Describe how this project will benefit the records management, preservation, and/or records access needs of your office(s).

There is a large backlog of paper records that are difficult to research and collect when doing property development history research or Freedom of Information Act (FOIA) inquiries. Digitizing and indexing these records into our records management system will reduce staff research time, increase overall process efficiency, and ultimately provide rapid access to the public via an online records portal.

There is reduced liability to the County due to centralized system with audit mechanism to track who uploaded what and when. The current paper filing system presents greater opportunity to lose documents, which may be critical for a FOIA request, for example. Less paper, less ink, and less physical storage related to paper storage means less cost to the County and taxpayers.

Scanning records to the cloud and redundant offsite servers eliminates the risk of loss of paper records that are susceptible to fire or flood.

Provide statement about past and future activities to protect records.

Prior to 2017, there was no comprehensive practice to digitally scan the archived documents. We are out of physical storage space in our basement and it is unrealistic to maintain paper copies in perpetuity (see Attachment 3).

The change from paper to digital record keeping is a significant paradigm shift for EPZ staff. We have thousands of individual files in boxes and cabinets in the basement. Staff started back-scanning back in 2017, to begin preparing for our records management system. We tested each desktop scanner and multi-function printer on a variety of resolutions, color v. b/w, image v. lines v. gray tone, to see the effect in graphic quality, legibility, and digital file size. We have developed a process where the permit technician scans in new documents into the records management system and other clerks are scanning older permit files from the basement to the shared server.

Staff shall scan all paper permit files, follow a QA process for image quality and completeness, and destroy all paper copies (once scanned and QA'd) older than 7 years. Any paper records newer than 7 years will be scanned, but also retained. On an annual basis, we will QA review the paper permit files from 8 years ago, scan and destroy the paper using County Maintenance shredder. No files shall be destroyed without passing QA and obtaining authorization to destroy from the West Virginia State Archives.

**Project Budget (Attach Cost Estimates):**

Eligible Project (see page 2)	Estimate of Total Cost	RMPB Request formula (total cost / 1.1)
Personnel Costs (\$10,000 maximum award)	\$15,000.00 (\$15 per hour x 1000 hours)	\$13,636.36
Records Storage and Shelving (\$15,000 maximum award)		
Reformatting (\$10,000 maximum award)		
Equipment (\$10,000 maximum award)		
Conservation (\$5,000 maximum award)		

**Total RMPB Request**

**\$ 13,636.36**

**Applicants must provide a 10% cash match for all grant funds expended by the RMPB. You will be notified of your required cash match after the Board awards funds for your project. Cash Match may only be applied to board-funded portions of grant.**

Provide a detailed explanation and breakdown of the project budget. Potential vendor estimates obtained within the past 60 days that are relevant to the project and/or personnel costs estimated to complete scanning and indexing projects must be included.

## Attachments:

### 1. Temporary Intern Position Description

## Jefferson County, West Virginia Job Description

<b>Position Title:</b>	Land Development Records Archivist	<b>Grade Level:</b>	I – Temporary (8 mos.)
<b>Department</b>	Engineering, Planning & Zoning (DEPZ)	<b>Date:</b>	July 1, 2023
<b>Reports to:</b>	DEPZ Office Manager	<b>FLSA Status</b>	P/T, Non-Exempt

**Statement of Duties:** The employee performs document scanning, records maintenance, and database management, in support of the department's goals.

**Supervision Required:** Works under general supervision of the DEPZ Office Manager.

**Occupational Risk:** The work environment involves everyday discomforts typical of indoor environments such as office settings. Duties generally do not present occupational risk to the employee.

**Essential Functions:**

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

1. Staff shall scan and digitize all paper permit files according to specifications and as prescribed by the Project Manager.
2. Staff shall follow established QA process for image quality and completeness.
3. Staff may be asked to index and upload documents to the County's online permitting system.

**Recommended Minimum Qualifications:**

**Education and Experience:** 2-year college associates degree with one to three (1-3) years related work experience desirable; High school diploma with 3 years office management experience, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Knowledge, Abilities and Skills:**

**Knowledge:** Proficiency in a range of software programs, e-mail and the Internet in support of department operations.

**Abilities:** Use good judgment and decision making abilities, to work independently with minimum supervision, and follow established office policies. Ability to communicate professionally with people of diverse backgrounds and levels of education is required.

**Skills:** Good typing, advanced computer, written and verbal communication, record keeping, and time management skills are required.

## 2. Sample Permit Scanning Quarterly Report

Permit Scanning and GIS point layer status as of September 1st, 2021							
Year	Paper	Act!	MGO	number scanned	digital size(gb)	GIS Pts created	Statistics
2021			810	810	13.90		
2020			949	949	27.70		
2019			878	878	34.20		
2018			762	762	15.70		
2017		637	139	645	16.30	500	2001-2021 total "big" permits 18,972
2016		719		574	3.62	574	1975-2001 total "small" ILPs 18,613
2015		644		517	3.60	517	
2014		687		605	1.61	605	
2013		641		598	1.80	598	2001-2021 total scanned 16,035
2012		612		611	2.08	611	
2011		682		656	3.83	656	2001-2021 scan PCT complete 84.5%
2010		710		691	3.20	691	
2009		685		672	3.26	672	1975-2001 total scanned 12,595
2008		849		842	2.98	842	
2007		1069		1056	5.11	1056	1975-2001 scan PCT complete 67.7%
2006		1395		1384	5.71	1384	
2005		1397		1391	6.08	1391	1975-2021 overall total scanned 28,630
2004		1404		1398	5.58	1398	
2003		1706		985	5.68	855	overall scan PCT complete 76.2%
2002		1359		11	0.85	11	
2001	1250	208	**	1203	0.42	1203	**missing 01-1050 thru 01-1099
2000	1200			1200	0.37	1200	
1999	1091			1092	0.34	1092	
1998	1074			1087	0.31	1087	1975-2021 total current size (gb) 169.51
1997	1049			1056	0.36	1056	
1996	879			452	0.19	367	average size per "big" file (mb) 10.15
1995	996			451	0.21	2	
1994	974			917	0.43		estimated total digital size for "big" permits (gb) 2001+ 192.60
1993	916			920	0.42		
1992	962			966	0.48		
1991	906			912	0.44		
1990	1031			279	0.13		Total GIS points created 18,379
1989	765			100	0.02		
1988	655			498	0.24	1	Total ILPs to be mapped (not including MGO) 34,047
1987	543			249	0.39	1	
1986	508			408	0.79		
1985	434			335	0.12		GIS point creation PCT complete 54.0%
1984	420			100	0.03		
1983	354						
1982	343			100	0.04	9	Total permits 1975-present 37,585
1981	361						
1980	358			1	0.00		
1979	370			170	0.77		
1978	390						
1977	414			99	0.23		
1976	368						
1975	2						

M:\GIS\Projects\PermitLayerDevelopment\QuarterlyReporting\YearlyPermitSummaries2021\_2QTR-Sep.xlsx

### 3. Photos of basement file storage



**Certification Form:**

I agree that funds granted under the Records Management and Preservation Board’s grant program will be spent only in accordance with the plan of work and budgeted statement presented in this application or revised and agreed to in the Grant Agreement, and that any changes in the plan of work or budget will be submitted in writing for approval in advance.

I agree to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, to administer the grant in compliance with standard financial management systems and general accounting standards for audit of government entities, and to participate in a grant administration workshop.

This document must be signed using blue ink by the County Commission President and all office holders who are applying for a Records Management and Preservation Board grant. Counties submitting applications from multiple offices must include a priority ranking as determined by the County Commission.

County:	Jefferson County, WV
Name of County Commission President:	Commissioner Caleb Hudson
Signature of County Commission President:	
Date:	
<b>PRIORITY 1</b>	
Name of County Office Holder:	Commissioner Caleb Hudson
Title of County Office Holder:	County Commission President
Signature of County Office Holder:	
Date:	
<b>PRIORITY 2</b>	
Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date:	
<b>PRIORITY 3</b>	
Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date:	

**RESOLUTION**

The Jefferson County Commission met on the 20<sup>th</sup> day of October, 2022, with a quorum present and passed the following Resolution:

WHEREAS, the West Virginia Records Management and Preservation Board awards grants to county commissions to assist office holders in the management and preservation of county records; and,

WHEREAS, the Jefferson County Commission has applied for a grant from the WV Records Management and Preservation Board to digitize archival land development records and enter these files in an existing online permitting system; and,

WHEREAS, the Jefferson County Commission is requesting \$13,636.36 from the WV Records Management and Preservation Board in order to complete the work necessary to accomplish the goal of scanning, indexing, and streamlining its improvement location permits; and,

WHEREAS, the Jefferson County Commission will provide at least a ten percent (10%) cash match for each dollar expended by the WV Records Management and Preservation Board: and,

WHEREAS, the Jefferson County Commission will comply with all grant reporting deadlines and budget, purchasing, and reporting requirements; and to provide internal staff support to ensure the success of the project and the improvement of the management and preservation of the records addressed in the grant: and,

WHEREAS, the Jefferson County Commission approves the Commission's grant proposal and recommends their project to the WV Records Management and Preservation Board as the first priority.

NOW, THEREFORE, BE IT RESOLVED, by the Jefferson County Commission of West Virginia, that the President is hereby authorized to affix her signature to the necessary documents on behalf of the Jefferson County Commission, and that she be empowered to sign the Certification Form provided by the WV Records Management and Preservation Board in order to obtain these funds.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Caleb Hudson  
PRESIDENT  
JEFFERSON COUNTY COMMISSION

**ATTESTED:** \_\_\_\_\_  
Jaqueline Shadle, County Clerk

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



Name: **Jennifer Brockman**

Department or Organization: **Office of Planning and Zoning**

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

Date Requested – 1<sup>st</sup> Choice: **10/20/22**

*If a specific date is needed, please provide reason for specific date: **Month of October Proclamation***

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

Subject (*Wording to be placed on agenda*): **Community Planning Month Proclamation**

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

**The American Planning Association (APA) celebrates October as “National Planning Month”. The WV Chapter of APA has recently reactivated itself and is encouraging municipalities and counties throughout the state to acknowledge or discuss the importance of and impact of planning for our state and local communities. WV APA is recommending that one way to do this is by approving an official proclamation to recognize this month. The Office of Planning and Zoning and the Jefferson County Planning Commission are forwarding the attached draft Proclamation to the County Commission requesting that they approve this proclamation acknowledging October as Community Planning Month Proclamation in conjunction with the celebration of National Community Planning Month.**

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

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

**The Jefferson County Commission proclaims October as National Community Planning Month as an opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of Jefferson County.**

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

Phone Number: 304-728-3228

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

not applicable





## COMMUNITY PLANNING MONTH PROCLAMATION

**WHEREAS**, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

**WHEREAS**, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

**WHEREAS**, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

**WHEREAS**, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

**WHEREAS**, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

**WHEREAS**, American Planning Association endorses National Community Planning Month as an opportunity to highlight how planning is essential to recovery and how planners can lead communities to equitable, resilient and long-lasting recovery; and

**WHEREAS**, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of Jefferson County of the state of West Virginia; and

**WHEREAS**, we recognize the many valuable contributions made by professional community and regional planners of Jefferson County of the state of West Virginia and extend our heartfelt thanks for the continued commitment to public service by these professionals;

**NOW, THEREFORE**, BE IT RESOLVED THAT, the month of October 2022 is hereby designated as **Community Planning Month** in Jefferson County of the state of West Virginia in conjunction with the celebration of National Community Planning Month.

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

---

\_\_\_\_\_  
President, Jefferson County Commission



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



Name: Amy Gore

Department or Organization: Family Court Awareness Month Committee

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: **October 20, 2022**

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

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

Subject (*Wording to be placed on agenda*): **Proclamation to Recognize November as Family Court Awareness Month in Jefferson County, WV**

Please provide the County Commission with a description of your request or presentation, including any background information: see included e-mail

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*): I move to approve the Proclamation to Recognize November as Family Court Awareness Month in Jefferson County, WV, and authorize the President of the Commission to sign the associated document.

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: [amyljohnson2014@gmail.com](mailto:amyljohnson2014@gmail.com)

Phone Number: 304-

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

not applicable



## Jessica Carroll

---

**From:** WebmastervJCC <webmaster@jeffersoncountywv.org>  
**Sent:** Thursday, October 13, 2022 7:50 PM  
**To:** JCCInfo  
**Subject:** Jefferson County Commission, WV: Website Form Notification

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

A new entry to a form/survey has been submitted.

**Form Name:** County Commission Contact  
**Date & Time:** 10/13/2022 7:50 PM  
**Response #:** 2808  
**Submitter ID:** 7011  
**IP address:** 73.250.130.69  
**Time to complete:** 2 min. , 59 sec.

---

### Survey Details

#### Page 1

**1. Name**

Amy Gore

**2. Email**

amyjohnson2014@gmail.com

**3. Questions or Concerns**

Dear County Commission Administration,

November is Family Court Awareness Month. The month of November provides an excellent opportunity for our County to demonstrate its support in recognizing the importance of a family court system that prioritizes child safety and acts in the best interest of children.

The effort organized by Tina Swithin of One Mom's Battle and Sandra Ross of California Protective Parents Association, was joined by The National Family Violence Law Center, The Court Said USA, Piqui's Justice, Kayden's Korner Foundation, Kyra Franchetti Foundation, Florida Protective Parents Association, and The Pollack Group LLC. All of these organizations are determined to bring awareness to the conservatively estimated 58,000 children a year who are ordered into unsupervised contact with abusive parents, where hundreds of children were murdered.

In 2021, 220 cities and counties, along with eight states, including Maryland, Pennsylvania, Rhode Island, Idaho, Illinois, New Hampshire, West Virginia, and Texas publicly demonstrated their commitment to child safety in the family court system. Mayors, county officials, and governors around the country have pledged their support with proclamations and/ or resolutions officially declaring the month of November as Family Court Awareness Month in their respective communities.

During the inaugural 2020 Family Court Awareness Month, top advocates in the family court system joined forces in a united effort to honor hundreds of children who have been reported as murdered by parents in family court cases, that included five-year-old "Piqui" Andressian, who was murdered because of a California family court failure; seven-year-old Kayden Mancuso, who was murdered because of a Pennsylvania family court failure; two-year-old Kyra Franchetti murdered because of a New York family court failure; and four-year-old Greyson Kessler because of a Florida Family Court failure.

Our goal for Family Court Awareness Month 2022, is to shine a spotlight on our family court system lacking proper training. Family court professionals should receive training surrounding the topics they rule about every day, which include domestic violence, child sexual abuse, physical abuse, emotional abuse, trauma, coercive control, as well as victim and perpetrator behaviors.

Many are shocked to discover that most states do not have mandated domestic violence training requirements prior to a judicial officer presiding over family court cases and ultimately, are misguided in determining the fate of innocent children who are living with familial violence. In the states that do have requirements for domestic violence training, it is very minimal, in fact in at least one state, barbers and beauticians have more mandated domestic violence training than do its judges.

Many families in our community are struggling in silence and facing the reality that child safety is not being prioritized, and that our bench officials need tools to help ensure children are not living trapped in trauma and abuse, and even worse, dying at the hands of a dangerous parent.

Here is the proposed wording for the proclamation:

WHEREAS, the mission of the Family Court Awareness Month Committee (FCAMC) is to increase awareness on the importance of a family court system that prioritizes child safety and acts in the best interest of children, and;

WHEREAS, the mission at the FCAMC is fueled by the desire to create awareness and change in the family court system for the conservatively estimated, 58,000 children a year ordered into unsupervised contact with abusive parents, while honoring the hundreds of children who have been reported as murdered during visitation with a dangerous parent, and;

WHEREAS, the mission of the FCAMC is to increase awareness on the importance of empirically-based education and training on domestic violence and child abuse, including emotional, psychological, physical, and sexual abuse, as well as childhood trauma, coercive control, and post separation abuse for judges and all professionals working on cases within the family court system, and;

WHEREAS, the mission of the FCAMC is to increase awareness on the importance of using scientifically valid, evidence-based, treatment programs and services that are proven in terms of safety, effectiveness, and therapeutic value, and;

WHEREAS, the mission at the FCAMC is to educate judges and other family court professionals on evidence-based, peer-reviewed research. Such research is a critical component to making decisions that are truly in the best interest of children. This research includes The Adverse Childhood Experiences (ACEs) Study (co-principal investigator: Vincent Felitti, Kaiser Permanente-CDC); Child Custody Evaluators' Beliefs About Domestic Abuse Allegations (principal investigator: Daniel Saunders, University of Michigan, sponsored by the National Institute of Justice); and Child Custody Outcomes in Cases Involving Parental Alienation and Abuse Allegations (principal investigator: Joan S. Meier, GW Law School, sponsored by the National Institute of Justice), and;

NOW, THEREFORE, I, \_\_\_\_\_ hereby declare the Month of NOVEMBER, to be FAMILY COURT AWARENESS MONTH.

I encourage all residents to support their local communities' efforts to prevent the harm of children in the hands of family members and to honor and value the lives of children.

If you, or your staff, have any questions, please do not hesitate to call me or respond to this email. I will follow-up with your office on this request in the next few days. As always, we appreciate your support. Thank you for considering this very important request.

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



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **October 20, 2022**

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

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

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

- Approval of the FY22 Financial Statements
- Review and Approval of FY2023 State Budget Revision 2 for the General Fund
- Review and Approval of FY2023 State Budget Revision 2 for the Coal Severance Fund

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? \$ NA

Provide exact financial impact/request:

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

- Motion to approve the FY22 Financial Statements
- Motion to accept FY23 State Budget Revision 2 for the General Fund
- Motion to accept FY23 State Budget Revision 2 for the Coal Severance Fund

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



JEFFERSON COUNTY, WEST VIRGINIA  
STATEMENT OF NET POSITION (Unaudited)  
June 30, 2022

	Primary		Component Units				
	Governmental Activities	Board of Health	Development Authority	Historic Landmarks	Farmland Protection	Emergency Services	Parks and Recreation
<b>ASSETS</b>							
<b>Current assets:</b>							
Cash and cash equivalents	\$ 24,154,939	\$ 599,964	\$ 801,831	\$ 41,253	\$ 3,949,819	\$ 1,277,801	\$ 799,889
Receivables, net of allowance for uncollectibles:							
Taxes	670,232	--	--	--	132,123	--	--
Accounts	710,840	197,090	--	--	--	248,828	17,572
Due from:							
Other governments	808,493	--	--	--	--	--	--
Inventory, at cost	2,223	--	--	--	--	--	--
Prepaid expenses	220,433	5,282	4,665	--	3,000	45,564	500
<b>Total current assets</b>	<u>26,567,160</u>	<u>802,336</u>	<u>806,496</u>	<u>41,253</u>	<u>4,084,942</u>	<u>1,572,193</u>	<u>817,961</u>
<b>Restricted assets:</b>							
Restricted cash	18,364,813	--	7,963	--	--	--	--
Lease receivable	--	--	--	--	--	--	--
<b>Capital assets:</b>							
<b>Nondepreciable:</b>							
Land	896,032	--	2,985,793	1,119,857	--	550,000	688,335
Construction in progress	743,329	--	--	--	--	--	406,664
<b>Depreciable:</b>							
Buildings	19,829,643	--	--	--	--	1,366,998	771,933
Structures and improvements	3,775,375	--	--	--	--	--	--
Vehicles	3,051,410	--	--	--	--	--	37,535
Machinery and equipment	8,626,989	5,091	40,901	--	--	703,599	266,447
Leasehold improvements	--	--	--	--	--	--	--
Less: accumulated depreciation	( 19,667,525)	--	( 32,121)	--	--	( 905,547)	( 270,896)
Intangible assets, net of accumulated depreciation	--	--	56,661	--	--	--	--
<b>Total noncurrent assets</b>	<u>35,620,066</u>	<u>5,091</u>	<u>3,059,197</u>	<u>1,119,857</u>	<u>--</u>	<u>1,715,050</u>	<u>1,900,018</u>
<b>Total assets</b>	<u>62,187,226</u>	<u>807,427</u>	<u>3,865,693</u>	<u>1,161,110</u>	<u>4,084,942</u>	<u>3,287,243</u>	<u>2,717,979</u>
<b>DEFERRED OUTFLOWS</b>							
Changes in proportion and differences between employer contributions and proportionate share of contributions							
	--	--	--	--	--	--	11,349
Changes in assumptions							
	1,237,135	146,796	--	--	--	310,700	--
Employer contributions subsequent to measurement period							
	1,041,332	68,239	--	--	--	--	33,894
Difference between expected and actual experience							
	607,265	--	--	--	--	--	--
Net difference between projected and actual investment earnings on pension plan investment:							
	--	--	--	--	--	--	6,727
<b>Total deferred outflows of resources</b>	<u>2,885,732</u>	<u>215,035</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>310,700</u>	<u>51,970</u>
<b>LIABILITIES</b>							
<b>Current liabilities payable from current assets:</b>							
Accounts payable	1,643,008	7,707	--	--	155	45,782	( 3,145)
Refunds payable	--	--	--	--	--	--	--
Payroll payable	241,190	3,579	--	--	--	159,140	( 119)
Intergovernmental payable	8,271	--	--	--	86,956	--	--
<b>Current liabilities payable from restricted assets:</b>							
<b>restricted assets:</b>							
Notes payable	--	--	--	--	--	39,122	--
Interest payable	--	--	825,910	--	--	1,161	--
<b>Unearned revenues:</b>							
Charges for services	1,710	--	--	--	--	--	--
<b>Noncurrent liabilities:</b>							
Notes payable - due in more than one year	--	--	2,220,570	--	--	908,482	240,639
Net OPEB liability	1,639,794	44,917	--	--	--	--	141,974
Net pension liability	( 4,631,917)	174,461	--	--	--	( 236,082)	77,672
Compensated absences payable	801,923	15,815	--	--	--	120,498	--
<b>Total liabilities</b>	<u>( 296,021)</u>	<u>246,479</u>	<u>3,046,480</u>	<u>--</u>	<u>87,111</u>	<u>1,038,103</u>	<u>457,021</u>
<b>DEFERRED INFLOWS</b>							
Difference between expected and actual experience							
	--	--	--	--	--	--	--
Changes in assumptions							
	--	172,919	--	--	--	88,781	4,021
Changes in proportion and differences between employer contributions and proportionate share of contributions							
	73,691	--	--	--	--	--	--
Net difference between projected and actual investment earnings on pension plan investment:							
	7,049,596	--	--	--	--	--	18,846
<b>Total deferred inflows of resources</b>	<u>7,123,287</u>	<u>172,919</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>88,781</u>	<u>22,867</u>
<b>NET POSITION</b>							
Net investment in capital assets, net of related debt	17,255,253	5,091	8,780	1,119,857	--	767,446	1,900,018
<b>Restricted for:</b>							
Community development projects	--	--	7,963	--	--	--	--
Other purposes	18,364,813	--	--	--	3,997,831	81,000	353,177
Unrestricted	22,625,626	597,973	802,470	41,253	--	1,622,613	36,866
<b>Total net position</b>	<u>\$ 58,245,692</u>	<u>\$ 603,064</u>	<u>\$ 819,213</u>	<u>\$ 1,161,110</u>	<u>\$ 3,997,831</u>	<u>\$ 2,471,059</u>	<u>\$ 2,290,061</u>

The notes to the financial statements are an integral part of this statement.

JEFFERSON COUNTY, WEST VIRGINIA  
STATEMENT OF ACTIVITIES (Unaudited)  
For the Fiscal Year Ended June 30, 2022

	Program Revenues				Net (Expense) Revenues and Changes in Net Position					Component Units		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Governmental Activities	Total	Board of Health	Development Authority	Historic Landmark	Farmland Protection	Emergency Services	Parks and Recreation
<b>Functions / Programs</b>												
<b>Primary government:</b>												
General government activities:												
General government	\$ 13,037,363	\$ 1,455,309	\$ 4,768,568	\$ 15,000	\$ (6,813,486)	\$ (6,813,486)						
Public safety	12,668,496	4,509,836	994,891		(7,148,769)	(7,148,769)						
Health and sanitation	104,427	--	--		(104,427)	(104,427)						
Culture and recreation	1,485,870	--	16,148		(1,469,722)	(1,469,722)						
Social services	106,924	--	28,236		(78,688)	(78,688)						
Capital projects	525,892	--	--	452,869	(73,023)	(73,023)						
Education	40,591	--	--	--	(40,591)	(40,591)						
Total governmental activities	\$ 27,969,563	\$ 5,965,145	\$ 5,807,843	\$ 467,869	\$ (15,728,706)	\$ (15,728,706)						
Total primary government	\$ 27,969,563	\$ 5,965,145	\$ 5,807,843	\$ 467,869	\$ (15,728,706)	\$ (15,728,706)						
<b>Component units:</b>												
Board of Health	1,253,453	393,932	903,967	--	--	--	44,446	--	--	--	--	--
Development Authority	443,411	800	453,299	--	--	--	--	10,688	--	--	--	--
Historic Landmark	54,346	--	48,756	--	--	--	--	(5,590)	--	--	--	--
Farmland Protection	1,471,019	--	163,072	--	--	--	--	--	(1,307,947)	--	--	--
Emergency Services Agency	4,113,087	915,360	3,366,799	--	--	--	--	--	--	169,072	--	--
Parks and Recreation	1,153,674	562,562	627,897	--	--	--	--	--	--	--	--	36,785
Total component units	\$ 8,488,990	\$ 1,872,654	\$ 5,563,790	\$ --	\$ --	\$ --	\$ 44,446	\$ 10,688	\$ (5,590)	\$ 169,072	\$ --	\$ 36,785
<b>General revenues:</b>												
Ad valorem property taxes	\$ 15,067,809	\$ 15,067,809	\$ 15,067,809	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --
Alcoholic beverages tax	305,854	305,854	305,854	--	--	--	--	--	--	--	--	--
Hotel occupancy tax	653,775	653,775	653,775	--	--	--	--	--	--	--	--	--
Gas and oil severance tax	79,146	79,146	79,146	--	--	--	--	--	--	--	--	--
Other taxes	2,006,740	2,006,740	2,006,740	--	--	--	--	--	1,488,407	--	--	--
Coal severance tax	134,186	134,186	134,186	--	--	--	--	--	--	--	--	--
Licenses and permits	1,828,331	1,828,331	1,828,331	--	--	--	--	--	--	--	--	--
Interest and investment earnings	119,351	119,351	119,351	--	--	--	2,865	--	--	--	--	--
Reimbursement	902,461	902,461	902,461	--	--	--	--	(43,488)	--	5,254	--	2,928
Net gain (loss) on sale of investments	47,599	47,599	47,599	--	--	--	--	(629,576)	--	--	--	--
Miscellaneous	5,274,569	5,274,569	5,274,569	--	--	--	17,636	--	--	4,662	--	--
Total general revenues	\$ 26,419,821	\$ 26,419,821	\$ 26,419,821	\$ 26,419,821	\$ 26,419,821	\$ 26,419,821	\$ 20,501	\$ (673,064)	\$ 4,662	\$ 7,914	\$ 2,660	\$ 172
Change in net position	10,691,115	10,691,115	10,691,115	10,691,115	10,691,115	10,691,115	64,947	(662,376)	(928)	176,986	--	39,865
Net position - beginning	47,554,577	47,554,577	47,554,577	47,554,577	47,554,577	47,554,577	538,117	1,481,589	1,162,038	2,294,073	--	2,250,176
Net position - ending	\$ 58,245,692	\$ 58,245,692	\$ 58,245,692	\$ 58,245,692	\$ 58,245,692	\$ 58,245,692	\$ 603,064	\$ 819,213	\$ 1,161,110	\$ 2,471,059	\$ --	\$ 2,290,061

The notes to the financial statements are an integral part of this statement.

JEFFERSON COUNTY, WEST VIRGINIA  
BALANCE SHEET - GOVERNMENTAL FUNDS (Unaudited)  
June 30, 2022

	General	Coal Severance Tax	County Capital Outlay	Impact Fees	ARPA Grant	Other Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS AND DEFERRED OUTFLOWS</b>							
<b>Assets</b>							
Cash and cash equivalents	\$ 6,895,574	\$ 210,503	\$ 15,881,398	\$ --	\$ --	\$ 1,167,464	\$ 24,154,939
Receivables, net of allowance for uncollectibles:							
Taxes	670,232	--	--	--	--	--	670,232
Accounts	165,231	--	--	--	--	545,609	710,840
Due from:							
Other funds	98,433	--	--	--	--	--	98,433
Other governments	565,504	--	--	--	--	242,989	808,493
Inventory, at cost	2,223	--	--	--	--	--	2,223
Prepaid expenses	185,067	--	26,505	--	--	8,861	220,433
Restricted cash	--	--	--	9,501,702	8,863,111	--	18,364,813
<b>Total assets</b>	<b>8,582,264</b>	<b>210,503</b>	<b>15,907,903</b>	<b>9,501,702</b>	<b>8,863,111</b>	<b>1,964,923</b>	<b>45,030,406</b>
<b>Deferred Outflows</b>							
Total deferred outflows of resources	--	--	--	--	--	--	--
<b>Total assets and deferred outflows of resources</b>	<b>\$ 8,582,264</b>	<b>\$ 210,503</b>	<b>\$ 15,907,903</b>	<b>\$ 9,501,702</b>	<b>\$ 8,863,111</b>	<b>\$ 1,964,923</b>	<b>\$ 45,030,406</b>
<b>LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES</b>							
<b>Liabilities</b>							
Accounts payable	707,326	4,225	53,061	--	513,087	365,309	1,643,008
Payroll payable	241,190	--	--	--	--	--	241,190
Intergovernmental payable	--	--	--	--	--	8,271	8,271
Due to:							
Other funds	--	--	--	--	2,299	96,134	98,433
Unearned revenue	--	--	--	--	--	1,710	1,710
<b>Total liabilities</b>	<b>948,516</b>	<b>4,225</b>	<b>53,061</b>	<b>--</b>	<b>515,386</b>	<b>471,424</b>	<b>1,992,612</b>
<b>Deferred Inflows</b>							
Deferred revenue - taxes	468,003	--	--	--	--	--	468,003
<b>Total deferred inflows of resources</b>	<b>468,003</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>468,003</b>
<b>Total liabilities and deferred inflows of resources</b>	<b>1,416,519</b>	<b>4,225</b>	<b>53,061</b>	<b>--</b>	<b>515,386</b>	<b>471,424</b>	<b>2,460,615</b>
<b>Fund balances</b>							
Nonspendable	187,290	--	26,505	--	--	8,861	222,656
Restricted	--	193,662	--	9,501,702	8,347,725	1,589,413	19,632,502
Committed	37,891	12,616	15,828,337	--	--	103,958	15,982,802
Assigned	4,058,805	--	--	--	--	( 208,733)	3,850,072
Unassigned	2,881,759	--	--	--	--	--	2,881,759
<b>Total fund balances</b>	<b>7,165,745</b>	<b>206,278</b>	<b>15,854,842</b>	<b>9,501,702</b>	<b>8,347,725</b>	<b>1,493,499</b>	<b>42,569,791</b>
<b>Total liabilities, deferred inflows and fund balances</b>	<b>\$ 8,582,264</b>	<b>\$ 210,503</b>	<b>\$ 15,907,903</b>	<b>\$ 9,501,702</b>	<b>\$ 8,863,111</b>	<b>\$ 1,964,923</b>	<b>\$ 45,030,406</b>

The notes to the financial statements are an integral part of this statement.

JEFFERSON COUNTY, WEST VIRGINIA  
RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS  
TO THE STATEMENT OF NET POSITION (Unaudited)  
June 30, 2022

---

Total fund balances on the governmental fund's balance sheet \$ 42,569,791

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and are therefore not reported in the funds. (Note III - D) 17,255,253

Certain revenues are not available to fund current year expenditures and therefore are deferred in the funds. (Note III - B ) 468,003

Deferred (inflows) and outflows related to pension activity are not required to be reported in the funds but are required to be reported at the government-wide level (Note V):

Deferred outflow (inflow)- Changes in employer portion and differences between contributions and proportionate share of pension expense \$ ( 73,691)

Deferred outflow - Employer contributions to pension plan after measurement date 1,041,332

Deferred outflow (inflow) - Net differences between projected and actual investment earnings ( 7,049,596)

Deferred outflow (inflow) - Differences between expected and actual experience 607,265

Deferred outflow (inflow) - Differences in assumptions 1,237,135 ( 4,237,555)

Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds. This is Increase/Decrease in Compensated Absences and OPEB Liability (Note IV - E), and Net Pension Liability (Note V) 2,190,200

Net position of governmental activities \$ 58,245,692

The notes to the financial statements are an integral part of this statement.

JEFFERSON COUNTY, WEST VIRGINIA  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES -  
GOVERNMENTAL FUNDS (Unaudited)  
For the Fiscal Year Ended June 30, 2022

	General	Coal Severance Tax	County Capital Outlay	Impact Fees	ARPA Grant	Other Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES</b>							
Taxes:							
Ad valorem property taxes	\$ 15,156,525	\$ --	\$ --	\$ --	\$ --	\$ --	\$ 15,156,525
Alcoholic beverages tax	305,854	--	--	--	--	--	305,854
Hotel occupancy tax	653,775	--	--	--	--	--	653,775
Gas and oil severance tax	79,146	--	--	--	--	--	79,146
Other taxes	1,981,952	--	--	--	--	--	1,981,952
Coal severance tax	--	134,186	--	--	--	--	134,186
Licenses and permits	746,857	--	--	1,035,506	--	45,968	1,828,331
Intergovernmental:							
Federal	260,745	--	--	--	5,549,971	15,000	5,825,716
State	12,201	--	--	--	--	207,087	219,288
Local	23,000	--	--	--	--	200,000	223,000
Charges for services	4,402,026	--	--	--	--	1,250,312	5,652,338
Fines and forfeits	42,129	--	--	--	--	270,678	312,807
Interest and investment earnings	49,414	1,132	4,685	45,247	18,062	811	119,351
Reimbursements	193,432	--	--	--	--	709,029	902,461
Payments in lieu of taxes	24,788	--	--	--	--	--	24,788
Contributions and donations	333	--	--	--	--	7,375	7,708
Miscellaneous	3,662,297	--	7,160	--	--	1,605,112	5,274,569
<b>Total revenues</b>	<b>27,594,474</b>	<b>135,318</b>	<b>11,845</b>	<b>1,080,753</b>	<b>5,568,033</b>	<b>4,311,372</b>	<b>38,701,795</b>
<b>EXPENDITURES</b>							
Current:							
General government	11,912,169	55,490	195,767	--	345,772	1,794,662	14,303,860
Public safety	10,947,678	--	624,594	11,532	405,750	1,592,512	13,582,066
Education	--	--	--	40,591	--	--	40,591
Health and sanitation	81,186	23,241	--	--	--	--	104,427
Culture and recreation	1,346,928	25,060	--	3,839	16,148	--	1,391,975
Social services	60,000	18,688	--	--	28,236	--	106,924
Capital outlay	--	--	--	--	442,869	83,023	525,892
<b>Total expenditures</b>	<b>24,347,961</b>	<b>122,479</b>	<b>820,361</b>	<b>55,962</b>	<b>1,238,775</b>	<b>3,470,197</b>	<b>30,055,735</b>
Excess (deficiency) of revenues over expenditures	3,246,513	12,839	( 808,516)	1,024,791	4,329,258	841,175	8,646,060
<b>OTHER FINANCING SOURCES (USES)</b>							
Transfers in	852,583	--	4,626,948	--	--	--	5,479,531
Transfers (out)	( 4,626,948)	--	--	--	--	( 852,583)	( 5,479,531)
Proceeds from the sale of assets	60,234	--	--	--	--	--	60,234
<b>Total other financing sources (uses)</b>	<b>( 3,714,131)</b>	<b>--</b>	<b>4,626,948</b>	<b>--</b>	<b>--</b>	<b>( 852,583)</b>	<b>60,234</b>
<b>Net change in fund balances</b>	<b>( 467,618)</b>	<b>12,839</b>	<b>3,818,432</b>	<b>1,024,791</b>	<b>4,329,258</b>	<b>( 11,408)</b>	<b>8,706,294</b>
Fund balances - beginning	7,633,363	193,439	12,036,410	8,476,911	4,018,467	1,504,907	33,863,497
<b>Fund balances - ending</b>	<b>\$ 7,165,745</b>	<b>\$ 206,278</b>	<b>\$ 15,854,842</b>	<b>\$ 9,501,702</b>	<b>\$ 8,347,725</b>	<b>\$ 1,493,499</b>	<b>\$ 42,569,791</b>

The notes to the financial statements are an integral part of this statement.

JEFFERSON COUNTY, WEST VIRGINIA  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO  
THE STATEMENT OF ACTIVITIES (Unaudited)  
For the Fiscal Year Ended June 30, 2022

---

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds	\$	8,706,294
Capital outlays are reported as an expenditure in the governmental funds but are considered an asset at the government-wide level. This is the amount of capital assets that were purchased during the fiscal year. (Note III-D)		1,735,058
Capital outlays are reported as an expenditure in the governmental funds. In the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount of depreciation expense charged during the year. (Note III-D)		( 1,296,251)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. This is the difference between prior and current year deferred revenues. (Notes III-B)		
Prior year deferred revenues:	\$ 556,719	
Current year deferred revenues:	<u>468,003</u>	( 88,716)
Governmental Funds report pension contributions as expenditures. However, in the statement of activities, the cost of pension benefits earned net of employee contributions is reported as pension expense and are recognized on the accrual basis of accounting in accordance with GASB 68.		
Amount of pension expenditures at fund modified accrual level	\$ 1,041,332	
Amount of pension expenses recognized at government-wide level	<u>770,459</u>	1,811,791
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. Decrease in Compensated Absences and OPEB.		<u>( 129,463)</u>
Change in net position of governmental activities	\$	<u><u>10,691,115</u></u>

The notes to the financial statements are an integral part of this statement.

**Jefferson County Commission  
Fiscal Year 2022**

<b>Accounts Payable Vendor Name</b>	<b>Amount</b>
10-42 TACTICAL LLC	1,507.92
4IMPRINT, INC	1,428.78
84 LUMBER	1,567.09
92552 - BWI LONG TERM	46.00
A.V. LAUTTAMUS COMMUNICATIONS INC	11,371.00
AASHTO	407.40
ACCO BRANDS DIRECT	127.93
ACES RUN RESTAURANT &	18.27
ADAM WARD	296.59
ADOBE	9,838.49
AGENCY 360	1,197.00
AHA-ARTS & HUMANITIES ALLIANCE	11,682.60
AJ ALLEGHENY SYSTEMS LLC	19,000.00
ALAN MCCLINTOCK	12,765.60
ALBRIGHT CRUMBACKER	1,800.00
ALICE N PAINTER	151.25
ALL AMERICAN UNIFORM	1,220.40
ALPHA TECH PET INC	1,330.84
AMANDA JOHNSON	1,640.96
AMANDA MASTERS	42.71
AMAZON	63,428.21
AMER ASSOC NOTARIES	26.70
AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	33,220.22
AMERICAN FLAGS EXPRESS	130.08
AMERICAN PLANNING A	500.00
AMERIFLEX	1,641.80
AMERIGAS	2,246.11
AMERITEL CORP	1,896.69
ANGELA L BANKS	251.90
APCO INTERNATIONAL INC	1,437.00
APEX CONTROLS	310.94
APPLE TREE ANIMAL CLIN	3,927.47
APPLE VALLEY WASTE	171.64
APPLEBEES 877700187773	56.06
APRIL BLAKER	183.18
ARIN ELIZABETH FLOOK	1,369.50
ASAP SITE SERVICES	3,278.88
ASBURY UNITED METHODIST CHURCH	100.00
ASCE PURCHASING	454.00
ASFPM MADISON WI	330.00
ASHTYN REYNOLDS	62.46
ASR INC	168.95
ASSESSOR OF JEFFERSON COUNTY	125.65
AT&T	46,275.74
ATLANTIC OCCUPSYCH INC.	1,950.00
ATLANTIC TACTICAL	240.59
ATTENTI US INC	39,008.00
AUTOGRAPH	(222.66)
AUTOZONE	218.50
AWVA-ASSOCIATION OF WV ASSESSORS	1,000.00
AXIOM STAFFING GROUP	41,348.54
AXON	5,608.90
B2B PRIME 116M24S11	191.53

**Jefferson County Commission  
Fiscal Year 2022**

<b>Accounts Payable Vendor Name</b>	<b>Amount</b>
BADGEANDWALLET.COM	1,287.45
BAKERTON VOLUNTEER FIRE DEPARTMENT	117,671.05
BANK OF CHARLES TOWN	65.12
BARKER LAND & CONSULTING	7,500.00
BATTERY JUN	416.16
BATTERY MART	149.75
BAYTECHLABEL.COM	55.84
BEAR COMMUNICATIONS INC	17,633.00
BENJAMIN S WILLIAMS	332.10
BERKELEY CO SHERIFF'S OFFICE	6,974.27
BERKELEY GLASS INC	1,118.00
BESSIE NELSON	82.00
BEST BEST & KRIEGER LLP	1,474.00
BEST BUY 00015289	276.69
BEST HOLIDAY CARD.COM	277.60
BESTOFSIGNSCOM	34.24
BETHEL METHODIST CHURCH	100.00
BIDDLE CONSULTING GROUP	599.00
BIEDLERS ELEC MOTOR REP	1,345.10
BIRCH GROVE SOFTWARE	432.00
BIRRIERIA LA SUPREMA	(69.67)
BJS CUSTOM CREATIONS	240.00
BLUE RIDGE COMMUNITY CLUB	100.00
BLUE RIDGE MOUNTAIN VOLUNTEER FIRE COMPANY	70,000.00
BOLAND TRANE SERVICES INC	77,124.40
BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	82,500.00
BOWMAN SALES AND	107.00
BRAEI	535.00
BREWS CUSTOM AWARDS LLC	226.72
BRIAN LONG	97.11
BTS PATTERSONVET	843.40
BULBSTOCK.COM	63.35
BUREAU OF CHILD SUPPORT	14,769.68
C.A.R.S COMPLETE AUTO REPAIR SERVICE	91.16
CACAPON RESORT LPMS	192.00
CAMBRIA SUITES ANAHEIM	(248.11)
CAMP HILL WESLEY UNITED	150.00
CANAAN VALLEY RESORT LODGE	216.00
CAPITAL LIGHTING & SUPPLIES LLC	8,997.69
CARLSON SOFTWARE INC.	195.00
CARTER MACHINERY 01	8,857.07
CASTO & HARRIS INC	27,739.02
CCAWV-COUNTY COMMISSION ASSOCIATION OF WW	3,900.00
CCI HOTEL RES	537.80
CELLEBRITE INC.	289.00
CENTRAL ATLANTIC LEGAL GROUP PLLC T/A	912.00
CENTRAL ELEVATOR INSPECTION SERVICES LLC	1,100.00
CERVIS TECHNOLOGIES INC	1,500.00
CHARLES J ELLIS	29.64
CHARLES TOWN AUTO WASH	13.91
CHARLES TOWN BAPTIST CHURCH	100.00
CHARLES TOWN LOCK & KEY	150.00
CHARLES TOWN UTILITIES	15,704.40

**Jefferson County Commission  
Fiscal Year 2022**

<b>Accounts Payable Vendor Name</b>	<b>Amount</b>
CHILI'S CHARLESTON	15.77
CHIMNEY RESTORATION SERVICES INC	3,680.00
CHRISTY ENTERPRISE	754.88
CIOX HEALTH	407.98
CITIZENS VOLUNTEER FIRE COMPANY	70,150.00
CITY OF CHARLES TOWN	5,382.25
CLARE ATH	564.00
CLAYTON DEHAVEN	318.50
CLERK OF JEFFERSON COUNTY COMMISSION	222.24
COLONIAL LIFE	1,243.84
COLUMN	188.50
COMCAST	27,710.88
COMFORT INNS	729.23
COMMERCIAL PRESS INC	968.25
COMPANIONLINK SOFTWARE	29.95
COMPILED TECHNOLOGIES LLC	26,960.00
COMPTRROLLER OF MARYLAND	19,359.25
CONVERGENCE/HUBSPOT	3,900.00
COPQUEST INC	986.62
CORMAC QUINN	180.50
CORNERSTONE DIAGNOSTICS	6,232.00
CORPORATION OF RANSON	20.00
COURTYARD BY MARRIOTT	(338.04)
COVENANT BAPTIST CHURCH	100.00
CPI-COMPUTER PROJECTS OF ILLINOIS	1,800.00
CRACKER BARREL #509 DO	20.00
CRASH DATA GROUP	250.43
CREAMERS WRECKER SERVICE	340.00
CREATIVE PRODUCT SOURC	1,557.04
CRISWELL CHEVROLET	25,391.00
CROCK-HAMRICK REPORTING SERVICES LLC	247.50
CROSSPOINT CHURCH	200.00
CYNTHIA DANNER	16.75
DAILY DONUTS	(90.98)
DALE GOTTSCHALK	42.85
DARRELL COX	324.50
DARYLL WIMER	53.93
DAVID BOOBER	315.10
DAVID M. CARTER	104.00
DAVID TYLER KEMP	100.00
DAVID WAMPLER	9.95
DAYS INNS	396.94
DEANNA DAVIS	41.64
DELL MARKETING LP	41,911.40
DELTA DENTAL OF WV	72,145.15
DELTA HOTELS	208.78
DIANN BROWN	38.51
DIGITAL ALLY	17,270.00
DIGITALBUYER.COM	92.07
DLT SOLUTIONS LLC	678.15
DODSON SEPTIC SERVICE LLC	3,330.00
DOING BETTER BUSINES	3,208.71
DONORSNAP	468.00

**Jefferson County Commission  
Fiscal Year 2022**

<b>Accounts Payable Vendor Name</b>	<b>Amount</b>
DOROTHY FARMER	147.50
DOUGLAS H FLETCHER	29.79
DOUGLAS PITTINGER	16.58
DR. ROBERT E. JONES III	12,000.00
DS SERVICES STANDARD	10,693.80
EAST MOUNTAIN HEALTH P	45.00
EASTERN PANHANDLE MENTAL HEALTH CENTER	22,900.00
EASTERN PANHANDLE PSYCHIATRY INC.	675.00
EASTERN PANHANDLE REGIONAL PLANNING & DEVELOPMENT	29,973.26
EASYKEYSCOM INC	64.16
EB WV ENTREPRENEURSHI	45.78
EB WV PROSECUTORS SUM	200.00
EB WWFMA 2022 ANNUAL	780.00
ECOURTDATE.COM	2,499.00
ECOWATER	460.00
ED HANNON	44.53
EDITH COOPER	62.46
EFTPS IRS TAXES	2,569,620.45
ELITE K-9 INC.	1,867.55
ELIZABETH JUNE BOWERS	86.70
ELSAG, NORTH AMERICA	13,822.02
EMBASSY SUITES	3,214.92
EMERGENCY VEHICLE SPEC	639.47
EMILY MORROW	895.98
EMPOWER RETIREMENT	156,446.22
ENVELOPE SUPERSTORE	266.69
EPSILON SIGMA PHI NATI	60.00
EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	60,000.00
ERIC SMITH	1,170.00
ESI ELECTRONIC SYSTEMS INC	3,405.63
ESRI	31,550.00
ESS ELECTION SYSTEMS & SOFTWARE	56,432.24
ESTATE OF CHRISTINE MILLER	6,995.53
EVELYN STEPHENSON	103.53
EVERBRIDGE INC.	3,713.15
EXECUTIVE EMERGENCY LIGHTING LLC	57,991.53
EXPEDIA 72270942765083	53.38
F.A.O TOOLE OFFICE SYSTEMS INC	875.00
FAIRFIELD INN	2,643.88
FEDEX	1,103.93
FELLOWSHIP BIBLE CHURCH	100.00
FIDELITY POWER SYSTEMS	19,618.54
FIFTH THIRD BANK	953,611.31
FIRE SAFETY EQUIP	5,934.02
FIRST BAPTIST CHURCH	200.00
FISHER AUTO PARTS	16,629.61
FITCH & ASSOCIATES LLC	35,000.00
FLATWOODS HOTEL & CONFERE	777.90
FORMS FULFILLMENT CENT	568.26
FRANKLIN & PROKOPIK P.C.	2,385.00
FRIENDSHIP FIRE COMPANY	70,000.00
FRONTIER WV INC	151,151.27
FSP WWEDC	75.00

**Jefferson County Commission  
Fiscal Year 2022**

<b>Accounts Payable Vendor Name</b>	<b>Amount</b>
FUTURITY IT INC	1,000.00
G WARREN MICKEY	150.00
GALLS	6,500.81
GAN PUB CLASSIFIED ADV	279.40
GANNETT NEWSPRPR OH	234.00
GARMIN	79.00
GARY DUNGAN	150.00
GAYLORD OPRYLAND RESORT	4,656.74
GENERAL COUNTY FUND-J FEE	149,415.57
GETFORECLOSEDHOMECOM	(1.00)
GIH GLOBALINDUSTRIALEQ	646.10
GLASS DOCTOR OF NORTHE	432.63
GLOBAL ASSETS INTEGRAT	490.23
GLOBAL SCIENCE & TECHNOLOGY INC.	29,118.32
GLOBALSTAR USA	2,120.20
GOODMAN-WINCHESTER 232	51.24
GOVERNMENT FINANCE OFF	595.00
GOWERS FEED INC	814.42
GRAINGER	2,246.69
GRANICUS INC.	11,103.66
GRUBER-LATIMER RESTORATION	14,399.00
GS IMAGES	3,405.00
GUTTMAN OIL CO	232,721.28
GUY'S BUICK - GMC TRUCK INC	537.11
HABITAT FOR HUMANITY W	460.00
HAGERSTOWN COMM COLLEG	119.00
HAGERSTOWN FORD / KING	2,043.11
HAMPSHIRE REVIEW	25.00
HAMPTON INN HOTELS	1,771.49
HARBOR FREIGHT TOOLS31	277.81
HARRAHS HOTELS AND CASINOS	1,315.40
HAWKS NEST STATE PARK	259.98
HAWTHORN SUITES BY WYNDHAM	384.00
HEALTH REIMBURSEMENT ACCOUNT EMPLOYEE PAYMENTS	203,338.29
HIGHMARK WW	2,166,383.24
HILLSIDE VETERINARY HOSPITAL	4,402.74
HILTON	782.20
HINKLE CONSELING & PSYCHOLOGICAL CENTER PLLC	1,316.58
HIRERIGHT	137.73
HOFFMAN FORD SALES INC	200,640.30
HOLIDAY INNS	1,288.05
HOLMESCORPO	1,365.00
HOME2 SUITES BY HILTON	123.00
HOSPICE OF THE PANHANDLE	250.00
HUBSPOT INC.	3,656.66
HUNTZMAN ENTERPRISES	702.00
IAAO-INTERNATIONAL ASSOC OF ASSESSING OFFICERS	225.00
IACP	350.00
IDEMIA IDENTITY &	1,700.00
IDENTOGO - WW FINGERPR	32.50
IFIXIT	31.79
IN EXECUTIVE EMERGENC	14,840.61
IN IDENTITYLINKS INC.	1,519.72

**Jefferson County Commission  
Fiscal Year 2022**

<b>Accounts Payable Vendor Name</b>	<b>Amount</b>
IN INTRENSIC, LLC	25,886.46
IN JEFFERSON COUNTY C	40.00
IN PLACE MARKETING GR	595.00
IN SOFTWARE COMPUTER	720.00
IN STREET COP TRAININ	897.00
IN SUNNY COMMUNICATIO	3,565.00
IN TROPHIES "R" US, I	95.08
IN WEST VIRGINIA PUBL	250.00
INDEED	671.96
INDEPENDENT FIRE COMPANY	70,000.00
INFORMER SYSTEMS LLC	5,304.00
INSIDE THE TAPE	620.00
INSIGHT PUBLIC SECTOR INC	25,317.46
INTAB LLC	319.76
INTERNATIONAL CODE COUNCIL INC	1,385.19
IPC TECHNOLOGIES INC.	21,805.13
ISC2	849.00
J & K PRECISION AUTO C	417.95
J & S BUSINESS FORMS LLC	364.25
J.C. EHRLICH	8,055.00
J.D. POWER & ASSOC	3,820.00
JACINTO TIRES & WHEELS	(314.08)
JACK JENSEN	180.50
JACQUELINE SHADLE	928.82
JAMES CAMERON SNAP ON	549.00
JAMIE WOLFE	62.46
JEFF CO COMMUNITY MINISTRIES	20,000.00
JEFF CO DEPUTY SHERIFF'S ASSOC	1,320.00
JEFF CO PARKS & RECREATION COMMISSION	540,510.67
JEFFERSON CO CONVENTION AND VISITORS BUREAU	318,229.46
JEFFERSON CO EMERGENCY SERVICIES AGENCY	4,015,697.28
JEFFERSON CO FARMLAND PROTECTION BOARD	1,528,933.19
JEFFERSON CO SCHOOLS	909.00
JEFFERSON COUNTY COUNCIL ON AGING	13,991.66
JEFFERSON COUNTY DEVELOPMENT AUTHORITY	126,000.00
JEFFERSON COUNTY HEALTH DEPARTMENT	28,236.00
JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	22,358.70
JEFFERSON COUNTY SOLID WASTE AUTHORITY	528.96
JEFFERSON DAY REPORT CENTER	321,367.20
JEFFERSON RENTAL	253.66
JEFFERSON SECURITY BANK	112,213.00
JEFFERSON UTILITIES INC	12,640.26
JEFFREY POLCZYNSKI	218.50
JENNIFER HOWARD	1,000.00
JESSICA ASHLEY	218.50
JESSICA EBERSOLE	147.50
JOHN R TEARE JR	490.55
JOHNNYBLUEINC.COM	1,353.00
JOSEPH GRANTHAM	15.96
JOSEPH MURPHY	218.50
JOYCE A. JOHNS	4,200.00
JPATS USMS	3,634.00
JSCM GROUP	750.00

**Jefferson County Commission  
Fiscal Year 2022**

<b>Accounts Payable Vendor Name</b>	<b>Amount</b>
JUDICIAL DIALOG SYSTEMS	8,508.55
JULNET SOLUTIONS LLC	175.00
JUSTTECH LLC	3,380.93
KATHRYN KING	356.50
KATRINA CLARK	82.00
KEEPERSECURITY.COM	69.98
KEITH JOHNSON	313.47
KELSEY STIPANOVIC	116.00
KENT PARSONS FORD INC	676.24
KEVIN J. BOYCE	333.00
KLIK BELTS	130.05
KNIGHT CONSULTING SERVICE	900.00
KOBE JAPANESE STEAKHOU	56.79
KONE INC.	11,887.07
KUSTOM SIGNALS INC	2,945.00
LABOR LAW POSTERS	89.50
LANGUAGE LINE SERVICES	866.17
LAURA POPE	356.50
LAURA STORM	570.56
LEETOWN METHODIST CHURCH	100.00
LEID DIESEL SERVICE	6,548.32
LINKEDIN-677 9591213	131.33
LISA WALTERS	41.64
LNP MEDIA GROUP INC	44.00
LOOKS THAT SELL	60.00
LORI BROWN	356.50
LOUDOUN VETERINARY SER	635.47
LOWES	260.55
LS CORNERSTONE LANDSC	684.00
LUCARELLI (1 OF 1 PA	589.98
LYNDSEY W MATSCHAT	168.80
MAGNATIONAL.COM	289.60
MAGPUL INDUSTRIES CORP	69.06
MARCIA LYNN CHANDLER	204.05
MARKL SUPPLY COMPANY	10,777.55
MARRIOTT	505.03
MARSHALL & SWIFT BOECKH, LLC	2,084.15
MASTER SERVICE CORP	6,437.00
MATTHEW ARMEL	364.50
MATTHEW BENDER	2,384.01
MATTHEW HARPER	324.50
MATTHEW HARVEY	234.00
MAZZITTI & SULLIVAN EAP	2,808.00
MICAH HUTCHINS	91.54
MICHAEL MONAGHAN	300.00
MICHELLE GORDON	28,280.00
MICROMAIN CORPORATION	995.00
MICROSOFT 365	(21.20)
MID ATLANTIC ENTRY MD LLC	4,535.50
MIDDLEWAY FIRE COMPANY	70,000.00
MIDWAYUSA.COM	764.62
MILLENIUM INSURANCE GROUP	11,300.00
MILLERS SUPPLIES AT WORK	33,360.20

**Jefferson County Commission  
Fiscal Year 2022**

<b>Accounts Payable Vendor Name</b>	<b>Amount</b>
MONROE SYSTEMS FOR BUSINESS	5,682.52
MOOREFIELD POLICE DEPARTMENT	4,499.83
MORGAN RAIL SERVICE LLC	26,400.00
MOTOROLA SOLUTIONS INC	196,138.16
MOUNTAIN VIEW ANIMAL E	600.54
MOUNTAINEER PSYCHOLOGICAL SERVICES	2,100.00
MPH INDUSTRIES INC	5,780.46
MR PRINT	6,671.54
MSFT E0300G942H	21.20
NAME-CHEAP.COM W9NYLL	18.99
NAPA AUTO PARTS	3,340.76
NATIONAL ACADEMIES OF	715.00
NATIONAL ACADEMY OF EMERGENCY DISPATCH	4,727.00
NATIONAL BAND & TAG CO	2,660.00
NATIONAL BUSINESS INST	349.00
NATIONAL PEN CO LLC	172.94
NATIONAL VISION ADMIN.	20,565.48
NATIONWIDE RETIREMENT SOLUTIONS	21,684.00
NENA NATIONAL EMERGENCY NUMBER ASSOC	1,279.00
NEOPOST USA INC.	2,955.72
NFPA NATL FIRE PROTECT	350.00
NORFOLK SOUTHERN CORP	12.00
NRA LAW ENFORCEMENT	60.00
NRA MEMBERSHIP INTERNE	60.00
OAKLAND METHODIST CHURCH	100.00
OFFICE DEPOT	22,600.36
OFFICESUPPLY.COM	151.68
OGLEBAY LODGING	1,250.44
OLD CHARLES TOWN LIBRARY	100,500.00
OLIVE GARDEN 0021016	(323.66)
ONE TIME PAY VENDOR	42,956.61
ORDER 221208	104.03
OUTBACK 4953	28.60
OX PAPERBOARD CO	35.00
PANHANDLE PAINTS	131.70
PANHANDLE PRINTING & DESIGN	5,798.26
PANSCH INVESTIGATIONS LLC	1,650.00
PARABON NANOLABS INC	7,269.00
PATRIOT FIRE AND SECURITY LLC	7,850.00
PAYPAL ANIMALCONTR	575.00
PAYPAL CHAMBER	30.00
PAYPAL DAYSENDFARM	27.47
PAYPAL ICPEACEMAKE	275.00
PAYPAL JEFFERSONCO	140.00
PAYPAL MIDOHIOVALL	220.00
PAYPAL WESTVIRGINI	760.00
PCARD ONE TIME PAY VENDOR	433,303.23
PERRY & ASSOCIATES CPA'S	32,500.00
PET LOSS SERVICES	850.15
PIPESTEM RESORT LPMS	96.00
PITTSBURGH PUBLIC SAFE	1,354.94
PLANETIZEN PL COURSES	144.00
PORTABLE TECHNOLOGY SO	232.72

**Jefferson County Commission  
Fiscal Year 2022**

<b>Accounts Payable Vendor Name</b>	<b>Amount</b>
POSITIVE PROMOTIONS	299.55
POTOMAC EDISON	330,493.48
PP HUNTZMANENT	2,720.00
PRECISION LASER & INSTRUMENT INC.	37,944.00
PRINT-O-STAT INC.	16,909.86
PRIORITY DISPATCH	10,140.00
PROSHRED	954.58
PST PUBLIC SAFETY CENT	2,549.66
PUGH LUBRICANTS LLC	2,295.93
PWW LLC	22.02
QUALITY INNS	(108.12)
QUALITY UPTIME SERVICE	14,848.92
R.E. MICHEL CO. LLC	5,783.82
RANSON POLICE DEPT	4,714.90
RAY ALLEN MANUFACTURING	535.23
RCN COMMUNICATIONS LLC	40,029.24
RCS SECURITY	46,559.51
REBECCA CHALK	62.46
RENAISSANCE HOTELS	(318.40)
RETIREE HEALTH BENEFIT TRUST	82,555.00
REW MATERIALS 63425	373.80
RHONDA WILLINGHAM	145.70
RICE TIRES CO	12,773.57
ROACH OIL COMPANY	23,379.77
ROBERT L PETERSON SR	5.97
ROBIN MAHONY	241.25
ROCIC	300.00
RODGERS CLOCK SERVICE	275.00
ROGER GOODWIN	146.74
RONALD DANTZIC	698.41
RONALD GARZA	300.00
ROYAL ARMS INTERNATION	1,083.00
RUBBER STAMP CHAMP	130.00
RYAN SNYDER	329.58
SAFARILAND, LLC	195.50
SAFE KIDS WORLDWIDE	95.00
SAMANTHA COMBS	83.28
SANDRA APONICK	41.64
SANDRA SLUSHER MCDONALD	1,680.00
SAVE-A-LOT #23642	8.37
SCHOOL OF GOVERNMENT S	675.00
SCOTT DEMORY	88.50
SCPDC-SOUTH CENTRAL PLANNING & DEVELOPMENT COMM	2,174.39
SECRETARY OF STATE'S OFFICE	150.24
SEGRA	7,441.50
SELBY VETERINARY SERVICES	358.00
SEN COMMUNICATIONS LLC	869.00
SERVER SUPPLY.COM INC	196.00
SHANNON-BAUM SIGNS	4,777.45
SHAUN PACETTI	186.78
SHEETZ	165.00
SHELL OIL 10002539004	20.00
SHENANDOAH SALES AND S	605.34

**Jefferson County Commission  
Fiscal Year 2022**

<b>Accounts Payable Vendor Name</b>	<b>Amount</b>
SHENTEL	23,477.00
SHEPHERDSTOWN CHRONICLE	1,998.64
SHEPHERDSTOWN PUB LIBRARY	82,500.00
SHERIFF OF JEFFERSON CO-TRANS TO ARPA GRANT FUND	35,400.00
SHERIFF OF JEFFERSON CO-TRANS TO CAP OUTLAY FUND	4,626,948.00
SHERIFF OF JEFFERSON CO-TRANS TO EMS IMPACT FEE FUND	44,883.91
SHERIFF OF JEFFERSON CO-TRANS TO GENERAL CO FUND	865,060.18
SHERIFF OF JEFFERSON CO-TRANS TO LEO IMPACT FEE FUND	155,802.40
SHERIFF OF JEFFERSON CO-TRANS TO PARKS IMPACT FEE FUND	423,864.66
SHERIFF OF JEFFERSON CO-TRANS TO SCHOOL IMPACT FEE FUND	392,707.05
SHERIFF OF JEFFERSON CO-TRANS TO ADMIN IMPACT FEE FUND	18,248.00
SHERWIN-WILLIAMS	608.77
SHI INTERNATIONAL CORP	17,820.52
SHONEYS OF FLATWOODS	18.26
SHOPLET	2,081.62
SID SAVAGE AUTO DEALER	87.87
SIRCHIE FINGER PRINT LAB	1,357.08
SKILLPATH / NATIONAL	449.00
SMARTSIGN	1,019.51
SMOKE HOLE RESORT	155.68
SOFTWARE SYSTEMS INC	38,250.27
SOLARWINDS	1,402.00
SONIC WALL	6,378.45
SOUTH JEFFERSON PUBLIC LIBRARY	82,500.00
SOUTHWEST AIRLINES	1,579.85
SP 13 FIFTY ONLINE	900.00
SP CRASH DATA GROUP	1,499.32
SP KORE ESSENTIALS	119.90
SP SNUG XLING	84.94
SP VALTEC INDUSTRIES	179.95
SP CRASH DATA GROUP	316.26
SP UBIQUITI INC.	298.53
SP13 FIFTY ONLINE	50.00
SPECIALTY BUSINESS SUPPLIES	2,794.93
SPIRIT OF JEFFERSON	22,962.25
SPRINGHILL SUITES	192.00
SPRINT WIRELESS	4,116.04
SQ AVE'S LOCK AND KEY	204.00
SQ C&T RECOVERY	100.00
SQ CONNECTACELL	137.20
SQ KNIGHT'S AUTO GLAS	400.00
SQ NATIONAL TACTICAL	902.00
SQ RCN COMMUNICATIONS	4,710.58
SSC-SOUTHERN STATES	1,894.31
ST JAMES CATHOLIC CHURCH	100.00
STAPLES	7,154.95
STATE INDUSTRIAL PRODUCTS	447.93
STATE OF WEST VIRGINIA	2,605.00
STATE TAX DEPARTMENT	15,604.12
STEPHENS AUTO CENTER	14,272.00
STEVE STOLIPHER	586.44
STEVEN HOLZ	315.00
STONEWALL RESORT	888.00

**Jefferson County Commission  
Fiscal Year 2022**

<b>Accounts Payable Vendor Name</b>	<b>Amount</b>
STORAGE NETWORKS	113,339.00
STREETCOP	398.00
SUMMIT PT BAPTIST CHURCH	100.00
SUPERIOR AUTO BODY LLC	7,882.92
SYNNEX	646.83
TAMMY YOKLEY	104.10
TEK ADVISORS LLC	51,313.73
TERRYS FLORIST	283.48
TEXTEDLY COM	354.00
THE BUSINESS CENTER	62.49
THE CHAPMAN PRINTING COMPANY	32.87
THE DISPATCH LAB	25.00
THE HARTFORD	71,284.89
THE HOME DEPOT	18,785.76
THE JOURNAL	2,478.88
THE RESORT GLADE SPRINGS	941.38
THE UPS STORE	287.78
THE WEST VIRGINIA STAT	450.00
THOMAS HANSEN	962.50
THOMPSON GAS	3,468.23
THOMSON REUTER - WEST	1,068.03
THOMSON WEST TCD	11,748.33
THOS SOMERVILLE	16,917.46
TIDEWATER GRILL	48.04
TIGERTOUGH	195.00
TIMOTHY PAULIN	6,700.00
TISCHLERBISE INC.	2,695.00
TMOBILE	1,839.01
TONI L MILBOURNE	650.00
TOTAL ID SOLUTIONS INC.	953.00
TOWN OF BOLIVAR	26,164.67
TOWNEPLACE SUITES	729.75
TRACTOR SUPPLY CO	3,075.46
TRACY HERRON-RICE RPR	4,919.15
TRADE PRESS MEDIA GROU	199.00
TRAILER ENTERPRISES	8,350.96
TRAPUZZANOS UNIFORMS	2,989.02
TRI COUNTY RENTAL INC	510.81
TRICIA JACKSON	662.00
TRIELECTRO	236.00
TRINITY EPISCOPAL CHURCH	100.00
TRIPLE I SOLUTIONS	395.00
TRI-STATE PSCYHOTHERAP	800.00
TYLER PAYTON	180.55
TYLER TECHNOLOGIES	33,612.58
UBER TRIP	31.99
U-HAULTIREVILLE	41.74
UHS HARDWARE INC	61.25
UNITED AIRLINES	841.40
UPS	77.98
US POSTAL SERVICE	102,208.39
USF INNOVATIVE EDUCATI	765.00
V.E. MAUCK PLUMBING SPPLY	7.58

**Jefferson County Commission  
Fiscal Year 2022**

<b>Accounts Payable Vendor Name</b>	<b>Amount</b>
VA DEPT OF TAXATION	4,866.41
VALLEY GUN II	3,000.00
VERIZON WIRELESS SERVICES LLC	100.00
VERIZONWRLSS RTCCR VB	321.50
VICTORIA MYERS	86.70
VINCENT TIONG	246.00
VISION ZERO NETWORK	10.00
VISTAPR VISTAPRINT.COM	467.04
VISTAPRINT	245.44
VITAL SIGNS	1,594.00
VZWRLSS IVR VB	163.35
W B MASON CO. INC	710.16
WALGREENS #15189	11.96
WAL-MART	2,381.10
WASHINGTON FORD INC.	23,958.05
WASTE MANAGEMENT OF WEST VIRGINIA INC	9,855.19
WEARETHEOBSERVER.COM	980.00
WEB NETWORKSOLUTIONS	1,846.77
WEISS BROS OF HAGERSTOWN	21,901.47
WHITESIDE OF ST. CLAIRSVILLE INC	47,424.00
WHOLESALE TIRES INC.	438.80
WILLIAM F. ROHRBAUGH	35,824.30
WINCHESTER EQUIPMENT COMPANY	183.99
WW ASSOCIATION OF CIRCUIT CLERK	1,653.00
WW ASSOCIATION OF COUNTIES	13,865.00
WW ASSOCIATION OF COUNTY CLERKS	650.00
WW BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.	496.90
WW CASA - COURT APPOINTED SPECIAL ADVOCATES	5,000.00
WW CONSOLIDATED PUBLIC RETIREMENT BD/LOAN DIVISION	6,681.49
WW DEPUTY SHERIFF RETIREMENT SYSTEM	452,993.67
WW DIVISION OF LABOR	540.00
WW EMERGENCY MANAGMENT COUNCIL	125.00
WW ENHANCED 911 COUNCIL	411.22
WW PARKWAYS AU	100.00
WW PUBLIC EMPLOYEE RETIREMENT SYSTEM	1,158,651.95
WW REGIONAL JAIL & CORRECTION FACILITY AUTH	808,428.75
WW SHERIFFS ASSOCIATION	2,200.00
WW STATE AUDITOR	22,905.00
WW STATE BAR	2,250.00
WW STATE FIRE MARSHAL'S OFFICE	75.00
WW STATE POLICE ACCT OFFICE	6,495.00
WW STATE TAX DEPARTMENT	515,231.73
WW TAX DEPUTIES ASSOCIATION	30.00
WW TREASURY	10,691.97
WVCORP WW COUNTIES SELF INSURANCE RISK POOL	446,031.50
WWIPAY.COM 3044140265	470.00
WPAA-WV PROSECUTING ATTORNEYS ASSOCIATION	200.00
WVU MARKETPLACE	100.00
WVU WEST VIRGINIA UNIVERSITY	14,800.00
WWP HOME PARAMOUNT PES	81.86
WWW.LOGMEIN.COM	5,426.18
WYNDHAM	1,429.76
XEROX CORPORATION	42,377.42

**Jefferson County Commission  
Fiscal Year 2022**

<b>Accounts Payable Vendor Name</b>	<b>Amount</b>
XEROX FINANCIAL SERVICES	2,997.72
ZOOM	749.50
Total Accounts Payable	<u>28,707,132.84</u>
<b>Payroll</b>	<b>Amount</b>
County Fund	7,311,256.91
Home Confinement Fund	49,866.85
ARPA Fund	29,433.76
Other Grants Fund	188,420.27
Federal Grants Fund	117,579.55
Ambulance Fee Fund	3,211.76
Dog Fund	3,315.74
Total Payroll	<u>7,703,084.84</u>
<b>Total Accounts Payable &amp; Payroll</b>	<u><u>36,410,217.68</u></u>

Ora Ash, Deputy State Auditor  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26301  
 Phone: 627-2415 ext. 5114  
 Fax: 304-340-5090  
 Email: [lgs@wvsao.gov](mailto:lgs@wvsao.gov)

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER  
 FY: 2023  
 Fund: 1  
 Rev No. 2  
 Pages: \_\_\_\_\_

Jefferson County Commission  
 GOVERNMENT ENTITY

Person To Contact Regarding Request: \_\_\_\_\_ P.O. Box 250 \_\_\_\_\_  
 Name: **Michelle Gordon** \_\_\_\_\_ STREET OR PO BOX \_\_\_\_\_  
 Phone: **304-724-8425** \_\_\_\_\_  
 Fax: **304-724-5611** \_\_\_\_\_ Charles Town \_\_\_\_\_ 25414  
 Email: [mgordon@jeffersoncountywv.org](mailto:mgordon@jeffersoncountywv.org) \_\_\_\_\_ CITY \_\_\_\_\_ ZIP CODE

COUNTY \_\_\_\_\_  
 Government Type \_\_\_\_\_

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	6,715,252	450,493		7,165,745
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 450,493

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	1,879,750	40,000		1,919,750
428	Data Processing	1,058,508		7,995	1,050,513
698	Transfers/Reim. (Audit Findings)	3,222,513	410,493		3,633,006
717	Central Garage	379,860	7,995		387,855
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures 450,493

APPROVED BY THE STATE AUDITOR  
 BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Deputy State Auditor, Local Government Services Div.

AUTHORIZED SIGNATURE  
 OF ENTITY

APPROVAL  
 DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 20th Day of October 2022, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2023 budget revision number #2 to the General County Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

\_\_\_\_\_, and duly seconded by \_\_\_\_\_  
the vote was as follows:

Clare Ath	_____
Jane M. Tabb	_____
Caleb Hudson	_____
Stephen Stolipher	_____
Tricia Jackson	_____

Whereupon, Commissioner **Hudson** declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and **Caleb Wayne Hudson**, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

\_\_\_\_\_  
**Caleb Wayne Hudson**, President  
Jefferson County Commission

Jefferson County Commission  
 State Budget Revision

**Budget Revision #2 of General Fund FY23**

<u>Description</u>	<u>Org</u>	<u>Object</u>	<u>Increase</u>	<u>Decrease</u>
1) Record Adjustment for FY22 Ending Fund Balance and FY23 Beginning Fund Balance				
Unencumbered Fund Balance	001.299001		(450,493)	
Transfer to Capital Outlay Fund	001698.456609		450,493	
2) Record Adjustments for employee lateral transfer from 424 to 717 \$7,995				
Oth Bldgs-Salaries & Wages	001428	410300		(6,854)
Oth Bldgs-FICA	001428	410400		(425)
Oth Bldgs-Medicare	001428	410401		(99)
Oth Bldgs-Retirement	001428	410600		(617)
Cent Garage-Salaries & Wages	001717	410300	6,854	
Cent Garage-FICA	001717	410400	425	
Cent Garage-Medicare	001717	410401	99	
Cent Garage-Retirement	001717	410600	617	
4) Record Adjustment for Consultant Services approved on 7/8/22 in Special Session				
Co Comm-Professional Services	001401	422300	40,000	
Transfer to Capital Outlay Fund	001698.456609			(40,000)
<b>Totals</b>			<b>47,995.00</b>	<b>(47,995.00)</b>

Account Inquiry [JEFFERSON COUNTY, WV - PRODUCTION]

1) FY22 end FB to FY23 Beg FB

M

- Back
- Search
- Browse
- Output
- Print
- Display
- PDF
- Save
- Excel
- Word
- Email
- Schedule
- Attach
- Detail
- Month
- Seg Find
- Totals
- Project Strings
- User Defined Fields

Account

Fund: 001 GEN FUND  
 Org: 001 GEN FUND  
 Object: 299001 FB-UNAS-BD  
 Project:   
 Acct: 001.299001  
 Acct name: FUND BALANCE-UNASSIGNED-BUDGET  
 Type: Revenue Status: Active  
 Rollup:   
 Sub-Rollup:   
 MultiYr Fund

4 YEAR COMPARISON HISTORY 4 YEAR GRAPH HISTORY GRAPH

Yr/Per 2022/12	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2023
Original Budget	-4,670,441.00	-4,635,799.00	-4,685,057.00	-5,325,979.00
Transfers In	-3,087,995.00	-5,233,481.00	-1,618,517.00	-1,389,273.00
Transfers Out	125,073.00	.00	.00	.00
Revised Budget	-7,633,363.00	-9,869,280.00	-6,303,574.00	-6,715,252.00
Actual (Memo)	.00	.00	.00	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	-7,633,363.00	-9,869,280.00	-6,303,574.00	-6,715,252.00
Percent used	.00	.00	.00	.00

(B) ↓

From above (B) 6,715,252 Beg FB FY23  
 From next pg (A) 7,165,745 End FB FY22  
450,493 BR needed

JEFFERSON COUNTY, WEST VIRGINIA  
 STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCES -  
 GOVERNMENTAL FUNDS (Unaudited)  
 For the Fiscal Year Ended June 30, 2022

1) FY22 end FB to  
 FY23 Beg BudFB

	General	Coal Severance Tax	County Capital Outlay	Impact Fees	ARPA Grant	Other Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES</b>							
Taxes:							
Ad valorem property taxes	\$ 15,156,525	\$ --	\$ --	\$ --	\$ --	\$ --	\$ 15,156,525
Alcoholic beverages tax	305,854	--	--	--	--	--	305,854
Hotel occupancy tax	653,775	--	--	--	--	--	653,775
Gas and oil severance tax	79,146	--	--	--	--	--	79,146
Other taxes	1,981,952	--	--	--	--	--	1,981,952
Coal severance tax	--	134,186	--	--	--	--	134,186
Licenses and permits	746,857	--	--	1,035,506	--	45,968	1,828,331
Intergovernmental:							
Federal	260,745	--	--	--	5,549,971	15,000	5,825,716
State	12,201	--	--	--	--	207,087	219,288
Local	23,000	--	--	--	--	200,000	223,000
Charges for services	4,402,026	--	--	--	--	1,250,312	5,652,338
Fines and forfeits	42,129	--	--	--	--	270,678	312,807
Interest and investment earnings	49,414	1,132	4,685	45,247	18,062	811	119,351
Reimbursements	193,432	--	--	--	--	709,029	902,461
Payments in lieu of taxes	24,788	--	--	--	--	--	24,788
Contributions and donations	333	--	--	--	--	7,375	7,708
Miscellaneous	3,662,297	--	7,160	--	--	1,605,112	5,274,569
<b>Total revenues</b>	<b>27,594,474</b>	<b>135,318</b>	<b>11,845</b>	<b>1,080,753</b>	<b>5,568,033</b>	<b>4,311,372</b>	<b>38,701,795</b>
<b>EXPENDITURES</b>							
Current:							
General government	11,912,169	55,490	195,767	--	345,772	1,794,662	14,303,860
Public safety	10,947,678	--	624,594	11,532	405,750	1,592,512	13,582,066
Education	--	--	--	40,591	--	--	40,591
Health and sanitation	81,186	23,241	--	--	--	--	104,427
Culture and recreation	1,346,928	25,060	--	3,839	16,148	--	1,391,975
Social services	60,000	18,688	--	--	28,236	--	106,924
Capital outlay	--	--	--	--	442,869	83,023	525,892
<b>Total expenditures</b>	<b>24,347,961</b>	<b>122,479</b>	<b>820,361</b>	<b>55,962</b>	<b>1,238,775</b>	<b>3,470,197</b>	<b>30,055,735</b>
Excess (deficiency) of revenues over expenditures	3,246,513	12,839	( 808,516)	1,024,791	4,329,258	841,175	8,646,060
<b>OTHER FINANCING SOURCES (USES)</b>							
Transfers in	852,583	--	4,626,948	--	--	--	5,479,531
Transfers (out)	( 4,626,948)	--	--	--	--	( 852,583)	( 5,479,531)
Proceeds from the sale of assets	60,234	--	--	--	--	--	60,234
<b>Total other financing sources (uses)</b>	<b>( 3,714,131)</b>	<b>--</b>	<b>4,626,948</b>	<b>--</b>	<b>--</b>	<b>( 852,583)</b>	<b>60,234</b>
Net change in fund balances	( 467,618)	12,839	3,818,432	1,024,791	4,329,258	( 11,408)	8,706,294
Fund balances - beginning	7,633,363	193,439	12,036,410	8,476,911	4,018,467	1,504,907	33,863,497
Fund balances - ending	\$ 7,165,745	\$ 206,278	\$ 15,854,842	\$ 9,501,702	\$ 8,347,725	\$ 1,493,499	\$ 42,569,791

The notes to the financial statements are an integral part of this statement.

A TO prev. page.

2) lateral transfer  
424 to 717

Jefferson County Commission  
Wise dept transfer

260

424 to 717			Base	FICA	Medicare	Retirement	Total
Available Budget	37,750.00	16	2,323.00	144	34	209	2,710.00
		7/1/2022	7/24/2022				
		7/25/2022	10/10/2022				
Wise lateral transfer	39,238.42	56	946.00				
		10/11/2022	6/30/2023				
	41,200.38	189	8,231.00				
			9,177.00	569	133	826	10,705.00
Budget Revision Needed			6,854.00	425.00	99.00	617.00	7,995.00

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



F423 SBR

dept 717  
may need SBR,  
Charlie makes more  
than base.

Name: Laura Kuhn  
Department or Organization: Fleet & Facilities Management

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: July 21, 2022  
*If a specific date is needed, please provide reason for specific date:*  
Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):  
Approval of Employee Transfer to Central Garage for the Auto Shop Helper Position and Authorization to Advertise to Fill the Vacant Maintenance Helper Position.

Please provide the County Commission with a description of your request or presentation, including any background information: I have advertised and interviewed for the new Auto Shop Helper position. I am recommending Charles Wise to fill this position and request your approval of this transfer. Mr. Wise is a current employee in the Department of Fleet & Facilities Management as a Maintenance Helper. This is a lateral move for Mr. Wise as the position is the same grade level; he will retain his current salary and be eligible for a merit increase on his anniversary date. This will leave a Maintenance Helper position vacancy. I am requesting approval to advertise to fill this vacancy. The Maintenance Helper position will be a Grade 4, 80-hour position at a starting salary of \$38,693.

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

Steve Moore  
~~made~~ 2nd made.  
Unan.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):  
Move to approve the transfer of Charles Wise to the position Auto Shop Helper at a Grade 4, 80-hour position at his current salary with the eligibility for a merit increase on his anniversary date.

Move to approve to advertise to fill the vacant Maintenance Helper position at a Grade 4, 80-hour position with a starting salary of \$38,693.

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

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

Contact information:  
Email address: LKuhn@jeffersoncountywv.org Phone Number: 304-728-3355

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

Auto Helper Budget 37,750 F423  
Wise 712522 39,238.42

Engage  
7/8/22 meeting  
minutes

F423 SBR

001401-422300  
Prof. Svcs.

**SPECIAL SESSION**

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

At a Special Session of the County Commission of said County and State continued and held at 100 E. Washington St., Charles Town WV and virtually via GoToWebinar on July 8, 2022, beginning at 9:30 o'clock a.m.

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

**In re: Special Session – County Ambulance Service**

The meeting was called to order at 9:30 a.m. by President Hudson. The Commission provided unanimous consent to allow public comment, which was provided by the following: David Tabb, Ed Hannon, and Ross Morgan.

1. Selection of Communications and Public Relations consultant to assist with fire and emergency services issues – Ms. Carroll and Ms. Gordon discussed the RFP issued by the county for PR and communications services to assist with the transition to county operated ambulance services. Ms. Gordon and Ms. Carroll stated two RFPs were received, and their recommended selection was Engage Strategies.

Gen Fund → Reduce Clo Fund transfers

- **Motion by Ms. Jackson to approve the contract with Engage Strategies for PR and communications services concerning emergency medical services issues, at a cap of \$40k, and revisit the discussion of possible additional funding in the fall. Motion seconded and unanimously approved.**

2. Consider 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

- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice concerning the organizational and operational status of the Emergency Services Agency. Motion seconded and unanimously approved.**

- **Motion by Ms. Tabb to come out of Executive Session and resume regular session. Motion seconded and unanimously approved.**

- No decision was made regarding this matter. It was the consensus of the Commission to revisit this topic at a later date.

3. Consider contracting with a consultant to assist in transitions of licensure and operational issues for the Emergency Services Agency

- No decision was made regarding this matter. It was the consensus of the Commission to revisit this topic at a later date once they reached a decision regarding the structure organizational and operational status of the Emergency Services Agency
4. Presentation from Director Burner, JCESA, concerning possible ambulance service model plans.
- **Motion by Mr. Stolipher to accept the plan providing six ambulances during the day and five at night with no staffed engine, and to apply for a SAFER grant for twelve additional staff members, contingent upon; 1. the organizational and operational structure of the Emergency Services Agency; 2. the purchase of ten ambulances; 3. securing transport licenses and any other necessary licensing; 4. lease agreements for ambulances; and 5. securing cost sharing agreements and MOU's with the four locations as named in the plan. Motion seconded and unanimously approved.**

There being no further business, the meeting adjourned at 11:43 am.

---

Caleb Hudson, PRESIDENT

Respectively Submitted:  
Sorayda Pitts  
Administrative Assistant



Ora Ash, Deputy State Auditor  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26301  
 Phone: 627-2415 ext. 5114  
 Fax: 304-340-5090  
 Email: lgs@wvsao.gov

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER  
 FY: 2023  
 Fund: 2  
 Rev. No. 2  
 Pages: \_\_\_\_\_

Jefferson County Commission  
 \_\_\_\_\_  
 GOVERNMENT ENTITY

Person To Contact Regarding Request: \_\_\_\_\_ P.O. Box 250  
 Name: **Michelle Gordon** \_\_\_\_\_ STREET OR PO BOX  
 Phone: **304-724-8425** \_\_\_\_\_  
 Fax: **304-728-5611** \_\_\_\_\_ Charles Town 25414  
 Email: [mgordon@jeffersoncountywv.org](mailto:mgordon@jeffersoncountywv.org) \_\_\_\_\_ CITY ZIP CODE

COUNTY  
 Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	207,878		1,600	206,278
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) -1,600

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	154,521		87,950	66,571
431	Economic Development		65,000		65,000
700	Sheriff-Law Enforcement		8,850		8,850
900	Parks & Recreation		12,500		12,500
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures -1,600

APPROVED BY THE STATE AUDITOR  
 BY: \_\_\_\_\_  
 Deputy State Auditor, Local Government Services Div. Date

\_\_\_\_\_  
 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 20th day of October, 2022, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2023 budget revision number #2 to the Coal Severance Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

\_\_\_\_\_, and duly seconded by \_\_\_\_\_  
the vote was as follows:

Clare Ath	_____
Jane M. Tabb	_____
Caleb Hudson	_____
Stephen Stolipher	_____
Tricia Jackson	_____

Whereupon, Commissioner **Hudson** declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and **Caleb Wayne Hudson**, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

\_\_\_\_\_  
**Caleb Wayne Hudson**, President  
Jefferson County Commission

Jefferson County Commission  
State Budget Revision Entry

Budget Revision #2 of Coal Severance Fund FY23

Description	GL acct	Increase	Decrease
1) Record Adjustment for FY22 Ending Fund Balance and FY23 Beginning Fund Balance			
Assigned Fund Balance	002.298002		1,600
Co Comm Prof Services	002401.422300		(1,600)
2) LEEDA Grant Match approved 07/1/21			
Parks-Contribution/transfer other gov	002900-456700	12,500	
Co Comm Prof Services	002401.422300		(12,500)
3) AED Funding request for JCISO approved 07/21/22			
JCSO Contracted Services	002700-423000	8,850	
Co Comm Prof Services	002401.422300		(8,850)
4) JCDA Economic Development Engineering services approved on 8/18/22			
JCDA Contribution/Transfer to other gov	002431.456700	65,000	
Co Comm Prof Services	002401.422300		(65,000)
Totals		86,350	(86,350)

JEFFERSON COUNTY, WEST VIRGINIA  
 STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCES -  
 GOVERNMENTAL FUNDS (Unaudited)  
 For the Fiscal Year Ended June 30, 2022

1) FY22 End FB to  
 FY23 Bg Bud FB

	General	Coal Severance Tax	County Capital Outlay	Impact Fees	ARPA Grant	Other Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES</b>							
Taxes:							
Ad valorem property taxes	\$ 15,156,525	\$ --	\$ --	\$ --	\$ --	\$ --	\$ 15,156,525
Alcoholic beverages tax	305,854	--	--	--	--	--	305,854
Hotel occupancy tax	653,775	--	--	--	--	--	653,775
Gas and oil severance tax	79,146	--	--	--	--	--	79,146
Other taxes	1,981,952	--	--	--	--	--	1,981,952
Coal severance tax	--	134,186	--	--	--	--	134,186
Licenses and permits	746,857	--	--	1,035,506	--	45,968	1,828,331
Intergovernmental:							
Federal	260,745	--	--	--	5,549,971	15,000	5,825,716
State	12,201	--	--	--	--	207,087	219,288
Local	23,000	--	--	--	--	200,000	223,000
Charges for services	4,402,026	--	--	--	--	1,250,312	5,652,338
Fines and forfeits	42,129	--	--	--	--	270,678	312,807
Interest and investment earnings	49,414	1,132	4,685	45,247	18,062	811	119,351
Reimbursements	193,432	--	--	--	--	709,029	902,461
Payments in lieu of taxes	24,788	--	--	--	--	--	24,788
Contributions and donations	333	--	--	--	--	7,375	7,708
Miscellaneous	3,662,297	--	7,160	--	--	1,605,112	5,274,569
<b>Total revenues</b>	<b>27,594,474</b>	<b>135,318</b>	<b>11,845</b>	<b>1,080,753</b>	<b>5,568,033</b>	<b>4,311,372</b>	<b>38,701,795</b>
<b>EXPENDITURES</b>							
Current:							
General government	11,912,169	55,490	195,767	--	345,772	1,794,662	14,303,860
Public safety	10,947,678	--	624,594	11,532	405,750	1,592,512	13,582,066
Education	--	--	--	40,591	--	--	40,591
Health and sanitation	81,186	23,241	--	--	--	--	104,427
Culture and recreation	1,346,928	25,060	--	3,839	16,148	--	1,391,975
Social services	60,000	18,688	--	--	28,236	--	106,924
Capital outlay	--	--	--	--	442,869	83,023	525,892
<b>Total expenditures</b>	<b>24,347,961</b>	<b>122,479</b>	<b>820,361</b>	<b>55,962</b>	<b>1,238,775</b>	<b>3,470,197</b>	<b>30,055,735</b>
Excess (deficiency) of revenues over expenditures	3,246,513	12,839	(808,516)	1,024,791	4,329,258	841,175	8,646,060
<b>OTHER FINANCING SOURCES (USES)</b>							
Transfers in	852,583	--	4,626,948	--	--	--	5,479,531
Transfers (out)	(4,626,948)	--	--	--	--	(852,583)	(5,479,531)
Proceeds from the sale of assets	60,234	--	--	--	--	--	60,234
<b>Total other financing sources (uses)</b>	<b>(3,714,131)</b>	<b>--</b>	<b>4,626,948</b>	<b>--</b>	<b>--</b>	<b>(852,583)</b>	<b>60,234</b>
Net change in fund balances	(467,618)	12,839	3,818,432	1,024,791	4,329,258	(11,408)	8,706,294
Fund balances - beginning	7,633,363	193,439	12,036,410	8,476,911	4,018,467	1,504,907	33,863,497
Fund balances - ending	\$ 7,165,745	\$ 206,278	\$ 15,854,842	\$ 9,501,702	\$ 8,347,725	\$ 1,493,499	\$ 42,589,791

The notes to the financial statements are an integral part of this statement.

Was  
 207,878  
 (206,278)  
 -----  
 (1,600)

2) LEEDA Grant match  
to Parks & Rec  
7/11/21 minutes

9. Nathan Cochran, Assistant Prosecuting Attorney

1. Report by Counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Services Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto.
2. Discussion of legal issues regarding proposed solar text amendment including bonding and related matters, including Jefferson County Civil Action No.'s 2021-C-33 through 37 and Jefferson County Civil Action No.'s 2021-C-46 through 50.
3. Discussion of Jefferson County Circuit Court Civil Action No. 2020-C-20
  - **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice regarding the items listed. Motion seconded and unanimously approved.**
  - **Motion by Mr. Stolipher to come out of Executive Session. Motion seconded and unanimously approved.**

**NEW BUSINESS**

10. Discussion of ARPA Stipend and FY22 merit increases & Cost of Living Adjustments (COLA)

- **Motion by Ms. Tabb to implement FY22 merit increase and COLA for County employees as presented by Ms. Gordon. Motion dies for lack of a second.**
  - It was the consensus of the Commission to revisit the topic of FY22 merit increases and COLAs in six months once the Finance Director had additional information regarding revenue projections for the County.

11. Discussion of LEEDA Grant Application and funding sources for a County Aquatic Center

- **Motion by Mr. Stolipher to earmark up to \$12,500 matching funds for the LEEDA Grant from the Coal Severance Fund to assist with a study on the development of a county waterpark. Motion seconded and unanimously approved.**

**AGENDA REQUEST FORM**  
**www.jeffersoncountywv.org**



Name: Steve Stolipher

Department or Organization: President, Jefferson County Commission

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1<sup>st</sup> Choice: July 1, 2021

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

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

Subject (*Wording to be placed on agenda*): Discussion of LEEDA Grant Application and Funding Sources for a County Aquatic Center

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

--

TOTAL OF INVOICE(S): \$15,000.00

WVOSIS.GOV - WARRANT # 1005779734

WARRANT: \$15,000.00  
DATE: 11/05/2021

VENDOR CODE: 000000206065

CHECK  
DESCRIPTION

INVOICE  
NUMBER

NET  
AMOUNT

Aquatic Feasibility Study

0100110321

\$15,000.00

For additional information, log on to Vendor Self Service at [www.wvosis.gov](http://www.wvosis.gov). If you need additional payment details, please contact MARY LIPPORD, 3045582000.

Learn more about the launching of your new State-wide accounting system (wvosis), visit us at [www.wvosis.gov](http://www.wvosis.gov)

REMOVE DOCUMENT ALONG THIS PERFORATION

CTL# 37990219

THIS WARRANT HAS MULTIPLE SECURITY FEATURES TO DETERMINE IF PAID AND COUNTERFEITING  
VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

# State of West Virginia

STATE WARRANT # 1005779734

PAYEE JEFFERSON CO PARKS & RECREATION COMMISSION

11/05/2021

\*\*\*\*\*\$15,000.00\*\*

WEST VIRGINIA TREASURY

STATE TREASURER

STATE AUDITOR

1005779734

1051902322

5270537822

3) AED Funding JCSO

7/21/22

F423 Coal SBR

\$8,850

Steve move  
TJ 2nd  
Unan.



Name: Tom Hansen

Department or Organization: Sheriff's Office

Estimation of amount of time needed for appointment: 15 minutes

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

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

Date Requested - 2<sup>nd</sup> Choice

Subject (Wording to be placed on agenda): Deputy Hire  
Bailiff New Hires  
K 9 Program Reconsideration  
AED Funding Request



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

There are currently 5 Deputy vacancies in the law enforcement office. We have extended a conditional offer to a gentleman who is uncertified. We are requesting approval to hire Ethan Northcraft as a deputy with a starting pay of 45,950 effective July 24, 2022.

The Bailiffs are in need of adding to the pool of individuals they can call upon to fill the hours needed to provide coverage. This does not change their funding just provides additional people they can call on to fulfill their roles. These are part time positions.

Requesting reconsideration of funding for the expansion of the K 9 program. Presentation

You asked for the Sheriff to come back to you after reviewing his funding to see if he could find an alternative source to pay for the service agreement for the donated AEDs. One has not been found, so we are requesting additional funding to cover this cost that was not able to be planned for in our budget request.

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 Ethan Northcraft as an uncertified deputy with a starting pay of 45,950 effective July 24, 2022.

I move to approve the hire of Brian Neeley and David Wilson as part-time bailiffs eligible to begin any time after July 24, 2022 with a starting salary of \$15 per hour.

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

I move to approve the request for funding of the service contract for the AEDs

8,850 Coal Serv.

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

7/21/22 meeting minutes

As presented by Ms. Banks. Motion seconded and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Richard E. Jones	PP	MD	\$11.92	312393

- Motion by Mr. Stolipher to approve the Exoneration for ticket No. 312393  
As presented by Ms. Banks. Motion seconded and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Russel R. & Sylvia Geiman	RP	HF	\$238.32	11793

- Motion by Mr. Stolipher to approve the Exoneration for ticket No. 11793  
As presented by Ms. Banks. Motion seconded and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
KLC Transport c/o Cherly Aiello	PP	HF	\$660.74	309205

- Motion by Mr. Stolipher to approve the Exoneration for ticket No. 309205  
As presented by Ms. Banks. Motion seconded and unanimously approved.

2. Lt. Sell and Sheriff Hansen, Jefferson County Sheriff's Office - Requested approval to hire a Deputy and a Bailiff as well as funding for the AED for each patrol vehicle.

- Motion by Mr. Stolipher to approve the hire of Ethan Northcraft as an uncertified deputy with a starting salary of \$45,950.00 with an effective date of July 24, 2022. Motion seconded and unanimously approved.
- Motion by Mrs. Tabb to approve the hire of Brian Neeley and David Wilson as a Part-Time Bailiffs eligible to begin any time after July 24, 2022 with a starting salary at \$15 per hour. Motion seconded and unanimously approved.

- Motion by Mr. Stolipher to approve the request for funding of the service contract for the AEDs in the amount of \$8,850.00 to be funded from the coal severance fund. Motion seconded and unanimously approved.

3. Public Hearing – SPARC Zoning Amendment (Planning Commission File #22-3-Z)  
Public Hearing regarding a Zoning Map Amendment (rezoning) for the property designated as Tax District: Kabletown (06); Tax Map: 16; Parcels: 11, 11.1, 11.2, 11.11,

8/18/22 meeting  
minutes

**\$39,500 annually with a starting date of September 01, 2022. 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 \$40,500.00. Motion seconded and unanimously approved.**

6. Dennis Jarvis-Director-Jefferson County Development Authority- Requested assistance to offset costs associated with the development of engineering projects for the JCDA to develop three projects for economic development property.

- **Motion by Mr. Stolipher to authorize the disbursement of \$8,649.00 from the Methane Gas, \$65,000 from the Coal Severance fund and \$80,000 from ARPA monies for the development of engineering services with RK&K. Motion seconded and unanimously approved.**

7. Laurel Ziemianski- Hill Top House Hotel- Provided overview of TIF infrastructure and evaluation methodology.

8. 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).

F423 BR  
Coal

AGENDA REQUEST FORM  
www.jeffersoncountywv.org



What is  
Current  
debt on  
Burr Ind.  
dlloc. 20

18049.21  
51350.79

Name: Dennis Jarvis, II

Department or Organization: Jefferson County Development Authority

Estimation of amount of time needed for appointment: 10 Minutes

Date Requested - 1<sup>st</sup> Choice: August 18, 2022  
If a specific date is needed, please provide reason for specific date:

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

Coalbed Methane Gas  
14k? 18k XDA 22.6k or?  
8.6k XCC } 26.6k

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

F421 6/30/21 82k unrestricted cash.

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

Coalbed Methane Gas

no ARPA request submitted

have \$145k we make Bal 80k

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: dj Jarvis@jcda.net

Phone Number: Ext 3102 or 304-728-3255

FOR COMMISSION STAFF USE ONLY - FINANCIAL IMPACT/RECOMMENDATION

not applicable

R#1

Steve motion  
law and  
Unan.

Coalbed Methane Gas + Coal Sev  
upto. \$65k.

Spend down Coalbed 1st



**JEFFERSON COUNTY  
DEVELOPMENT  
AUTHORITY**

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

304.728.3255  
jcda.net

**WHERE BUSINESS FEELS AT HOME**

**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.

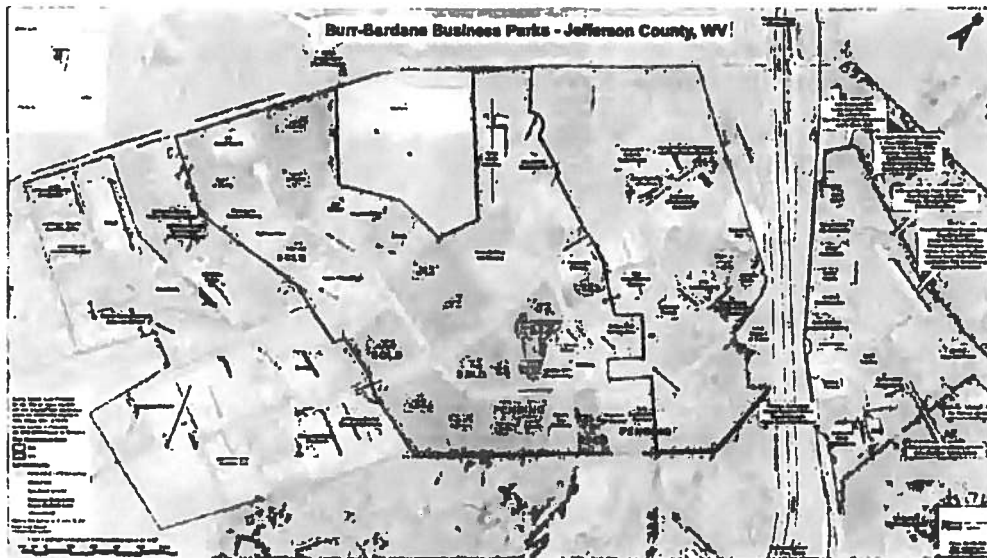
At the April 19, 2022, JCDA board of directors meeting, the board agreed to contract with RK&K Engineering from Keyser, WV to develop three task orders for the JCDA pertaining to:

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



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



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

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

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

Date Requested – 1<sup>st</sup> Choice: **October 20, 2022**

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

Subject (*Wording to be placed on agenda*): **Hilltop House Hotel TDD Project - Inspection Services Intergovernmental Agreement Extension with West Virginia Department of Economic Development.**

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

**On September 29, 2021, the County Commission entered into an intergovernmental agreement with the West Virginia Department of Economic Development to provide, generally, the following services for the Hill Top House Hotel Tourism Development District project:**

- 1. Building permit application and building plans review, and building inspections; and**
- 2. Land Development Site Plan application and plans review and inspections for compliance with Jefferson County land development regulations.**

**The Scope of Services Agreement and the Contract Extension Letter are attached. The Scope of Services Agreement will be extended to September 29, 2023.**

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

Motion Requested: **Yes.**

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

**Move to authorize the County Administrator to execute the Contract Extension letter for the Jefferson County Hill Top House Hotel Tourism Development District project.**

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

If not attached, explain:

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

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

--

September 28, 2022

John Nissel  
County Administrator  
Jefferson County Commission  
124 E Washington Street  
Charles Town, West Virginia 25414

**RE: ACT DEV2200000001 Contract Extension  
Jefferson County Hilltop House Project**

Dear Mr. Nissel:

The West Virginia Economic Development is offering to extend subject contract under the same terms, conditions, and pricing as stated in the original contract. The extension dates are from September 30, 2022, through September 29, 2023. Please sign below if you agree to this renewal.

\_\_\_\_\_  
Kimberly Miller,  
Procurement Officer

  
\_\_\_\_\_  
Mitch Carmichael, Secretary  
WV Department of Economic  
Development

*We agree to extend the contract for the period stated above under the same terms and conditions as stated in the original contract.*

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**West Virginia Department of Economic Development and  
The County Commission of Jefferson County**

**SCOPE OF SERVICES AGREEMENT**

This Scope of Services Agreement (AGREEMENT"), is hereby made and entered into by and between the West Virginia Department of Economic Development (WVDED) and the County Commission of Jefferson County (County), a political subdivision of the State of West Virginia and body politic. (The WVDED and the County may hereinafter be collectively referred to as the "Parties").

WHEREAS, West Virginia Code 5B-1-9 provides the Economic Development Office, now designated and known as the WVDED, with the authority to establish Tourism Development Districts in the State of West Virginia;

WHEREAS, the rules (Title 145, Series 16, "Tourism Development Districts") governing the Tourism Development Districts (hereinafter "TDD"), task the WVDED with determining the building codes and land use ordinances that will be applicable to the established TDD;

WHEREAS, the WVDED, pursuant to the Code of State Rules, is also responsible for ensuring that the owner of the TDD project fully complies with all building codes and land use ordinances that have been identified as controlling the TDD;

WHEREAS, the WVDED does not routinely conduct land use approvals and inspections as a part of its regular duties;

WHEREAS, the County has adopted building codes and various planning and zoning ordinances and employs a professional staff dedicated to the administration and enforcement of the same;

WHEREAS, a TDD, commonly referred to as the Hill Top House Hotel project (hereinafter "Hill Top TDD"), will be located in Jefferson County and will be required to comply with the applicable County building codes in effect at the time of this Agreement and land use ordinances deemed applicable by the Department of Engineering, Planning and Zoning staff;

WHEREAS, the County has agreed to support and assist the WVDED in the execution of the land use and building process.

NOW, THEREFORE BE IT RESOLVED that the parties hereto severally and collectively agree which, by the execution hereof, constitutes a proper and valid agreement between the Parties.

1. **Term.** This agreement shall be effective beginning on the date set forth below and it shall continue in effect for a period of one year. The Parties shall abide by the standard terms and conditions governing contract renewals.

2. **Services to be Provided.** The County will conduct land use review and inspections of the Hill Top TDD Project on behalf of the WVDED to include the following:

- A. Process and review the project building permit applications and plans and perform periodic building inspections for compliance with the applicable building codes in effect at the time of this Agreement;
- B. Process and review building demolition permit applications and plans and perform applicable building inspections for compliance with the applicable building codes in effect at the time of this Agreement;
- C. Process and review the site plan for compliance with either the Town of Harpers Ferry's zoning ordinance or Jefferson County's- at the preference of the WVDED -applicable land use ordinances in effect at the time of this agreement and to include all necessary permitting and inspections;
- D. Review the site plan for compliance with either the Town of Harpers Ferry's zoning ordinance or Jefferson County's zoning ordinance - at the preference of the WVDED - and to include all necessary permitting and inspections;
- E. Process and manage bonding, land development inspections, and bond releases for the site work improvements required by the approved site plan in accordance with the County bonding policy in effect at the time of this agreement;
- F. All reviews shall be solely administrative reviews by Jefferson County Office of Engineering, Planning & Zoning staff; with the WVDED possessing sole authority to waive or grant variances or provide relief from sections and/or parts of sections of the land use regulations deemed not practical, overly burdensome or inapplicable, and to administratively grant project approvals.

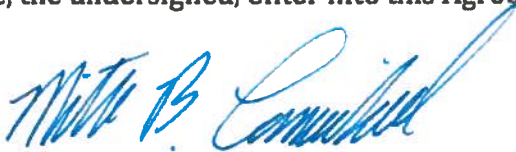
3. **Compensation.** The County will receive and retain as its compensation for the services provided to the WVDED all of its regular application, permitting, and

inspection fees that would have been collected if the Hill Top House Hotel Project had processed through the Jefferson County Office of Engineering, Planning and Zoning. The County shall regularly update the WVDED of the status of services rendered pursuant to paragraph number two (2) of this Agreement and submit billing invoices for those services no less frequently than every quarter per annum. It is fully understood and agreed to by the Parties that the total maximum amount of compensation that shall be payable to the County pursuant to this Agreement shall not exceed One Hundred Thousand Dollars (\$100,000.00). It is further understood that the County has agreed to undertake the afore described services for the duration of the Hill Top House Hotel project throughout the demolition, construction and subsequent operation of the project.

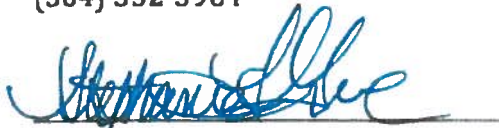
4. **Amendments.** This agreement may only be amended by a written document that specifically refers to the provisions of this Agreement to be amended and is signed by both the County and the WVDED.

5. **Entire Agreement.** The parties agree that this Agreement replaces, terminates, and supersedes all other written or oral agreements between the parties regarding land use review for the Hill Top House Hotel TDD.

We, the undersigned, enter into this Agreement on this 29<sup>th</sup> day of September, 2021.



Mitch Carmichael, Secretary  
West Virginia Department of Economic Development  
1900 Kanawha Blvd E  
Bldg 3, Suite 600  
Charleston, WV 25305  
[Mitch.Carmichael@wv.gov](mailto:Mitch.Carmichael@wv.gov)  
(304) 352-3964



Stephanie F. Grove, County Administrator  
County Commission of Jefferson County  
124 E Washington St.  
Charles Town, WV 25414  
[sgrove@jeffersoncountywv.org](mailto:sgrove@jeffersoncountywv.org)  
(304) 728-3281



Name: **Nathan Cochran**

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

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **November 3, 2022**

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

Date Requested – 2<sup>nd</sup> Choice: **November 17, 2022**

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

- 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, Jefferson County Circuit Court Civil Action No. 2022-C-103 and WV Supreme Court No.'s 21-0727, 21-0728, and 21- 0731.
- b. Report on Jefferson County Circuit Court case number 2022-C-48.
- c. Report as assigned to counsel on the Jefferson County School Board Impact Fees.
- d. Report by counsel on opioid case and consideration of recent developments in the case (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170).

Is this a funding request? **No**

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

Provide exact financial impact/request:

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

*not applicable*



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



Name: Michelle Gordon, Finance Director  
 John Nissel, County Administrator  
 Jeff Polczynski, Director of Communications

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1<sup>st</sup> Choice: **October 20, 2022**

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

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

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

- Consideration of Employee Promotion
- Consideration of Position Upgrades: Dispatchers, Supervisors/Trainers, and Deputy Director
- Consideration of Shift Differential
- Consideration of Signing Bonus
- Consideration of Referral Bonus
- Consideration of the Elimination of three (3) full-time Dispatcher vacant positions

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

The department currently has 19 approved, full-time Dispatcher positions. There are 13 positions currently filled and 6 are vacant. In order to fund the following initiatives, staff recommends the elimination of three (3) permanent, full time dispatcher positions to create a savings of \$135,406. The total cost for the initiatives requested is \$109,404 creating a net savings of \$26,002:

**Summary**

<b>Funding Source:</b>	<u>New Sal</u>	<u>Benefits</u>	<u>Subtotal</u>	<u>FY23 needed</u>
Vacant positions to Cut (3)	\$ 116,079	\$ 19,327	\$ 135,406	\$ 135,406

**Restructuring Components for Employee Attraction and Retention:**

1) Admin Asst to level II - Grade 2 to 4	\$ 47,066	\$ 7,836	\$ 54,902	\$ 4,476
2) Dispatchers - Grade 4 to 5 (min 9.5%)	\$ 756,854	\$ 126,017	\$ 882,871	\$ 58,941
2) Supervisors - Grade 5 to 6 (min 7.5%)	\$ 319,919	\$ 53,266	\$ 373,185	\$ 16,272
3) Dep Director - Grade 7 to 8	\$ 83,633	\$ 13,925	\$ 97,558	\$ 9,294
4) Shift Differential \$0.25/hr	\$ 6,570	\$ 1,094	\$ 7,664	\$ 4,790
5) Signing Bonus \$2,000 (estimate 6)	\$ 12,000	\$ 1,998	\$ 13,998	\$ 13,998
6) Referral Bonus \$200 (estimate 6)	\$ 1,400	\$ 233	\$ 1,633	\$ 1,633
<b>Subtotal Cost</b>	<b>\$ 1,227,442</b>	<b>\$ 204,369</b>	<b>\$ 1,431,811</b>	<b>\$ 109,404</b>

<b>Net Funding Saved</b>	<b>\$ 26,002</b>
--------------------------	------------------

- 1) Consideration of Employee Promotion-The current Administrative Assistant was hired on 7/10/2017 and is now performing duties at a level commensurate with an Administrative Assistant II. Elizabeth Dutko's current annual salary is \$40,927 and it is recommended that she be promoted to an Administrative Assistant II at a new annual salary of \$47,066. This is a 15% increase at a total cost of \$4,476. .

The department has experienced significant turnover of Dispatchers in the last 3-5 years. To ensure that the department is able to provide adequate staffing and promote retention of qualified employees, staff would like to recommend approval of the following initiatives:

- Consideration of Position Upgrades:

**2) Dispatchers, Supervisors/Trainers:**

**Dispatchers:** Dispatchers are currently a grade 4 with a starting annual salary of \$38,693. Staff performed a salary analysis of surrounding jurisdictions and recommends that the Dispatcher position be upgraded to a grade 5. Staff also recommends that existing employees receive a minimum increase of 9.5% due to the position upgrade. The total cost in FY23 for Dispatcher upgrades is \$58,941.

**Supervisors/Trainers:** Supervisors/Trainers are currently a grade 5 with a starting annual salary of \$45,038. To ensure departmental equity based on the recommended upgrade for Dispatchers, Supervisor/Trainer positions would be upgraded to a grade 6 with a starting annual salary of \$52,158. Staff also recommends that existing employees receive a minimum increase of 7.5% due to the position upgrade. The total cost in FY23 for the Supervisors/Trainers upgrade is \$16,272.

**Salary Comparison**

	<u>Trainee</u>	<u>Level I</u>	<u>Level II</u>	<u>Level III</u>	<u>Diff</u>
City of Frederick, MD	Grades 3-5	\$51,160-81,857	\$54,997-87,996	\$59,122-94,595	32%
Loudoun County, VA		\$55,480-94,317			43%
Washington County, MD	\$39,444	\$42,556	\$46,007	\$49,649	10%
Berkeley County, WV		\$40,310			4%
City of Martinsburg, WV		\$33,696			-13%
Jefferson County, WV	Current Grade 4	\$38,693			
Jefferson County, WV	Recommended Grade 5	\$45,038			16%

**3) Deputy Director:** The Deputy Director position requires a candidate with the interpersonal and technical skills needed to fill a lead role in the 911 Communications Center. This position also serves as the interim Director of Communications during his absence and provides succession planning for this critical public safety role. In order to attract highly skilled, qualified candidates and based on the proposed upgrades for Dispatchers and Supervisors, staff recommends upgrading this position from a grade 7 (starting annual salary \$59,066) to a grade 8 (starting annual salary \$72,724). This position is currently budgeted in FY23 at an annual salary of \$70,885. To attract highly skilled candidates, staff recommends increasing the available budget to \$83,633 for a total cost of \$9,294.

- 4) Consideration of Shift Differential  
Similar to the shift differential recently approved for the Sheriff's office, staff recommends a \$0.25 per hour shift differential for employees working evening and midnight shifts. The total cost for this initiative is \$4,790.
- 5) Consideration of Signing Bonus  
To attract qualified candidates and retain skilled employees, staff recommends implementing a signing bonus. Similar to the Sheriff's office, staff recommends offering a \$2,000 signing bonus that would be paid after successful completion of the initial dispatcher academy (approximately 5-8 weeks). This signing bonus would also contain the stipulation that if the employee does not complete two (2) years of service after completion of the academy, the bonus must be repaid in full if those terms are not satisfied. The total cost for this initiative is estimated at \$13,998.
- 6) Consideration of Referral Bonus  
To entice existing employees to promote employment at the County, staff recommends implementing a referral bonus of \$200. Employees would receive this bonus after the referred employee successfully completes their initial dispatcher academy (approximately 5-8weeks). The total cost for this initiative is estimated at \$1,400.

Is this a funding request? Y/N No

If so, how much? \$ NA

Provide exact financial impact/request:

Staff recommends eliminating three (3) full-time dispatchers (\$135,406) to fund the total cost of the initiatives (\$109,404) to generate net savings of \$26,002.

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

- 1) Motion to approve a promotion of Elizabeth Dutko from an Administrative Asst, grade 2 to an Administrative Asst II, grade 4 effective 10/24/2022 at a new annual salary of \$47,066.
- 2) Motion to approve the upgrade of Dispatchers from grade 4 to grade 5 with a minimum increase for existing employees of 9.5% and Supervisors/Trainers from Grade 5 to grade 6 with a minimum increase for existing employees of 7.5% effective 10/24/2022 at a cost of \$75,213.
- 3) Motion to approve the upgrade of the Deputy Director position from a grade 7 to a grade 8 and to advertise for this vacant position at a grade 8 effective 10/24/2022 at a cost of \$9,294.
- 4) Motion to approve a shift differential of \$0.25 per hours for evening and midnight shift employees effective 10/24/2022 at a total cost of \$4,790.
- 5) Motion to approve a signing bonus of \$2,000 to be paid after completion of the initial dispatcher training academy with the stipulation that the employee must complete two (2) years of service after completion of the academy or repay the bonus, effective 10/24/2022 at a cost of \$13,998 and applicable to employees currently in the training academy.
- 6) Motion to approve a referral bonus of \$200 as presented, effective 10/24/2022 at a cost of \$1,400.
- Motion to eliminate three (3) full-time Dispatcher positions from the departmental approved position count at a savings of \$135,406.

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

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

Contact information:

Email address:      Phone Number:

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



**Jefferson County, West Virginia  
Job Description**

<b>Position Title:</b>	Administrative Assistant II	<b>Grade Level:</b>	IV
<b>Department</b>	Emergency Communications Center	<b>Date:</b>	August 30, 2022
<b>Reports to:</b>	Director of Communications	<b>FLSA Status</b>	NE

**Statement of Duties:** The employee performs administrative, clerical services in support of the operation of a department. Employee is required to perform all similar or related duties.

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

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

**Confidentiality:** Employee has access to confidential information obtained during performance of regular position responsibilities such as client or department records.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, jeopardize programs.

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

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

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

**Nature and Purpose of Public Contact:** Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside

Emergency Communications Center  
Administrative Assistant II  
8/30/2022

**Jefferson County, West Virginia**  
**Job Description**

organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

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

**Essential Functions:**

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

1. Serve the public through answering telephone calls, greeting visitors to the office and responding to inquiries from county offices and members of the public. Coordinate, schedule and arrange appointments. Maintain computer calendar and coordinate scheduling/use of meeting room.
2. Perform secretarial and administrative duties including, but not limited to, preparing correspondence, inputting data into the computer system, creating spreadsheets, researching information, faxing, photocopying, scanning documents, picking up and delivering mail, filing, ordering and verifying supplies and equipment, and setting up meetings.
3. Attend meetings take, transcribe, disseminate and record minutes in a timely manner.
4. Process accounts payable for department, complete expense reports, review bills for payment, reconcile accounts, correspond with vendors, and maintain records of all accounts. Process billing and collect payment from associated public safety agencies.
5. Maintain an adequate inventory of office supplies and equipment. Purchase new items as needed.
6. Assist in the orientation of new hires, process all required paperwork and applications for insurance and benefits.
7. Coordination of testing of dispatcher candidates and developing the material for oral board interview of new applicants.
8. Help employees with registering for employee training and making travel reservations, etc.
9. Assists the Director by scheduling appointments, preparing letters, and performing general office and clerical duties.
10. Fulfills Freedom of Information Act (FOIA) requests, including but not limited to

Emergency Communications Center  
Administrative Assistant II  
8/30/2022

**Jefferson County, West Virginia  
Job Description**

researching incident events, developing audio tapes and other materials for court proceedings, and disseminating information including processing of payments.

11. Ensure the completeness and accuracy of department data bases and the information stored therein.
12. Complete professional development training to improve skills.
13. Demonstrate willingness to adjust schedule in order to meet the needs of the department.
14. Manage the Emergency Communications Center schedule as the master scheduler responsible for ensuring minimum staffing coverage, approving leave, and posting overtime for shift vacancies.
15. Perform other clerical duties as needed for the Director and Deputy Director. Perform other duties and responsibilities as assigned to ensure the optimum efficiency and effectiveness of the Emergency Communications Department.

**Recommended Minimum Qualifications:**

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

**Special Requirements:** Drivers license and Notary Public may be required. Must maintain Criminal Justice Information System security.

**Knowledge, Abilities and Skill**

**Knowledge:** Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of the Internet in support of department operations.

**Abilities:** Use good judgment and decision making abilities, to work independently with minimum supervision, and follow established office policies and maintain confidential information. Ability to communicate professionally with people of diverse backgrounds and levels of education is required.

**Skills:** Proficient personal computer skills, mathematical skills, typing, written and verbal communication, record keeping, and time management skills are required. Effective customer service skills.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be*

Emergency Communications Center  
Administrative Assistant II  
8/30/2022

**Jefferson County, West Virginia**  
**Job Description**

*made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.

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

**Visual Demands:** Visual demands include constantly reading documents for general understanding and for analytical purposes.

## Job Description:

### Emergency Communications Specialist Trainee

WashCO

While other Employers might offer competitive pay, Washington County Government offers a full, comprehensive compensation package worthy of your time and talents.

Please take a look at what you can expect to earn as an **Emergency Communications Specialist Trainee** during your first year as a full-time Employee with Washington County Government:

- **Six (6) Paid Personal Days**
- **Ten (10) Paid Vacation Days**
- **Fourteen (14) Paid Holidays plus; Three (3) Partial Paid Holidays.**
- **Fifteen (15) Paid Sick Days**
- **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage for under \$1.00 X hour (Employee Only)**
- **County Paid Employee Assistance Plan**
- **County Paid Life Insurance**
- **County Paid Accidental Death and Dismemberment Insurance**
- **County Paid Short Term Disability Insurance**
- **County Paid Long Term Disability Insurance**
- **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- **County and Employee funded Defined Pension Plan (According to CNN.com, only 4% of Workers in the Private Sector have Defined Pension Plans).**
  - **Vested in just five (5) years.**
  - **Credit for Prior Military Service and Unused Paid Sick Days.**
- **The gratification and fulfillment of serving Taxpayers and Citizens of Washington County, Maryland.**
- **An Annual Salary:**

**Emergency Communications Specialist Trainee – 8 (1).** Projected annual pay of **\$39,444** (based on an hourly rate of \$17.24, with a projected schedule of 2184 annual hours worked, which includes schedule-based overtime).

**Emergency Communications Specialist I – 9 (1).** Projected annual pay of **\$42,556** (based on an hourly rate of \$18.60, with a projected schedule of 2184 annual hours worked, which includes schedule-based overtime). Qualified candidates must be cleared in the discipline of call taker.

**Emergency Communications Specialist II – 10 (1).** Projected annual pay of **\$46,007** (based on an hourly rate of \$20.11, with a projected schedule of 2184 annual hours worked, which includes schedule-based overtime). Qualified candidates must be cleared in two discipline categories (call taker, police, or fire/EMS).

**Emergency Communications Specialist III – 11 (1).** Projected annual pay of **\$49,649** (based on an hourly rate of \$21.70, with a projected schedule of 2184 annual hours worked, which includes schedule-based overtime). Qualified candidates must be cleared in three discipline categories (call taker, police, and fire/EMS).

- **24-hour work schedule available.**

If our **Emergency Communications Specialist Trainee** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.

**JOB TITLE:** Emergency  
Communications Specialist **GRADE:**  
– Trainee

**DEPARTMENT:** Division of Emergency  
Services **FLSA STATUS:**

**REPORTS TO:** Operations Manager – ECC

**GENERAL RESPONSIBILITIES (TRAINING):**

Receives extensive training to appropriately process 911 calls, transfers calls to the appropriate law enforcement or fire/EMS dispatcher with the least possible delay. Responsible for updating incidents utilizing the computer-aided dispatch system when additional information is received from callers.

**ESSENTIAL TASKS (TRAINING):**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Receives all 911 calls for Washington County, including the City of Hagerstown.
2. Refers non-emergency requests to the correct telephone number.
3. Receives reports of fire, medical, and police emergencies and utilizes computer-aided dispatch (CAD). Processes the information and provides rapid delivery of emergency services.
4. Provides emergency medical, fire, and police pre-arrival and/or post-dispatch instructions over the telephone.
5. Records a daily log of 911 calls and utilizes CAD. Maintains records of fire, EMS, and law enforcement activity.
6. Operates various types of communications equipment and software in a calm and competent manner including computer telephony integration and criminal information database systems, protocol and mapping software, Telecommunications Device for the Deaf (TDD), etc.
7. Assists with compilation of various reports and statistical data as required or upon request.
8. Receives calls related to after-hour Public Works matters and notifies appropriate supervisors.
9. Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Excellent spelling skills.
2. Standard computer keyboard proficiency is needed to successfully adjust to the department's CAD system.
3. Ability to remain calm in an extremely stressful environment.
4. Ability to get along with and to successfully communicate with co-workers, the public and media representatives.
5. Ability to work both independently and as part of a team.
6. Ability to accurately read maps and to give directions.
7. Basic computer and data processing skills.

## **EDUCATION AND EXPERIENCE:**

1. High School Diploma or equivalent.
2. Must maintain Emergency Medical, Fire & Police Dispatch certification offered by the National Academy of Emergency Dispatch.
3. Criminal records check and detailed background investigation required.
4. Subject to random drug and alcohol testing.
5. Training position only.

A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS:**

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see (does not suffer from color blindness), read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

NOTE: Hearing tests are included in pre-employment physicals and will be given to employees in this classification on a regular basis.

## **SPECIAL REQUIREMENTS:**

1. Possession of a valid driver's license.
2. Subject to random drug and alcohol testing.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**Three (3) Easy Ways to Apply:**

1. **Visit our website at <https://www.washco-md.net/jobs/>**

or

2. **Complete and email an Application to [HR@washco-md.net](mailto:HR@washco-md.net)**

or

3. **Complete and mail Application to:**

**Washington County Human Resources Department**

**100 W. Washington Street, Room 2300**

**Hagerstown, Maryland 21740**

**Internal Candidates are required to use an Internal Application (including resume) when applying.**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:**

**Wednesday, September 7<sup>th</sup>, 2022 @ 4:00 pm**

Revised: 5/2018; 1/2019; 4/2021



(<https://www.berkeleycounty.org/>)

*City of Mart.*

Navigate to...



## CITY OF MARTINSBURG FULL TIME POLICE DISPATCHER II

Home (<https://www.berkeleycounty.org/>) / Member Job Opportunities (<https://www.berkeleycounty.org/category/member-job-opportunities/>) / CITY OF MARTINSBURG FULL TIME POLICE DISPATCHER II

## CITY OF MARTINSBURG FULL TIME POLICE DISPATCHER II

The City of Martinsburg is accepting applications for a Full Time Police Dispatcher II. Shifts will vary/rotate as needed. High school diploma or GED equivalent with specialized course work in general office practices and two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

The successful applicant will monitor telephones and radio in the dispatch center, answer all incoming calls and ascertain the nature of the call, dispatch police vehicles for emergency responses, maintain a log on radio and telephone communications, input data into the computer system, and other related duties as required. The successful applicant must be able to deal with the public and staff of the Police Department in a calm, rational and reasonable manner in often stressful situations. Must have teletype certification or be able to obtain teletype certification timely.

Starting salary - **\$33,696.00** with an excellent benefit package. Applications should be filed with the HR Director, 232 N. Queen St., Martinsburg, WV 25401 or online at [www.cityofmartinsburg.org](http://www.cityofmartinsburg.org) (<http://www.cityofmartinsburg.org/>) no later than Friday, October 15, 2021. EEO/AA. Women and minorities encouraged to apply.

Member Job Opportunities (<https://www.berkeleycounty.org/category/member-job-opportunities/>)

September 28, 2021

Tweet

Like 0



## RESOURCES NAVIGATION

Privacy - Terms

Loudoun

**PUBLIC SAFETY TELECOMMUNICATOR  
Recruitment #22-121-3422**

**Date Opened** 9/8/2021 08:00:00 AM

**Closing Date** Open until filled

**Salary Range** \$55,480.88-\$94,317.50

**Department** SHERIFF'S OFFICE

**Job Type** Open and Competitive

**Full/Part-Time** Full-Time

**Benefits** Full Benefits

**Reg/Temp** Regular

**Introduction**

NOTICE: LCSO has a new electronic Applicant Screening Questionnaire that must be completed and submitted within 5 business days of the date you submit your application in order for your application to be considered for the position. Failure to complete and submit the electronic questionnaire will disqualify you from this recruitment. [CLICK HERE FOR APPLICANT SCREENING QUESTIONNAIRE](#)

**Job Description**

The Loudoun County Sheriff's Office is seeking qualified applicants for full-time Public Safety Telecommunicator positions located at the Emergency Communications Center. The position is a 42-hour work week, may include rotating shifts and on-call for emergency situations. Job duties include, but are not limited to:

- Maintain thorough knowledge of the telephone equipment and its usage.
- Receive calls for service from the public and promptly determine the urgency of the call.
- Processing the call efficiently and accurately while maintaining a professional, courteous and reassuring demeanor with the callers.
- Ability to work under stressful conditions and accurately enter calls for service into the Computer Aided Dispatch system.
- Maintain thorough knowledge and control of the radio equipment and dispatch appropriate units.

Hiring salary is commensurate with experience.

**Job Requirements**

Requires a high school diploma or equivalent, and two (2) years experience working in a call center or customer service capacity. [Cookie Policy](#) or current legal resident of the United States for 10 consecutive years.

Applicants with less than 2 years of functional experience may be considered for a lower classification. By clicking 'Accept' below, you agree to use this website, you agree to accept cookies on this browser. For more information, please review our [Cookie Policy](#).

**Special Requirements**

**Accept**      **Dismiss**

Selected candidate must successfully complete the below training and certifications within one year of employment:

- Basic Dispatcher School CPR/AED certifications
- Association of Public Safety Communications Officers (APCO) Public Safety Telecommunicator (PST) Certification
- Successful completion of Internal LCSO Call Taker Training
- Department of Homeland Security/FEMA National Incident Management System (NIMS) 100, 200, 700 and 800
- Emergency Police Dispatch (EPD)
- Emergency Medical Dispatch (EMD)
- Emergency Fire Dispatch (EFD)
- VCIN/NCIC certification

**Post Conditional Offer Contingencies**

**All applicants must complete and submit the online Applicant Screening Questionnaire within 5 days of submitting your online County employment application. Selection process includes review of the Applicant Screening Questionnaire and County application, in-person interview(s), successfully passing the CritiCall computer simulation test, and an intensive background investigation to include fingerprinting, credit check, driving record, polygraph examination, psychological evaluation, and medical physical examination to include drug screening.**

Click on a link below to apply for this position:

<p><b>Fill out the Application NOW using the Internet.</b></p>	<p>If you have questions about how to apply online, you may contact us by phone at (703) 777-0213 or email us at <a href="mailto:HR@loudoun.gov">HR@loudoun.gov</a>. EOE.</p>
--	---

Loudoun County Government    P.O. Box 7000, Leesburg, VA 20177    Ph: (703) 777-0100

Follow us on: [\*\*f\*\*](#) [\*\*t\*\*](#) [\*\*in\*\*](#)

Powered by Job

©JobAps, Inc. 2022 - All Rights Reserved.

## Cookie Policy

Our sites use cookies to enable functionality, analyze visitor traffic, and deliver a better user experience. By clicking 'Accept' below or continuing to use this website, you agree to accept cookies on this browser. For more information, please review our [Cookie Policy](#).


[\*\*Accept\*\*](#)

[\*\*Dismiss\*\*](#)

**The City of Frederick**  
**FY 2023 Civilian Pay Scale**

---

<b>Grade</b>	<b>Pay Grade Minimum</b>	<b>Pay Grade Maximum</b>	<b>Pay Grade Minimum</b>	<b>Pay Grade Maximum</b>
1	\$ 44,271	\$ 70,833	\$ 21.28	\$ 34.05
2	\$ 47,591	\$ 76,146	\$ 22.88	\$ 36.61
3	\$ 51,160	\$ 81,857	\$ 24.60	\$ 39.35
4	\$ 54,997	\$ 87,996	\$ 26.44	\$ 42.31
5	\$ 59,122	\$ 94,595	\$ 28.42	\$ 45.48
6	\$ 63,556	\$ 101,690	\$ 30.56	\$ 48.89
7	\$ 68,323	\$ 109,317	\$ 32.85	\$ 52.56
8	\$ 73,447	\$ 117,516	\$ 35.31	\$ 56.50
9	\$ 78,956	\$ 126,329	\$ 37.96	\$ 60.74
10	\$ 84,878	\$ 135,804	\$ 40.81	\$ 65.29
11	\$ 91,243	\$ 145,989	\$ 43.87	\$ 70.19
12	\$ 98,087	\$ 156,939	\$ 47.16	\$ 75.45
13	\$ 105,443	\$ 168,709	\$ 50.69	\$ 81.11
14	\$ 113,351	\$ 181,362	\$ 54.50	\$ 87.19
15	\$ 121,853	\$ 194,964	\$ 58.58	\$ 93.73

<p style="text-align: center;"><b>THE CITY OF FREDERICK</b></p>	<p style="text-align: center;">   <b>FREDERICK</b>  <small>MARYLAND</small> </p>	<p style="text-align: center;"><b>JOB DESCRIPTION</b></p>
<b>JOB TITLE &amp; GRADE:</b> Emergency Communications Specialist I, II, III, - Grade 3 - 5	<b>REPORTS TO:</b> Manager of Emergency Communications Center	
<b>DEPARTMENT NAME:</b> Police	<b>DEPARTMENT LOCATION:</b> 100 West Patrick Street Frederick, MD <b>Work Location:</b> Various	
<b>POSITION STATUS:</b> Full Time	<b>WORK SCHEDULE:</b> 12-hour shifts: Day Shift: 6am to 6pm; or Night Shift: 6pm to 6am	
<b>EEO CATEGORY:</b> Administrative Support	<b>FLSA STATUS:</b> Non-Exempt	
<b>SAFETY SENSITIVE:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>REVISION DATE:</b> May 2022	
<b>ESSENTIAL PERSONNEL:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

**JOB SUMMARY:**

The Emergency Communications Specialists work within the Emergency Communications Center at the Frederick County Law Enforcement Center, Public Safety Training Facility and Frederick Police Headquarters. The Emergency Communications Specialists are responsible for receiving emergency calls and non-emergency calls made to the department and are responsible for providing dispatch services to the Police Department using a computer-aided dispatch (CAD) system. Consistently communicating with First Responders and Citizens simultaneously in times of great distress, harm, fear or injury. The Supervisor of Emergency Communications Center provides overall supervision. Additionally, the Police Department sworn supervisor or Watch Commander may provide technical or functional supervision in the absence of the Emergency Communications supervisory staff.

**Special Considerations:**

This is a civilian position located within the Police Department's Emergency Communications Section that plays a critical role in emergency response. Every Emergency Communications Specialist is responsible for all functions in communications, including call taking, dispatching, computer data entry, query, and retrieval, simultaneously. Work requires the exercise of initiative and independent judgment in implementing established work methods and procedures.

This position requires the incumbent to interact with citizens in person and over the phone in a manner, which promotes the highest level of professionalism. Incumbent must also be able to assist citizens while maintaining a positive courteous demeanor.

**Special Selection Criteria:** Must possess an excellent moral character and background that will withstand a comprehensive background investigation and subsequent polygraph(s).

**EMERGENCY COMMUNICATIONS SPECIALIST I**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Using a computer aided dispatch (CAD) system, receives emergency calls from the public requesting police or other emergency service.

- Determines nature and location of emergency, determine priorities, and dispatches police or other emergency units as necessary and in accordance with established procedures.
- Receives and processes emergency and non-emergency calls.
- Maintains contact with all units on assignment.
- Maintains status and location of police units.
- Monitors video surveillance monitors located throughout headquarters.
- Enters, updates, and retrieves information from a variety of computer systems.
- Receives requests for information regarding vehicular registration, driving records, and warrant information, and provides pertinent data consistently while performing other tasks.
- Monitors several complex public safety radio frequencies.
- Asks vital questions and provides pre-arrival instructions for emergency and non-emergency calls.
- Identifies appropriate number and type of equipment or apparatus to dispatch.
- Operates a variety of communications equipment, including radio consoles, telephones and computer systems.
- Arranges for tow trucks and public works emergency service or contact appropriate agencies.
- Performs a variety of record keeping, filing, indexing, and other general clerical work.
- Tests and inspects equipment as required.
- Maintains the highest level of confidentiality on all information received from all computer systems and phone calls.
- Due to the unpredictable nature of emergency work, it is essential that incumbents assigned to this classification be capable of working hours beyond their assigned shifts.
- Performs other duties as assigned.

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must be a U.S. Citizen, at least 18 years of age.

**REQUIRED EDUCATION AND/OR EXPERIENCE:**

- High school diploma or General Education Diploma (GED).

**REQUIRED CERTIFICATES AND/OR LICENSES:**

- Vehicle Operator's license with satisfactory driving record that meets insurability standards of the City's insurance carrier is required. The employee must maintain the license for the duration of their employment.

**REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):**

- Knowledge of principles of appropriate conflict resolution techniques.
- Knowledge of principles and procedures related to the operation of computer aided dispatch systems.
- Knowledge of department General Orders and precedents pertaining to the dispatching of emergency equipment.
- Knowledge of standard radio and telephone communications receiving and transmitting equipment.
- Knowledge of standard broadcasting procedures and rules.
- Knowledge of the operation of common radio dispatch equipment.
- Knowledge of public safety classification codes.
- General knowledge of laws and ordinances to properly classify calls for service.
- General Knowledge of the geography of The City of Frederick.
- Ability to work day, evening and night shifts.
- Ability to work Holidays and Weekends.
- Ability to actively listen and speak to people plainly and clearly by radio and phone, often in some state of distress.
- Ability to greet citizens with a positive attitude and provide assistance to citizens either on the phone or in person.
- Ability to comprehend and make inferences from written material.
- Ability to use logic and reasoning to reach conclusions and approaches to problems.
- Ability to multitask by effectively deploying Public Safety resources as required; simultaneously tracking their movements, updating responding units and citizens as information is obtained.

- Ability to follow instructions.
- Ability to empathize and show compassion.
- Ability to remain calm in distressing situations.
- Ability to operate a computer aided dispatch system, computer systems, and other office equipment quickly and accurately.
- Ability to problem solve—to prioritize the most important situations and think quickly on your feet.
- Ability to exercise good judgment and make sound decisions in emergency situations and with minimal supervision.
- Ability to possess tact; courtesy; reliability; accuracy; emotional stability.
- Ability to learn geographic features and streets of The City of Frederick.
- Ability to type at a speed of a minimum of 30 words per minute.
- Ability to write and speak clearly and concisely and spell correctly utilizing the English language.
- Ability to effectively communicate with and elicit information from upset and irate citizens.
- Ability to understand and follow oral and written instructions utilizing the English language.

**OTHER DESIRABLES:**

- Bilingual.
- Customer Service experience.
- Dispatching experience within a Police or Fire dispatch environment.
- CJIS certification.
- International Academy of Emergency Dispatch (IAED) certification(s).

**EMERGENCY COMMUNICATIONS SPECIALIST II**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Completes minor administrative tasks as delegated by the Communications Supervisory staff.
- Using a computer aided dispatch (CAD) system, receives and processes emergency calls from the public requesting police or other emergency service.
- Determines nature and location of emergency and assigns the level of priority of the call and enters the data into a computer-aided dispatch system for radio dispatch purposes, dispatching police or other emergency units as necessary and in accordance with established procedures.
- Receives and processes emergency and non-emergency calls.
- Maintains contact with all units on assignment.
- Maintains continuous status and location records of all police vehicles.
- Monitors video surveillance monitors located throughout headquarters.
- Enters, updates, and retrieves information from a variety of computer systems.
- Receives requests for information regarding vehicular registration, driving records, and warrant information, and provides pertinent data consistently while performing other tasks.
- Monitors several complex public safety radio frequencies.
- Asks vital questions and provides pre-arrival instructions for emergency and non-emergency calls.
- Identifies appropriate number and type of equipment or apparatus to dispatch.
- Operates a variety of communications equipment, including radio consoles, telephones and computer systems.
- Arranges for tow trucks and public works emergency service or contact appropriate agencies.
- Assists with court paperwork entry, Quality control 2<sup>nd</sup> checks and validations in CJIS.
- Maintains the highest level of confidentiality on all information received from all computer systems and phone calls.
- Due to the unpredictable nature of emergency work, it is essential that incumbents assigned to this classification be capable of working hours beyond their assigned shifts.
- Performs other duties as assigned.

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must be a U.S. Citizen, at least 18 years of age.
- Recommendation from Communications Supervisor.

**REQUIRED EDUCATION AND/OR EXPERIENCE:**

- High school diploma or General Education Diploma (GED).
- Three (3) years of Dispatching experience in a Maryland Public Safety Answering Point (PSAP).
- Certified as Communications Training Officer (CTO).

**REQUIRED CERTIFICATES AND/OR LICENSES:**

- Vehicle Operator's license with satisfactory driving record that meets insurability standards of the City's insurance carrier is required. The employee must maintain the license for the duration of their employment.
- Certifications from IAED (International Academy of Emergency Dispatch) for Emergency Medical, Emergency Fire and Emergency Police Dispatch. The employee must maintain the certifications for the duration of their employment.
- CN1 Certification in METERS (Maryland Electronic Telecommunications Enforcement Resource System). The employee must maintain the certification for the duration of their employment.
- CPR Certification. The employee must maintain the certification for the duration of their employment.

**REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):**

- Knowledge of principles of appropriate conflict resolution techniques.
- Knowledge of principles and procedures related to the operation of computer aided dispatch systems.
- Knowledge of department General Orders and precedents pertaining to the dispatching of emergency equipment.
- Knowledge of standard radio and telephone communications receiving and transmitting equipment.
- Knowledge of standard broadcasting procedures and rules.
- Knowledge of the operation of common radio dispatch equipment.
- Knowledge of public safety classification codes.
- General knowledge of laws and ordinances to properly classify calls for service.
- Ability to work day, evening and night shifts.
- Ability to work Holidays and Weekends.
- Ability to actively listen and speak to people plainly and clearly by radio and phone, often in some state of distress.
- Ability to greet citizens with a positive attitude and provide assistance to citizens either on the phone or in person.
- Ability to comprehend and make inferences from written material.
- Ability to use logic and reasoning to reach conclusions and approaches to problems.
- Ability to multitask by effectively deploying Public Safety resources as required; simultaneously tracking their movements, updating responding units and citizens as information is obtained.
- Ability to follow instructions.
- Ability to empathize and show compassion.
- Ability to remain calm in distressing situations.
- Ability to operate a computer aided dispatch system, computer systems, and other office equipment quickly and accurately.
- Ability to problem solve—to prioritize the most important situations and think quickly on your feet.
- Ability to exercise good judgment and make sound decisions in emergency situations and with minimal supervision.
- Ability to possess tact; courtesy; reliability; accuracy; emotional stability.
- Ability to learn geographic features and streets of The City of Frederick.
- Ability to type at a speed of a minimum of 30 words per minute.
- Ability to write and speak clearly and concisely and spell correctly utilizing the English language.
- Ability to effectively communicate with and elicit information from upset and irate citizens.
- Ability to understand and follow oral and written instructions utilizing the English language.
- Ability to enter various types of Court Paperwork into the required databases.
- Ability to validate various types of METERS/NCIC entries on a monthly basis.
- Ability to perform quality control/second checks on METERS/NCIC entries.

**OTHER DESIRABLES:**

- Bilingual.

**EMERGENCY COMMUNICATIONS SPECIALIST III**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Completes minor administrative tasks as delegated by the Emergency Communications Supervisory staff.
- Using a computer aided dispatch (CAD) system, receives and processes emergency calls from the public requesting police or other emergency service.
- Determines nature and location of emergency and assigns the level of priority of the call and enters the data into a computer-aided dispatch system for radio dispatch purposes, dispatching police or other emergency units as necessary and in accordance with established procedures.
- Receives and processes emergency and non-emergency calls.
- Maintains contact with all units on assignment.
- Maintains continuous status and location records of all police vehicles.
- Monitors video surveillance monitors located throughout headquarters.
- Enters, updates, and retrieves information from a variety of computer systems.
- Receives requests for information regarding vehicular registration, driving records, and warrant information, and provides pertinent data consistently while performing other tasks.
- Monitors several complex public safety radio frequencies.
- Asks vital questions and provides pre-arrival instructions for emergency and non-emergency calls.
- Identifies appropriate number and type of equipment or apparatus to dispatch.
- Operates a variety of communications equipment, including radio consoles, telephones and computer systems.
- Arranges for tow trucks and public works emergency service or contacts appropriate agencies.
- Assists with court paperwork entry, Quality control 2<sup>nd</sup> checks and validations in CJIS.
- Maintains the highest level of confidentiality on all information received from all computer systems and phone calls.
- Provides their shift mates technical guidance as needed.
- Due to the unpredictable nature of emergency work, it is essential that incumbents assigned to this classification be capable of working hours beyond their assigned shifts.
- Performs other duties as assigned.

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must be a U.S. Citizen, at least 18 years of age.

**REQUIRED EDUCATION AND/OR EXPERIENCE:**

- High school diploma or General Education Diploma (GED).
- Five (5) years of Dispatching experience in a Public Safety Answering Point (PSAP).
- Certified as Communications Training Officer (CTO).
- Minimum of 40 hours of advanced training as recommended or approved by Manager of Emergency Communications.

**REQUIRED CERTIFICATES AND/OR LICENSES:**

- Vehicle Operator's license with satisfactory driving record that meets insurability standards of the City's insurance carrier is required. The employee must maintain the license for the duration of their employment.
- Certifications from IAED (International Academy of Emergency Dispatch) for Emergency Medical, Emergency Fire and Emergency Police Dispatch. The employee must maintain the certifications for the duration of their employment.

- CNI Certification in METERS (Maryland Electronic Telecommunications Enforcement Resource System). The employee must maintain the certification for the duration of their employment.
- CPR Certification. The employee must maintain the certification for the duration of their employment.

**REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):**

- Knowledge of principles of appropriate conflict resolution techniques.
- Knowledge of principles and procedures related to the operation of computer aided dispatch systems.
- Knowledge of department General Orders and precedents pertaining to the dispatching of emergency equipment.
- Knowledge of standard radio and telephone communications receiving and transmitting equipment.
- Knowledge of standard broadcasting procedures and rules.
- Knowledge of the operation of common radio dispatch equipment.
- Knowledge of public safety classification codes.
- General knowledge of laws and ordinances to properly classify calls for service.
- Ability to work Day, Evening and Night shifts.
- Ability to work Holidays and Weekends.
- Ability to actively listen and speak to people plainly and clearly by radio and phone, often in some state of distress.
- Ability to greet citizens with a positive attitude and provide assistance to citizens either on the phone or in person.
- Ability to comprehend and make inferences from written material.
- Ability to use logic and reasoning to reach conclusions and approaches to problems.
- Ability to multitask by effectively deploying Public Safety resources as required; simultaneously tracking their movements, updating responding units and citizens as information is obtained.
- Ability to follow instructions.
- Ability to empathize and show compassion.
- Ability to remain calm in distressing situations.
- Ability to operate a computer aided dispatch system, computer systems, and other office equipment quickly and accurately.
- Ability to problem solve—to prioritize the most important situations and think quickly on your feet.
- Ability to exercise good judgment and make sound decisions in emergency situations and with minimal supervision.
- Ability to possess tact; courtesy; reliability; accuracy; emotional stability.
- Ability to learn geographic features and streets of The City of Frederick.
- Ability to type at a speed of a minimum of 30 words per minute.
- Ability to write and speak clearly and concisely and spell correctly utilizing the English language.
- Ability to effectively communicate with and elicit information from upset and irate citizens.
- Ability to understand and follow oral and written instructions utilizing the English language.
- Ability to demonstrate proficiency in entering various types of Court Paperwork into the required databases.
- Ability to demonstrate proficiency in validating various types of METERS/NCIC entries on a monthly basis.
- Ability to demonstrate proficiency in quality control/second checks on METERS/NCIC entries.
- Ability to act as team leader and supervisor liaison.

**OTHER DESIRABLES:**

- Bilingual.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primary functions require sufficient physical ability and mobility to work in an office and emergency dispatch center setting; to stand or sit for prolonged periods of time (sometimes without the ability to move at will); to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift and move less than 20 lbs. short distances, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including frequent use of a computer keyboard, and to verbally communicate to exchange information. Incumbents must be able to coordinate movement of more than one limb simultaneously and make fine, highly controlled muscular movements using a variety of computers and communications equipment.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction, giving the jobholder the ability to hear alarms and other auditory warning devices

**WORK ENVIRONMENT/CONDITION:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed in an office and emergency services dispatch center setting with extensive public contact; incumbents are required to work evening, night, weekend, and occasional holiday shifts; incumbents may be called back or held over to maintain staffing levels. This position requires work to be performed indoors at the Law Enforcement Center, Public Safety Training Facility and Frederick Police Headquarters. The noise level in this environment can be high as the office is active with the presence of state, county and city Communications Specialists, phone calls and equipment sounds.

**EMPLOYEE SIGNATURE:**

*By my signature, I hereby certify that I have received a copy of this job description. I understand that The City of Frederick may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy.*

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

THE BERKELEY COUNTY DEPARTMENT OF  
EMERGENCY COMMUNICATIONS IS NOW

# RECRUITING

## Entry Level Call Takers

A CAREER THAT GIVES  
YOU PRIDE & BENEFITS

Full-time Positions

Starting Pay \$19.38 Hourly

Health/Dental/Vision

Vacation/Sick Leave

Holiday Pay

Key Requirements: Entry  
Exam, Interview, Background  
Check and Psychological  
Testing



Send resumes to:

[CALLTAKER@BERKELEYWV.ORG](mailto:CALLTAKER@BERKELEYWV.ORG)

Application Deadline:

**AUGUST 19, 2022**

**JOIN OUR TEAM!**



# Jefferson County, West Virginia

Department of Engineering, Planning, and Zoning

Office of Planning and Zoning

116 East Washington Street, 2<sup>nd</sup> Floor

Charles Town, WV 25414

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

Phone: (304) 728-3228

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

Fax: (304) 728-8126

## 1<sup>st</sup> Quarterly Report for Planning and Zoning FY 2023 (July 1, 2022 – September 30, 2022)

Attached is an electronically generated report of all applications submitted and reviewed within the 1<sup>st</sup> Quarter of FY2023. This data is being provided as a part of the 1<sup>st</sup> Quarterly Report from the Planning Commission and Offices of Planning and Zoning to the County Commission. The items below reflect actions of the Planning Commission and Board of Zoning Appeals in this same time period and related meetings attended by Planning and Zoning staff.

### PLANNING COMMISSION ITEMS

<b>Planning Commission Meetings:</b>	<b>3 Meetings</b>
<b>Subdivision Regulations Text Amendments</b>	<b>none this quarter</b>
<b>Zoning Ordinance Text Amendments</b>	<b>none this quarter</b>
<b><i>Envision Jefferson 2035 Comprehensive Plan Text Amendments</i></b>	<b>none this quarter</b>
<b>Zoning Map Amendments/Rezoning</b>	<b>1</b>
<b>22-3-Z:</b>	
Zoning Map Amendment Request to rezone the subject properties, which are a part of the Summit Point Motorsports Park and Summit Point Training Campus, from Rural (R) to General Commercial (GC)	
<i>Recommendation from Planning Commission 7/12/22; County Commission Public Hearing 7/21/22; approved</i>	
<b>Concept Plan Public Workshops</b>	<b>3</b>
<b>#22-6-SP</b>	A Concept Plan for Miller Station Apartments to consist of 7 Multi-Family Garden Style Apartments with 218 units, associated parking spaces, SWM facilities, and signage. Applicant: Keane Enterprise; Property Owner: Gerald A Miller Estate c/o Paul S. Schleifman; Property Location: Captain Chews Trace, Charles Town, WV; Parcel ID: Tax District: Charles Town (02), Map: 8C, Parcels: 1-8; Combined Lot Size: 10 acres; <i>Public Workshop 8/9/22; PC accepted the Concept Plan.</i>
<b>#22-7-SP</b>	A Concept Plan for Blake Solar Energy Facility for an 80MW solar electric generating facility to be located on approximately 516 acres, consisting of single-axis trackers, 535W modules, 3.38MW inverters, and new substation to connect the solar facility with the electric grid. A portion of the project site has existing high voltage power lines running through the property. Multiple Property Owners near intersection of Kabletown Road and Charles Town Road. <i>Public Workshop 8/9/22; PC accepted the Concept Plan.</i>
<b>#22-9-SP</b>	A Concept Plan for the Wild Hill Solar Energy Facility for a 92.5 megawatt solar electric generating facility to be located on approximately 841 acres, consisting of rows of solar

modules which are installed in arrays dispersed throughout the leased land and construction of a new substation that will connect the solar energy facility with the existing 138-kilovolt overhead electrical transmission line passing through the southeast corner of the project area. Multiple Property Owners north of Kabletown Road.  
*Public Workshop 8/9/22; PC accepted the Concept Plan.*

**BOARD OF ZONING APPEALS (BZA) ITEMS**

**Board of Zoning Appeals Meetings:** **3 meetings**  
**Zoning Appeal of Administrative Decision** **none this quarter**

**PLANNING & ZONING STAFF ITEMS**

**Pre-Proposal Conference (PPC) Meetings:** 15 Total (5 Subdivision & 10 Site Plan)  
**Information Request Forms (IRFs) -- general inquiries from the public:** 50 Total  
**Zoning and Land Development Fees Collected:** \$ 100,730.24

<b>Regional Transportation Planning Meetings (all remote)</b>	
Eastern Panhandle Transit Authority (EPTA) Board Meetings	8/15/22; 9/19/22
Eastern Panhandle Transit Authority (EPTA) Safety Committee Meetings	8/22/22;
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Technical Advisory Committee (TAC) Meetings	8/17/22
Statewide Transportation Improvement Program (STIP) Virtual Public Workshop	9/1/22

<b>Local and Regional Planning Meetings (all remote)</b>	
WV APA Chapter Executive Committee Meetings (ZOOM);	7/26/22; 8/23/22; 9/27/22
WV APA Membership Committee (ZOOM)	9/22/22
APA Chapter Presidents Council	7/21/22; 8/18/22;
Elks Run Project Planning Meeting (WV Rivers)	7/8/22; 8/5/22; 9/9/22
WVU Land Use Law Clinic/WV APA 2022 MSLUA conference debrief and initial discussions on the 2024 MSLUA	7/20/22
Mid-Atlantic Planning Collaborative on-line training for CM credits	7/28/22; 8/12/22
Eastern Panhandle Planning and Development Council's (Region 9) Comprehensive Economic Development Strategy (CEDS) 5 year update	9/19/22

**Planning and Zoning Quarterly Report  
07/01/2022 - 09/30/2022 (Generated 10/7/2022)**

Type	Project Number	Creation Date	Owner Name	Location	Status	Description
Conditional Use Permit	22-5-CUP	7/6/2022	HOUGH T TODD & SUSAN B TR	340 OLD SHENNANDALE RD, CHARLES TOWN, WV 25414	Closed	Request for a Conditional Use Permit to operate a Solar Energy Facility for 262 acres of the 841-acre Wild Hill Solar Energy Project, a 92.5MW solar electric generating facility
	22-6-CUP	8/24/2022	Elliott Kletter, Jan Kletter, and Marguerite Kletter	500 FEBREY RD, KEARNEYSVILLE, WV 25430	Open	Request for a Conditional Use Permit to establish a federal firearms business, located within an existing barn, that specifically sells firearms to local, state, and federal law enforcement agencies, as well as military components
	22-7-CUP	8/29/2022	CROSSROADS CHURCH TRUSTEES	7595 MARTINSBURG PIKE, SHEPHERDSTOWN, WV 25443	Open	Request for a Conditional Use Permit to operate a Medical/Dental/Optical Office, as defined in Article 2. The proposal consists of converting an existing church into an urgent care and medical office complex. Parking requirements will be met on-site. Signage will adhere to Article 10.
	22-8-CUP	9/30/2022	CHAPMAN ALICE	15943 CHARLES TOWN RD, CHARLES TOWN, WV 25414	Open	Request for a Conditional Use Permit to operate a Day Care Center, Large, in an existing residence into a day care center to provide care for up to 32 children (maximum)
					<b>Category Total:</b>	4
Easements	22-5-E	7/5/2022	JOHN CRANE HENDRICKS	Ridge Rd, Shenandoah Junction, WV	Open	Conservation Easement
						<b>Category Total:</b>
Merger or Boundary Line Adjustment	22-26-M	7/1/2022	HENRY GARY A & VICKY	Box Factory Rd, Summit Point, WV 25446	Open	Merger from J.R. Henry to J.R. Henry
	22-27-M	7/11/2022	JEFFERSON ORCHARDS INC	340 KEARNEYSVILLE PIKE, KEARNEYSVILLE, WV 25430	Open	BLA to convey ~180 ac from Parcel 35 to Parcel 29
	22-28-M	7/26/2022	Stiles Family Partnership - Chris Stiles	Roper North Fork RD, Charles Town, WV 25414	Open	Boundary Line Adjustment consolidating Lots 1-14 of the Avalon Hills Subdivision (PB25/PG61) into the original four tracts that were on record (DB532/PG581), and adjusting the boundary lines between Tracts A, B, C, & D
	22-29-M	7/29/2022	MOORES BILLY KAYE II - TR	108 LIBBY LN, KEARNEYSVILLE, WV 25430	Open	The purpose of the BLA is to adjust the boundary lines of Parcels 5 and Parcel 15 while retaining the density rights of the existing 199 acre tract (currently parcel 5)
	22-30-M	8/24/2022	SINGHAS DOROTHY S & JOSHUA S MCCARTY	235 SINGHAS LN, SUMMIT POINT, WV 25446	Open	BLA by Merger from Dorothy Singhas & Joshua McCarty to Bradford & Leisa Luttrell
	22-31-M	8/25/2022	KELLEY ROLFE M & BONITA C	141 SANDPIPER LN, SHEPHERDSTOWN, WV 25443	Open	BLA Between Kelley and Gilbertson
	22-32-M	9/7/2022	TRI-STATE INVESTMENT PROPERTIES LLC	248 CHERRY TREE DR, CHARLES TOWN, WV 25414	Open	BLA between Lot 1 and Lot 2 residue
					<b>Category Total:</b>	7
Minor Plat Change	22-10-MPC	7/20/2022	Clarence & Meghan Rucker	118 BUFFLEHEAD DR, HARPERS FERRY, WV 25425	Open	Relocate Septic area reserve for Lot 25 Canvasback Ridge
	22-11-MPC	9/2/2022	Sam Carter	Stone Chimney Rd, Harpers Ferry, WV 25425	Open	Relocate Septic area reserve for Lot 27 Rock Ferry Station
	22-12-MPC	9/13/2022	RIDER CYNTHIA B	195 VANCE RD, SHEPHERDSTOWN, WV 25443	Open	Minor Plat Change to Lot 1-Residue and Lot 2
	22-9-MPC	7/5/2022	Matrix Holdings LLC - Tim Martin	MISSION RIDGE DR, HARPERS FERRY, WV 25425	Closed	Relocate septic reserve on Lot 4 of Mission Ridge
					<b>Category Total:</b>	4
Planning Commission Waiver	22-18-PCW	8/22/2022	SUSQUEHANNA PROPERTIES LLC - Doug Porter	14956 CHARLES TOWN RD, CHARLES TOWN, WV 25414	Open	To waive site plan requirement for a 1274 Sq ft bldg and gravel driveway
	22-19-PCW	9/16/2022	Harpers Ferry Holdings LLC - Matt Knott	408 ALSTADTS HILL RD, Harpers Ferry, WV 25430	Open	Request for early grading Waiver from Section 20 102B
	22-20-PCW	9/20/2022	Inis Wood	Amanda CT, Harpers Ferry, WV	Open	Requesting a waiver for the width of the entrance drive aisle and the width of the parking lot drive aisle to accommodate tractor trailer movements
	22-21-PCW	9/21/2022	FLOWING SPRINGS ROAD LLC	Flowing Springs RD, Charles Town, WV 25414	Open	Section 21 101 A. Allow Block lengths longer than 6 lots
	22-22-PCW	9/21/2022	FLOWING SPRINGS ROAD LLC	Flowing Springs RD, Charles Town, WV 25414	Open	Section 21 104 A. Allow a 65 foot minimum lot frontage/width
	22-23-PCW	9/21/2022	FLOWING SPRINGS ROAD LLC	Flowing Springs RD, Charles Town, WV 25414	Open	Section 24 113 B 10 Waive requirement for Archaeological Study
					<b>Type Total:</b>	6
Final Plat Amendment	22-5-FPA	8/30/2022	Bobby & Nancy Jones	208 TURN ONE DR, SUMMIT POINT, WV 25446	Open	Lift the single family restriction to add a second dwelling unit
						<b>Category Total:</b>
Redline Revision	22-9-RR	8/11/2022	HARPERS FERRY HOLDINGS, LLC - MATTHEW KNOTT	408 ALLSTADTS HILL RD, HARPERS FERRY, WV 25425	Open	Redline Revision to site plan for snow tubes and maintenance building
	22-10-RR	8/29/2022	FELLOWSHIP BIBLE CHURCH-TR'S	160 DANIEL RD, SHENANDOAH JUNCTION, WV 25442	Open	Fellowship Bible Church
						<b>Category Total:</b>
Site Plan	22-9-SP	7/6/2022	ZIGLER INC	620 OLD SHENNANDALE RD 340 OLD SHENNANDALE RD 1343 ROPER NORTH FORK RD	Open	Wild Hill Solar Energy Project: 841-acre, 92.5MW solar electric generating facility NOTE: approximately 262 acres of the 841-acres requires a CUP as well
	22-11-SP	7/15/2022	SHEPHERDSTOWN PROFIT CENTER LLC	7866 MARTINSBURG PIKE, SHEPHERDSTOWN, WV 25443	Open	Limited Site Plan to convert existing drive through into an office space and to reconfigure the existing parking lot.
	22-12-SP	7/21/2022	DOUGLAS & LAURA GANSLER	vacant lot/Berryville Pike, Charles Town, WV	Open	Proposed 199' monopole within a 50'x50' fenced equipment compound
	22-13-SP	8/5/2022	Miramar Enterprises, LLC	James Burr Blvd, Kearneysville, WV 25430	Open	New construction proposed for the vacant Lot 31 in Burr Industrial Park. Includes: Office building, shop, outdoor storage, & parking

	22-14-SP	8/11/2022	Iris Wood	Amanda Court, Harpers Ferry, WV 25425	Open	Lot 1 of the Kramer Nonresidential Subdivision Proposed project: construction of a 10,640 sf Dollar General Building, associated parking, and stormwater management.
	22-15-SP	9/30/2022	BULLSKIN LLC	673 OLD SHENNANDALE RD, CHARLES TOWN, WV 25414	Open	Rippon Solar Energy Facility
					<b>Category Total:</b>	<b>6</b>
Subdivision	22-24-SD	7/5/2022	HOFFMAN RICKI V & DAWN M	1871 OLD COUNTRY CLUB RD, CHARLES TOWN, WV 25414	Open	Hoffman MSD, Lots 1 and 2-residue
	22-25-SD	8/26/2022	COLE MARTIN J & MARY C	962 EDGEWOOD SCHOOL RD, SHENANDOAH JUNCTION, WV 25442	Open	3 Lot and a Residue FT
	22-26-SD	9/6/2022	Mark Petro	Shirley Rd & Summit Point RD, Summit Point, WV 25446	Open	To create 2 lots
	22-27-SD	9/30/2022	SUNNYSIDE INVESTMENT LLC	KANAWHA LN, CHARLES TOWN, WV 25414	Open	Major Subdivision to consist of 29 residential lots and a stormwater management facility
					<b>Category Total:</b>	<b>4</b>
Zoning Certificate	22-40-ZC	7/8/2022	LOTZE CONRAD D & KRISTINA A MACIUNAS	2237 OLD LEETOWN PIKE, KEARNEYSVILLE, WV 25430	Closed	Accessory Dwelling Unit: In-Law Suite
	22-41-ZC	7/11/2022	ALWAYS LTD LLC	834 CARTER AVE, HARPERS FERRY, WV 25425	Closed	Nonconforming Use - Change in Ownership
	22-42-ZC	7/11/2022	Kanette Petry	245 SUMMERFIELD WAY, SHENANDOAH JUNCTION, WV 25442	Closed	Accessory Dwelling Unit: In-law suite
	22-43-ZC	7/26/2022	GIBSON JAMES G	201 NEEDWOOD FARM LN, HARPERS FERRY, WV 25425	Closed	Land Use 1 Agricultural Special Event Facility for a maximum of 400 attendees with 200 grass parking spaces Land Use 2 Farm Vacation Enterprise approved for up to five (5) units/lodges.
	22-44-ZC	7/26/2022	Stiles Family Partnership, LLC - Chris Stiles	Roper North Fork Rd, Charles Town, WV 25414	Closed	Farm Vacation Enterprise Five lodging units on each of the four tracts (twenty lodging units total)
	22-45-ZC	7/27/2022	JEFFERSON ACADEMY LLC - Sayeed Ahmed	449 ROSE HILL DR, KEARNEYSVILLE, WV 25430	Closed	Change in Tenant: Nonconforming School
	22-46-ZC	7/29/2022	Reed Mayer and Michaela Van Meci	743 WINDWARD LN, SHEPHERDSTOWN, WV 25443	Closed	Farm Vacation Enterprise (Windward Lane)
	22-47-ZC	8/2/2022	B33 JEFFERSON CROSSING II LLC	186 FLOWING SPRINGS RD, CHARLES TOWN, WV 25414	Closed	Change in Tenant
	22-48-ZC	8/5/2022	BONNELL ALEXIS D & KERIAN JC MCMANUS	144 QUARRY RUN RD, HARPERS FERRY, WV 25425	Closed	Owner Occupied Bed and Breakfast Operation No meals proposed to be served; renting space in basement through AirBnB
	22-49-ZC	8/11/2022	Kenneth Wilt	539 MISSION RD N, HARPERS FERRY, WV 25425	Closed	Equipment modifications to an existing telecommunications tower (Site Plan File #510-11)
	22-50-ZC	8/15/2022	O'DELL MARK K	459 BERRYVILLE PIKE, CHARLES TOWN, WV 25414	Closed	Change in tenant to operate Rural Tactical Solutions from 340 Defense (previous FFL tenant = River View Defense, LLC / File #ZC15-48)
	22-51-ZC	8/30/2022	SHULTZ WILLIAM S JR & BRANDI K	137 WOOD END FARM LN, SUMMIT POINT, WV 25446	Closed	Agricultural Use: Christmas Tree Farm "cut your own farm" operating from November - December; sale of related retail items
	22-52-ZC	9/2/2022	DAVIS PAUL	1716 KABLETOWN RD, CHARLES TOWN, WV 25414	Open	Short Term Rental (owner occupied)
	22-53-ZC	9/7/2022	AMERICAN TOWERS INC	17340 POPPY RD, BLUEMONT, VA 20135	Closed	Modifications to existing telecommunications tower site to include removal of 7 currently mounted pieces of equipment and placement of 9 new pieces of equipment
	22-54-ZC	9/14/2022	S & T GROUP LLC - Steven Secrist	7670 MARTINSBURG PIKE STE 7, SHEPHERDSTOWN, WV 25443	Closed	Nonconforming Use Shopping Center - Change in Tenant
	22-55-ZC	9/14/2022	High Horizons Farm, Inc	Route 115 and Kabletown Rd, Charles Town, WV	Open	Solar Energy Facility (multiple parcels) - Concept Plan
	22-56-ZC	9/14/2022	ZIGLER INC	620 OLD SHENNANDALE RD 340 OLD SHENNANDALE RD 1343 ROPER NORTH FORK RD	Open	Wild Hill Solar Energy Project: 841-acre, 92.5MW solar electric generating facility; consists of solar modules and a new substation to connect the solar facility with the electric grid NOTE a CUP was also approved for approximately 262 acres of the 841-acres
	22-57-ZC	9/20/2022	AMERICAN TOWERS INC - Marc Grant	17340 POPPY RD, BLUEMONT, VA 20135	Closed	Modifications to existing telecommunications tower site to include removal of existing antennas; install (6) new antennas, (3) RRU(s), & (3) hybrid cables.
					<b>Category Total:</b>	<b>18</b>
		22-26-ZV	7/5/2022	MCGUIGAN VANESSA LAYVA ET AL	59 FLAT EARTH LN, HARPERS FERRY, WV 25425	Open
22-27-ZV		7/22/2022	CHRISMAN GARLAND R JR & POPPY R	270 PERSIMMON LN, SHEPHERDSTOWN, WV 25443	Open	Variance from Section 9.7 to reduce the front setback from 20' to 15' for a proposed 28' x 16' addition with a 6' x 17' handicap ramp.
22-28-ZV		7/25/2022	Russell and Jackie Keaveny	551 MACBETH DR, CHARLES TOWN, WV 25414	Open	Variance from Section 9.7 to reduce the front setback from 40' to 20' along the eastern property line (Macbeth Dr) and the southern property line (Bedford Dr) for a 36' x 26' addition/in-law suite.
22-29-ZV		7/26/2022	YOUNG ROBIN	141 SUNNYSIDE LN, SHENANDOAH JUNCTION, WV 25442	Open	Variance from Section 8.2 to reduce the distance requirement from 50' to 15' for a 48' x 28' barn.
22-30-ZV		8/25/2022	HAZELTON STEPHANIE L & DALE A SANASKAS	50 VALENTINE CT, SHEPHERDSTOWN, WV 25443	Open	Variance from Section 5.7B of the Zoning Ordinance (as amended 05/01/03) to reduce the rear setback from 50' to 5' for a 66' x 40' accessory structure (detached garage)
22-31-ZV		9/7/2022	MIRIAM SANDERS RAKES & MARK WAYNE RAKES JR	77 OLD LEETOWN PIKE, KEARNEYSVILLE, WV 25430	Withdrawn	Variance from 9.7 to reduce the side setback along the northern property line from 6' to 2'; and, to reduce the rear setback along the eastern property line from 6' to 2' to construct a 20' x 32' accessory structure (detached garage)
22-35-ZV		9/20/2022	POTOMAC COTTAGE LLC - Robert Starkey	1523 KNOTT RD, SHEPHERDSTOWN, WV 25443	Open	Variance from Section 9.7 to reduce the side setback along the northern property line from 15' to 6' for a 12' x 32' deck.

Zoning Variance	22-32-ZV	9/22/2022	Iris Wood	Amanda Court, Harpers Ferry, WV 25425	Open	Variance from Section 4.11E to eliminate a portion of the landscape buffer along the southern and western property lines, and Section 4.111.1 to eliminate the streets trees along Amanda Court and Shepherdstown Pike
	22-33-ZV	9/22/2022	Iris Wood	Amanda Court, Harpers Ferry, WV 25425	Open	Variance from Section 11.1A to reduce the number of required parking spaces from 47 to 31, and Appendix B to reduce the front parking setback along Amanda Court from 15' to 8'
	22-34-ZV	9/22/2022	Iris Wood	Amanda Court, Harpers Ferry, WV 25425	Open	Variance from Section 10.4B to reduce the front setback along Amanda Court from 25' to 19' and along Shepherdstown Pike from 25' to 17' for a freestanding sign.
	22-38-ZV	9/27/2022	PERFORMANCE AUTO WORKS LLC - Billy Ring	8063 LEETOWN RD, KEARNEYSVILLE, WV 25430	Open	Variance from Section 4.3D to expand a nonconforming use (auto repair shop) beyond 35% of the existing square footage of its operation. The request includes construction of a 2,400 sq ft storage building to store vehicles for an auto repair business that specializes in repairing vintage sports cars.
	22-36-ZV	9/30/2022	Guy Chicchirichi	Augustine Ave., Charles Town, WV 25414	Open	Variance from Appendix B to reduce the front setback from 25' to 0' along a platted interior access easement for a proposed fueling island and canopy
	22-37-ZV	9/30/2022	REYNES JULIA E	384 POTOMAC RIDGE LN, SHEPHERDSTOWN, WV 25443	Open	Variance from Section 5.7B of the Zoning Ordinance (as amended 05/01/03) to reduce the front setback from 40' to 14' in order to convert an existing garage into an Accessory Dwelling Unit as a detached in-law suite for a family member
					<b>Category Total:</b>	<b>13</b>
					<b>Grand Total:</b>	<b>66</b>

**Harpers Ferry/ Bolivar PSD**  
P. O. BOX 235  
192 LAKE QUIGLEY DRIVE  
HARPERS FERRY, WEST VIRGINIA 25425  
(304)-535-2390 FAX (304)-535-2524  
info@hfpsd.com

---

THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE AUGUST MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON AUGUST 12th, 2022.

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

Those in attendance were:

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

Eddy Tennant- Operations Supervisor  
James E. Williams- Consultant

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

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

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

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

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

Discussion by Mr. Tennant to transfer \$500.00 from the working capital reserve acc. to the regular checking

Motion by Mr. Simmons, seconded by Mr. Lowrey to transfer \$500.00 from the working capital reserve account over to the regular checking account, approved.

Discussion on reimbursement to mainline extension customers, the payments can be distributed over time in payments every quarter, bi- annual or one lump sum.

Discussion on the PSD handbook and needed revisions to bring handbook up to date.

Discussion on the Fadley Drive storm drain, PSD Board to write letter to Ms. Cain with the Board's decision on the matter with the storm drains maintenance issues.

Mr. Tennant to cross train Mr. Adams on Quickbooks software to be able to print out checks and to have our accountant the able to do the PSD's monthly payroll taxes for state and federal along with retirement in case of any long-term absence for redundancy reasons.

Mr. Tennant to get information from Mrs. Cummings at HFWW on the Heritage Square meter readings for the last 3 months.

## **Public Comment for Jefferson County Commission meeting October 6, 2022**

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

### **PUBLIC COMMENT –**

The county had a rare appearance by Governor Justice yesterday at Citizen Fire Company. Governor Justice's agenda was on Amendment #2 - *VOTE NO*. The Governor throughout his presentation emphasized: never give up your constitutional rights to a politician. Once that right is gone, it is gone forever.

This County Commission took my constitutional rights back in 2016. Even though some of the Commissioners were not in authority at that time, they have had numerous opportunities to re-establish my constitutional rights.

I was allowed to speak openly with the Governor and thank him for coming to Jefferson County with a rare initiative. I informed the Governor of the on-going hostile take-over, of the Jefferson County Volunteer Fire Companies, by this County Commission. The Governor acknowledged my concerns and his staff, that was present, took additional information. Later today, I will present written information to the Governor's office concerning our local Volunteer Fire Companies.

### **PRESENTATION # 5 Michelle Gordon, Finance Director**

**PREVIOUS STATEMENT FROM Sept 15, 2022 - Review and Approval of EMS Project Request in the amount of \$74,100.00 (pages 76-81). -**

It appears only one bid was received; where is the notice to submit bids? I contacted several local companies that could do this work, and they were never contacted. It appears that all the permits, to even use the new logoed ambulances, is not complete. This particular contract is only good for 30 days and cannot move forward without said permits.

As previously stated, the bids were not submitted properly and the minutes (Sept 15, 2022), presented today, (October 6, 2022), cannot be approved because after the Commission approved \$74,100.00, Michelle Gordon stated that it was actually less expensive because real gold was not going to use in the re-lettering. This changed the bidding process and needs to be re-submitted. I believe there is a conflict of interest because the Finance Director is submitting projects that the County Administrator is to handle. This is a violation of separation of powers.

### **PRESENTATION # 6 Russell Burgess, Director, Jefferson County Information Technology**

**PREVIOUS STATEMENT FROM Sept 15, 2022 - Audio/Visual Equipment and Software -** I find it questionable how the bids were submitted and to what. (Page 83 \$65,678.50) No documentation and no bids. I believe that this bid, to include equipment and software, was strategically done with no written bid submitted with application. **Cannot approve!**

I still have not seen the other 2 bids, but I did review the cost of travel, shipping, misc. hardware that totaled some \$7,800.00+. With that said, if this system needs a service call, will the county have to pay transportation, lodging, rental car, etc.? Did anyone ask: what does the standard warranty cover verses additional warranty? I would suggest that these issues be address before any approval.

P.S. Finally you had a contract in the agenda pack!

**NEW BUSINESS:**

**# Financial Director Report – ARPA Funding for 12 EMS Positions and ARPA EMS Summary**

There is no information listed within the agenda pack and should not be received.

*“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!*

## Jessica Carroll

---

**From:** WebmastervJCC <webmaster@jeffersoncountywv.org>  
**Sent:** Monday, October 10, 2022 7:22 PM  
**To:** JCCInfo  
**Subject:** Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

**Form Name:** County Commission Contact  
**Date & Time:** 10/10/2022 7:22 PM  
**Response #:** 2800  
**Submitter ID:** 7001  
**IP address:** 73.87.75.90  
**Time to complete:** 21 min. , 14 sec.

---

### Survey Details

---

#### Page 1

**1. Name**

Deborah L Lauterbach

**2. Email**

deborahlauterbach17@gmail.com

**3. Questions or Concerns**

Have a serious concern regarding the littering in our area. It blocks our curbside and highway drains, wildlife chokes on it, and seriously pollutes our waterways. Hope you can do something for a year-round litter cleanup. Just about every day I ride down 340 N from the Rte. 9 bridge heading toward Walmart and Harpers Ferry. That median and roadside is a disgrace. At the stop light of Patrick Henry Way and Rte 340 N there is a drain that has been covered by dead grass, weeds, and trash, liquor bottles, cardboard, cigarette butts, plastic bottles, etc. The out of state tourists witness this and add to the habit. It would be great if it would be cleaned. It has blocked that runoff drain so badly, one wouldn't even know there is one there. It's been blocked for the last 3 years. I do what I can as a senior in my community, but highway cleanup I cannot manage. Drivers sitting at the red light waiting to take a left into Walmart empty their cars of trash and cigarette butts. Even those who use it as a crosswalk between food lion and walmart are seen throwing down trash into that median area of the ditch. Please, we are proud of our community, and would appreciate someone making sure these heavily traveled shopping and retail traffic light median areas are chosen for roadway cleanups. Thanking you so much in advance for your attention on this matter. As a resident of Jefferson County, this matters very much. Tourist revenue is appreciated, so they don't need to be observing littering holes. Hoping you can help.  
Thanks again.  
A concerned resident.  
Deborah Lauterbach

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

No

Thank you,  
Jefferson County Commission, WV

---

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