

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2022**  
**THURSDAY, NOVEMBER 17, 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**

- November 3, 2022 Regular Meeting

**APPROVAL OF REQUISITIONS**

- November 17, 2022

**APPROVAL OF ACCOUNTS PAYABLE**

- November 10, 2022
- November 17, 2022

**APPROVAL OF MANUAL CHECKS**

- November 11, 2022
- November 18, 2022

**APPROVAL OF PAYROLL**

- November 10, 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. 6:05 p.m. Angie Banks, Assessor
  - Exonerations/Apportionments
2. 6:10 p.m. Matthew Harvey, Prosecuting Attorney
  - Approval to hire full-time investigator
  - Approval to transfer employee from part-time to full-time status

3. 6:20 p.m. Roger Goodwin, Chief County Engineer
  - Release of Tolling of Bonding Agreement for Avalon Hills Subdivision (Jefferson County Planning Commission File No. 06-24)
  - Release of Tolling of Bonding Agreement for Beallair Subdivision, Phase 2 (Jefferson County Planning Commission File No. 05-41)
4. 6:30 p.m. Nikki Painter, Chief Deputy Clerk, County Clerk's Office
  - Certification of Completed Races for 2022 General Election
5. 6:35 p.m. Dennis Jarvis, Director, Jefferson County Development Authority
  - Request Assistance in Payment of Accrued Legal Fees for JCDA for property sales, from William Rohrbaugh
  - Request Support for the Local Economic Development Grant Resolution Acknowledging the Jefferson County Development Authority as the lead economic development agency for Jefferson County
6. 6:45 p.m. Wayne Clark, Delegate, and JHS Group
  - Request for letter to be sent to the WVDOH to explore alternative solutions to construct an interchange on Route 340 and Augustine Ave.
7. 6:55 p.m. Interviews and Appointments to the following:
  - Jefferson County Board of Zoning Appeals – one unexpired term ending January 1, 2026
  - Jefferson County Parks and Recreation Commission – three three-year terms ending June 30, 2025.
8. 6:55 p.m. Nathan Cochran, Assistant Prosecuting Attorney
  - a. 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**

9. EMS Transition Update

**NEW BUSINESS**

10. Update Re: Charles Town Utility Board Nominees
11. Approval of 2023 Holiday Schedule
12. Approval of date, time, and location for first meeting of 2023.

**COUNTY ADMINISTRATOR REPORTS**

- Approval to Hire – Finance Director

**COUNTY COMMISSION REPORTS**

13. ADJOURN

**CORRESPONDENCE/INFORMATION**

Notice of New Traffic Pattern on WV 51

September 9, 2022 meeting minutes from the Harpers Ferry – Bolivar Public Service District Meeting

Public comment received from David Tabb during the November 3, 2022 Commission meeting.

Public comment received from Scott Faulker during the Hill Top House Hotel TIF District public hearing.

*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.*



# REQUISITIONS TO BE APPROVED

November 17, 2022

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
COUNTY CLERK	23043	\$ 50,262.00	Kent Parsons Ford Inc.	2023 Ford Expedition XL
SHERIFF -TAX	23046	\$ 6,429.15	Panhandle Printing	Ambulance Bills
MAINTENANCE	23041	\$ 62,535.00	Kent Parsons Ford Inc.	Vehicle Purchase - Assessor's Office
	23042	\$ 5,679.32	Jefferson Rentals	Lift Rental - Downtown Project
OTHER BUILDINGS	23039	\$ 7,850.00	Smoot's LLC	Exterior wall repairs to PS Center
SHERIFF - LAW	23037	\$ 11,765.00	Selex ES Inc.	Warranty Renewals for LPRs
	23036	\$ 8,364.76	10-42 Tactical LLC	Uniform Shirts
C/O Fund - General Government	23040	\$ 85,824.00	Kent Parsons Ford Inc.	Vehicle Purchases
<b>GRAND TOTAL</b>		<b>\$ 238,709.23</b>		



## **Minutes**

### **Jefferson County Commission**

**Thursday, November 03, 2022**

---

A meeting of the Jefferson County Commission was held on Thursday, November 03, 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, Jessica James, Assistant Deputy County Administrator and Sorayda Pitts, Administrative Assistant (The archived meeting of the Thursday, November 03, 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 October 20, 2022 regular Meeting Minutes as presented. Motion seconded and unanimously approved.

#### **APPROVAL OF PAYROLL**

Motion by Mr. Hudson to approve the Payroll for October 28, 2022 in the amount of \$285,706.15. Motion seconded and unanimously approved.

#### **APPROVAL OF REQUISITIONS**

Motion by Mr. Hudson to approve the Requisitions for November 03, 2022 in the amount of \$49,278.75 Motion seconded and unanimously approved.

**APPROVAL OF ACCOUNTS PAYABLE**

CHECK#	VENDOR NAME	AMOUNT
87029	ADAM WARD	\$ 261.70
87030	AHA-ARTS & HUMANITIES ALLIANCE	\$ 1,596.90
87031	AMANDA JOHNSON	\$ 496.25
87032	AT&T MOBILITY - CC	\$ 162.41
87033	BOLAND TRANE SERVICES INC	\$ 1,939.00
87034	BUREAU OF CHILD SUPPORT	\$ 373.39
87035	CARL E WOLF	\$ 1,625.00
87036	COMPTROLLER OF MARYLAND	\$ 828.85
87037	CONRAD LEGAL CORP.	\$ 525.00
87038	CYNTHIA DANNER	\$ 270.63
87039	DELTA DENTAL OF WV	\$ 6,080.59
87040	DODSON SEPTIC SERVICE LLC	\$ 285.00
87041	ECOWATER	\$ 125.00
87042	EFTPS IRS TAXES	\$ 100,335.05
87043	EMILY MORROW	\$ 141.25
87044	EMPOWER RETIREMENT	\$ 5,927.58
87045	ESI ELECTRONIC SYSTEMS INC	\$ 942.51
87046	EVERBRIDGE INC.	\$ 3,713.15
87047	GRANICUS INC.	\$ 11,658.84
87048	GUTTMAN OIL CO	\$ 3,402.90
87049	INSIGHT PUBLIC SECTOR INC	\$ 16,828.65
87050	J.C. EHRLICH	\$ 813.30
87051	JAMIN BRANCH	\$ 388.75
87052	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$ 2,364.61
87053	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 39,922.48
87054	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 15,074.15
87055	JEFFERSON COUNTY DEVELOPMENT AUTHORITY	\$ 31,725.00
87056	JEFFERSON SECURITY BANK	\$ 4,595.00
87057	JUSTTECH LLC	\$ 86.20
87058	KONE BROOKLYN	\$ 1,809.75
87059	MILLENIUM INSURANCE GROUP	\$ 900.00
87060	MILLERS SUPPLIES AT WORK	\$ 22.31
87061	MILLER'S SUPPLIES AT WORK	\$ 1,200.21
87062	MOUNTAIN STATE	\$ 415.00
87063	NATIONWIDE RETIREMENT SOLUTIONS	\$ 834.00
87064	NEOPOST USA INC.	\$ 442.62
87065	RCS SECURITY	\$ 2,446.00
87066	RICE TIRES CO	\$ 2,303.44
87067	SANDRA KELLEY	\$ 115.50
87068	SPIRIT OF JEFFERSON	\$ 164.82
87069	STATE INDUSTRIAL PRODUCTS	\$ 240.35
87070	STATE TAX DEPARTMENT	\$ 150.00
87071	TOWN OF BOLIVAR	\$ 15,074.16
87072	TRICIA JACKSON	\$ 266.88
87073	WHOLESALE TIRES INC.	\$ 51.26
87074	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 18,306.65
87075	WV DEPT OF TRANSPORTATION	\$ 25.00
87076	WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	\$ 281.45
87077	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 45,186.15
87078	WV STATE TAX DEPARTMENT	\$ 36,066.35
87079	WVU WEST VIRGINIA UNIVERSITY	\$ 3,700.00

87080		XEROX CORPORATION		\$ 2,107.28
87081	GS/004	GENERAL CO FUND -004		\$ 13,366.00
87082	FG/009	SHERIFF OF JEFFERSON CO		\$ 5,007.59
87083	BS/011	SHERIFF OF JEFFERSON CO		\$ 7,379.94
87084	AM/053	GLOBAL SCIENCE & TECH		\$ 1,800.00
87085	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,618.11
<b>TOTAL</b>				<b>\$ 413,769.96</b>

- **Motion by Mr. Hudson to approve the Accounts Payable for October, 27 2022 in the amount of \$413,769.96. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
87086		COLONIAL LIFE		\$ 95.68
87087		DAVID WAMPLER		\$ 18.99
87088		ED HANNON		\$ 8.57
87089		HIGHMARK WV		\$ 188,512.21
87090		JEFF CO PARKS & RECREATION COMMISSION		\$ 35,960.97
87091		KEITH JOHNSON		\$ 10.57
87092		MILLERS SUPPLIES AT WORK		\$ 47.00
87093		NATIONAL VISION ADMIN.		\$ 1,664.60
87094		OLD CHARLES TOWN LIBRARY		\$ 1,500.00
87095		RONALD DANTZIC		\$ 7.40
87096		THOMAS HANSEN		\$ 46.00
87097		W B MASON CO. INC		\$ 251.91
87098	FG/009	BERKELEY CO SHERIFF		\$ 2,502.99
87099	FG/009	RUGGED NOTEBOOKS		\$ 9,570.00
87100	FG/009	MOOREFIELD POLICE DEPT		\$ 1,037.80
87101	SG/010	JEFFERSON DAY REPORT		\$ 38,750.00
<b>TOTAL</b>				<b>\$ 279,984.69</b>

- **Motion by Mr. Hudson to approve the Accounts Payable for November 03, 2022 in the amount of \$279,984.69. Motion seconded and unanimously approved.**

### APPROVAL OF MANUAL CHECKS

28-Oct-22

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
562	CS/002	EASTRIDGE HEALTH SYSTEM		\$ 2,800.00
819	HD/008	SHERIFF OF JEFFERSON CO		\$ 799.31
1792	CO/246	RACO CONSULTING		\$ 1,375.00
133	AR/207	SHERIFF OF JEFFERSON CO		\$ 5,417.86
948	CW/059	BADGES AND WALLETS		\$ 5,229.00
<b>TOTAL</b>				<b>\$ 15,621.17</b>

- **Motion by Mr. Hudson to approve the Manual Checks for October 28, 2022 in the amount of \$15,621.17. Motion seconded and unanimously approved.**

**4-Nov-22**

<b>OTHER FUNDS</b>				
Check#	Fund	VENDOR		Amount
1017	AV/O56	MONROE		\$ 599.98
1018	AV/O56	PRINT-O-STAT		\$ 190.00
134	AR/207	EMERGENCY VEHICLE SPECIALIST		\$ 4,159.15
949	CW/O59	WV STATE POLICE		\$ 15.00
395	WV369	WVDSRF		\$ 783.00
<b>TOTAL</b>				<b>\$ 5,747.13</b>

- **Motion by Mr. Hudson to approve the Manual Checks for October 28, 2022 in the amount of \$5,747.13. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:** David Tabb

**PRESENTATIONS**

1. Angie Banks- Assessor- Requested approval of Exonerations and/ or Apportionments.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Bakerton Bible Church	RP	HF	\$960.44	10553

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 10553 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Michelle Hart	PP	CT	\$73.88	304397
			\$59.58	
Spencer Wells			\$276.45	

- **Motion by Mr. Stolipher to approve the apportionment of jointly owned motor vehicles for ticket No. 304397 as presented by Ms. Banks. Motion seconded and unanimously approved.**
2. Tom Hansen-Sheriff's Office- Requested the approval to reclassify the part-time Home Confinement Officer to Full Time.
- **Motion by Mr. Stolipher to approve the re-classification of Earl Gill as a Full Time Home Confinement Officer, remaining at his current \$15 hourly rate. Motion seconded and unanimously approved.**
  - **Motion by Mr. Stolipher to authorize the President of Commission to sign the Justice Assistance Grant (JAG) Grant contract agreement, as presented. Motion seconded and unanimously approved.**
3. Nikki Painter-Chief Deputy Clerk-County Clerk's Office- Requested to set time and location for the 2022 General Election Canvas held November 14, 2022.
- **Motion by Mr. Stolipher to approve the time and location of the 2022 General Election Canvas to the old commission meeting room in the courthouse at 9:30am on November 14, 2022. Motion seconded and unanimously approved.**
4. Jennifer Myers- Director –Jefferson County Parks and Recreation- Presentation regarding receiving Austin C. Palmer Outstanding Facility award at the West Virginia Recreation & Parks Association annual conference for the AMP at Sam Michaels Park.
5. Lynn Fields-Probate Office-
- **Motion by Mr. Hudson to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
- a. Requested approval to remove Matthew Brady as personal representative of the Estate of Norma Brady, deceased, and appoint Cheyenne Brady as personal representative.
- **Motion by Mrs. Tabb to deny the request to remove Matthew Brady as personal representative of the Estate of Norma Brady, deceased. Motion seconded and unanimously approved.**

Requested petition to grant letters of administration for the Estate of John H. Alger (unconfirmed deceased)

- **Motion by Mr. Stolipher to move matter to a Fiduciary committee. Motion seconded and unanimously approved.**

Requested to verify petition for elective share, the Estate of Hossein Sadeghzadeh, deceased.

- **Motion by Mr. Stolipher to approve the President of the COMmisosoto sign the agreed upon order to have all matters of the elective share of the Estate of Hossein Sadeghzadeh, deceased handle by Mr. Frank Hill. Motion seconded and unanimously approved.**
- **Motion by Mr. Hudson to adjourn as a Fiduciary Review Board and reconvene in regular session.**

6. Roger Goodwin- Chief County Engineer-

Requested reclassification of Building Inspector & Building Plans Reviewer.

- **Motion by Mr. Stolipher to approve the reclassification of the Lead Building Inspector and the Building Plans Reviewer positions to a 40 hour work week effective November 14, 2022. Motion seconded and unanimously approved.**

Requested approval of Amendment No. 1 to the schools Impact Fees FY 2023 Capital Improvement Plan

- **Motion by Mr. Stolipher to approve the Schools- FY 2023 Capital Improvement Plan- Amendment No. 1 request as presented. Motion seconded and unanimously approved.**

*\*Please note Mr. Cochran-Assistant Prosecuting attorney recused himself from the discussion of item 6 regarding the School FY 2023 Capitals Improvement Plan- Amendment No. 1.*

7. Dennis Jarvis- Director-Jefferson County Development Authority- Requested the permission to hire part-time employee as a social media coordinator.

- **Motion by Mr. Stolipher to approve the hire of Taylor Sisk as part-time employee with a salary of \$17.25 per hour as a social media coordinator with a starting date of December 1, 2022. Motion seconded and unanimously approved.**
8. Danny Lutz- Eastern Panhandle Conservation District- Requested status of the 7-1-3u agreement between Jefferson County, its individual towns and cities, and the State of West Virginia.
- **Motion by Mrs. Tabb to have County Administrator John Nissel meet with County Chief Engineer Roger Goodwin and Assistant Prosecuting Attorney Nathan Cochran prior to setting a date and time to have the Commission meet with the Eastern Panhandle Conservation District. Motion seconded and unanimously approved.**
9. Brendan Craig Agnew-Melvin T. Strider, Inc. (funeral home) - Requested funding for a triple cot-roll-in mortuary cooler.
- **Motion by Mrs. Tabb to have County Administrator John Nissel request a letter from the Medical Examiner detailing the need of the triple cot-roll-in mortuary cooler and to also have counsel review and report back. Motion seconded and unanimously approved.**
10. Jacki Shadle- County Clerk- Discuss the financial duties handle by the County Clerk and discuss Policy 319.

Requested corrections of County Clerk employees

- **Motion by Mrs. Jackson to approve the reclassification of two County Clerk employees from Grade 2 to Grade 4 and the Chief Deputy Clerk from Grade 6 to Grade 7. Motion seconded and unanimously approved.**
11. 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-48.
- c. 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).

### **No Updates Provided**

12. Bob Burner-Director- Jefferson County Emergency Service Agency- EMS Transition Monthly Update.

- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice on contract negotiation. Motion seconded and unanimously approved.**
- **Motion by Mr. Hudson to reconvene into Regular Session. Motion seconded and unanimously approved.**

13. Liz Cook- City of Charles Town-Requested funds to purchase Holiday Garland for the Courthouse.

- **Motion by Mrs. Tabb to approve the funding for the Holiday Garland for the Courthouse and not to exceed \$3800 using funds from the General Fund. Motion seconded and unanimously approved.**

## **COUNTY ADMINISTRATOR REPORTS**

Review and Approval of Ambulance Equipment & Supplies Purchase

- **Motion by Mr. Stolipher to approve the funding for the Ambulance Equipment & Supplies Purchase using ARPA Funding, total of \$51,684.13. Motion seconded and unanimously approved.**

Transfer of signatory – The Commission provided unanimous consent to allow Mr. Nissel signatory authority for all grant applications and documents until a new Finance Director has been hired.

LG P-Card Information Request

**Matter resolved**

**Letter for the commission authorizing the Tax Office to re-open an account for Teen Court Funding.**

Discussion of Finance Director Job Description

- *Please note Mr. Cochran, Assistant Prosecuting attorney, recused himself from the discussion of Finance Director Job Description.*

**RECESS**

~~~~~**EVENING SESSION**~~~~~

PUBLIC HEARING – Commissioner Hudson began the public hearing at 6:02 pm and stated the purpose of the hearing was regarding the creation of the County Commission of Jefferson County Hill Top House Hotel Economic Opportunity Development District, pursuant to Chapter 7, Article 22 of the Code of West Virginia, 1931, as amended (the “Act”), respecting the application regarding the creation of the Excise TIF District.

Public comment was then provided by the following: Sean Feigo, Scot Faulkner, Meredith Wait, Annette Mates, Ann Smith, Gregory Vaughn and Chris Brunsit.

There being no further comment, Commissioner Hudson closed public comment at 6:18pm.

- **Motion by Mr. Stolipher to approve the Resolution to consider and act upon a proposed Resolution regarding the approval of the application regarding creation of the County Commission of Jefferson County Hill Top House Hotel Economic Opportunity Development District, the undertaking and financing of the projects described in the application, and approving the submission of the application to the West Virginia Department of Economic Development for approval. as follows below. Motion seconded and passes 4-1, with Commissioner Hudson opposing.**

**Resolution Submitting Application - Excise TIF**

**RESOLUTION**

**WHEREAS**, The County Commission of Jefferson County, West Virginia (the “County Commission”) is authorized by the County Economic Opportunity Development District Act, Chapter 7, Article 22 of the Code of West Virginia 1931, as amended (the “Act”) to create Economic Opportunity Development Districts, to approve Economic Development District projects, to issue bonds or notes to finance development expenditures and other costs permitted by the Act and to take other actions as are necessary or desirable to stimulate the construction, supplementation, reconstruction and repair of structures and facilities in undeveloped, underdeveloped or seriously deteriorated areas within Jefferson County, West Virginia (the “County”), which will serve a public purpose and promote the health, safety, prosperity, security and general welfare of all citizens in the State of West Virginia all as more fully set forth in the Act;

**WHEREAS**, the County Commission has received and reviewed an Application (the “Application”) prepared by SWaN Hill Top House Hotel, LLC (the “Developer”) relating to the proposed creation of an Economic Opportunity Development District in Jefferson County, to be known and designated as “Hill Top House Hotel Economic Opportunity Development District” (the “Excise TIF District”);

**WHEREAS**, the County Commission did, on November 3, 2022, following proper notice thereof, hold public hearings with respect to the proposed creation of the Excise TIF District wherein any owner of real property situated in the proposed Excise TIF District and any resident of Jefferson County were afforded a reasonable opportunity to express their views on the proposed creation of the Excise TIF District and its proposed boundaries;

**WHEREAS**, the County Commission has, following such public hearing, found and determined that the submission of the Application to the West Virginia Department of Economic Development (the “WVDED”) will promote the establishment and vitality of significant business opportunities within the County and serve as an effective means for developing or restoring and promoting retail and other business activity within the Excise TIF District, which will stimulate economic growth and job creation in the County thereby serving a public purpose and promoting the health, safety, prosperity, security and general welfare of all citizens in the County and State all as more fully set forth in the Act; and

**WHEREAS**, the County Commission now desires to submit the Application to the WVDED for consideration for approval and, if approved, for subsequent consideration for approval by the West Virginia Legislature.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA, AS FOLLOWS:**

1. It is hereby found and determined following the public hearing thereon that the Application, as submitted to the County Commission, is approved, and the submission to the WVDED for its consideration for approval, and, if approved, for consideration for approval by the West Virginia Legislature, is hereby approved, ordered and directed.

2. It is hereby found and determined that the approval of the Application and the submission of the Application to the WVDED and the West Virginia Legislature for consideration for approval will promote the establishment and vitality of significant business opportunities within the County and serve as an effective means for developing or restoring and promoting retail and other business activity within the Excise TIF District, which will stimulate economic growth and job creation in the County thereby serving a public purpose and promoting the health, safety, prosperity and general welfare of all citizens in the County and State all as more fully set forth in the Act.

3. It is hereby authorized and ordered that the President of the County Commission cause the Application and all other necessary documentation to be submitted to the WVDED, together with a request for approval thereof.

4. The President and Members of the County Commission and other officials and employees of the County Commission are hereby authorized and directed to take such actions as they shall deem appropriate in facilitating the approval of the Application by the WVDED and the West Virginia Legislature.

5. This Resolution is effective immediately upon adoption.

Adopted this November 3, 2022.

THE COUNTY COMMISSION OF JEFFERSON COUNTY

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

Its President

**ADJOURN**

The Commission adjourned at 6:22pm on a motion by Mr. Hudson. Motion was seconded and unanimously approved.

\_\_\_\_\_  
Caleb Hudson, PRESIDENT

Respectfully submitted  
Sorayda Pitts  
Administrative Assistant

| DESCRIPTION                 | FUND 001 CO. | TOTAL        |
|-----------------------------|--------------|--------------|
| Gross Wages                 | \$449,497.51 | \$449,497.51 |
| 6.2% Tax Payable OASDI      | \$26,778.18  | \$26,778.18  |
| 1.45% Tax Payable HI        | \$6,262.64   | \$6,262.64   |
| Fed Withholding             | \$39,433.10  | \$39,433.10  |
| WV State Withholding        | \$16,824.28  | \$16,824.28  |
| VA State Tax                | \$255.51     | \$255.51     |
| MD State Tax                | \$1,020.01   | \$1,020.01   |
| PERS Retirement Deduct 4.5% | \$9,194.14   | \$9,194.14   |
| PERS Retirement Deduct 6%   | \$7,290.51   | \$7,290.51   |
| DSRS Retirement Deduct 8.5% | \$6,910.47   | \$6,910.47   |
| EMS Retirement Deduct 9%    | \$151.52     | \$151.52     |
| Hosp. Pre-Taxed             | \$15,459.00  | \$15,459.00  |
| D/VF                        | \$1,744.72   | \$1,744.72   |
| AFLAC Pre-Taxed             | \$388.07     | \$388.07     |
| AFLAC Post-Taxed            | \$818.92     | \$818.92     |
| Optional Life Post-Taxed    | \$1,841.47   | \$1,841.47   |
| Wage Attach #1              | \$373.39     | \$373.39     |
| Wage Attach #2              | \$316.49     | \$316.49     |
| Wage Attach #3              | \$0.00       | \$0.00       |
| 457 - Nationwide            | \$834.00     | \$834.00     |
| 457I - Empower              | \$4,771.50   | \$4,771.50   |
| 457R - Roth                 | \$1,245.00   | \$1,245.00   |
| Christmas Club              | \$4,615.00   | \$4,615.00   |
| Colonial(Plus)              | \$47.84      | \$47.84      |
| Uniforms                    | \$0.00       | \$0.00       |
| Total Deductions            | \$146,575.76 | \$146,575.76 |
| Net Wages Total             | \$302,921.75 | \$302,921.75 |
| Payroll Date                | 11/10/202    |              |



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



Name: Angela Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **November 17, 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 Exonerations and/or Apportionments**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



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



Name: **Matthew Harvey, Prosecuting Attorney**

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

Estimation of amount of time needed for appointment: **ten to fifteen minutes**

Date Requested – 1<sup>st</sup> Choice: **November 17, 2022**

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

**November 17, 2022 is specifically requested as these positions are a critical need.**

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

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

- 1. The Prosecuting Attorney's office requests to hire a full time investigator. A qualified candidate has been identified.**
- 2. The Prosecuting Attorney's office requests to move part-time victim advocate, Courtney Knill, to full-time.**

Is this a funding request?                      **This position is grant funded**

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 Commission approves the hiring of a full time investigator. The Commission approves the change from part-time to fill-time of Courtney Knill, victim advocate.**

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

If not attached, explain:

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

Contact information: **Jaymee Houser**

Email address: **jhouser@jcpawv.org**

Phone Number: **304-728-3318**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



**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: **November 17, 2022**

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

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

Please provide the County Commission with a description of your request or presentation, including any background information: **Release of Tolling of Bonding Agreement for Avalon Hills Subdivision (Jefferson County Planning Commission File No. 06-24).**

**On June 23, 2011, the County Commission entered into an "Agreement Regarding Bonding Obligations and Declaration of Covenants, Conditions, and Restrictions", commonly referred to as a "Tolling of Bonding Agreement".**

**The Agreement allowed the developer of an approved residential subdivision project - with a Final Plat that is on record in the County Clerk's office but in which no construction of the required land improvements has started - to put the project on hold due to poor economic conditions. Thereby "tolling" or stopping the project from moving forward. The "tolling of bonding" process is included in the County Commission's "Site Improvements Bonding & Bond Surety Policy".**

**The Agreement relieved the developer from being required to maintain a construction bond and begin construction of the subdivision improvements (e.g., roads, stormwater management, water and sewer service, etc.) and at the same time prevented the developer from being able to sell lots. The developer could bring the subdivision project out from under tolling of bonding by posting a new construction bond in an amount equal to the 115% of the estimated cost of all required subdivision improvements.**

**Sarah Carl Metz, the developer of Avalon Hills Subdivision, subsequently sold all parcels in the Avalon Hills Subdivision to the Stiles Family Partnership, LLC. The new owner wants to merge the subdivision back into the original four parcels that existed prior to becoming the Avalon Hills Subdivision, thereby vacating the subdivision on record. This will be done by recording a merger deed in the office of the County Clerk, which will make the Agreement unnecessary.**

**Therefore, the County Commission, upon recordation of the merger deed by the Stiles Family Partnership, LLC, needs to release the developer and owner from the requirements of the Agreement by recording a release in the office of the County Clerk in order to officially terminate the Agreement so that it has no further force or effect. Then return the original Merger Deed and the Site Stability Bond held by the County Commission under the Agreement, to the developer, Sarah Carl Metz.**

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 approve the release of the Agreement Regarding Bonding Obligations and Declaration of Covenants, Conditions, and Restrictions, recorded in Deed Book 1102, Page 89, for the Avalon Hills Subdivision (Jefferson County Planning Commission File No. 06-24), as presented; and to record the release in the office of the County Clerk.**

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

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

**Release  
of  
Tolling of Bonding Agreement**

**Avalon Hills Subdivision**

(Jefferson County Planning Commission File No. 06-24)

**WHEREAS**, the Jefferson County Commission, West Virginia, and Sarah F. Carl Family Limited Partnership (Sarah Carl Metz), entered into an "Agreement Regarding Bonding Obligations and Declaration of Covenants, Conditions, and Restrictions" (the AGREEMENT), on the 23rd day of June 2011, recorded in Deed Book 1102 at Page 89 in the Office of the County Clerk of Jefferson County, West Virginia; and

**WHEREAS**, Sarah Carl Metz conveyed all the Avalon Hills Subdivision parcels to the Stiles Family Partnership, LLC, on the 3<sup>rd</sup> day of December, 2021, recorded in Deed Book 1272 at Page 279; and

**WHEREAS**, the new property owner, Stiles Family Partnership, LLC, has voluntarily requested to record a merger deed to consolidate the Avalon Hills Subdivision back into the original four tracts of land, thereby vacating the Avalon Hills Subdivision and making the AGREEMENT null and void.

**NOW, THEREFORE**, the County Commission of Jefferson County, West Virginia, in consideration of the Avalon Hills Subdivision being vacated, hereby releases Sarah Carl Metz and all parties having any right, title, or interest in the Land (or any part thereof), their heirs, successors, successors-in-title and assigns from the AGREEMENT, including all covenants, conditions, and restrictions under the AGREEMENT.

The Jefferson County Commission hereby **ORDERS** that the AGREEMENT shall hereby terminate and have no further force or effect upon recordation of the merger deed vacating the Avalon Hills Subdivision and that the original Merger Deed and Site Stability Bond (e.g. letter of credit) held by the Jefferson County Commission under the AGREEMENT, shall be returned to Sarah Carl Metz; and this "Release" shall be recorded in the Office of the County Clerk of Jefferson County, West Virginia in the names of "*Jefferson County Commission*" and "*Avalon Hills Subdivision*".

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

Date: November 17, 2022

Caleb Hudson, President  
Jefferson County Commission

ATTEST: \_\_\_\_\_

Jacqueline C. Shadle  
Clerk, County Commission of Jefferson County, WV



**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: **November 17, 2022**

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

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

Please provide the County Commission with a description of your request or presentation, including any background information: **Release of Tolling of Bonding Agreement for Beallair Subdivision, Phase 2 (Jefferson County Planning Commission File No. 05-41).**

**On July 21, 2011, the County Commission entered into an "Agreement Regarding Bonding Obligations and Declaration of Covenants, Conditions, and Restrictions", commonly referred to as a "Tolling of Bonding Agreement".**

**The Agreement allowed the developer of an approved residential subdivision project - with a Final Plat that is on record in the County Clerk's office but in which no construction of the required land improvements has started - to put the project on hold due to poor economic conditions. Thereby "tolling" or stopping the project from moving forward. The "tolling of bonding" process is included in the County Commission's "Site Improvements Bonding & Bond Surety Policy".**

**The Agreement relieved the developer from being required to maintain a construction bond and begin construction of the subdivision improvements (e.g., roads, stormwater management, water and sewer service, etc.) and at the same time prevented the developer from being able to sell lots. The developer could bring the subdivision project out from under tolling of bonding by posting a new construction bond in an amount equal to the 115% of the estimated cost of all required subdivision improvements.**

**In accordance with the Agreement, the developer of Beallair Subdivision, Phase 2, reposted the construction bond and moved forward with completing the residential subdivision. Thereby having satisfied the conditions of the Agreement.**

**Therefore, the County Commission needs to release the developer from the requirements of the Agreement and return the Merger Deed and the Site Stability Bond held by the County Commission under the Agreement; and record a release in the office of the County Clerk in order to officially terminate the Agreement so that it has no further force or effect.**

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 approve the release of the Agreement Regarding Bonding Obligations and Declaration of Covenants, Conditions, and Restrictions, recorded in Deed Book 1096, Page 547, for the Beallair Subdivision, Phase 2 (Jefferson County Planning Commission File No. 05-41), as presented; and to record the release in the office of the County Clerk.**

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

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

**Release  
of  
Tolling of Bonding Agreement**

**Beallair Subdivision, Phase 2**

(Jefferson County Planning Commission File No. 05-41)

**WHEREAS**, the Jefferson County Commission, West Virginia, and Beallair Homes, LLC, entered into an "Agreement Regarding Bonding Obligations And Declaration of Covenants, Conditions, And Restrictions" (the AGREEMENT), on the 21<sup>st</sup> day of July, 2011; recorded in Deed Book 1096, Page 547 in the office of the County Clerk of Jefferson County, West Virginia; and

**WHEREAS**, Beallair Homes, LLC, having met and satisfied all conditions of Section 2(b)(ii) of the AGREEMENT.

**NOW, THEREFORE**, the County Commission of Jefferson County, West Virginia, hereby releases Beallair Homes, LLC, and all parties having any right, title, or interest in the Land (or any part thereof), their heirs, successors, successors-in-title and assigns, from the "Agreement Regarding Bonding Obligations And Declaration of Covenants, Conditions, And Restrictions", including all covenants, conditions, and restrictions under the AGREEMENT.

The Jefferson County Commission hereby **ORDERS** that the AGREEMENT shall hereby terminate and have no further force or effect, and that the Merger Deed and Site Stability Bond (e.g., Cash-in-Escrow, Letter-of-Credit, Performance Bond) held by the Jefferson County Commission, under the AGREEMENT, shall be released and returned to Beallair Homes, LLC; and this "Release" shall be recorded in the office of the County Clerk of Jefferson County, West Virginia in the names of "*Jefferson County Commission*" and "*Beallair Subdivision, Phase 2*".

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

Date: November 17, 2022

Caleb Hudson, President  
Jefferson County Commission

ATTEST:

\_\_\_\_\_  
Jacqueline C. Shadle  
Clerk, County Commission of Jefferson County, WV



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



Name: Nikki Painter, Chief Deputy Clerk

Department or Organization: Jefferson County Clerk's Office

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **November 17, 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*): **Certification of Completed Races for 2022 General Election**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



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



Name: Dennis Jarvis, II

Department or Organization: Jefferson County Development Authority

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

Date Requested – 1<sup>st</sup> Choice: 11/17/22

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

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

**Subject (Wording to be placed on agenda): The JCDA requests the JCC to assist in the payment of the accrued legal fees for the JCDA for property sales, from William Rohrbaugh**

Please provide the County Commission with a description of your request or presentation, including any background information: The request from William Rohrbaugh was presented to the JCDA in August, past the deadline for the FY 21/22 period. The JCDA negotiated a decrease in the fee to be in line with the FY21/22 legal fees for the agency.

Is this a funding request? **Yes**

If so, how much? \$25,000.00

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): The JCC approves the payment of legal fees for the JCDA for William Rohrbaugh.

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:    djarvis@jcda.net

Phone Number:    304-728-3255

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

not applicable



**WILLIAM F. ROHRBAUGH**  
*ATTORNEY AT LAW*  
**142 N. Queen Street**  
**P.O. Box 3090**  
**Martinsburg, WV 25402-3090**

**williamrohrbaugh@outlook.com**  
**www.rohrbaughlaw.com**

**Tel. No. (304) 596-6640**  
**Fax No. (304) 405-2640**

---

August 12, 2022

Sean Feigo, President  
Jefferson County Development Authority  
P.O. Box 237  
Charles Town, WV 25414

**Re: Invoices for Legal Services for the period from July 1, 2021  
through June 30, 2022**

Dear Mr. Feigo:

This letter will confirm the substance of my Zoom conference with Dennis Jarvis and you on July 21, 2022. Due to exigent considerations, by agreement, the invoiced amount of \$37,253.30 set forth in my July 14, 2022 letter to you is hereby reduced to \$25,000.

Thank you. Should you have questions, please do not hesitate to contact me.

Very truly yours,

ss/William F. Rohrbaugh  
WVSB No. 5048

xc: Dennis Jarvis, II, Executive Director



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



Name: Dennis Jarvis, II

Department or Organization: Jefferson County Development Authority

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

Date Requested – 1<sup>st</sup> Choice: 11/17/22

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

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

**Subject (Wording to be placed on agenda): The JCDA requests the JCC to support the LED grant resolution acknowledging the JCDA as the lead economic development agency for Jefferson County.**

Please provide the County Commission with a description of your request or presentation, including any background information: The request is to certify that the JCC certifies the JCDA as the lead EDO for the county. The LED grant program from the WVDO provides a grant for the JCDA to carry out economic development activities. The LED grant program is a matching grant from the WVDO to the JCDA.

Is this a funding request? **No**

If so, how much?

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): The JCC approves the passage of the resolution to certify the JCDA as the EDO for the community.

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

Phone Number:     304-728-3255

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

not applicable





## JEFFERSON COUNTY COMMISSION

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

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

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

### WEST VIRGINIA CERTIFIED DEVELOPMENT COMMUNITY (CDC) PROGRAM RESOLUTION OF PARTICIPATION AND COOPERATION

Whereas, the governing body of Jefferson County is interested in the economic well-being of its citizenry and the community at-large; and,

Whereas, the governing body is prepared to support appropriate efforts within the community to promote economic development; and,

Whereas, the West Virginia Chamber of Commerce and the West Virginia Development Office sponsor a program that is specifically designed to help West Virginia communities become better prepared for economic development; and,

Whereas, The County Commission has consistently funded the Jefferson County Development Authority since 1980, and this year's budgeted amount well exceeds the required \$22,727.00 match; and,

Whereas, it is a requirement of the Local Economic Development (LED) Grant Program to provide evidence of local match;

**THEREFORE, BE IT RESOLVED** that the County Commission of Jefferson County wishes to continue its participation in the Certified Development Community Program, and that the leadership of the community fully realizes this program requires dedicated effort; and,

**BE IT FUTHER RESOLVED** that the program requires the existence of a Local Economic Development Organization, and this governing body designates the Jefferson County Development Authority as representing our community for the purpose of participating in this program.

**BE IT FURTHER RESOLVED** that evidence is hereby provided to the West Virginia Development Office that more than sufficient matching funds have been provided to the Jefferson County Development Authority by the Jefferson County Commission.

This resolution is in full effect upon its adoption this 17th day of November 2022.

---

Signed: Caleb Hudson, President

---

Attested: Jacqueline C. Shadle, County Clerk



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



Name:

Department or Organization: **Delegate Wayne Clark and JHS Group**

Estimation of amount of time needed for appointment: 15-20 minutes

Date Requested – 1<sup>st</sup> Choice: **11/17/22**

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

Date Requested – 2<sup>nd</sup> Choice: 12/1/22

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

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

We are requesting a letter to be sent the WV DOH to explore alternative solutions to construct an interchange on route 340 and Augusta Ave. Parts of this interchange will also be on county property.

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 that the Jefferson County Commission authorizes the President to write a letter to the WV DOH, specifically Chief Engineer Jason Foster to all Jefferson County in junction with the City of Charles Town and JHS Group to seek outside funding to complete the route 340 and Augustine Ave Interchange.

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: Delegate Wayne Clark

Email address: [wayne.clark@wvhouse.gov](mailto:wayne.clark@wvhouse.gov)

Phone Number: 703-786-7114

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

not applicable

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



Name: Jessica James, Assistant Deputy Co. Administrator

Department or Organization: **Jefferson County Commission Office**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **November 17, 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*):

- **Interviews and Appointments to the following:**
  - **Jefferson County Board of Zoning Appeals – one unexpired term ending January 1, 2026**
  - **Jefferson County Parks and Recreation Commission Board – three unexpired three-year terms ending June 30, 2025**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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



The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, November 17, 2022, or as soon thereafter as the Commission may decide:

**Board of Zoning Appeals -one unexpired term ending January 1, 2026 and two alternate terms ending January 1, 2024 and January 1, 2025, respectively.**

*Alternates: Alternate members shall have all powers and duties of a regular Board member when sitting on a case and shall continue to participate in the case until a final decision is reached. Alternate members shall serve by rotation based upon seniority of appointment to the Board.*

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

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



October 19, 2022

Jefferson County Commission  
P.O. Box 250  
Charles Town, WV 25414

RECEIVED

NOV 02 2022

County Commission  
of Jefferson County, WV

Mr. Nissel,

Please accept this letter as my formal resignation from the Board of Zoning Appeals, effective immediately.

I appreciate the opportunity to serve on the Board; however, due to a change in my availability, I will need to resign from my term ending January 1, 2023.

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

Sincerely,



Leeds Corbin  
248 Earle Road  
Charles Town, WV 25414



Jefferson County Commission  
Application for Boards, Committees or Commissions

Please type or print information

Name: David Wiegand

Home Telephone Number: 301-748-5468

Work Address: 4845 International Blvd. #104, Frederick, MD 21703

Work Phone Number: 301-607-4180

Mobile Phone Number: 301-748-5468

E-mail Address: dwiegand@specializedengineering.com

Party Affiliation: *(Building Commission and Health Department applicants)*  
\_\_\_\_\_

Occupation: Geologist

Education: High School \_\_\_\_\_

College BA in Geology from SUNY Potsdam 1985

Trade/Business School \_\_\_\_\_

Are you a United States citizen?                      Yes X                      No   

Are you a West Virginia resident?                      Yes X                      No   

Are you a resident of Jefferson County?                      Yes X                      No   

Are you able to produce verification of residency?                      Yes X                      No   

(Proof of paying personal property tax, voter registration, etc.)

Address: 189 Wide River Farm Dr.  
Harpers Ferry, WV 25425  
\_\_\_\_\_

- Applying for BZA unexpired term -

Magisterial District: \_\_\_\_\_

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:  
Past President & owner and current employee of an employee-owned engineering company. In depth knowledge of building development, ability to read and understand engineering plans and County regulations and ordinances.

Organization Memberships and Positions Held : \_\_\_\_\_  
BZA Board member in the early 2000's, Board member of YMCA, Habitat for Humanity, Chamber of Commerce (Chairman & Vice Chair), Frederick Mutual Insurance Co.(Executive, ERM, Governance & Compensation Committees) Specialized Engineering Board (Chairman)

Have you even been convicted of any felonies? If yes, please list.

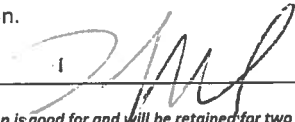
| Date: | Offense: |
|-------|----------|
|       | None     |
|       |          |
|       |          |

Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature:  Date: 10-31-22

*This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.*

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, November 17, 2022, or as soon thereafter as the Commission may decide:

**Jefferson County Parks and Recreation Commission: three (3) three-year terms ending June 30, 2025.**

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

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



## Karen Starry Manuel-Gregoryk

---

1158 Old Cave Road, Charles Town, WV 25414 304-839-9961 [ksmgregoryk@aol.com](mailto:ksmgregoryk@aol.com)

RECEIVED

Jefferson County Parks and Rec:  
Jefferson County Commission:

NOV 02 2022

County Commission  
of Jefferson County, WV

Speaking with Mr. Todd Coyle, I was informed of the need to fill a vacancy on the Jefferson County Park and Rec. This excited my interest because I have been interested in the Jefferson County Parks and Rec for many years. I believe I would be an asset to the community in this capacity. I have many ideas for the community and would like to see those come to fruition. As our area grows, the needs of our community members are ever expanding.

As a life-long, and fifth-generation resident of Jefferson County, I have been involved in the community for more than forty years. I was elected to the Old Opera House Theatre Board of Directors and during that time period, I over saw the organizing of the "Annual Autumn Auction" and many productions. As President of the Old Opera House Theatre Guild, I was responsible in heading monthly meetings, as well as organizing the yearly "Night at the Races", a major fund raiser for the theatre. My experiences and activeness also extend into other committees, such as the "Ways and Means" and the annual "Home and Garden Tour" with the Shenandoah Garden Club. My dedication to the "Adopt-A-Highway Program" has reached over thirty years, cleaning the roadsides of Jefferson County. To pay homage to my 1979 class of Jefferson High School, I have independently organized class reunions for the past twenty years. I am also a member of the Jefferson County Historical Society.

I am a results-oriented professional who has been consistently praised as diligent by my co-workers and management. I have always demonstrated analytical and creative thinking abilities in every aspect of my work.

I am hopeful you will agree that I am the type of competent and competitive candidate you are looing for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at (304) 839-9961 or via email at [ksmgregoryk@aol.com](mailto:ksmgregoryk@aol.com)

Thank you for your consideration and I look forward to hearing from you.

Respectfully,

Karen Starry Manuel-Gregoryk



## **Karen Starry Manuel-Gregoryk**

1158 Old Cave Road, Charles Town, WV 25414, 304-839-9961, [ksmgregoryk@aol.com](mailto:ksmgregoryk@aol.com)

**Objective** To prove myself as an asset to any company or organization.

### **Experience**

#### **Delta Airlines: International Flight Attendant**

May 21, 1990–August 1, 2020, Retired

30320 1020 Cargo Service Road, Atlanta, GA 30337

Based in New York, Los Angeles, Boston, and Detroit

Responsibilities include emergency medical care of passengers, decision =making skills, physical stamina,  
Lead International Flight Attendant

#### **United Airlines: Domestic Flight Attendant**

May 1989- April 10, 1990

77 Wacker Drive, Suite1000, Chicago, IL 60601

Based in New York

Responsibilities include emergency medical response, decision-making skills, communication skills,  
physical stamina, Customer-service skills, Lead Domestic Flight Attendant

#### **Continental Airlines, Inc.: Customer Service Agent**

1 Saarinen Circle, Dulles International Airport, Dulles, VA 20166

Ticket Sales, Gate Agent, Security Clearance, Customer Service Correspondent/Customs

#### **Temporary Solutions**

May 1985-January 1987

10328 Battle View Parkway, Manassas, VA 20109

Office Secretary/ Receptionist/ Customer Service Agent for Real Estate Company Virginia/ DC area

## Education

- Cooke Real Estate School, 4130 16<sup>th</sup> Street, Petersburg, FL 33703
- IAP Career College ( Home Stager / Interior Decorator) [support@iapcollege.com](mailto:support@iapcollege.com)
- Blue Ridge Community College, 13650 Apple Harvest Drive, Martinsburg, WV 25403
- Shepherd University, 301 North King Street, Shepherdstown, WV 25443 (Business/ Fashion Merchandising)
- Wilma Boyd Travel and Career College, Pittsburgh, PA 15108

## Communication

As a flight attendant for over thirty-three years, I am an excellent communicator and an attentive listener. A flight attendant needs to be able to handle stressful situations with tact and resourcefulness. A flight attendant must be able to make important decisions quickly in emergencies and be able to perform medical aid to passengers in distress. Negotiating skills and team development

## Leadership

- President of the Old Opera House Theater Guild
- Member of the Old Opera House Theatre Board of Directors
- Member of the national Shenandoah Garden Club
- Jefferson County Historical Society

## References

[Available upon request.]

Karen Manuel-Gregoryk

---

1158 Old Cave Road, Charles Town, WV 25414 304-839-9961 [ksmgregoryk@aol.com](mailto:ksmgregoryk@aol.com)

**Jefferson County Commission**  
**Application for Boards, Committees or Commissions**

Please type or print information

Name: Karen Manuel - Gregoryk

Home Telephone Number: (304) 839-9961

Work Address: 1158 Old Cave Road

Work Phone Number: \_\_\_\_\_

Mobile Phone Number: (304) 839-9961

E-mail Address: Ksmgregoryk@aol.com

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: Retired Delta Airlines (30 years)

Education: High School Jefferson High

College Shepherd College / Blue Ridge CTC

Trade/Business School Wilma Boyd Business College

Are you a United States citizen? Yes  No

Are you a West Virginia resident? Yes  No

Are you a resident of Jefferson County? Yes  No

Are you able to produce verification of residency? Yes  No

*(Proof of paying personal property tax, voter registration, etc.)*

Address: 1158 Old Cave Road

Charles Town, WV 25414

Magisterial District: \_\_\_\_\_

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

---

---

---

Organization Memberships and Positions Held : Old Opera House Theatre  
Board of Directors, Old Opera House Guild  
President, Shenandoah Garden Club, WV Adopt A  
Highway 1990-2022, Class of 1979 Reunion Organizer

Have you even been convicted of any felonies? If yes, please list.

| Date: | Offense: |
|-------|----------|
|       |          |
|       |          |
|       |          |

Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Karen Manuel Date: October 26, 2022

*This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.*

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



Name: **Nathan Cochran**

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

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **November 17, 2022**

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

Date Requested – 2<sup>nd</sup> Choice: **December 1, 2022**

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

**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: Jessica James, Assistant Deputy Co. Administrator

Department or Organization: **Jefferson County Commission Office**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **November 17, 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 2023 Holiday Schedule**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



## **JEFFERSON COUNTY COMMISSION HOLIDAY SCHEDULE 2023**

|                                    |                                    |
|------------------------------------|------------------------------------|
| <b>New Year's Day</b>              | <b>Monday, January 2, 2023</b>     |
| <b>Martin Luther King, Jr. Day</b> | <b>Monday, January 16, 2023</b>    |
| <b>President's Day</b>             | <b>Monday, February 20, 2023</b>   |
| <b>Memorial Day</b>                | <b>Monday, May 29, 2023</b>        |
| <b>Juneteenth</b>                  | <b>Monday, June 19, 2023</b>       |
| <b>West Virginia Day</b>           | <b>Tuesday, June 20, 2023</b>      |
| <b>Independence Day</b>            | <b>Tuesday, July 4, 2023</b>       |
| <b>Labor Day</b>                   | <b>Monday, September 4, 2023</b>   |
| <b>Columbus Day</b>                | <b>Monday, October 9, 2023</b>     |
| <b>Veteran's Day</b>               | <b>Friday, November 10, 2023</b>   |
| <b>Thanksgiving Day</b>            | <b>Thursday, November 23, 2023</b> |
| <b>Day after Thanksgiving</b>      | <b>Friday, November 24, 2023</b>   |
| <b>Christmas Day</b>               | <b>Monday, December 25, 2023</b>   |

**IN ADDITION TO THE DAYS LISTED ABOVE, THE COMMISSION WILL OBSERVE AS HOLIDAYS, ANY NATIONAL, STATE OR OTHER ELECTION DAY THROUGHOUT THE COUNTY, AND ALL DAYS WHICH MAY BE APPOINTED OR RECOMMENDED BY THE GOVERNOR, OF THIS STATE, OR THE PRESIDENT OF THE UNITED STATES, AS DAYS OF THANKSGIVING, OR FOR THE GENERAL CESSATION OF BUSINESS. ANY DAY OR PART THEREOF, DESIGNATED BY THE GOVERNOR AS TIME OFF WITHOUT CHARGE OF ANNUAL LEAVE FOR STATE EMPLOYEES STATE WIDE WILL AUTOMATICALLY BE DESIGNATED AS TIME OFF FOR COUNTY EMPLOYEES WITHOUT CHARGE AGAINST ANNUAL LEAVE FOR COUNTY EMPLOYEES. ANY ENTIRE OR PART STATE WIDE DAY OFF DESIGNATED BY THE GOVERNOR MAY, FOR ALL COURTS BE TREATED AS IF IT WERE A LEGAL HOLIDAY, AS PROVIDED FOR IN 2-2-1 OF THE WEST VIRGINIA CODE, AS AMENDED.**

**Date: November 17, 2022**

**PRESIDENT, JEFFERSON COUNTY COMMISSION**



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



Name: Jessica James, Assistant Deputy Co. Administrator

Department or Organization: Jefferson County Commission Office

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **November 17, 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*): **Set date, time, and location of first meeting of 2023**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

⬇ I move to approve Thursday, January 5, 2022 as the date of the first meeting in 2023, to begin at 9:30 am and held in the Jefferson County Commission Meeting Room, located at 100 E. Washington St., Charles Town WV, 25414.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable

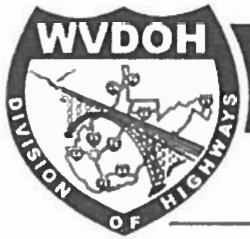


**Jessica Carroll**

---

**From:** Kisamore, Lisa R <lisa.r.kisamore@wv.gov>  
**Sent:** Thursday, November 10, 2022 2:59 PM  
**Subject:** New Traffic Pattern on WV 51 near the Jefferson County/Berkeley County Line, to Begin November 17, 2022

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



## **HIGHWAY NEWS**

WEST VIRGINIA DIVISION OF HIGHWAYS  
DISTRICT FIVE

P. O. BOX 99 • BURLINGTON, WV 26710-0099 • (304) 289-3521

PRESS RELEASE

FOR IMMEDIATE RELEASE

November 10, 2022

### **New Traffic Pattern on WV 51 near the Jefferson County/Berkeley County Line, to Begin November 17, 2022**

BURLINGTON, W.Va. – There will be a new traffic pattern beginning on Thursday, November 17, 2022, on WV 51, Middleway Pike, at the Middleway Bridge near the Jefferson County/Berkeley line. The new traffic pattern will place the traveling public on the temporary bridge while the old bridge is being demolished. A new speed limit will be in place to slow traffic through this detour and work zone. Motorists are advised to use caution while travelling through this area. Exact schedule is weather dependent.

###

## **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@hfbpsd.com

---

THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE SEPTEMBER MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON SEPTEMBER 9th, 2022.

The meeting was called to order at 7:30 a.m.

Those in attendance were:

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

Eddy Tennant- Operations Supervisor  
Joe Adams-Plant Operator  
James E. Williams- Consultant

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

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

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

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

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

Discussion by Mr. Tennant to transfer \$1,000.00 from the working capital reserve acc. to the regular checking

Motion by Ms. Dettmer, seconded by Mr. Lowrey to transfer \$1,000.00 from the working capital reserve account over to the regular checking account, approved.

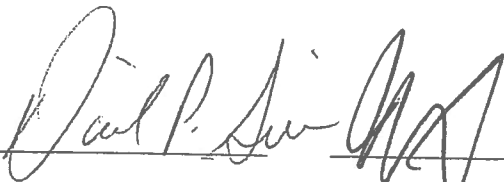
Discussion on the PSD handbook and needed revisions to bring handbook up to date.

Motion by Mr. Simmons, seconded by Mr. Lowrey to approve updates to employee handbook with changes, approved.

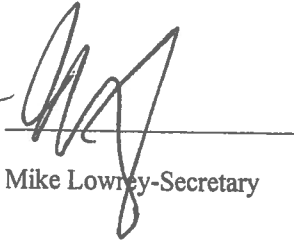
Discussion on the Fadley Drive storm drain, PSD Board to write letter to Ms. Cain with the Board's decision on the matter with the storm drains.

Mr. Simmons discussed an update with the CUPP\$ asset management software.

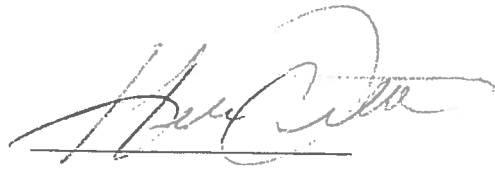
The meeting was adjourned at 8:05 a.m.



David Simmons-Chairman



Mike Lowrey-Secretary



Helen Dettmer-Treasurer

## **Public Comment for Jefferson County Commission meeting November 3, 2022**

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

Minutes of the County Commission Meeting of October 20, 2022:

Approved accounts payable: for 1.5M – There appears to be some rogue expenses:

**JC EMS:** \$787,217.75

**JC Parks & Recs:** \$93,771.50

**Old Charles Town Library:** \$22,500.00

**Rugged Notebooks:** \$61,750.00 (this excludes information regarding usage/distribution)

### **PUBLIC COMMENT –**

I propose that the County Commission reestablish our ambulance and fire services to its previous status of the EMS assisting the staffing for all seven (7) fire companies. This hostile takeover of the emergency services, provided by seven (7) independently operated fire companies, should be at an end.

### **PRESENTATION # 2 - Sherriff Tom Hansen**

- **Acceptance of Justice Assistance Grant (JAG) award**

I would suggest that the County Commission read the nine (9) page document of very fine legal print. I would be concern, whether, the County Commission is in compliance with all those requirements.

### **PRESENTATION # 6 – Roger Goodwin, Chief County Engineer**

- **School impact fee FY23 – School Capital Improvement Plan**

This request is to increase from 2M dollars to 8,174,260M. There are eight (8) pages of documents that does not justify changing what the impact fee can be used for. This does include a long-range request of eight (8) different projects at the total of 165M with little to no documentation for the long-range request. When in fact, the county has had a reduction of students over the last several years. I am deeply concern whether five people of the Jefferson County Commission has the authority to change the impact fees' structure of usage.

### **PRESENTATION # 7 – Dennis Jarvis – JCDA**

- **Part time employee as a social media coordinator. Request is 19,000.00**

There is no documentation listed for a job description or rate of pay. What is the rate of pay? Hourly? Salary? What? Also, it appears, this failed to be listed as budget neutral.

#### **PRESENTATION # 12 – EMS Transition update & Request for Direction re: Space use contracts**

No documentation was presented for lease space/contracts. This information should be presented as transparency for everyone to review.

#### **County Administrator Reports**

There appears to be an ambulance supply and purchase from the Shepherdstown's Volunteer Fire Company that includes nine (9) pages. The supporting documents are listed as Michelle Gordon. I would suggest putting this on hold until all issues have been resolved before move forward of the hostile takeover of the ambulance service.

There are three (3) other topics listed with no supporting documents.

#### **Presentation at 6:00PM – Hill Top Hotel Proposal for the Economic Opportunity Development District (25M) bond or other obligation.**

The agenda packet included, for the first time, the request/notification of 25M dollars. It appears the County Commission has already approved this request/notification on 10-27-22. So, why are we having a public hearing tonight?

*“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!*

**Remarks relating to Hilltop TIF District**  
**Thursday, November 3, 2022**  
**by Hon. Scot Faulkner**

**Jefferson County resident since September 1987**  
253 Prospect Avenue – Bolivar Heights  
Harpers Ferry, WV 25425

**ACTION PREMATURE**

Civil Action 22-C-20 through 22-C-24 pending decision.  
Ruling could render County action illegal.

**ACTION UNNECESSARY**

- Hilltop closed since 2008 – 14 years ago
- HF Visitors more than doubled
- Town bursting at seams with tourists
- New local businesses booming
- The Barn/Bolivar Bread successful WITHOUT TAXPAYER SUBSIDIES

**ACTION INAPPROPRIATE**

- Let market operate without government interference
- No need for county taxpayers to bailout a for-profit business in smallest municipality in county
- Bonds always voted on by all voters in county

**CONCLUSION**

Delay until court rules  
Put it on the ballot for all to decide